

Steven Green
Mayor

Sandra Whitehead
Mayor Pro-Tem

Kathy Clark
Commissioner



Rolf Hechler
Commissioner

Paul Baca
Commissioner

Juan A. Fuentes
City Manager

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Truth or Consequences, New Mexico 87901
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REGULAR MEETING

THE REGULAR MEETING OF THE CITY COMMISSION OF THE CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO, IS TO BE HELD IN THE COMMISSION CHAMBERS, 405 W. 3RD ST., ON WEDNESDAY, JUNE 27, 2018; TO START AT 9:00 A.M.

A. CALL TO ORDER

B. INTRODUCTION

1. ROLL CALL

Hon. Steve Green, Mayor
Hon. Sandra Whitehead, Mayor Pro-Tem
Hon. Rolf Hechler, Commissioner
Hon. Kathy Clark, Commissioner
Hon. Paul Baca, Commissioner

2. SILENT MEDITATION

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

C. COMMENTS FROM THE PUBLIC (3 Minute Rule Applies)

D. RESPONSE TO PUBLIC COMMENTS

E. PRESENTATIONS

1. Presentation for the review of the Infrastructure Capital Improvement Plan (ICIP) for 2020-2024. Traci Burnette, Grant/Projects Coordinator

F. CONSENT CALENDAR

1. City Commission Special Budget Workshop Minutes, May 3, 2018
2. City Commission Regular Minutes, May 23, 2018
3. Impact Fee Board Minutes, May 21, 2018
4. Public Utility Advisory Board Minutes, May 21, 2018
5. Authorization to re-invest balance amounts of maturing certificates of deposits for the R&R Sewer, R&R Water and Pledge State Accounts.

CONSENT CALENDAR *(Continued)*

6. Contracts with Lee Deschamps and Steven Sage for Public Defender Services for indigent defendants.

G. ORDINANCES/RESOLUTIONS/ZONING

1. Discussion/Action: Resolution No. 38 2017/2018 declaring surplus property for the July 28, 2018 public auction. Renee Cantin, City Clerk
2. Discussion/Action: Resolution No. 39 2017/2018 Final Budget Adjustment. Melissa Torres, Finance Director

H. NEW BUSINESS

1. Discussion/Action: Award RFP: 18-19-001 for Airport Engineering Services. Pat Wood, CPO
2. Discussion/Update: Proposed terms for Verizon tower on water tank. Susanna Diller, GIS/Planning Tech.
3. Discussion/Action: Lodger's Tax reimbursement request - Chamber of Commerce. Hans Townsend, President
4. Discussion/Action: Lodger's Tax reimbursement request – NMSRDA/Sierra Twirlers of T or C. Joseph Solis, Requestor

I. REPORTS

1. City Manager
2. City Attorney
3. City Commission

J. EXECUTIVE SESSION

1. Threatened or Pending Litigation (City vs. McGeachy) *Pursuant to 10-15-1(H.7)*

K. ACTION ON ITEMS DISCUSSED DURING EXECUTIVE SESSION, if any.

L. ADJOURNMENT

NEXT CITY COMMISSION MEETING JULY 11, 2018



E.1

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Discussion/Review 2020 – 2024 ICIP

BACKGROUND:

The City is required to annually revise and submit its Infrastructure Capital Improvement Plan (ICIP) to the Local Government Division of the New Mexico Department of Finance Administration.

STAFF RECOMMENDATION:

No Action needed/Review Only

SUPPORT INFORMATION:

- PowerPoint Presentation
- 2019-2023 ICIP Project Report
- 2019-2023 ICIP Project Summaries
 - (available electronically – 97pg. Document)



**INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN
FY 2020-2024**

What is an ICIP?



An ICIP is...



**MOM, THE DOG'S DIGGING
IN THE YARD AGAIN!**

An ICIP is NOT...



An ICIP is...

- *A plan that established planning priorities for anticipated capital projects*
- *Covers a five year fiscal period
FY 2020-2024*
- *Developed, updated, and submitted annually to LGD*

An ICHP is Not...

- Wish List
- Funding Application
- Funding Source

Why is the ICIP Important?



**Establishes
Priorities**



**Increases
Funding
Opportunities**



Establishes Priorities

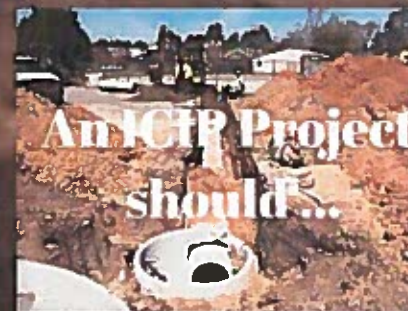
- The ICIP is a tool to showcase your entities priority projects
- Focus on critical need projects
- Encourages planning



Increases Funding Opportunities

- Participation in the ICIP is strongly encouraged
- Funding agencies utilize the ICIP in many ways
- The Governor's office uses the ICIP publication when vetting projects

What should an ICIP Project do?





An ICIP project should...

- Create a new fixed asset or;
- Enhance an existing fixed asset;
- Have a life expectancy of at least 10 years
- Be ready to proceed. Not a wish list.

**ICIP
projects
should
also...**

ICIP projects should also ...

- Have Good Estimates
- Be over \$10,000
- Identify funding sources
- Regionalize

Project Examples

- Construction or expansion of public building
- New storm and sewer systems
- Water/Wastewater upgrades & extensions
- Acquisition of land for public use
- Planning & engineering costs
- Recreational facilities & parks
- Streets/Road construction

ICIP Process



**Developing
your ICIP...**

Developing your ICIP...

- Determine Process
- Citizen Participation
- Goals & Objectives
- Review existing plans, regulations, etc.
- Analyze Factors
- Review Inventory - note needed upgrades
- Identify & Prioritize Projects
- Analyze Capacity
- Identify funding needs & sources
- Submit ICIP to Governing Body
- Adopt Resolution
- Submit ICIP to LGD

START

Project Profile

- Priority
- Rank
- Title
- Project Contact Info
- Total Project Cost
- Proposed project start date
- Class
- Type/Sub Type

Project Information

- Project Location
- Latitude and Longitude
- Legislative Language
- Scope of Work
- Secured & Potential Funding
- Project Budget
- Phasing Budget
- Annual Operating Budget
- Identify who will assume responsibilities

**More
Project
Info**

Additional questions specific to project...

- Life Span
- Public input and buy-in
- Is project necessary to address population?
- Regionalism
- Oversight mechanisms
- Advance region's economy
- Beneficiaries
- Address risks or hazard to public health and/or safety

Available Funding Sources

- ▶ Legislative Capital Outlay – State Appropriations
- ▶ Community Development Block Grant (CDBG)
- ▶ USDA
- ▶ Colonias
- ▶ Water Trust Board
- ▶ New Mexico Finance Authority
- ▶ Aging and Long Term Services
- ▶ Local Govt. Road Fund
- ▶ NMDOT
- ▶ Bureau of Reclamation



Funded ICIP Projects

- ▶ Animal Shelter – \$451,000.00
- ▶ Electric Feeder Upgrade – \$35,000
- ▶ Veteran's Wall – \$100,000.00
- ▶ WW Treatment Plant Upgrades – \$11,507,400
- ▶ Airport Fuel Farm – \$1,187,760
- ▶ Electrical Pole Replacement (local funds only)
- ▶ Sims Road Rehab – \$100,000.00
- ▶ Broadway Sidewalk Project – \$331,815
- ▶ Manhole Rehab/Replacement – \$550,000



Infrastructure Capital Improvement Plan FY 2019-2023

Truth or Consequences Project Summary

| ID | Year | Rank | Project Title | Category | Funded to date | 2019 | 2020 | 2021 | 2022 | 2023 | Total Project Cost | Amount Not Yet Funded | Phases? |
|-------|------|------|---|--------------------------------|-------------------|-----------|-----------|---------|-----------|---------|--------------------------|-----------------------------|---------|
| 32976 | 2019 | 001 | Cook Street Water Treatment Facility Improvements | Water Supply | 0 | 2,099,000 | 0 | 0 | 0 | 0 | 2,099,000 | 2,099,000 | No |
| 16524 | 2019 | 002 | Water Distribution Line Replacement | Water Supply | 0 | 161,750 | 97,425 | 387,400 | 563,500 | 0 | 1,210,075 | 1,210,075 | Yes |
| 34164 | 2019 | 003 | Downtown Main Street Roadway Improvements | Highways/Roads/Streets/Bridges | 0 | 139,185 | 106,605 | 64,389 | 136,469 | 209,246 | 655,894 | 655,894 | Yes |
| 23328 | 2019 | 004 | Downtown Storm/Surface Water Control | Storm/Surface Water Control | 0 | 210,000 | 1,960,000 | 0 | 0 | 0 | 2,170,000 | 2,170,000 | Yes |
| 34176 | 2019 | 005 | Swimming Pool Improvements | Other | 0 | 100,000 | 0 | 0 | 0 | 0 | 100,000 | 100,000 | No |
| 34180 | 2019 | 006 | Morgan Street Booster Station Improvements | Water Supply | 0 | 250,000 | 0 | 0 | 0 | 0 | 250,000 | 250,000 | No |
| 24062 | 2019 | 007 | Airport Fuel Farm Storage Tank Replacement | Airports | 834,738 | 232,852 | 0 | 0 | 0 | 0 | 1,067,590 | 232,852 | No |
| 33002 | 2020 | 001 | City Wide Storm Drain Improvements | Storm/Surface Water Control | 0 | 0 | 650,000 | 550,000 | 1,550,000 | 0 | 2,750,000 | 2,750,000 | Yes |
| 33008 | 2020 | 002 | Corona & Camino Del Cielo Underground Upgrades | Utilities (publicly-owned) | 0 | 0 | 1,328,381 | 0 | 0 | 0 | 1,328,381 | 1,328,381 | Yes |
| 33004 | 2020 | 003 | New and Upgraded Circuit Switches | Utilities (publicly-owned) | 0 | 0 | 280,000 | 0 | 0 | 0 | 280,000 | 280,000 | Yes |
| 33006 | 2020 | 004 | Battery/Enclosure Replacement at Substation | Utilities (publicly-owned) | 0 | 0 | 7,500 | 0 | 0 | 0 | 7,500 | 7,500 | No |
| 24061 | 2020 | 005 | Pole Replacement Program | Utilities (publicly-owned) | 0 | 0 | 600,000 | 300,000 | 300,000 | 300,000 | 1,500,000 | 1,500,000 | Yes |
| 33003 | 2020 | 006 | Capacitor Upgrades | Utilities (publicly-owned) | 0 | 0 | 106,250 | 0 | 0 | 0 | 106,250 | 106,250 | No |

Infrastructure Capital Improvement Plan FY 2019-2023

| | | | | | | | | | | | | | |
|-------|------|-----|---|--------------------------------|------------|-----------|---------|-----------|-----------|-----------|------------|-----------|-----|
| 17930 | 2020 | 007 | Electrical Main Feeders Upgrade | Unlites (publicly-owned) | 0 | 0 | 100,000 | 1,000,000 | 1,000,000 | 0 | 2,100,000 | 2,100,000 | Yes |
| 23327 | 2021 | 001 | Citywide Sidewalks and Signage | Hiways/Roads/Streets/Bridges | 0 | 0 | 0 | 190,000 | 190,000 | 190,000 | 570,000 | 570,000 | Yes |
| 26605 | 2021 | 002 | Construction & Demolition Landfill | Landfills | 0 | 0 | 0 | 1,225,000 | 0 | 0 | 1,225,000 | 1,225,000 | Yes |
| 10579 | 2021 | 003 | Regional Detention Center | Adm/Service Facilities (local) | 0 | 0 | 0 | 7,600,000 | 0 | 0 | 7,600,000 | 7,600,000 | Yes |
| 33030 | 2021 | 004 | Regional Safety Law Enforcement Complex | Public Safety Equipment/Bldgs | 0 | 2,654,100 | 0 | 100,000 | 0 | 0 | 2,754,100 | 2,754,100 | No |
| 26604 | 2021 | 005 | Animal Shelter | Public Safety Equipment/Bldgs | 451,000 | 0 | 0 | 200,000 | 0 | 0 | 651,000 | 200,000 | No |
| 22194 | 2022 | 001 | Senior Citizens' Complex | Senior Facilities | 0 | 0 | 0 | 0 | 450,000 | 6,000,000 | 6,450,000 | 6,450,000 | Yes |
| 9593 | 2022 | 002 | Civic Center Improv/Renovation | Convention Facilities | 0 | 0 | 0 | 0 | 75,000 | 0 | 75,000 | 75,000 | Yes |
| 17702 | 2022 | 003 | Water Well North | Water Supply | 0 | 0 | 0 | 0 | 1,950,000 | 0 | 1,950,000 | 1,950,000 | Yes |
| 24068 | 2022 | 004 | Effluent Water to Cemetery | Water Supply | 0 | 0 | 0 | 0 | 1,165,000 | 0 | 1,165,000 | 1,165,000 | Yes |
| 30094 | 2023 | 001 | Citywide Broadband | Economic Development | 0 | 0 | 0 | 0 | 0 | 110,000 | 110,000 | 110,000 | No |
| 10588 | 2023 | 002 | New City Hall/Commission Chambers | Adm/Service Facilities (local) | 0 | 0 | 0 | 0 | 0 | 2,900,000 | 2,900,000 | 2,900,000 | Yes |
| 26571 | 2023 | 003 | Wastewater Treatment Plant Renovation | Wastewater | 11,357,400 | 0 | 0 | 0 | 0 | 1,252,329 | 12,609,729 | 1,252,329 | Yes |
| 17704 | 2023 | 004 | Library expansion | Libraries | 0 | 0 | 0 | 0 | 0 | 600,000 | 600,000 | 600,000 | Yes |

Number of projects: 27

| | Funded to date: | Year 1: | Year 2: | Year 3: | Year 4: | Year 5: | Total Project Cost: | Total Not Yet Funded: |
|--------------|-----------------|-----------|-----------|------------|-----------|------------|---------------------|-----------------------|
| Grand Totals | 12,643,138 | 5,846,887 | 5,236,161 | 11,616,789 | 7,379,969 | 11,561,575 | 54,284,520 | 41,641,380 |

Infrastructure Capital Improvement Plan FY 2019-2023

Truth or Consequences Project Summary

| ID | Year | Rank | Project Title | Category | Funded to date | 2019 | 2020 | 2021 | 2022 | 2023 | Total Project Cost | Amount Not Yet Funded | Phases? |
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| 32976 | 2019 | 001 | Cook Street Water Treatment Facility Improvements | Water Supply | 0 | 2,099,000 | 0 | 0 | 0 | 0 | 2,099,000 | 2,099,000 | No |
| 16524 | 2019 | 002 | Water Distribution Line Replacement | Water Supply | 0 | 161,750 | 97,425 | 387,400 | 563,500 | 0 | 1,210,075 | 1,210,075 | Yes |
| 34164 | 2019 | 003 | Downtown MainStreet Roadway Improvements | Hiways/Roads/Streets/Bridges | 0 | 139,185 | 106,605 | 64,389 | 136,469 | 209,246 | 655,894 | 655,894 | Yes |
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| 34176 | 2019 | 005 | Swimming Pool Improvements | Other | 0 | 100,000 | 0 | 0 | 0 | 0 | 100,000 | 100,000 | No |
| 34180 | 2019 | 006 | Morgan Street Booster Station Improvements | Water Supply | 0 | 250,000 | 0 | 0 | 0 | 0 | 250,000 | 250,000 | No |
| 24062 | 2019 | 007 | Airport Fuel Farm Storage Tank Replacement | Airports | 834,738 | 232,852 | 0 | 0 | 0 | 0 | 1,067,590 | 232,852 | No |
| 33002 | 2020 | 001 | City Wide Storm Drain Improvements | Storm/Surface Water Control | 0 | 0 | 650,000 | 550,000 | 1,550,000 | 0 | 2,750,000 | 2,750,000 | Yes |
| 33008 | 2020 | 002 | Corona & Camino Del Cielo Underground Upgrades | Utilities (publicly-owned) | 0 | 0 | 1,328,381 | 0 | 0 | 0 | 1,328,381 | 1,328,381 | Yes |
| 33004 | 2020 | 003 | New and Upgraded Circuit Switches | Utilities (publicly-owned) | 0 | 0 | 280,000 | 0 | 0 | 0 | 280,000 | 280,000 | Yes |
| 33006 | 2020 | 004 | Battery/Enclosure Replacement at Substation | Utilities (publicly-owned) | 0 | 0 | 7,500 | 0 | 0 | 0 | 7,500 | 7,500 | No |
| 24061 | 2020 | 005 | Pole Replacement Program | Utilities (publicly-owned) | 0 | 0 | 600,000 | 300,000 | 300,000 | 300,000 | 1,500,000 | 1,500,000 | Yes |
| 33003 | 2020 | 006 | Capacitor Upgrades | Utilities (publicly-owned) | 0 | 0 | 106,250 | 0 | 0 | 0 | 106,250 | 106,250 | No |

Infrastructure Capital Improvement Plan FY 2019-2023

| | | | | | | | | | | | | | |
|-------|------|-----|---|--------------------------------|------------|-----------|---------|-----------|-----------|-----------|------------|-----------|-----|
| 17930 | 2020 | 007 | Electrical Main Feeders Upgrade | Utilities (publicly-owned) | 0 | 0 | 100,000 | 1,000,000 | 1,000,000 | 0 | 2,100,000 | 2,100,000 | Yes |
| 23327 | 2021 | 001 | Citywide Sidewalks and Signage | Hiways/Roads/Streets/Bridges | 0 | 0 | 0 | 190,000 | 190,000 | 190,000 | 570,000 | 570,000 | Yes |
| 26605 | 2021 | 002 | Construction & Demolition Landfill | Landfills | 0 | 0 | 0 | 1,225,000 | 0 | 0 | 1,225,000 | 1,225,000 | Yes |
| 10579 | 2021 | 003 | Regional Detention Center | Adm/Service Facilities (local) | 0 | 0 | 0 | 7,600,000 | 0 | 0 | 7,600,000 | 7,600,000 | Yes |
| 33030 | 2021 | 004 | Regional Safety Law Enforcement Complex | Public Safety Equipment/Bldgs | 0 | 2,654,100 | 0 | 100,000 | 0 | 0 | 2,754,100 | 2,754,100 | No |
| 26604 | 2021 | 005 | Animal Shelter | Public Safety Equipment/Bldgs | 451,000 | 0 | 0 | 200,000 | 0 | 0 | 651,000 | 200,000 | No |
| 22194 | 2022 | 001 | Senior Citizens' Complex | Senior Facilities | 0 | 0 | 0 | 0 | 450,000 | 6,000,000 | 6,450,000 | 6,450,000 | Yes |
| 9593 | 2022 | 002 | Civic Center Improv/Renovation | Convention Facilities | 0 | 0 | 0 | 0 | 75,000 | 0 | 75,000 | 75,000 | Yes |
| 17702 | 2022 | 003 | Water Well North | Water Supply | 0 | 0 | 0 | 0 | 1,950,000 | 0 | 1,950,000 | 1,950,000 | Yes |
| 24068 | 2022 | 004 | Effluent Water to Cemetery | Water Supply | 0 | 0 | 0 | 0 | 1,165,000 | 0 | 1,165,000 | 1,165,000 | Yes |
| 30094 | 2023 | 001 | Citywide Broadband | Economic Development | 0 | 0 | 0 | 0 | 0 | 110,000 | 110,000 | 110,000 | No |
| 10588 | 2023 | 002 | New City Hall/Commission Chambers | Adm/Service Facilities (local) | 0 | 0 | 0 | 0 | 0 | 2,900,000 | 2,900,000 | 2,900,000 | Yes |
| 26571 | 2023 | 003 | Wastewater Treatment Plant Renovation | Wastewater | 11,357,400 | 0 | 0 | 0 | 0 | 1,252,329 | 12,609,729 | 1,252,329 | Yes |
| 17704 | 2023 | 004 | Library expansion | Libraries | 0 | 0 | 0 | 0 | 0 | 600,000 | 600,000 | 600,000 | Yes |

Number of projects: 27

| | Funded to date: | Year 1: | Year 2: | Year 3: | Year 4: | Year 5: | Total Project Cost: | Total Not Yet Funded: |
|---------------------|-----------------|-----------|-----------|------------|-----------|------------|---------------------|-----------------------|
| Grand Totals | 12,643,138 | 5,846,887 | 5,236,161 | 11,616,789 | 7,379,969 | 11,561,575 | 54,284,520 | 41,641,380 |



F.1

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Approve the minutes of the City Commission Special Budget Workshop Meeting for May 3, 2018.

BACKGROUND:

None.

STAFF RECOMMENDATION:

Approve the minutes.

SUPPORT INFORMATION:

May 3, 2018 Minutes.

CITY COMMISSION SPECIAL WORKSHOP MEETING MINUTES
CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO
CITY COMMISSION CHAMBERS, 405 W. 3RD St.
THURSDAY, MAY 3, 2018

A. CALL TO ORDER

The meeting was called to order by Mayor Steve Green at 1:00 p.m., who presided and Renee Cantin, City Clerk-Treasurer, acted as Secretary of the meeting.

B. INTRODUCTION

1. ROLL CALL

Upon calling the roll, the following Commissioners were reported present.

Hon. Steve Green
Hon. Sandra Whitehead
Hon. Kathy Clark, Commissioner (absent)
Hon. Rolf Hechler, Commissioner
Hon. Paul Baca, Commissioner

Also Present: Juan Fuentes, City Manager
Renee Cantin, City Clerk-Treasurer
Melissa Torres, Finance Director

There being a quorum present, the Commission proceeded with the business at hand.

DEPARTMENT HEAD PRESENTATIONS & FY 18/19 BUDGETS

Overview of the day's events/format – Juan Fuentes & Melissa Torres

Finance Director Torres started by giving the Quarter Report numbers and the Expenditures and Gross Receipts Tax Revenues are what they are focusing on this year. Our Gross Receipts Tax is down by \$591,367. Lodger's Tax is also down \$18,667. Our goal is to try to wean ourselves off of the Electric Department, and a lot is due to our GRT being down.

Mayor Green mentioned the Gross Receipts Tax and if we have to accept their numbers. City Manager Fuentes let them know it's been an ongoing problem to get the actual numbers from Taxation and Revenue. It's been a difficult process trying to access that information. City Clerk Cantin also let them know we had attended a training and now have access to a report that shows whether taxes have been paid, you just cannot obtain the amounts. City Manager Fuentes added it's not just us experiencing a decline in GRT, it's other entities as well. We will continue to look into what may be causing that and use it as an example of why we need that information. Mayor Pro-Tem Whitehead asked if there is a way we can check on contractors doing big construction to make sure they are

contributing and paying their share. City Manager Fuentes said if it's a public project we can reach out to the organization to make sure they are using the right reporting. Finance Director Torres indicated it is part of our budget process to look at projects. She has also called to see if a certain business related to a project has paid their taxes.

Finance Director Torres said we are taking a different approach to the budget this year. Going into Revenues they estimate \$3.2 and expenses are estimated at \$5.3. 2018 City Manager Fuentes called their attention to the General Fund Unaudited beginning cash balance which could be higher depending on this years ending budget amount. Their hope is that number is a little bit higher so the number of the Ending Cash Balance will be much higher. Finance Director Torres continued and called their attending to the Small Cities Assistance which is also \$40,000 less. This year the General Fund taxes are estimated at \$1.4 million and last year it was \$1.69 million. The majority of our General Fund is Salaries & Benefits. We were also hit in benefits with a 4% increase when it's generally 1%. On top of that, insurances have gone up also an additional 5%. At this point the transfers in are the same as they had last year.

City Manager Fuentes showed some of the expenses per the requests they received throughout the year. Most have been pretty steady, and some have shown an increase because of things like Code Enforcement that have been asked to get taken care of. Some of the projects numbers will go down once we know what we have spent and what we need for next year. Once we here requests from departments, we will have to keep in mind when an expenditure is requested, we will need to increase the revenues.

Finance Director Torres continued with how they met with the Department Heads and they explained our shortfall of \$435,000. They took that time to get suggestions from the Department Heads for the shortfall. Some of the suggestions included: Increase Fines – Court; Increase rental(s); Special event(s); User fee(s); Animal license fees; More special events – Increase development program(s); Vacancy savings; 6% Operational reduction; Increase Transfer In from Enterprise Funds; Reduction of staff by attrition; Reduce our services; Increase M&J; Increase water & effluent rates; and adjust Police Department Baseline.

Mayor Green asked her to explain the Police Department Baseline. Finance Director Torres responded in the Police Department GRT there is a baseline of what we are giving them. City Manager Fuentes said before the GRT the General Fund was paying about \$1.2 million plus operations. Anything above that amount was being paid by the GRT. We had a similar situation a couple of years ago and the baseline for operations was used. The GRT pays the additional cost. Juan also added we need to also incorporate some of the Strategic Plan action items into the budget to make sure we are working that action plan.

Mayor Green asked if we have taken a look at all of our loans to make sure we could not renegotiate for savings. Finance Director Torres responded Mr. G. has done that with all of our loans and debt service to make sure that's what we were paying. City Manager

Fuentes said they will put it on the list to see if we could refinance some of the existing debt.

Mayor Pro-Tem Whitehead asked if when they are talking about insurance if they have gone out to see if we can get the same insurance at a lesser rate as Commissioner Clark mentioned last year. Finance Director Torres looked into it last year and for us to stand alone it would almost be double the price. With so many paying into the New Mexico Self Insurers' Fund the rates are better and there are incentives and possibilities for credits with Worker's Comp. City Manager Fuentes added some municipalities that are much larger and have the resources can do their insurance in house and we do not have the staff or capacity to do it ourselves.

City Clerk's Office – Renee Cantin

City Clerk Cantin gave her presentation. She highlighted some of the services they provide, including: Meeting Administration; Records & IPRA Requests; Business Licenses & Various Permits; Liquor Licenses, Special Dispenser's Public Celebration Permits; Lodger's Tax; Parks & Civic Center Reservations; Animal Licenses & Tags; Cemetery Plots; Utility & Weed Liens; Distribution of Payroll & Accounts Payable; Surplus Property disposition; Boards & Committees; Vehicles & Titles; Filing Documents with County Clerk; Tort Claims; Issue & maintain credit cards & Fuel Cards; answer Main Phone lines; Collect & Distribute mail daily; website; Notary Public Services; Banding; Elections; and Accounts Receivable. Priorities this year are: Moving Accounts Receivable to Finance; Short Term Rentals Project; New Records Retention Schedule; Ready for first destruction; and bringing other Department on board with Records Management and scanning.

She reviewed the Clerk's Budget and current budget requests. Operations this year's preliminary budget is almost \$6,000 less, but should be \$13,000 less due to the cost of the Regular and Special Election last year. She did ask to keep a little in the Election Line item for additional signs and she would like to include a TV and Chairs for the conference room next to the Clerk's Office, but that's not included at this time.

Commissioner Hechler wondered if we when we move the Accounts Receivable to Utilities if the Clerk's Department would be willing to have the vacant position as a part time position and to allow it to be a floating position to work at different departments where it would be needed. City Clerk Cantin said that would be up to the Commission, they will still have the responsibilities, just the receipting part is going to Finance. There are still animal licenses, business licenses, and other duties that will need to be done.

Mayor Green asked about the Maintenance Contracts which shows an increase. Recommend responded that is for Records Destruction. Mayor Green asked about BnB's they would like a copy of a list of all of the people who have registered. City Clerk Cantin has the list prepared as they register.

Fire Department – Paul Tooley

Fire Chief Tooley presented where they are with the funding for this year. They were supposed to get \$312,000 this year, minus \$23,000 for the new Fire Truck payment, which left them with \$289,000. The first quarter they didn't receive any money and went a year and a half without receiving any money. Here at the end of the year, in the last seven-eight weeks they received \$200,000 of their budget. They have a grant out asking for a new Fire Truck and they will pay 95% of that. They have a City Reimbursement Fund of \$42,500. They have a balance left from last year of \$21,500 along with call volume down. This will be a savings to the City of \$21,000.

The next fiscal year he gave a breakdown of when they will receive money. They are trying to put \$500,000 in there as a carryover and if they don't get the grant they may be able to purchase it next year with the carryover. They will be applying for another \$100,000 from State Fire Funds as well. So they are actually in good shape right now. We will have a good problem if we do get that grant this year.

Mayor Green thanked him for being the voice in the State on the distribution of the Fire Fund monies.

Library – Pat O'Hanlon and Angie Torres

Angie Torres made the presentation. During the second week of March 2018 they were visited by 748 people, which would be 38,896 visitors in one year. She provided statistics on how many books were checked out and how often the computers were used. She highlighted some of the services they provide including: Library Outreach; Reference Services; Interlibrary Loans; Southwest History Collection; Audio/Visual Materials; and Meeting Room Services.

Mayor Green asked since they have been tasked with taking away \$400,000 from our budget. He asked if we need an Annex Library on Foch St., and what the usage is. Ms. O'Hanlon said first they estimated the electricity at \$27 a year and second it virtually doubles the state funding they receive to have it. Mayor Green asked if we were to take over the School Library if it would help with additional funding. Ms. O'Hanlon responded the High School Library is part of the School District and they are absolutely independent and not related at all.

Municipal Court – Beatrice Sanders/Margaret Clanton

Ms. Clanton gave the presentation and included the duties of the Municipal Court. They basically requested the same amount as last year. There are two line items that are different. The first one is the reimbursable line items. One of the reimbursable items is from the Automation Fee funds. They received a list of things to consider to be replaced through this program. Their server is over the 7 year lifespan and they will also need to update equipment when it's renewed. The System's MD quote was between \$5,000-\$6,000. And the JAF Grant they apply for that is used for the Teen Court Program hasn't been awarded yet, and is estimated.

Mayor Green brought up the Court Fines, which was an option that was given to possibly do an increase and how we would go about doing that. Finance Director Torres said it's set by the ordinance and the range of that fine. Ms. Clanton said right now it's between \$0 - \$500. Finance Director Torres added one of the fines they talked about was the Code Enforcement Fines which could be increased.

Service Center – Juan Fuentes

City Manager Fuentes presented the Service Center budget. The only Capital Outlay they are requesting is for a Tire Changer for \$10,000. The tires that are coming out now have bigger and higher profile tires which need a better changer to make it safer and easier when mounting tires. Their budget has been kept pretty much the same other than the request and Fleet Director Joe McDonald has submitted his request to retire in July.

Commissioner Hechler asked what Fleet is actually responsible for. Having gone through this in another Governmental entity, their fleet was reduced to oil changes, tires, and minor repairs because major diagnostics can be taken out of the city and can we look at it and make a reduction in staff. City Manager Fuentes responded it might be an opportunity to look at the equipment and services to see if we need to handle that in a different manner. For example, the big trucks have to be shipped out because they have computer systems we can't handle. We can look at outsourcing and partnering with the county for the operations. Commissioner Hechler said for safety purposes you should always have two in the shop but they should look at it.

Mayor Green asked if we are not going to advertise for that position. City Manager Fuentes said we will look at all of the issues and vacancies and see what we can do with the direction from the Commission. They want the public to understand what the Commission and staff has to deal with in approving a budget. Sometimes throughout the year people forget the struggles of putting together a budget. Finance Director Torres added the DFA is getting more involved with municipalities because some have gone bankrupt. Whatever budget we submit with DFA, our revenue has to coordinate with our expenditures. We have to keep in mind what is in our checkbook. City Manager Fuentes confirmed they are getting more involved and want to see the revenue on paper.

Electric Department – Bo Easley

Electric Department Director Easley went over his budget first. The revenues are about the same, they did go over on their fees with the switchover on Tyler and the problem with Meter Reading. Expenses went down, full-time wages went down. One Meter Reader went to the Utility Department. He reviewed his expenditures. They created another line item for outside tools for electrical. Dues and Subscriptions went up due to the payment of Tyler. The Wholesale Cost and rates for Sierra Electric may go up, but we are not sure yet. They will be working on that around October. Mayor Green asked if that will have to be dealt with this year. Electric Department Director Easley confirmed it will be in this year if it happens. We should know by November. Finance Director Torres

brought their attention to the projected revenue which is the best they have had in a few years.

Mayor Green asked how we would deal with rates if it happens. City Manager Fuentes said in the past the city has chosen to absorb that cost and we may have to make adjustments.

Electric Department Director Easley gave his presentation on the requests, which include: a Dump Truck; Merchant Testing Raises for motivation or completing the 5th and 10th tests; an MT-1/NT9 Portable Meter Tester; Underground Fault Finder; a 42' x 52' Metal Carport for Bucket Trucks and Boom Trucks to keep the sun off of them; a 47 Foot Hydraulic Digger Derrick Truck (old one would go to Water/Wastewater Dept.); Cielo Vista Distribution Renovation; Substation Battery Replacement; and the Smart Meter Project. They got a price from Mitron AMR Mobile Reading System which will be brought to the Commission again. They are still having problems getting into the customer's property to the meters. Every month there is something different with new residents and it's getting harder to get in to read the meters. One of the customers put a bucket over the meter and put a baby monitor fixed on the bucket and put a deal on the front window so when they come to the property, they have to look at the window for the reading because they don't want them on their property. It's getting to be a challenge. City Manager Fuentes said another third option would be to buy a lot of baby monitors. Electric Department Director Easley said it's really a challenge and some they have to read from the neighbors and different ways to get a reading.

Mayor Green said so for the Smart Meter Project the estimate here is about \$500,000. He asked if that was doing it in-house. Electric Department Director Easley said no, that would be for them to come in and do the work. City Manager Fuentes said this is just one of the proposals they are looking at. If this system is selected all of the water meters would be in there and would be ready to put into place. Commission Baca asked if this is something we can budget now. City Manager Fuentes responded the double-edged sword is we have the shortfall and need to decide if we want to cut the transfer out to do the project. Commissioner Hechler asked if it would create more revenue for Electric. Electric Department Director Easley confirmed it would. City Manager Fuentes added the upfront cost would have to come from the city.

Mayor Green mentioned at one time there was someone from wil who were going to put in a subdivision and if that's why we were doing the Cielo Vista Subdivision. Electric Department Director Easley responded no, the lines are very old and needed to be replaced. But they are being replaced with that subdivision request in mind.

Commissioner Hechler asked if we could use the USDA funding to purchase the new truck. City Manager Fuentes said USDA changed their funding allotment where we are only getting \$35,000 and this is a \$224,000 truck. He asked Electric Department Director Easley what his priority is between this and the digger truck. Commissioner Hechler said if we had to we could spread it out over two or three years. Electric Department Director Easley agreed.

Commissioner Hechler also mentioned sometimes the city is a training ground where we hire potential employees, don't pay them enough, give them a little experience, and they find a better paying job and they are gone. He has had success in the past in building a team. You pay them a little more wages, and they train together, work together, they are used to each other, they like each other, and they hang around. And the benefit of that is the beneficiary is the community and entity that employs them.

He hopes we can work toward increasing some of the base salaries to do better recruitment so we are not training them and they go somewhere else. City Manager Fuentes responded in the past we have to look at what we have in the budget and whether we can factor in an increase. And the question is do we move on one and not on another department which can also create other issues. Commissioner Hechler said they always looked at their vacancy status. Checking on when to hire and when not to hire positions can make that investment in the savings.

Mayor Green asked if the Merchant Testing Raises is in the budget. Electric Department Director Easley said no, it's part of his wish list.

Sanitation & Recycling – Andy Alvarez & Kristen Weddle

Sanitation Director Alvarez & Kristen Weddle gave the presentation. They have 10 Full-Time Employees and 2 vacancies. They gave an overview of the: Scale House Operations; Recycle Yard; Tipping Floor; Recycle Center; Dumpster Trash Routes; and Poly Cart Routes. 2018-2019 they will be receiving a new Side Loader Trash Truck which costs \$183,896. They submitted two application this year for the Recycling & Illegal Dumping (RAID) Grants. One for paving the Recycle Yard and behind the Recycle Center. They budgeted \$58,296.10 for this project in case they do not receive the Grant. Second grant is for the purchase of a Tub Grinder to chip all trees and wood to recycle it and keep it out of the landfills. The budgeted \$189,980.00 for this project also, in case they do not receive the grant. They will also be budgeting for new Metal Dumpsters this year, due to the old ones rusting out and beyond repair. The cost is \$461.00 per 3 yard dumpster. They are budgeting \$12,000 which will give them about 25 new dumpsters.

Mayor Green mentioned an announcement she made about the tipping fee going up. Ms. Weddle confirmed it will be going up 5%.

Mayor Green recessed the meeting at 2:55 p.m. and reconvened at 3:05 p.m.

Police Department – Mike Apodaca

Chief Apodaca gave his presentation. When he did the initial presentation, he had some lofty ideas and when he went into the meeting and found out about the debt. But with that being said, he's not saying they don't need a Detective, but he offered to vacate his 13th position which would give the city \$58,000. They are looking at a USDA Grant for 2 – 2018 Ford Taurus Patrol Units for a total of \$80,256. The Grant will pay for 55% of the vehicle price for a total savings of \$28,740.80. They have two Ford Crown Victoria's that

are still in service and are safety concerns. Their next request would be for 2 Animal Shelter /ACO/Code Compliance Officers. They would be Full-Time to assist with the care of animals; assist with ACO; and assist with Code Compliance. The \$12.00 an hour for these two positions will be about \$60,000 a year. He added that we are no longer paying the previous Shelter \$12,000 a year and that would help with this cost.

Mayor Green asked for the need for storage at the Armory location and assuming it will be their building at some point. What would they need to make that building more effective and to be able to work for the team members? Chief Apodaca said it needs a face lift and upgrades. And using the Armory for Records Storage has been nice because of the Sally Port which helps for loading. Mayor Green appreciates his candor, he's obviously looking out for his staff. Commissioner Hechler asked who the Officer is who is coming back. Chief Apodaca responded its Mark Peterson who is a People Person and a good Officer. He announced some of their successes. Commissioner Hechler asked if their salaries are good now for retention purposes. Chief Apodaca responded he things so.

Mayor Green asked if we still have the program where restaurants would give the Police Department coupons when there are people in need. Chief Apodaca said they still have the Ministerial Alliance who offer that. Mayor Pro-Tem Whitehead asked what they offer. Chief Apodaca responded they have \$10 of gas; \$5-\$6 for Fast Stop; and some things for Albuquerque or Las Cruces. Lt. Baker said they have to be careful people are not taking advantage of that also. She and another officer have also pitched in to help when people need it.

Water & Wastewater – Arnie Castaneda

W/WW Supervisor Castaneda gave the presentation beginning with the Water Department. They currently have 6 Full-Time Employees responsible for: Production of potable drinking water; maintenance and repair of water distribution lines; maintenance of wells, booster & storage facilities; and monitoring and testing. They have a 7.2% increase in personnel. It has been difficult keeping employees, they have tried to recruit and keep certified operators on staff. He let them know retaining the employees has been a problem. They can retain Laborers, but the Certified Operators have been hard to keep. Moving on to their budget, the expenditures has been decreased by 9%. The Capital Equipment requests include: one 2018 Ford F150 estimated at \$24,732 through state contract; a New Mueller 30' x 60' Metal Building and concrete foundation estimated at \$34,404.12; for a total of \$59,136.12. The Metal Building will help them centralize both operations at the property the city owns by the Wastewater Treatment Plant. With their Net Income and including the Capital Outlay Request they will only need \$14,450.12 to cover the requests.

Mayor Green noticed the maintenance equipment has dropped from \$10,000 to \$2,000. Water & WW Supervisor Castaneda responded they have had some problems with not using the right line items and some of that was spread out to other line items to be more accurate. Finance Director Torres said you have to remember the accounting for the

financial aspect has to show true data. We are now educating our Department Heads on using the right lines in their budgets.

Mayor Green also asked about utilities which shows a decrease from \$127,000 to \$95,000. If those numbers are right the percentage is wrong. It's not 3%, it's more like 30%. He wondered why it was just a radical drop. Water & WW Supervisor Castaneda responded they are following the trend of what they used this past Fiscal Year. City Manager Fuentes said in the past the way they structured Water & Wastewater was sometimes a purchase for Water was taken out of Wastewater. We are now cleaning that up and separating what items are Water are paid from Water and that will give us more accurate data for each department.

Commissioner Hechler asked if the Filtration System for the effluent pond was included in this year's budget or will it be included in next year's? City Manager Fuentes said the Sulfur System was planned for this year and he wants to get it installed by the end of this Fiscal Year.

Wastewater Budget – W/WW Supervisor Castaneda went on with the amount of employees and the duties they have including: treatment of the Wastewater; effluent recycled water testing and distribution; composting of Bio-solids; Lift Stations operation; and monitoring and testing. Their Revenues have a slight decrease of 5% and transfers out went up a little bit. He showed the employees they currently have and their certifications. They do have a position open and the personnel expenses are less. They are working on the Phase 2 WWTP upgrades. AS of today the structures are up and have been tested for leaks and in the next couple of weeks they plan to have them operating by June or July of this year. Their operating budget is 18% less this year.

Their Capital Outlay Request include a much needed dump truck and heavy duty hoist for the extraction of pumps as illustrated in the next slides. The cost of the new Dump Truck would be \$87,500 and the New Crane & Body would be \$27,821.00 for a total amount of \$115,312. He reviewed the Projected Revenues minus the Transfers Out; Personnel; and Operating Expenditures, leaves a net income of \$127,466 which is enough to cover the Capital Outlay Request of \$115,312 and still leave a balance of \$12,154.

Commissioner Baca asked if they could do without that one position like the Police Department offered to do? Water & WW Supervisor Castaneda responded absolutely not. They are hurting on both departments for personnel and are operating with minimal employees. For example today they had an employee call in sick and they were scrambling asking other departments for help. The operation of Water and Wastewater doesn't stop and he can't stress that enough.

Public Works – Don Armijo

Benny Fuentes presented the Streets Department who currently has 6 employees and one vacant position. Their duties includes: Construction & paving, Potholes/Utility Cuts;

Demolition; Sidewalk, curb & gutter repairs; Small ditch/Unpaved Street Maintenance; Special Events Assistance; Street Cleaning; and Vegetation Control. He showed pictures of the Broadway sidewalk project; the Kruger St. project they did with LGRF money; and they are currently working on the Sidewalk, Curb & Gutter on McAdoo by City Hall.

Mayor Green asked if the Street Sweeper is doing that five days a week and is it on a rotation basis. Mr. Fuentes let him know when he has a big project like the sidewalk project, they put the sweeping on hold. Otherwise, the city is separated into four sections and he spends one week at each section. If they have any special events, they send them right out there. City Manager Fuentes wanted to show them part of the Streets Budget is in the General Fund which is mainly the personnel. And they also have the Municipal Street Fund where they have the revenue and also the projects which includes: IGRT for Streets; Gas Tax Revenues; LGRF; NMDOT project; and NMFA Loan Proceeds are accounted for. City Manager Fuentes continued the Capital Outlay is down for this year because some of those projects have been completed like the South Broadway sidewalk project.

Streets Supervisor Fuentes continued with the differences in the expenditures. There is also a slight increase in the Per Diem and Training lines so the employees can be sent to classes for driving and we need certified flaggers also.

Finance Director Torres added another thing that needs to be kept in mind is the increased cost of fuel. No increases have been included.

Parks Supervisor Hechler presented the Parks budget. He presented a Mission Statement and some goals for the year include: Building a Team that is Goal Oriented; Professional Development & Certifications in turf management, pesticides/herbicides, equipment operations and Master Gardener. Salaries should be appropriate with Staff's abilities; and he would like to develop Parks to include a Manager, a Team Leader; 2 Park Maintenance Worker 1 positions; and the Summer Youth Employment Program. He reviewed some of the improvements they have plans for this year including: the Tennis Court windscreens, nets, new backboard, and trash receptacles; upgrades at the Louis Armijo Sports Complex such as fencing, soil, bases, irrigation systems, new UTV and trailer to drag in-fields and replace bleachers. He has a three year plan to automate the sprinkler system. Vista Memory Gardens has some erosion and drainage that needs to be addressed either through contract or in-house support. The Cemetery also needs fertilizer and grass seed, as well as, the implementation of an automated timer system for irrigation. They are requesting an increase in personnel and the operating budget they have left the same. We need to be more competitive with the job market in the area. He reported they have a couple of Emergency Hires which is great to have the help, but when their three months is up, they are gone and they need consistency. He worries about wearing out the current staff. The Cemetery budget and Parks expenditures have no major changes from last year's budget. The contractual services is used for Port-a-potties. Parks & Recreation is asking for an increase of 5% for the Personnel Budget and the same operating budget as last year. The total Capital Outlay shows an overall increase of 3%. He will be overseeing the Summer Youth Program and will work toward

having all staff positions filled on a more permanent basis necessitating a continued strong budget as they move forward in improving our Parks & Recreation Facilities. He also see using the Summer Youth Program to assist other Departments with labor and duties.

Mayor Green asked if Judge Sanders has ever given someone who has a fine to do some labor. Mayor Pro-Tem Whitehead recalled some people years ago who were in jail had to come out and clean yards etc. to help. Mayor Green asked City Manager Fuentes if that is something we could talk to Judge Sanders about it. City Manager Fuentes responded she already does refer some of them to some departments like sanitation. But he can look into if she has a program.

Mayor Green mentioned some discussion about putting a Recycle Bin at Louis Armijo Park where there has been so excess dumping.

Commissioner Hechler asked if they were ok for equipment for now. Parks Supervisor Hechler responded this year he is ok with the Mower and the Kubota. They are not contracting out the Parks this year, the goal is to keep it all in house. He said in the next couple of years, he can see the need for a new truck.

City Manager Fuentes added he also needs to have the necessary staff to help with the Golf Course. He thinks in the long run that will help us and right now we don't have the ability to help maintain that. Mayor Green asked if the vacancies are being advertised. And it was confirmed. Discussion was held as to the challenges they have with hiring and finding applicants that can make it through the whole process.

David Johnson presented the Facility Management duties including: providing support services for maintaining well-functioning, safe facilities for a quality work environment for city facilities. They have been helping install benches & trash receptacles; working on upgrades to the Utility Office; and helped Rotary with the installation of the Sun Shade at the SJOA Meal Site. In Personnel, he has two vacancies. 1 for Janitorial and the other one they are holding right now to decide what they want to do with that position or if they just want a Tech 1 at this time. They are handling the jobs they need to do right now, with the employees they have. In the Expenditures, he move some of the money around. They have worked hard at conserving fuel and not driving around if they don't need to. He increased Building Maintenance a little to use for upgrade and if a cooler goes out, they will be able to take care of it. Overall the expenditures are 5% less than last year's final. He doesn't have anything added for equipment or any Capital Outlay at this time. Commissioner Hechler asked if the installation of a drive-through at City Hall was something they have the expertise to do. Facility Management Supervisor Johnson responded he's in the process of getting the certification he would need for that construction.

Tammy Gardner, Interim Pool Manager presented their budget. Revenues were left the same. Personnel – they are in the process of hiring. They have six applicants and four have made it through the tests, etc. so far. They didn't increase the Operating Expenses,

they just shifted some of the money around. Some of the Goals they have include: Focus on improving revenue; Stricter cash handling; More control over accounts receivable; New cash registers to keep better track of all transactions; entries, passes, rentals, etc.; Keeping better track of daily entry fees and pass use; Better control and regulation of passes; being more consistent internal control; and better management of employee schedules to minimize pool closures. Some of the Capital Improvements they would like include: replace the Kiddie Pool area with an Office and shaded picnic area for \$15,000; they would like to look at getting an entry level or higher end Bulkhead. A Myrtha Bulkhead would be around \$90,000-\$100,000, not including installation.

There were questions about the increase in Full-Time positions and eliminating part-time positions. Commissioner Hechler asked if there is anything we can do to keep our lifeguards. Ms. Gardner is hoping with the changes more people will be interested. City Manager Fuentes responded Tammy will be doing a more detailed presentation to the Commission about the Pool. There will always be a challenge in finding Lifeguards. Pool Manager Gardner said it seems to be a wide spread issue. Even Las Cruces has a problem keeping Lifeguards.

Mayor Green asked how we can work on the revenues. Can we have some merchandise to sell for revenues like goggles, and flippers, etc? City Manager Fuentes let them know it's hard for a municipality or public entity to spend public funds on merchandise to be sold. Finance Director Torres said we have to start looking at the fee structure for our services including the pool and the Airport. Tammy Gardener added they also need to look at opening it up to the public for more hours. They are pretty comparable price wise when she asked other entities. Discussion was held about hours of operations. Finance Director Torres said one of the things they were working on with the reorganization was the sale of passes. They are optimistic of the changes we will see. Mayor Green thought we could let the hotels who don't have a pool know the schedule so people can use our pool.

Airport – Randy Malone, Airport Attendant

Mr. Malone gave his presentation. They are looking at ideas for Rental Revenue increases. They are also focusing on: Total Revenues On track to Finish 110% this Fiscal Year; Committed to Growth in upcoming Fiscal Year; Hangars Rentals to be at 100% occupied for full Fiscal Year; and adjusted rates for land/hangars/billboards by mid FY18/19. They were looking into if there are hotels that might have a driver come to pick up visitors or personnel. They feel if they were to offer billboards there, it could bring in more money to help. In the last three years, the Fuel Revenue has increased. They have worked on: Outreach to Experiment Aircraft Association (EAA); Outreach to Aircraft Owners and Pilots Association (AOPA); Outreach to flying clubs; Outreach to Recreation Aviation Foundation (RAF); AOPA Destination for Individuals and clubs; EAA Fish Fry; RAF training; a RAF back country hub for Gila; and having an Aircraft Maintenance company onsite. It's more attention for the city and more business for the city. For a new Revenue Stream, they are looking into: a State Maintenance Grant \$10K this FY/\$20K next Fiscal Year; looking at building shade hangars on south end of apron; and

renting to waiting list and transients. In order to have increased sales, they must have the ability to buy more fuel. They have to buy it in bulk. So they are looking at increasing the Fuel Budget by 20% for Jet-A and 12.5% more for AV-GAS. He continued with the Personnel Increase. They could use a Full Time Airport Manager; New Part-time attendant to ensure 24/7 coverage; Part-time attendant will allow Airport Manager to pursue other economic opportunities for the City. He added we have a Multi-Million Dollar facility and we must continue to invest with the goal of self-sufficiency in the future.

Commissioner Hechler asked about the increase in Fuel. City Manager Fuentes responded if we buy more fuel for a cheaper price, we should end up getting more than our money back. There were some questions about Military contracts. Mr. Malone responded we do not have any but are open to that definitely. Mayor Green asked about the Courtesy Car that the Chamber had out there. Mr. Malone said it's still there and in good shape. Mayor Green asked if we have any brochures or information for visitors. The response was there is not much for them to view and not always access for visitors to get them. Mayor Green asked they are just closing early because of lack of personnel. Mr. Malone agreed and because of lack of overtime.

Community Development – Robbie Travis and Traci Burnette

Building Inspector Travis gave the presentation. They currently have 3 employees and when they hire a Zoning Compliance Officer it will be less pay than he makes and that will help the budget. Once he leaves they will need to have a Planning & Zoning Coordinator. He commented on what a great job Susanna has been doing. City Manager Fuentes said because of changes in the state, we will need to make adjustments to our Code. He reviewed their responsibilities including: approving permits (for hot wells; fences; signs, etc.); Zoning Approval (Setbacks, development standards, and Permitted use); Zoning Enforcement (Send letter for zoning violations, follow up with property owners); and Planning & Zoning (Special Use Permits, Alley vacations, home occupations, business licenses).

Grant/Projects Coordinator Burnette explained her duties with the Grants/Projects including Grant Applications; Project Management; Documentation; and overseeing the sale process of City properties.

Building Inspector Travis went on with GIS which includes: Maintenance; Creation; and Development for the mapping, 911, streets and all GIS Data. Ms. Burnette added Water and Wastewater spent two days digging for a line because they didn't have any plans. And the

Mayor Green asked how GIS ties into tourism. Building Inspector Travis responded she is looking into doing mapping and adding the trails and great things like that.

The Budget requests include: Demolition and Cleanup; Professional Services for property appraisals, legal services, real estate fees, etc. We are not into taking people's money or property, we just want to get it cleaned up. Mayor Green asked when they reach out

to get an opinion from legal, if it's charged from different departments. Finance Director Torres clarified all legal services are paid out of one line item. Building Inspector Travis continued with a request for an increase in Per Diem and Mileage for training opportunities, and workshops staff need to attend for valuable professional development.

Administrative Services, Utility Office – Melissa Torres

Mrs. Williams presented their mission. The overview of duties include: Customer Service; Meter Reading; Meter replacement; Service Orders; Billing; Electric, water, trash, & sewer Connects & disconnects; Rereads & red tags; Transfer Station; Effluent water; Accounts Receivable; Equipment; Computers; Postage; Training Tools; Customer support; and Citizen Outreach. She presented an organization chart for the department which include the new positions of Accounts Receivable Supervisor and Meter Reader Supervisor.

Finance Director Torres wanted to add one of the things they are doing different is when we have the Meter Reader, they will also do other duties and help other departments when needed. And when they bring in the two new Utility Clerks, they also rewrote their job descriptions to include the Accounts Receivable. Finance Director Torres said on the Revenue side, it's looking a lot better because we are charging the penalties and disconnects. And then when you look at Personnel they are increasing their staff but they are also increasing their services. They will be handling Accounts Receivable and all of the contracts. It worked out great to change to the in-house billing instead of outsourcing that. Finance Director Torres added they laugh sometime at how many complaints they used to get and now there are very few.

Mayor Pro-Tem Whitehead brought up we have two new supervisory positions and two new employees when we are in a budget crunch right now. Where did this money come from? Did these employees get increases? And how do the rest of the employees feel who have been with the city for a long time and they are barely making anything. Yet we have two people who haven't been with the city for very long and they get Supervisor positions with big increases. And there's probably not any money out there for salary increases for all of the other employees. The benefits are going up 4% and you've got people hollering and screaming. Where do we find this money? You just asked these other people if they can do without these employees. We work other departments to death and then when we don't hire if there is a vacancy, employees are having to do double time. Yet we can go into the cozy atmosphere and create two new positions and other's will suffer.

City Manager Fuentes said some of these changes came from him. Sometimes when the Utilities were needing someone to do a meter reading and they were busy responding or other duties, nobody was available. They couldn't calculate the bills or send them out. Since the Meter Reader was moved to the Joint Utility it's helped tremendously because of the issues we were having with billing. It gives more accountable and responsibility to the Utility Office. With the history they have had with turnover, that's another problem. There is more duties when reading the meters. In response to the Accounts Receivable, you heard of the problems we were having. Now that the Clerk's Office is separated, the

Finance Director can have all of the finance under one umbrella. In regards to it being a Supervisor position, when Sonya is out, you need people who are capable of taking care of everything in the office. He added we are advertising for many positions but unfortunately we don't get very many qualified people to fill those positions. From his side, he saw that we had some issues we needed to deal with and that's why we decided to handle it this way. They were trying to make it a Supervisor Position and the pay range has to reflect that. He assured them he does not forget others that we have on staff and the need to take care of them. Mayor Pro-Tem Whitehead feels we burn these people out because we don't hire when there is a vacancy and we are burning people out. The Supervisor's need to get out there and help when they are needed and especially when we are shorthanded and in a deficit. Again, we need to bring our city back up from losing revenue and GRT. That's not where we want to be. City Manager Fuentes agrees 100% with what she is saying is another thing we want to recognize that we want to hire people who will take us to the next level. He hopes the employees recognize they have to step up as well. We need to start hiring the A level players but we have to be able to maintain them. Mayor Pro-Tem Whitehead said it's a great compliment for Brian and Chelsea, but just because they were promoted, doesn't mean they let it go to their head. They need to learn to be that support for the employees.

Utility Supervisor Williams let them know there has been times when they when to read and meter and Brian would come back covered in mud. He's not afraid to get out there and that's not an issue. Finance Director Torres just wanted to say when they were approached to handle this, we had meetings to discuss how we were going to handle it and break it down. He is confident the Accounts Receivable will be up next year because they have a team and will make it happen. Ms. LeClair has done an excellent job and stepped up and they are the future of the city. We have to start looking at strategic plans to make it happen. City Manager Fuentes added when we try to get applicants sometimes we can't. So if we see an employee that has potential, we try to encourage that.

Commissioner Hechler said overall we haven't increased personnel, we have just moved personnel around and retitle personnel. A good Manager will take a look at his assets and move them around to deal with situations you had on hand. You had a problem with meter readers and moved them around so they would work better. He likes the picture of a career ladder in that office, and he appreciates that part of it.

Mayor Green agreed with Commissioner Hechler. He does believe in the philosophy when there are positions open to encourage everyone to apply. But to also keep in mind those who are part of the team already and are ready to be moved up. They can also be a great asset. He has seen Arnie and Jesus in their departments and they do realize what their roles and responsibilities are and they do lead by example. He thinks that's one way to build a team that works cohesively together.

Finance Director Torres presented the Finance Department Mission. The overview of the duties include: Customer Service; Human Resources; Accounts Payable; Purchasing; Accounting; and Department Tools such as, training, Equipment, and software. They also cover IT Services; Staff Training; Job Opening Advertisements; External Audit Services;

Internal Control Officer; Drug Screens and Lab Fees. One of the things that has helped them be so successful was having the Internal Audit Services with Mr. G.

QUESTIONS & ANSWERS

Mayor Green asked where we will go next. City Manager Fuentes mentioned as they said at the beginning, they wanted to show what we are facing. As he mentioned all of the departments were conservative. He asked if they have any thoughts or ideas. They will go back and balance it out with Department Heads to prepare a budget DFA will accept.

Mayor Green asked if he could distribute the list for the cost saving mechanisms to the Commission so they can get back to him in a timely fashion. City Manager Fuentes agreed. He inquired of the Commission, because this may affect some of the services we provide, as well as, some of the community requests when they put pressure on the Commission for certain items. Do they want this to also be presented at the next meeting to show what we are facing? Just like the Hospital, nothing is off the table.

Commissioner Hechler stated they are going to have to make some hard decisions, and they are going to need to have some guidance and give the public some guidance in the decisions they will have to make. It would be nice to have that ammunition provided to them ahead of time. The biggest thing he sees with the list that could affect us the most is the Vacancy Savings. We can look hard at when and if we hire people to help balance the budget. City Manager Fuentes responded when we present the budget to DFA, if we are going to look at vacancy savings, you still have to show it, but it can be with a six month cost savings.

Mayor Green said the public is entitled to know. They are elected to serve them. And they are going to hopefully be part of the cure or to have the understanding of why they have to make certain decisions that in normal times they would not be making. In all respect to the Department Heads, only one responded that they cannot get along without filling their positions. City Manager Fuentes agreed and stated some of the positions are essential. Such as Water and Wastewater. If a line breaks, it breaks. You can't just call a contractor to come in.

Mayor Green asked if the City's portion of Lodger's Tax has been earmarked for anything. Some of those buildings are tourist related, that we use and/or attractions. Maybe we just need to play hard ball with Lodger's Tax this year and try to support the departments to build up some revenue to do a job. Half of a million dollars is a lot of money to try to make up. That is for sure. We have to be creative and let the Citizens know that we have less GRT than anticipated.

Mayor Pro-Tem Whitehead brought up she liked the idea of having a floater that can help other departments. For example Parks, it would need to be someone who can handle the different options. You never know when someone is going to be on vacation or you are shorthanded. Then what do you do? City Manager Fuentes mentioned another idea is

CITY COMMISSION MAY 3, 2018 SPECIAL BUDGET WORKSHOP MEETING MINUTES

to look at consolidating some positions citywide. They will ship the list to the Commission. He hopes the public realizes it's not easy being on that side of the desk.

M. ADJOURNMENT

Adjourned at 5:40 p.m.

Passed and Approved this ____ day of _____, 2018.

Steven Green, Mayor

ATTEST:

Reneé L. Cantin, CMC, City Clerk



F.2

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Approve the minutes of the City Commission Regular Meeting for May 23, 2018.

BACKGROUND:

None.

STAFF RECOMMENDATION:

Approve the minutes.

SUPPORT INFORMATION:

May 23, 2018 Minutes.



F.3

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Approve the minutes of the Impact Fee Board Meeting for May 21, 2018.

BACKGROUND:

None.

STAFF RECOMMENDATION:

Approve the minutes.

SUPPORT INFORMATION:

May 21, 2018 Minutes.

**CITY OF TRUTH OR CONSEQUENCES
IMPACT FEE ADVISORY BOARD
MONDAY, MAY 21, 2018**

**REGULAR MEETING
Action Minutes**

Regular meeting of the Impact Fee Advisory Board of the City of Truth or Consequences, New Mexico to be held in the City Commission Chambers, 405 W. Third, Truth or Consequences, New Mexico, on Monday, May 21, 2018 at 4:30 P.M.

INTRODUCTION:

PRESENT:

George Szigeti, Chairman
Jeff Dornbusch, Vice-Chairman
Ron Pacourek, Member
Gil Avelar, Member
Randy Ashbaugh, Member

ABSENT:

Sid Bryan, Member

ALSO PRESENT:

Molzen Corben
Traci Burnette, Grant Project Coordinator
Arnie Castaneda, Water/Wastewater Supervisor
Andy Alvarez, Sanitation Director
Robbie Travis, Building Inspector
Susanna Diller, GIS Tech/Planner
Kristin Weddle, Sanitation Department Administrative Assistant
Angela A. Torres, Deputy City Clerk

APPROVAL OF AGENDA:

Member Pacourek moved approval of the agenda.

Member Avelar seconded the motion. Motion carried unanimously.

APPROVAL OF MINUTES:

Regular meeting of Monday, April 16, 2018:

Vice-Chairman Dornbusch moved approval of the Monday, April 16, 2018 minutes as submitted.

Member Pacourek seconded the motion. Motion carried unanimously.

COMMENTS FROM THE PUBLIC:

There were no comments from the public.

Discussion/Update: Update of Impact Fee Study for the City of Truth or Consequences – Molzen Corbin:

Molzen Corben reported on the following items:

- Water and Wastewater Production Estimated Costs:
 - a. Validating Water Production Cost for the projected population increase (2016).
 - b. Validating Wastewater Treatment Cost for the projected population increase (2016).
 - c. Cost estimates for the extension of water transmission lines to the future growth areas (shown are estimated).
 - d. Cost estimates for the extension of wastewater interceptors to the future growth areas (shown are estimated).
- Existing Infrastructure:
 - a. Future development areas
 - b. Line Extensions for water and wastewater
- Adjusted CIP Costs
- Population & Growth Rate
- Growth Projection for Planning Area
- Population
- Total Cost Proportion & Areas
- Development Method for Impact Costs
- Fixture Units

COMMENTS FROM THE BOARD:

Robbie Travis, Building Inspector reported the following:

- First Savings Bank is building a new bank right down from their current one. After the new building is completed, they will demo the old building and use that space for parking. Their Impact Fee will be in the range of \$4,500, because they are building on their lower lot. He wanted to mention that we only charge Impact Fees on lots that have never had utilities hooked to it.
- He spoke with a gentleman who is looking to build a house by the Golf Course. He is supposed to bring in the plans so we can start working on that.
- We have some plans coming in for a 6-plex in the Pershing area, so that will bring in good Impact Fee funds.
- The 7th Street Apartments have been completed, and they have a list of people who want to move into that complex.

COMMENTS FROM STAFF:

There were no additional comments from staff.

ADJOURNMENT:

There being no further business to come before the Impact Fee Advisory Board, George Szigeti, Chairman, declared the meeting adjourned.

APPROVAL:

PASSED AND APPROVED this 18th day of June 2018, on a motion duly made by Jeff Dornbusch, seconded by Ron Paciorek, and carried.


George Szigeti, Chairman
Impact Fee Advisory Board



F.4

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Approve the minutes of the Public Utility Advisory Board Meeting for May 21, 2018.

BACKGROUND:

None.

STAFF RECOMMENDATION:

Approve the minutes.

SUPPORT INFORMATION:

May 21, 2018 Minutes.

**CITY OF TRUTH OR CONSEQUENCES
PUBLIC UTILITY ADVISORY BOARD
MONDAY, MAY 21, 2018**

**REGULAR MEETING
Action Minutes**

Regular meeting of the Public Utility Advisory Board of the City of Truth or Consequences, New Mexico to be held in the City Commission Chambers, 405 W. Third, Truth or Consequences, New Mexico, on Monday, May 21, 2018 at 5:16 P.M.

INTRODUCTION:

PRESENT:

George Szigeti, Chairman
Jeff Dornbusch, Vice Chairman
Ron Pacourek, Member
Gil Avelar, Member
Randy Ashbaugh, Member

ALSO PRESENT:

Bo Easley, Electric Division Director
Arnie, Castaneda, Water/Wastewater Supervisor
Andy Alvarez, Sanitation Director
Traci Burnette, Grant Project Coordinator
Sonya Williams, Utility Office Manager
Ruby Otero-Vallejos, Water/Wastewater Administrative Assistant
Priscilla Fuentes, Electric Division Administrative Assistant
Kristin Weddle, Sanitation Department Administrative Assistant
Chelsea LeClair, Utility Office Supervisor/Accounts Receivable
Brian Bean, Meter Reader Supervisor
Angela A. Torres, Deputy City Clerk

APPROVAL OF AGENDA:

Chairman Szigeti called for approval of the agenda.

Chairman Szigeti asked that item 5.f be deleted from the agenda.

Member Pacourek – I requested that item 5.g be an action item.

Deputy Clerk Torres – I didn't put it as an action item because it's an issue that you should take up with Sonya the Utility Office rather than discussing it at a board meeting.

Member Pacourek – She told me that I'm supposed to bring it to this meeting and there are reasons that which I will get to at that time.

Vice Chairman Dornbusch moved approval of the agenda as amended.

Member Avelar seconded the motion. Motion carried unanimously.

APPROVAL OF MINUTES:

Regular meeting of Monday, April 16, 2018:

Vice Chairman Dornbusch moved approval of the April 16, 2018 minutes as submitted.

Member Pacourek seconded the motion. Motion carried unanimously.

COMMENTS FROM THE PUBLIC:

There were no comments from the public.

RESPONSE TO COMMENTS FROM THE PUBLIC:

There was no response to public comment.

Discussion/Update: Bixby Electric for Cielo Vista Subdivision – Bo Easley, Electric Division Director:

Electric Division Director Easley – About 2 weeks ago, they went out to bid on the Camino Del Cielo Primary Underground Replacement Project. The four bids they received were from Great Western Electrical, Bixby Electric, Inc., Lynco Electric Company Inc., and Bohannon Huston. This Wednesday they will go before the City Commission to award the bid to Bixby Electric who was the lowest bidder at \$339,483.

Discussion/Update: Electric Department – Electric Division Director Bo Easley:

Electric Division Director Easley reported the following:

- Pole Replacements - They replaced a pole at the corner of Barton and Pershing, and they are also replacing two more poles and switches on the North West and North East side of Riverside and Ash Street.
- High School Fitness Center – Contractors are moving along on that project.
- Substation Battery Replacement – He received one quote for that project, and met with HEI (out of Albuquerque) last week.
- First Savings Bank – He has been working with the Engineers for the new First Savings Bank building.
- They reviewed the 30% drawings for the roundabouts on North Date Street, and it looks like they will have to move 7 or 8 poles.

Discussion/Update: Sanitation Department – Sanitation Director Andy Alvarez:

Andy Alvarez, Sanitation Director reported the following:

- They have two vacancies within his department.
- Ryan Vallejos passed his CDL testing, so that gives him another driver for the trash trucks.
- He put back some funding to purchase a new trash truck for commercial business dumpsters. He will be replacing a 1995 Ford Trash Truck that seems to be in the shop once or twice a week.
- The Recycle Center is a high traffic area and has not been paved since 2013, so they applied for the 2018/2019 RAID Grant for paving of various areas at the Recycling Center. Unfortunately, they were not awarded that grant, so they applied for a second grant (through the RAID Grant) for a cove grinder to shred a lot of the vegetation debris, so they can keep that waste from being transferred to Las Cruces. If they do get the grinder, they want to work with the Wastewater Department so they can mix the material with the compost.

Discussion/Update: Water/Wastewater Department - Water/Wastewater Director Jesus Salayandia:

Arnie Castaneda, Water/Wastewater Supervisor reported the following:

- Belt Filter Press - The contractor came back to work on their belt filter press. There were some inadequacies with the original pump so they reinstalled a new pump. The belt filter press is working and its doing its job, but it still has some computer glitches. All they have to do now is call the contractor back to see if they can fix those glitches.
- Alarm Panel - Turner Electric is here working on the alarms that are sent over to Central Dispatch.
- Clancy lift station - They were at Clancy last week removing some of the big pumps.
- Manhole Project – The contractor is pretty much finished with the major work, they are putting concrete rings around some of them, and he saw them paving one of the last manholes on Veater Street. As far as construction goes, they should be out of here by the end of this week.
- Effluent Water - They are trying to get a Sulfur Generating Unit that will change the chemistry of the effluent water. A sulfur generator is the best option for the cost itself, which is around \$14,000. They will be sending out a purchase order for that this week, so they can get that unit in here. A couple of months back they videotaped the wells, including the non-potable wells 2 & 3, and in order to rehab those two wells, it will cost anywhere from \$25,000-\$35,000 to get them cleaned, and to put in the new equipment so they can start pumping. The problem they have here in T or C is the quality of the water has a lot of sodium in it. Right now, we can't change the quality of that water, and those two wells that we are going to rehab, will eventually get clogged up again and we will have pull them, clean them, and put it back which is a constant thing every 3-4 years. He suggested that they install the unit at the Treatment Plant because there is a lift station over there in which they get divert the effluent water that goes to the river, to the wet well, and from there they pump it to the pond. So by the time the water gets to the pond, it is already treated.
- Potable Wells #4 and Wells #8 - We are getting quotes to repair those wells, and hopefully we can get that before summer comes around.

**Discussion/Input: 2020-2024 Infrastructure Capital Improvement Plan (ICIP) –
Water/Wastewater/Solid Waste/Electric Projects – Traci Burnette, Grants/Project Coordinator:**

Traci Burnette, Grant Project Coordinator reviewed the following:

- ICIP Definition/Information.
- Review of Infrastructure.
- Fiscal Year 2019-2023 ICIP Recap.
- Developing the Local Infrastructure Capital Improvement Plan:
 - a. ID projects (New 7 Current Inventory).
 - b. Obtain Costs & Prioritize – Critical Criteria.
 - c. Adopt ICIP by Resolution.
- Available Funding Sources.
- Funded ICIP Projects.
- Water and Wastewater Projects.
- Electric Projects.
- Solid Waste Projects.
- Review of ICIP FY 19-23 Project Summary.

Discussion: Wastewater (sewer) Utility Bill Calculation – Member Pacourek:

Member Pacourek – He has five of his previous utility bills with him today, and on bill #5, his sewer average was calculated at 6,000 gallons. We all know that you calculate the sewer rate from December, January, February, and March, and you take out the highest one, take the other three, average it, and that calculates your sewer rate for the next 12 months. Well... this calculated out to 6,000 gallons, and it is wrong. So one of his concerns is, if it was wrong on his bill, then is it wrong on other's bills as well? He is wondering if there are any cursory checks once and a while, to see if the billing is correct on other people's bills. The pink portion on his handout shows the service dates from and to, and on #5 it shows the service dates as February 22nd – March 24th, but the actual date they read the meter was on April 4th. How do they determine December, January, February and March off of these 5 bills?

Chairman Szigeti – He thinks the question is based upon the dates that the meters are read. How do you determine whether a particular reading falls in a particular month? He believes that would make a difference on the first or the last of the winter readings.

Utility Office Manager Williams – In your handouts, I showed where we basically put the calculation in Tyler and it does it. As far as some of the bills being calculated wrong, whenever that happens, that person comes in and we fix them. I cannot say that we are never going to make mistakes, we just do the best we can.

Ron, I was looking at your bills today, and called Tyler to talk to them about it (because she was a little unsure herself) and the way they explained it was that December, January, February and March was used to calculate your average.

Member Pacourek – The 12,000 reading on the service from and to, was 10/25 – 11/24, but the reading was on 12/7 which was 14 days from the end of the service date.

Utility Office Manager Williams – That was your December reading, and that's why it was calculated in December.

Member Pacourek – It doesn't make sense to me that we have a service from and to date on this piece of paper (on page 1), and then 14 days later they read the meter, and are billing me at that time. So which is it? Is this calculating the sewer rate from the current date, or from the service from and to dates? So back to... if I caught this on mine, then there has to be errors on other people's bills.

Utility Office Manager Williams – I'm sure there were other errors, but like I said, whenever they have an issue, they come into the office and we fix it. Unfortunately, all those people aren't on the Utility Board, so they can't bring it in front of us whenever we have these meetings.

Member Pacourek – How does Tyler determine that 12/7 which is 14 days past the service date, become December?

Utility Office Manager Williams – Because the reading was for 12/7, and it went from November to December, and that's the way it was calculated, and that's the way it's always been calculated.

Member Pacourek - I do not want to hear that.

Chairman Szigeti – They determine what month that reading represents, based upon the month that the meter was read. So in that case, if the meter was read on the 7th of December, you're actually using most of November's usage for that calculation. It does not represent the same calendar expanse of time for everybody because they are read on different days. It all depends on what cycle you are on.

Utility Office Manager Williams – If we get the automated meter reading system that would simplify everything.

Member Pacourek – I still do not understand, on page one it shows that the service is 10/25 – 11/24, but yet, you use this billing to calculate my sewer rate, because they read the meter 14 days after the service due date.

Utility Office Manager Williams – My recommendation would be for you to come into the office and we can talk about this, because honestly to come to this meeting and talk about your personal bill is very unprofessional.

Member Pacourek – Let's get back to the initial item then. The item was... if my bill was wrong, then others peoples are wrong. Where's the checks and balances?

Utility Office Manager Williams – We do check them. Has anyone come to you and said that their bill is wrong? Is that why you are speaking up, or are you talking about your personal bill?

Member Pacourek – I feel I represent our community. Can you ask Tyler why this was calculated wrong?

Utility Office Manager Williams – Yes, we can do that, and you can come into the office and do that.

Member Pacourek - The last time I went in to talk to you only wanted to talk about water.

Utility Office Manager Williams – That's because sewer is not metered, your water is metered, and that's what we go off of, it's based off of your water usage.

Member Pacourek – My point is, if it happened to me then it happened to someone else, and this should be an action item.

Chairman Szigeti – No... we will record the point that there was an error on your bill, and if an error happened on your bill, it could happen with others.

I sat down with Sonya one time and she was going through the billing (on a particular cycle) and they do multiple checks on each of the utilities. There are multiple processes there, to make sure that they are correct. They can't catch everything, and when that error happens, it's up to the customer to contact the Utility Office.

Member Pacourek – So there's your checks and balances... it's the customer's responsibility to make sure they're doing their job.

Chairman Szigeti – The customer is always responsible for their bill. For example, if you go into a store and purchase an item and they ring it up wrong, it's your responsibility to catch that. I'm sorry, but yes, it's their job to do the best they can in assuring the accuracy of the bill, but they're not infallible. If you believe you're having issues with your electric bill then you need to learn to go out and read your meter, and verify that your meter is reading like it is reported on your bill. I don't see how we can guarantee that every bill is going to be perfectly correct every time. He has never heard of anyone in the office giving somebody a hard time because there was an error on their bill. However, there are times when somebody just doesn't understand the bill, and they have to explain it to them, but I don't see why we need to take an "action" on this.

COMMENTS FROM THE BOARD:

There were no additional comments from staff.

COMMENTS FROM STAFF:

Deputy Clerk Torres – We have four terms that will expire here in June, Chairman Szigeti, Vice Chairman Dornbusch, Member Pacourek, and Member Avelar. If you want to re-apply, I have applications available. I do however want to mention that I have to advertise the vacancies in the newspaper, so if you see that, please don't freak out, it's just a protocol we have to take.

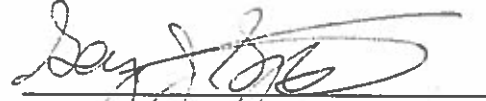
Utility Office Manager Williams – I just wanted to let you guys know that the Utility Office is re-vamping, so we hired a Meter Reader Supervisor (Brian Bean) who will be in charge of the meter readers for both water and electric and we also now have an Accounts Receivable/Utility Supervisor (Chelsea LeClair) and all payments will now go through her in the Utility Office.

ADJOURNMENT:

There being no further business to come before the Public Utility Advisory Board, George Szigeti, Chairman, declared the meeting adjourned.

APPROVAL:

PASSED AND APPROVED this 18th day of June, 2018 on a
Motion, duly made by Jeff Dornbusch, seconded
by Gil Avelar, and carried.



George Szigeti, Chairman
Public Utility Advisory Board



F.5

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Authorization to re-invest balance amounts of maturing certificates of deposits for the R&R Sewer, R&R Water and Pledge State Accounts.

BACKGROUND:

The City received notice that the following Certificates of Deposit will be matured on June 24, 2018. The current period grace period ending date is July 4, 2018.

| Description | Amount | Recommendation |
|--------------|--------------|---|
| R&R Sewer CD | \$144,197.17 | Section 14-35 (D) of the City Code provides for the establishment of the R&R Sewer Fund. The funds can be used for repair and replacement projects as approved by the City Commission. Recommendation of staff to re-invest the remaining balance. |
| R&R Water | \$127,420.90 | The City established a R&R water Fund to be used for repair and replacement projects as approved by the City Commission. Recommendation of staff to re-invest the remaining balance. |
| Pledge State | \$588,975.17 | Recommendation of staff to re-invest the remaining balance. |

STAFF RECOMMENDATION:

Re-invest the remaining balance of each.

SUPPORT INFORMATION:

Time Deposit Maturity Notice for Pledge CD.

| | | |
|------------------------------|---------------------|-------------------------|
| Submitted by: Melissa Torres | Department: Finance | Meeting date: 6/27/2018 |
|------------------------------|---------------------|-------------------------|



FIRST SAVINGS BANK
5800 S WESTERN AVE
SIOUX FALLS, SD 57108

006 00018 01
Customer:

XXXXXX3471 Page: 1
06/11/2018

Telephone: 575-894-7148

CITY OF TRUTH OR CONSEQUENCES
PLEDGE STATE
505 SIMS ST
T OR C NM 87901

RJR
144,574.98
Water 127.754.00

=====

COD - PUBLIC FUNDS Certificate XXXXXX1418

=====

| | | | |
|-----------------------|------------|----------------|-----------------------|
| Original Issue Date: | 06/24/2015 | Interest Rate: | <i>Pledge</i> .3500 % |
| Original Issue Value: | 584,862.93 | Maturity Date: | 06/24/2018 |
| Last Renewal Date: | 06/24/2017 | Term: | 12 Months |
| Last Renewal Value: | 588,975.17 | | |

* Approaching Renewal Advice *

Your certificate will mature on 06/24/2018 with an interest payment of 520.95. Interest paid since this certificate was last renewed will be 2,064.12. Interest will be credited to your certificate quarterly. On 06/25/2018, assuming no other activity, the projected balance of your COD - PUBLIC FUNDS Certificate will be 591,039.29. If the certificate renews, the new maturity date will be 06/24/2019.

YOU WILL HAVE 10 CALENDAR DAYS AFTER MATURITY TO WITHDRAW FUNDS WITHOUT PENALTY.

THE INTEREST RATE AND ANNUAL PERCENTAGE YIELD HAVE NOT BEEN DETERMINED. THEY WILL BE AVAILABLE ON 06/24/18. PLEASE CALL 575-894-7148 TO LEARN THE INTEREST RATE AND ANNUAL PERCENTAGE YIELD.

=====

COD - PUBLIC FUNDS Certificate XXXXXX1518

=====

| | | | |
|-----------------------|------------|----------------|------------|
| Original Issue Date: | 06/24/2015 | Interest Rate: | .3500 % |
| Original Issue Value: | 143,190.37 | Maturity Date: | 06/24/2018 |
| Last Renewal Date: | 06/24/2017 | Term: | 12 Months |
| Last Renewal Value: | 144,197.17 | | |

* * * Continued * * *



FIRST SAVINGS BANK
5800 S WESTERN AVE
SIOUX FALLS, SD 57108

006 00018 01

Customer:

Page: 2
XXXXXX3471 06/11/2018

Telephone: 575-894-7148

CITY OF TRUTH OR CONSEQUENCES

=====

COD - PUBLIC FUNDS Certificate XXXXXX1518

=====

* Approaching Renewal Advice *

Your certificate will mature on 06/24/2018 with an interest payment of 127.54. Interest paid since this certificate was last renewed will be 505.35. Interest will be credited to your certificate quarterly. On 06/25/2018, assuming no other activity, the projected balance of your COD - PUBLIC FUNDS Certificate will be 144,702.52. If the certificate renews, the new maturity date will be 06/24/2019.

YOU WILL HAVE 10 CALENDAR DAYS AFTER MATURITY TO WITHDRAW FUNDS WITHOUT PENALTY.

THE INTEREST RATE AND ANNUAL PERCENTAGE YIELD HAVE NOT BEEN DETERMINED. THEY WILL BE AVAILABLE ON 06/24/18. PLEASE CALL 575-894-7148 TO LEARN THE INTEREST RATE AND ANNUAL PERCENTAGE YIELD.

=====

COD - PUBLIC FUNDS Certificate XXXXXX1718

=====

| | | | |
|-----------------------|------------|----------------|------------|
| Original Issue Date: | 06/24/2015 | Interest Rate: | .3500 % |
| Original Issue Value: | 126,531.23 | Maturity Date: | 06/24/2018 |
| Last Renewal Date: | 06/24/2017 | Term: | 12 Months |
| Last Renewal Value: | 127,420.90 | | |

* * * Continued * * *



FIRST SAVINGS BANK
5800 S WESTERN AVE
SIOUX FALLS, SD 57108

006 00018 01
Customer:

XXXXXX3471 Page: 3
06/11/2018

Telephone: 575-894-7148

CITY OF TRUTH OR CONSEQUENCES

=====

COD - PUBLIC FUNDS Certificate XXXXXX1718

=====

* A p p r o a c h i n g R e n e w a l A d v i c e *

Your certificate will mature on 06/24/2018 with an interest payment of 112.70.
Interest paid since this certificate was last renewed will be 446.56.
Interest will be credited to your certificate quarterly. On 06/25/2018,
assuming no other activity, the projected balance of your COD - PUBLIC FUNDS
Certificate will be 127,867.46. If the certificate renews, the new maturity
date will be 06/24/2019.

YOU WILL HAVE 10 CALENDAR DAYS AFTER MATURITY TO WITHDRAW
FUNDS WITHOUT PENALTY.

THE INTEREST RATE AND ANNUAL PERCENTAGE YIELD HAVE NOT
BEEN DETERMINED. THEY WILL BE AVAILABLE ON 06/24/18.
PLEASE CALL 575-894-7148 TO LEARN THE INTEREST RATE
AND ANNUAL PERCENTAGE YIELD.



F.6

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Contracts with Lee Deschamps and Steven Sage for Public Defender Services for indigent defendants for 2018-2019

BACKGROUND:

These are annual Contract Services for indigent defendants. Both have served in this position previously.

STAFF RECOMMENDATION:

Approve both contracts.

SUPPORT INFORMATION:

- Contract with Lee Deschamps
- Contract with Steven Sage

City of Truth or Consequences**505 Sims****Truth or Consequences, New Mexico 87901****Attention: Juan Fuentes, City Manager****Contractor****NAME: Lee Deschamps, Attorney****ADDRESS:** 104 Church St. / P.O. Drawer 389**CITY, STATE, ZIP** Socorro, NM 87801**FEDERAL / EMPLOYEE ID NUMBER** _____**STATE ID** _____**BUSINESS LICENSE NUMBER** _____**TELEPHONE:** 575-838-0777 **CELL** 575-952-0444**FAX:** 575-838-2922**CAPTIONS**

Each paragraph of this Agreement has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of the paragraph or in any way determines its interpretation or application.

APPROVALS**City:****STEVEN GREEN, Mayor** _____ **Date** _____**ATTEST: RENEE CANTIN, City Clerk** _____ **Date** _____**Contractor****Date** 6.14.18**Lee Deschamps, Attorney****Date** _____**Jamie Rubin, City Attorney**

City of Truth or Consequences

Contract for services

2018-2019

Part I

This agreement for services by and between the City of Truth or Consequences (hereinafter called "City ") and Lee Deschamps, Attorney (hereinafter called "Contractor").

Whereas the City wishes to engage the services of an Attorney to represent and serve as Counsel in cases requiring an Attorney before the Municipal Court.

Now therefore the parties do mutually agree as follows:

The City agrees to engage the Contractor and the Contractor hereby agrees to perform the Scope of Work detailed in **Exhibit A** to this agreement.

Time of performance

The services of the Contractor shall commence on **July 1, 2018** and be completed on **June 30, 2019**. The Contractor represents that he/she are in good standing with the **New Mexico State Bar**.

Such services shall be continued in such sequence as to assure their relevance to the purposes of this agreement. This contract may be extended on an annual basis for an additional three (3) years commencing on July 1 of the next fiscal year. In no event shall the original term of this contract, together with all extensions exceed four (4) years.

Access to Information

It is agreed that all information, data, report, records, maps, etc. as are existing available and necessary for the carrying out of work outlined in the agreement, shall be furnished to the contractor by the City at no charge.

Compensation and Method of Payment

The maximum amount of compensation and reimbursement to be paid hereunder **shall not exceed Six Hundred Fifty and No/100 (\$650.00) per case. Applicable** gross receipts taxes, services including travel, per diem, and other expenses of the contractor or its subcontractors shall be the Contractors' responsibility. Total compensation to be paid under the agreement shall not exceed \$26,000 in total. If compensation paid under this contract exceeds \$600.00 the City will issue IRS Form 1099 on calendar year basis.

CLAIMS

The Contractor shall save and hold the City free from claims that may arise in connection with work the Contractor will perform under the agreement. The Contractor also agrees to pay for staff time, at standard hourly billing rates, plus expenses at cost that might be required for expert testimony or any other court appearances, together with preparation time and legal costs that might arise because of Contractors' involvement in this assignment, whether subpoenaed by the City or any other group.

Bribes and Gratuities

It is illegal in New Mexico for any public employee to solicit or accept anything of value in connection with award of the Agreement and for any person to offer or pay anything of value to any such public employee (30-24-1 through 30-24-2 NMSA 1978)

EXHIBIT A**SCOPE OF WORK**

Representation of the defendants who are eligible for appointment of counsel or are determined to be indigent and are facing charges filed in the Municipal Court of Truth or Consequences, New Mexico. The Municipal Court Judge determines eligibility for indigent counsel services, applicability of the right to counsel and has assigned Contractor to provide legal representation to said defendant; such representation shall continue until defendant has been sentenced by the court, acquitted of all charges or the charges have been dismissed by the prosecution or the Court on motion or Sua Sponte.

The Contractor will follow the Municipal Court of Truth or Consequences Policy and Rules of Procedure. (Copy to be provided)

City of Truth or Consequences

505 Sims

Truth or Consequences, New Mexico 87901

Attention: Juan Fuentes, City Manager

Contractor

NAME: Steven L. Sage, Attorney

ADDRESS: _____

CITY, STATE, ZIP _____

FEDERAL / EMPLOYEE ID NUMBER _____

STATE ID _____

BUSINESS LICENSE NUMBER _____

TELEPHONE: _____ CELL _____

FAX: _____

CAPTIONS

Each paragraph of this Agreement has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of the paragraph or in any way determines its interpretation or application.

APPROVALS

City:

STEVEN GREEN, Mayor _____ Date _____

ATTEST: RENEE CANTIN, City Clerk _____ Date _____

Contractor

Date _____

Steven L. Sage, Attorney

Date _____

BRADLEY A. SPRINGER, City Attorney

City of Truth or Consequences

Contract for services

2018-2019

Part I

This agreement for services by and between the City of Truth or Consequences (hereinafter called "City ") and Steven L. Sage, Attorney (hereinafter called "Contractor").

Whereas the City wishes to engage the services of an Attorney to represent and serve as Counsel in cases requiring an Attorney before the Municipal Court.

Now therefore the parties do mutually agree as follows:

The City agrees to engage the Contractor and the Contractor hereby agrees to perform the Scope of Work detailed in **Exhibit A** to this agreement.

Time of performance

The services of the Contractor shall commence on **July 1, 2018** and be completed on **June 30, 2019**. The Contractor represents that he/she are in good standing with the **New Mexico State Bar**.

Such services shall be continued in such sequence as to assure their relevance to the purposes of this agreement. This contract may be extended on an annual basis for an additional three (3) years commencing on July 1 of the next fiscal year. In no event shall the original term of this contract, together with all extensions exceed four (4) years.

Access to Information

It is agreed that all information, data, report, records, maps, etc. as are existing available and necessary for the carrying out of work outlined in the agreement, shall be furnished to the contractor by the City at no charge.

Compensation and Method of Payment

The maximum amount of compensation and reimbursement to be paid hereunder **shall not exceed Six Hundred Fifty and No/100 (\$650.00) per case. Applicable** gross receipts taxes, services including travel, per diem, and other expenses of the contractor or its subcontractors shall be the Contractors' responsibility. Total compensation to be paid under the agreement shall not exceed \$26,000 in total. If compensation paid under this contract exceeds \$600.00 the City will issue IRS Form 1099 on calendar year basis.

CLAIMS

The Contractor shall save and hold the City free from claims that may arise in connection with work the Contractor will perform under the agreement. The Contractor also agrees to pay for staff time, at standard hourly billing rates, plus expenses at cost that might be required for expert testimony or any other court appearances, together with preparation time and legal costs that might arise because of Contractors' involvement in this assignment, whether subpoenaed by the City or any other group.

Bribes and Gratuities

It is illegal in New Mexico for any public employee to solicit or accept anything of value in connection with award of the Agreement and for any person to offer or pay anything of value to any such public employee (30-24-1 through 30-24-2 NMSA 1978)

EXHIBIT A

SCOPE OF WORK

Representation of the defendants who are eligible for appointment of counsel or are determined to be indigent and are facing charges filed in the Municipal Court of Truth or Consequences, New Mexico. The Municipal Court Judge determines eligibility for indigent counsel services, applicability of the right to counsel and has assigned Contractor to provide legal representation to said defendant; such representation shall continue until defendant has been sentenced by the court, acquitted of all charges or the charges have been dismissed by the prosecution or the Court on motion or Sua Sponte.

The Contractor will follow the Municipal Court of Truth or Consequences Policy and Rules of Procedure. (Copy to be provided)



G.1

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Resolution No. 38 17/18 declaring surplus property to be nonessential for Public or Government Functions to be Sold Pursuant to §3-54-2 NMSA at the March 17, 2018 public auction.

BACKGROUND:

Pursuant to Section 3-54-2 of the New Mexico State Statutes, 1978, Annotated, the City of Truth or Consequences has property that is no longer needed and the same as in the past, the City will use Willard Hall Auctions to sell various surplus properties belonging to the City. They have an auction scheduled for July 28, 2018.

STAFF RECOMMENDATION:

Approve Resolution No. 38 17/18 declaring the listed items as surplus property and allowing the City to Auction items in Public Auction.

SUPPORT INFORMATION:

- Resolution No. 25 17/18
- Auction Items List



RESOLUTION NO. 38 17/18

A RESOLUTION DECLARING SURPLUS PROPERTY TO BE NONESSENTIAL FOR PUBLIC OR GOVERNMENT FUNCTIONS TO BE SOLD PURSUANT TO §3-54-2 NMSA

WHEREAS, the City Commission of the City of Truth or Consequences finds surplus property to be nonessential for public or government functions; and

Whereas, PURSUANT TO Section 3-54-2 of the New Mexico State Statutes, 1978, Annotated, the City of Truth or Consequences serves notice that the City will use **Willard Hall Auctions** to sell various surplus property belonging to the City.

NOW THEREFORE BE IT RESOLVED THAT:

- The City of Truth or Consequences may sell personal property having a value of more than two thousand five hundred (\$2,500.00) at public or private sale. If a private sale is held under this subsection, such sale shall be held only after notice is published at least twice, pursuant to the provisions of Subsection J or Section 3-1-2 NMSA 1978, not less than seven days apart, with the last publication not less than fourteen days prior to the sale.
- If a public sale is held, the bid of the highest responsible bidder shall be accepted unless the terms of the bid do not meet the published terms and conditions of the municipality, in which event the highest bid which does meet the published terms and conditions shall be accepted; provided, however, a municipality may reject all bids. Terms and conditions for a proposed sale of lease shall be published at least twice, not less than seven days apart, with the last publication no less than fourteen days prior to the bid opening, and shall be published according to the provisions of Subsection J of Section 3-1-2 NMSA 1978.
- The City of Truth or Consequences may sell, at a private or public sale, exchange or donate real or personal property to the state, to any of its political subdivisions or to the federal government if such sale, exchange or gift is in the best interests of the public and is approved by the local government division of the department of finance and administration. The provisions of Section 6-6-11 NMSA 1978 shall not apply to such sale, exchange or a donation.

PASSED, APPROVED AND ADOPTED this 27th day of June, 2018.

Steve Green, Mayor

ATTEST:

Reneé L. Cantin, CMC, City Clerk

| Qty | Item | Description | Value | Location |
|-----|---|---|---------|----------------------|
| | ADD DEPARTMENT NAME HERE | | | |
| | | | | |
| | ELECTRIC DEPT. | | | |
| 1 | 4 ft. x 8 ft. Trailer 1988 Saub Trailer | 4 ft. x 8 ft. Trailer - | 250 | Pole Yard |
| 1 | Digger Derrick Auger | | 200 | Electric Main Office |
| 2 | Single Tier, 3 Wide Lockers | | 30 each | Electric Main Office |
| 85 | Used Poles | | 1000 | Pole Yard |
| | | | | |
| | POLICE DEPT. | | | |
| 1 | 2004 Ford F-150 - White | Auto Trans. 5.4; 200,000 miles; Not Operational; Flywheel bad; hard to start; & electrical problems. | | Fleet |
| 1 | 2001 Chevy Blazer | 132,930 miles; Runs rough; oil leak; Transmission fair; door hinges bad; tires good; chassis worn; windows scuffed hard to see through. | 1600 | Fleet |
| 13 | Traffic Cones | Large | | |
| 4 | Traffic Cones | Medium | | |
| 1 | HPCPU | #MXL250J7P- Computer parts | | |
| 1 | HP Keyboard | Computer keyboard | | |
| 1 | AC Grate | | | |
| 2 | Kennel Aire Grate | For Vehicle | | |
| 1 | Box of misc. cables and power bar outlets | | | |
| 1 | School desk | | | |
| 1 | Box of keyboard cables and dictation cd's | | | |
| 1 | White board in wooden frame | | | |
| 1 | HP CPU | #MXL903105K-Computer parts | | |
| 1 | Box of various computer wires | | | |
| 5 | Computer Keyboards | | | |
| 1 | Two drawer metal filing cabinet | | | |

| Qty | Item | Description | Value | Location |
|-----|-----------------------------|----------------------------------|-------|----------|
| 1 | COMPAQ CPU | #MXL008X2X- Computer parts | | |
| 1 | HP CPU | #MXL3331CSF- Computer parts | | |
| 1 | Acer monitor | #CNK9070RLC- Computer parts | | |
| 1 | Acer monitor | #CNK9070RK8- Computer parts | | |
| 1 | Acer monitor | #SNID32850205242- Computer parts | | |
| 1 | HP Laser Jet 1020 | #CNBK717804- Printer | | |
| 1 | HP Laser Jet 1020 | #CNBK777275-Printer | | |
| 1 | HP Laser Jet 1018 | #CNB1961469-Printer | | |
| 1 | HP CPU | SGR #MXL7380QB- Computer Parts | | |
| 1 | COMPAQ Keyboard/white | Computer keyboard | | |
| 1 | RCA 10" TV | 1046E7467 Television | | |
| 1 | Folding padded office chair | Office Furniture | | |
| 1 | Python III Radar Monitor | Vehicle Radar | | |
| 1 | Gateway 2000 Unit CPU | Computer Parts | | |
| 1 | Unit Alarm Monitor | #1297099073- Proctor Model | | |
| 2 | Galls overseat storage box | vehicle accessories | | |
| 1 | Wood cubby box shelf | Office Furniture | | |
| 2 | Blue Floormats | vehicle accessories | | |
| 1 | Gray office Chair | Office Furniture | | |
| 2 | Brown office chairs | Office Furniture | | |
| 1 | Wooden office chair | Office Furniture | | |
| 1 | PA system | Speaker, mic, and stand | | |
| 1 | Projector Screen | Office Furniture | | |
| 1 | Gray rolling office chair | Office Furniture | | |
| 1 | HP Mouse with cord | Computer Parts | | |



G.2

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Resolution No. 39 17/18, Budget Adjustments transferred, as listed below

BACKGROUND:

Reconciling Budget Adjustments needed for pending year-end transactions

STAFF RECOMMENDATION:

Please note – due to the end of the Fiscal year and DFA requirements, the amount of the budget adjustment won't be finalized until fiscal year-end processes have been completed.

SUPPORT INFORMATION:

Finance Documents as presented.



RESOLUTION NO. 39-17/18

A RESOLUTION REQUESTING BUDGET ADJUSTMENTS IN THE REVENUE AND EXPENDITURE BUDGET FOR FISCAL YEAR 2017-2018.

WHEREAS, the final budget for was approved by the City Commission of the City of Truth or Consequences, New Mexico, pursuant to Chapter 6, Article 76 NMSA 1978; and

WHEREAS, the City Commission resolve to request a budget adjustment in the 2017-2018 Fiscal Year Revenue and Expenditure Budget as per the Schedule of Budget Adjustments.

NOW THEREFORE, approval of the above is hereby requested of the New Mexico Department of Finance and Administration, Local Government Division.

PASSED, ADOPTED AND APPROVED this 27th day of June, 2018.

Steven Green, Mayor

ATTEST:

Reneé L. Cantin, CMC, City Clerk-Treasurer



H.1

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Discussion/Action: **Award RFP: 18-19-001 Airport Engineering Services**

BACKGROUND:

RFP's for Airport Engineering Services were received until Tuesday, May 29, 2018 at 2:00 p.m. We received 3 proposals for Engineering Services.

1. Delta Airport Consultants, Inc.
2. Armstrong Consultants
3. Bohannon Huston Inc.

STAFF RECOMMENDATION: Selection Committee: Mark Bleth - Airport Manager, Melissa Torres – Finance Director, Dennis Anderson - Airport Advisory Board Member have made a recommendation to award the contract to Armstrong Consultants.

SUPPORT INFORMATION: Evaluation Scoring Totals

| | | |
|--|--------------------------|------------------------|
| Name of Presenter: Pat Wood, CPO | Department: Finance | Meeting date: 06/27/18 |
| E-mail: pat@torcnm.org | Phone: 894-6673 ext. 312 | |

Steven L. Green
Mayor

Sandra K. Whitehead
Mayor Pro-Tem

Kathleen Clark
Commissioner



Rolf Hechler
Commissioner

Joshua Frankel
Commissioner

Juan A. Fuentes
City Manager

505 Sims St.
Truth or Consequences, New Mexico 87901
P: 575-894-6673 ♦ F: 575-894-0363
www.torcnm.org

Evaluations: Airport Engineering Services

RFP: 18-19-001

Date: June 5, 2018

| | Delta | Bohannon | Armstrong |
|--------------|--------------|-----------------|------------------|
| 1. | 75 | 81 | 89 |
| 2. | 73 | 91 | 85 |
| 3. | 79 | 83 | 90 |
| | | | |
| Total | 227 | 255 | 264 |

| |
|---|
| Evaluation Committee: |
| Mark Bleth, Airport Manager |
| Dennis Anderson, Airport Advisory Board |
| Melissa Torres, Finance Director |

Evaluation Committee comments:

- **The panel recommends Armstrong Consultants for RFP#16-17-006, Airport Engineering Services**



H.2

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Discussion/Update: Proposed terms for Verizon tower on water tank

BACKGROUND:

Verizon has provided proposed business terms for the discussed tower on the water tank above North Date for the commission's review. They want to be sure the City and Verizon are on the same page regarding terms before they move forward with the special use permit process. John Appel has reviewed the proposed terms and feels they are reasonable.

STAFF RECOMMENDATION:

No recommendation

SUPPORT INFORMATION:

Proposed terms

Submitted by: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Meeting date: [Click here to enter date](#)

From email with Verizon correspondent:

“Verizon would like to prepare a draft Lease Agreement for the proposed collocation on the City’s water tank. In order to start that process, we are requesting the City’s review and approval of the initial business terms below. Once I have the City’s approval of the business terms, Verizon’s attorney will be able to prepare a draft for the City attorney’s review.

Business Terms:

Lessor: City of Truth or Consequences

Annual Rent: \$12,000/year = \$1,000/month

Annual Escalator: 2%

Option Term: (2) one year options

Option Rent: \$1,000 per term

Initial Term: 5 years

Renewal terms: 4 x 5 year

Commencement Date: first day of the month after construction commences”



H.3

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Lodger's Tax reimbursement request - Chamber of Commerce.

BACKGROUND:

Hans Townsend, President of the Chamber of Commerce is requesting the approval for reimbursement for the last quarter invoices which were submitted after the deadline.

STAFF RECOMMENDATION:

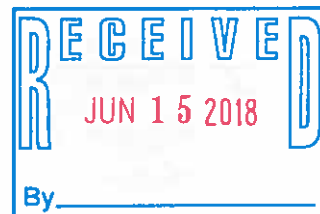
None.

SUPPORT INFORMATION:

- Application to be on Agenda
- Reimbursement request form
- Invoices and supporting documentation



CITY OF TRUTH OR CONSEQUENCES
CITY CLERK'S OFFICE
505 SIMS STREET
TRUTH OR CONSEQUENCES, NEW MEXICO 87901
PHONE: (575) 894-6673 EXT#1301 FAX: (575) 894-7767



APPLICATION FOR LISTING ON CITY COMMISSION AGENDA

DATE: 6/15/18

DATE OF MEETING YOU ARE REQUESTING TO BE LISTED UNDER: 6/27/18

NAME OF APPLICANT/ORGANIZATION: CHAMBER OF COMMERCE

ADDRESS: 207 S. FOCH

PHONE: 894 2239 E-MAIL: info@torcchamber.org

REQUEST: (ATTACH WRITTEN REQUEST AND/OR DOCUMENTS IF AVAILABLE)

FORGOT TO SUBMIT LODGERS TAX CLAIM. ASKING CITY
COMMISSION TO CONSIDER PAYMENT.

WHAT RESOURCES DO YOU REQUIRE: COMPASSION

ESTIMATED TIME FOR PRESENTATION: 3 min. SIGNATURE: [Signature]

CITY MANAGER ACTION

APPROVED FOR COMMISSION AGENDA OF: _____

DENY - REASON FOR DENIAL: _____

IF YOUR REQUEST WAS DENIED AND YOU WISH TO APPEAL, YOU MAY:

- appear personally before the City Commission on the day of the meeting and during the "Comments from the Public" ask that the Commission place your item on the next available agenda (usually in 2 weeks); or,
- appeal directly to any one of the City Commissioner by contacting them (see reverse side for contact information). Any Commissioner may place your item on the agenda by notifying the City Clerk at least 7 days prior to the Commission meeting.

**LODGERS' TAX
REIMBURSEMENT REQUEST**



A. Grantee: Chamber of Commerce of Truth or Consequences

Remit to: City of Truth or Consequences

B. Contact: Hans Townsend

Attn: Kristin Saavedra

Address: 207 S Foch

505 Sims Street

Phone #: 894-2239

Cell #: _____

Truth or Consequences, NM 87901

C. Reimbursement Request No. 4 FY: 17/18

| CATEGORY | Budget | Current Expenditures Requested for Reimbursement from Grant Funds | Cumulative Expenditures Total Current Request + Previous Grant Fund Expenditures | Remaining Project Balance |
|-----------------------|--------------------|--|--|------------------------------|
| | Grant Funds | Grant Funds | Grant Funds | Grant Funds |
| Print | \$9,200.00 | | \$9,200.00 | \$0.00 |
| Publish | | | | \$0.00 |
| Advertise | | | | \$0.00 |
| TV | | | | \$0.00 |
| Radio | | | | \$0.00 |
| Website | \$500.00 | \$500.00 | \$500.00 | \$0.00 |
| Other Costs (Specify) | | | | \$0.00 |
| Distribution | \$800.00 | | \$800.00 | \$0.00 |
| App Updates | \$500.00 | | \$500.00 | \$0.00 |
| | | | | \$0.00 |
| TOTALS | \$11,000.00 | \$500.00 | \$11,000.00 | \$0.00 |

Under penalty of law, I certify that all the above expenditures are true and correct and are for appropriate purposes in accordance with the terms and conditions of the pertinent Grant and that payment has not been received.

| | | |
|----------------------------------|-----------------------|----------|
| Signature of Authorized Official | Typed or Printed Name | Date |
| | Hans Townsend | 05/18/18 |

TOTAL INVOICE \$700 — CLAIMED FROM LODGERS TAX \$500. — PAID FROM CHAMBER FUNDS \$200

Rev. 5/2013

John Rey P. Pangan

INVOICE

INVOICE # 010000012

DATE 04/18/2018



**MAILING
INFO**

431 Meyto, Calumpit, Bulacan
Philippines 3003
Phone: +63 915-950-2173

**BILL
TO**

**Chamber of
Commerce of Truth or
Consequences and
Sierra County**

DESCRIPTION

AMOUNT

Chamber web work


700.00

| | | |
|-----------------|-----------|---------------|
| SUBTOTAL | \$ | 700.00 |
| TAX RATE | | 0.000% |
| TAX | \$ | - |
| TOTAL | \$ | 700.00 |

Thank You For Your Business!

Make all payments to:
John Rey P. Pangan

GREAT NEWS!
Send up to \$10,000
per transfer.



Restrictions apply.

Transaction Summary

You authorized transaction number X061871927356857 on May 17, 2018 at 1:30 PM

[Print Page](#)

Transaction Summary



John Rey Pangan

You are sending 400.00USD

Transaction fee 7.99USD

Your total **407.99USD**

Recipient receives 400.00 USD

Receiving option Cash Pickup



Xoom offers a [money-back guarantee](#) for your peace of mind.

Recipient information

Full Name

John Rey Pangan

Address

431 Meyto
Calumpit
Bulacan
3
Philippines
+639159502173

Email

jrppangan@yahoo.com
(We will email transfer status information.)

Receiving details

Banco de Oro (BDO), Cebuana Lhuillier, Metrobank, M. Lhuillier, RCBC, and SM Malls [View Locations](#)


• Money is usually available instantly

Phone Numbers

Preferences

Recipients

GREAT NEWS!
Send up to \$10,000
per transfer.



Restrictions apply.

✓

May 3, 2018 12:49 PM

Xoom Processing Started


Details

Transaction Summary

You authorized transaction number X061854519368128 on May 3, 2018 at 12:49 PM

[Print Page](#)

Transaction Summary

| | |
|---|------------------|
|  | John Rey Pangan |
| You are sending | 300.00USD |
| Transaction fee | 7.99USD |
| <hr/> | |
| Your total | 307.99USD |
| Recipient receives | 300.00 USD |
| Receiving option | Cash Pickup |



Xoom offers a [money-back guarantee](#) for your peace of mind.

Recipient information


Full Name
John Rey Pangan

Address
431 Meyto
Calumpit
Bulacan
3
Philippines
+639159502173

Email
jrppangan@yahoo.com
(We will email transfer status information.)

CHAMBER of COMMERCE
TRUTH or CONSEQUENCES
SIERRA COUNTY

HomeThe ChamberBusiness InfoRecreation and Adventure



Your Name (optional)

Your Email (optional)

Your Message

☐ I'm not a robot

Mission Statement

The Truth or Consequences Chamber of Commerce is committed to working on behalf of our business community to promote, support and enhance our community in order for businesses to prosper and grow; to represent their interest in local government; and to promote our area as a desirable tourist destination, a quality, safe place to live and a viable place for business.

Visitor Information

Business Directory

Small Business Resources

Apartments

New Mexico Business Resources

BUSINESS RESOURCES

TOURISM

ECONOMIC DEVELOPMENT



DIGITAL VISITORS GUIDE












Free Downloads

"Sierra County" App

For iPhone and Android
Download in Google Playstore

SUPERIOR
BUSINESS
PLANNING






This Book is One Of The Most Valuable Resources In The World When It Comes To The Secrets Behind Developing A Successful Business Plan

Download Here


Digital Visitors Guide



Fly Soak Float

Adding Businesses

Click to Add Your Business



Truth or Consequences Chamber of Commerce

Office Location

207 S. Pech, Truth or Consequences, NM 87501

Phone: (505) 694-0550

Email: info@truthorconsequences.org

Download Our App



iPhone



Android

Office Hours



Monday - Thursday
10:00 am to 2:00pm

Friday - Sunday
Closed

Connect with us



Paid for in part by the City of Truth or Consequences, NM

Our office is manned wholly by volunteers. If you or someone you know can donate some time, please let us know.



H.4

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Lodger's Tax reimbursement request - NMSRDA/Sierra Twirlers of T or C. Joseph Solis, Requestor.

BACKGROUND:

Joseph Solis will present the item. The NMSRDA/Sierra Twirlers of T or C is requesting the approval for reimbursement for the last quarter invoices which were submitted after the deadline.

STAFF RECOMMENDATION:

None.

SUPPORT INFORMATION:

- Application to be on Agenda
- Request Letter
- Quarterly Report for 04-01-2018 to 06-30-2018
- Reimbursement request form
- Invoices and supporting documentation



CITY OF TRUTH OR CONSEQUENCES

CITY CLERK'S OFFICE

505 SIMS STREET

TRUTH OR CONSEQUENCES, NEW MEXICO 87901

PHONE: (575) 894-6673 EXT#1301 FAX: (575) 894-7767

APPLICATION FOR LISTING ON CITY COMMISSION AGENDA

DATE: 6-15-18

DATE OF MEETING YOU ARE REQUESTING TO BE LISTED UNDER: 6-27-18

NAME OF APPLICANT/ORGANIZATION: NMSRDA/SIERRA TWIRLERS OF TORO

ADDRESS: 517 LAKESHORE DR., EB, NM, 87935-1151

PHONE: 505-804-3842 E-MAIL: jsolis@entelcomm.com

REQUEST: (ATTACH WRITTEN REQUEST AND/OR DOCUMENTS IF AVAILABLE)

WHAT RESOURCES DO YOU REQUIRE: EXTENSION OF TIME FOR LODGERS TAX REIMBURSE-

ESTIMATED TIME FOR PRESENTATION: 30 MIN

SIGNATURE: Joseph Solis

CITY MANAGER ACTION

APPROVED FOR COMMISSION AGENDA OF: _____

DENY - REASON FOR DENIAL: _____

IF YOUR REQUEST WAS DENIED AND YOU WISH TO APPEAL, YOU MAY:

- appear personally before the City Commission on the day of the meeting and during the "Comments from the Public" ask that the Commission place your item on the next available agenda (usually in 2 weeks); or,
- appeal directly to any one of the City Commissioner by contacting them (see reverse side for contact information). Any Commissioner may place your item on the agenda by notifying the City Clerk at least 7 days prior to the Commission meeting.

** Request for Reimbursement*

NMSRDA/SIERRA TWIRLERS OF T OR C

June 20, 2018

Request Comments submitted with Application dated June 15, 2018, for listing on City Commission Agenda for meeting June 27, 2018.

This was the Sierra Twirlers first experience with the Lodgers Tax reimbursement program. With the help of the City Manager's office, we were able to file our first three reports in the required time frame.

Our event was held the week end of May 18 - 20, a three day event which was attended by 150+ people, of which 140 or so were from out of the area and out of state. On Wednesday, May 23rd, my wife and I left New Mexico to attend our son's wedding in Wales and a three week visit. I was mistakenly under the impression that I could submit our Club's final receipts with the last quarters report. Carole Wheeler was visiting with Linda DeMarino the first week of June, who informed Carole that the report could wait until June 15th, but the receipts had to be in by May 30. Carole was unable to contact me. I returned to New Mexico on Monday June 11th and our club danced Thursday June 14th, at which time Carole informed me that the deadline for submitting the receipts was the end of May.

Our total 2017-2018 lodger's tax grant was \$2,000. The total amount of our remaining receipts is \$926.85 the originals and 1 copy are available here and now for submission. There is \$928.98 remaining on our grant.

I am hereby requesting approval of our extension of time and budget adjustment by the City Commission.

RESPECTFULLY



**LODGERS' TAX
QUARTERLY WORK/SPENDING REPORT**

NAME OF GRANTEE: NMSRDA/Sierra Twirlers of T or C

THREE MONTH PERIOD OF REPORT: 04/01/18 TO 06/30/18
(mm/dd/yy) (mm/dd/yy)

PLEASE PROVIDE A DETAILED STATUS OF ACTIVITY FOR REPORTING PERIOD.
(If no work has been done, explain why work has not begun.)

Brochures were printed and purchased. Dangles (give aways) were purchased.

Flyers were presented to Las Cruces SW district dance 160 miles on 3/31/18, Roswell SE district
dance 440 miles on 4/7/18, Albuquerque Central district dance 300 miles on 4/14/18, Albuquerque
Crazy 8's 300 miles on 4/24/18, and El Paso 260 miles on 4/28/18.

ITEMS AND AMOUNTS FOR WHICH REIMBURSEMENT FUNDS WERE REQUESTED
DURING PERIOD:

| <u>ITEMS(S)</u> | <u>AMOUNT</u> |
|---|---------------------------|
| <u>Brochures</u> | <u>\$ 142.10</u> |
| <u>Dangles (give aways)</u> | <u>\$ 156.95</u> |
| <u>Milage LC 160 miles, Roswell 440 miles, Albuquerque 300</u> | <u>\$</u> |
| <u>miles, Albuquerque 300 miles, El Paso 260 miles. A total</u> | <u>\$</u> |
| <u>of 1460 miles @ .43</u> | <u>\$ 627.80</u> |
| <u>NM GRT</u> | <u>\$ (if applicable)</u> |
| TOTAL | <u>\$ 926.85</u> |

ANTICIPATED COMPLETION DATES OF TASKS NOTED ABOVE:

| <u>TASK</u> | <u>ANTICIPATED COMPLETION DATE</u> |
|-------------|------------------------------------|
| <u>NA</u> | <u></u> |
| <u></u> | <u></u> |
| <u></u> | <u></u> |
| <u></u> | <u></u> |


SIGNATURE

505/804/3842
CONTACT PHONE NUMBER

06/20/18
DATE

**LODGERS' TAX
REIMBURSEMENT REQUEST**


A. Grantee: NMSRDA/Sierra Twirlers of T or C
 B. Contact: Joseph Solis
 Address: 517 Lakeshore Dr, EB. NM 87935-1151
 Phone #: 505-804-3842 Cell #: _____

Remit to: City of Truth or Consequences
 Attn: Kristin Saavedra
505 Sims Street
Truth or Consequences, NM 87901

C. Reimbursement Request No. 4 FY: 17/18

| CATEGORY | Budget | Current Expenditures Requested for Reimbursement from Grant Funds | Cumulative Expenditures Total Current Request + Previous Grant Fund Expenditures | Remaining Project Balance |
|-----------------------|-------------------|--|--|------------------------------|
| | Grant Funds | Grant Funds | Grant Funds | Grant Funds |
| Print | \$180.06 | | \$180.06 | \$0.00 |
| Publish | \$142.10 | \$142.10 | \$142.10 | \$0.00 |
| Advertise | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TV | | | | \$0.00 |
| Radio | | | | \$0.00 |
| Website | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other Costs (Specify) | | | | \$0.00 |
| | | | | \$0.00 |
| Distuibution Mileage | \$1,520.89 | \$627.80 | \$1,518.76 | \$2.13 |
| Giveaways | \$156.95 | \$156.95 | \$156.95 | \$0.00 |
| TOTALS | \$2,000.00 | \$926.85 | \$1,997.87 | \$2.13 |

Under penalty of law, I certify that all the above expenditures are true and correct and are for appropriate purposes in accordance with the terms and conditions of the pertinent Grant and that payment has not been received.

| | | |
|---|--|------------------|
| Signature of Authorized Official  | Typed or Printed Name Carole Wheeler/Joseph Solis | Date 06/20/18 |
|---|--|------------------|

Office DEPOT OfficeMax

ALBUQUERQUE - (505) 821-1208

05/05/2018 5:03 PM



2TVTG33PAQQXEB8F

* CUSTOMER - RECEIPT **

Page: 2

SALE 2611-3-6108-649407-18.4.2

Order Management Invoice # 1358079200011
Approval Code: 999999

14318 JDA GMAIL ORDE 88.37 E
Total: 88.37
Visa 1745: 88.37

S SAN PEDRO

Order Information

Order Number: 135807920-001
Order Date: 5/05/18 7:02 pm
Invoice Date: 5/05/18 7:02 pm
Store: 2611
Payment: In-Store

WITH CODE 005108
DS Chip Read
ID A0000000031010 Visa Credit
VR 0080008000
VS No Signature Required

Shop online at www.officedepot.com

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Participate in our online customer
survey and receive a coupon for
\$10 off your next qualifying
purchase of \$50 or more on
office supplies, furniture and more.
(Excludes Technology. Limit 1 coupon per
household/business.)

Visit www.officedepot.com/feedback
and enter the survey code below:

154V 1HQX MYCX

| Qty Ordered | Qty Filled | Price/Unit | Extended Price |
|----------------|---------------|------------|----------------|
|----------------|---------------|------------|----------------|

TOTAL
142.10

Pd
2011



1358079200011

Subtotal:
Other Charges:
Del Charge:
Tax:
Total Due: \$88.37

Bring this invoice to any register for payment processing.

Signature (required) _____

Please Print Name _____

This order is UNPAID. Log in to GMAIL and Cancel this order if restocking is necessary. Refer to SOP 9.04 for more details.

Thank you for shopping at
Office DEPOT

Office DEPOT OfficeMax

ALBUQUERQUE - (505) 821-1208

04/21/2018 12:52 PM



2TVT93QP3Q55EX4WF

SALE 2611-1-8238-284401-18.3.2
30848 ENV, 28#, 10X13, 9.99 SS
Subtotal: 9.99
Sales Tax: 0.75
Total: 10.74
Visa 1745: 10.74

UTH CODE 021349

DS Chip Read

ID A0000000031010 Visa Credit

VR 0080008000

VS No Signature Required

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154Q 28DG 5FYT

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Office DEPOT OfficeMax

ALBUQUERQUE - (505) 821-1208

04/24/2018 4:11 PM



2TVTQ3QP6Q55MXRUF

SALE 2611-1-8685-889858-18.3.2
523959 INK, HP 61XL, BL 39.99 SS
Subtotal: 39.99
Sales Tax: 3.00
Total: 42.99
Visa 1745: 42.99

AUTH CODE 024938

TDS Chip Read

AID A0000000031010 Visa Credit

TVR 0080008000

CVS Signature Verified

PRATT APPRAISALS 5557712196

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Visit www.officedepot.com/feedback and enter the survey code below:

154Q Y6FQ 6XX2

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BizBox.com



Ka - Mo Engravers

PO Box 30337

Albuquerque, NM 87190-0337

Invoice

| Date | Invoice # |
|-----------|-----------|
| 4/23/2018 | 47457 |

| |
|----------------|
| Bill To |
| Joey Solis |

PAID

| |
|----------------|
| Ship To |
| |

| P.O. Number | Ship | Via | Rep | Due Date | Terms |
|-------------|-----------|---------|-----|-----------|-------|
| | 4/23/2018 | US Mail | | 4/23/2018 | |

| Quantity | Item Code | Description | Price Each | Amount |
|----------|------------------|----------------------------|------------|--------|
| 68 | #103 Jail Bird | #103 Jail Bird 77 sent | 1.00 | 68.00T |
| 78 | #107 Traffic ... | #107 Traffic Light 77 sent | 1.00 | 78.00T |
| | | return what you don't sell | | |

| | | | | |
|---|--------------|--|--------------------|----------|
| Thank you for your business. Mike Holly | | | Subtotal | \$146.00 |
| Phone # | Fax # | | Sales Tax (7.5%) | \$10.95 |
| 505-883-4963 | | | Total | \$156.95 |
| E-mail | | | Balance Due | \$0.00 |
| kamonm@aol.com | | | | |

03/31

03/31

8521333FD01LHY4KN

SAM'S CLUB 004784 LAS CRUCES NM
UNLEAD

\$28.01

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE

NOTICE: We may convert your payment into an electronic debit. See reverse side for details. Billing Rights and other important information.

Detach and mail this portion with your check. Do not include any correspondence with your check.



Total Minimum Payment Due

Payment Due Date

Account Number

New Balance

06/20/2018

Payment Enclosed Please use
blue or black ink\$

New address or email? Print changes on back

JOSEPH SOLIS
PO BOX 1151
ELEPHANT BUTTE NM 87835-115169977
M425Make Payment to: SAMS CLUB MC/SYNCB
P.O. BOX 960013
ORLANDO, FL 32896-0013

Transaction Summary (Continued)

| Tran Date | Post Date | Reference Number | | Amount |
|-----------|-----------|-------------------|--|------------|
| 04/06 | 04/06 | [REDACTED] | [REDACTED] | [REDACTED] |
| | | | [REDACTED] | [REDACTED] |
| | | | [REDACTED] | [REDACTED] |
| | | | [REDACTED] | [REDACTED] |
| | | | [REDACTED] | [REDACTED] |
| 04/07 | 04/07 | [REDACTED] | [REDACTED] | [REDACTED] |
| 04/07 | 04/07 | 8521333FK01NHZK0V | SAM'S CLUB 004961 ROSWELL NM UNLEAD | \$34.00 |
| 04/08 | 04/09 | [REDACTED] | [REDACTED] | [REDACTED] |
| 04/10 | 04/10 | [REDACTED] | [REDACTED] | [REDACTED] |
| 04/10 | 04/10 | [REDACTED] | [REDACTED] | [REDACTED] |
| 04/10 | 04/10 | [REDACTED] | [REDACTED] | [REDACTED] |

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse side for details. Billing Rights and other important information.

Detach and mail this portion with your check. Do not include any correspondence with your check.



Total Minimum Payment Due [REDACTED]

Payment Due Date 05/20/2018

Account Number [REDACTED]

New Balance [REDACTED]

Payment Enclosed Please use blue or black ink

\$ [] [] [] [] [] [] [] []

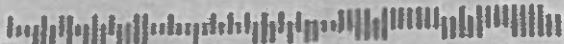
New address or email? Print changes on back

JOSEPH SOLIS
PO BOX 1151
ELEPHANT BUTTE NM 87935-1151

69977
M&S



Make Payment to: SAM'S CLUB MC/SYNCR
P.O. BOX 960013
ORLANDO, FL 32896-0013





| Tran Date | Post Date | Reference Number | Description of Transaction or Credit | Amount |
|------------|------------|-------------------|---|------------|
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| 04/28 | 04/28 | 2548367G604ESR8SK | PHILLIPS 66 - CIRCLE K TRUTH OR CONS NM | \$50.01 |
| 04/28 | 04/28 | 8521333G800ZW99Y7 | SAM'S CLUB 004784 LAS CRUCES NM | \$26.00 |
| [REDACTED] | [REDACTED] | [REDACTED] | UNLEAD | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse side for details. Billing Rights and other important information.

6759 6011 LAN 7 75 188528 PAGE 1 OF 1

Detach and mail this portion with your check. Do not include any correspondence with your check.




| | | | |
|---------------------------|------------------|----------------|-------------|
| Total Minimum Payment Due | Payment Due Date | Account Number | New Balance |
| [REDACTED] | 05/20/2018 | [REDACTED] | [REDACTED] |


Payment Enclosed Please use blue or black ink \$

New address or email? Print changes on back

JOSEPH SOLIS
PO BOX 1151
ELEPHANT BUTTE NM 87835-1151



69977
1465



Make Payment to: SAM'S CLUB MC/SYNCR
P.O. BOX 960013
ORLANDO, FL 32896-0013