

*Steven Green*  
*Mayor*

*Sandra Whitehead*  
*Mayor Pro-Tem*

*Kathy Clark*  
*Commissioner*



*Rolf Hechler*  
*Commissioner*

*Joshua Frankel*  
*Commissioner*

*Juan A. Fuentes*  
*City Manager*

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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. 3<sup>RD</sup> ST., ON TUESDAY, APRIL 11, 2017; 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. Joshua Frankel, 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. Proclamation naming April 24<sup>th</sup> – April 28<sup>th</sup>, 2017 at the Week of the Young Child. Steve Green, Mayor

### F. CONSENT CALENDAR

1. City Commission Regular Minutes, March 14, 2017
2. Joint City Commision/Sierra County/Williamsburg/Elephant Butte Workshop Minutes, March 27, 2017.
3. Accounts Payable, March 2017

G. PUBLIC HEARINGS

1. Approval to submit USDA funding applications for various equipment needs. Traci Burnette, Grant/Project Coordinator

H. ORDINANCES/RESOLUTIONS/ZONING

1. Discussion/Action: Resolution No. 31 16/17 approving the interim financing for USDA Rural Development project – Wastewater Treatment Plant Improvement Project Phase 2B and Lift Station Upgrades, allowing City Manager to execute, sign and submit documents related to an application with CoBank. Melissa Torres, Finance Director
2. Discussion/Action; Resolution No. 32 16/17 declaring nonessential surplus property for the November Auction. Renee Cantin, Clerk-Treasurer

I. NEW BUSINESS

1. Discussion/Action: Award RFP: 16-17-006 Architectural Services for Regional Safety Complex
2. Discussion/Action: Approval to submit USDA funding applications for various equipment needs and authorization and approval for City Manager Juan Fuentes to execute, sign and submit required and requested documents related to the USDA/RUS Applications for Federal Assistance. Traci Burnette, Grant/Project Coordinator
3. Discussion/Action: Re-purposing the Fire Department Building for Airport Operations. Juan Fuentes, City Manager
4. Discussion/Action: Job Description for a Marketing/Tourism Coordinator. Juan Fuentes, City Manager
5. Discussion/Action: Relocation Packet Final Review. Steve Green, Mayor

J. REPORTS

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

L. EXECUTIVE SESSION

1. Threatened or Pending Litigation (Possible City legal action to address interference with legitimate activities of the City) *Pursuant to 10-15-1(H.7)*
2. Limited Personnel Matters (City Manager Evaluation) *Pursuant to 10-15-1(H.2)*

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

N. ADJOURNMENT

**NEXT CITY COMMISSION MEETING April 25, 2017**



E.1

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

**ITEM:**

Presentation of a Proclamation naming April 24<sup>th</sup> – April 28<sup>th</sup>, 2017 at the Week of the Young Child.

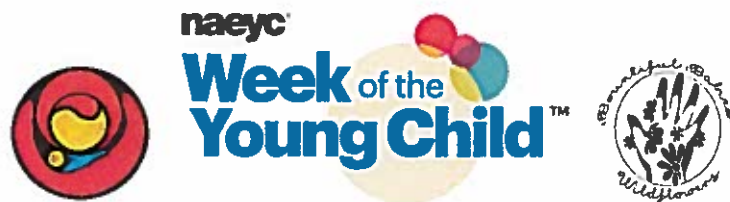
**BACKGROUND:**

The Week of the Young Child™ is an annual celebration hosted by the National Association for the Education of Young Children (NAEYC) celebrating early learning, young children, their teachers and families.

During the week of April 24th, Bountiful Babies will be offering themed activities in conjunction with this annual celebration, For more information, there is a flyer attached for their WOTYC classes during the week.

**STAFF RECOMMENDATION:**

None. Presentation Only.



**April 24th, 2017 - April 28th, 2017**

**Wildflowers 400 Broadway**

**Music Monday: April 24, 2017**

*Through music, children develop math, language, and literacy skills - All while having fun and being active!*

**10am - 11am: Music Together with Maryse LaPierre**

**3pm - 4pm: Music Together with Maryse LaPierre**

Join us for a fun and energetic lesson with the talented Maryse LaPierre. Explore musical instruments and learn new songs to sing together.

**Tasty Tuesday: April 25, 2017**

*Cooking together connects math with literacy skills, science, and more.*

**11am - 12pm: Taste Test: Sensory Adventure**

Test your senses and see if you can guess what you're tasting without seeing it!

**3pm - 4pm Food Art: Edible Compositions**

Play with colorful foods to create a picture that you can eat.

**Work Together Wednesday: April 26, 2017**

*When children build together they explore math and science concepts and develop their social and early literacy skills.*

**5pm - 7pm: Quilt Together Project**

Collaborate with others to help make a quilted pillow. Learn from Kim Jewell the process of selecting fabric, cutting shapes, and sewing the pieces together to create a unique community art project. Can't get enough sewing? Join us every Wednesday 5-7pm for Beginner Sewing.



### **Artsy Thursday: April 27, 2017**

*Children develop creativity, social skills and fine motor skills with open-ended art projects where they can make choices, use their imaginations, and create with their hands.*

#### **3pm - 6pm: Clay Play**

Play with clay and make a sculpture or select a fired piece to glaze. Learn how to use plaster molds to make a bowl or cup. Experiment with tools, stamps and colorful glazes to decorate your masterpiece.

### **Family Friday: April 28, 2017**

Engaging and celebrating families is at the heart of supporting our youngest learners. NAEYC applauds family members' role as young children's first and most important teachers.

#### **11am - 12pm: Family Brunch**

Bring the whole family and a dish to share. Meet and connect with other local families over delicious homemade foods.

#### **3pm - 5pm: Family Fun at Ralph Edwards Park**

Join us at the park for casual group games and activities like frisbee, bubbles, hula hoops and more.



F.1

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

**ITEM:**

Approve the minutes of the City Commission Regular Meeting for March 14, 2017.

**BACKGROUND:**

None.

**STAFF RECOMMENDATION:**

Approve the minutes.

Submitted by: Renee Cantin, City Clerk-Treasurer

Meeting date: 4/11/2017

**CITY COMMISSION MEETING MINUTES  
CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO  
CITY COMMISSION CHAMBERS, 405 W. 3<sup>RD</sup> St.  
TUESDAY, MARCH 14, 2017**

**A. CALL TO ORDER**

The meeting was called to order by Mayor Steve Green at 9:00 a.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, Mayor  
Hon. Sandra Whitehead, Mayor Pro-Tem  
Hon. Kathy Clark, Commissioner  
Hon. Rolf Hechler, Commissioner  
Hon. Joshua Frankel, Commissioner

Also Present: Renee Cantin, City Clerk-Treasurer

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

**2. SILENT MEDITATION**

Commissioner Frankel read a statement to please keep Ronnie Tenorio, the owner of the Sunset Grill and his family in our thoughts and prayers. He was injured at work yesterday morning while preparing to start his business day.

Mayor Green called for fifteen seconds of Silent Meditation.

**3. PLEDGE OF ALLEGIANCE**

Mayor Green called for Commissioner Frankel to lead the Pledge of Allegiance.

**4. APPROVAL OF AGENDA**

Commissioner Hechler moved to approve the agenda. Mayor Pro-Tem Whitehead seconded the motion. Motion carried unanimously.

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

## CITY COMMISSION MARCH 14, 2017 REGULAR MEETING MINUTES

Mayor Green called for Public Comment, noting those wishing to comment would get three minutes, please state your name and address. He also asked all to turn the noise maker off of their cell phones

Jessica Murphy, Bountiful Babies at 400 Broadway addressed the Commission related to:

1) Thanked the Commission for supporting the Bountiful Babies with the subrecipient grant last year. The support of the community has been instrumental to leverage other grant funds. Their roots are deep and they have grown with our community identifying the needs of families here through research beginning in 2008. They hope to continue to serve our community and to meet the needs of families with children. Their mission is to help support healthy development in children through arts and play. They are celebrating the first year open for Wildflowers at the Community Arts Center. They have free services and programs offered regularly. To celebrate they are inviting everyone to the first birthday party on April 6, 2017 from 3:00 – 6:00 p.m. Food, drinks, art, games, and goody bags will be available. This is a free event open to all ages. They are right next door to Little Things Matter. Wildflowers is a free community space that is supported by the Bountiful Babies organization which is a branch of the larger Non-Profit Group, the Bountiful Alliance. The programs include: Open Art; Baby Group called Baby & Me which is a support group for babies and parents; Home School Group; beginner Sewing; One on one workshops where parents can learn to use their hands free baby carriers. They began as a small grassroots network of educators and health practitioners who envisioned a safe and creative space that would support the healthy development of children through arts and play. They envision growing into their own Non-Profit by 2018. The community can support their efforts by donating funds, supplies, or time volunteering. Please contact them for more information.

Ron Fenn, 316 N. Foch addressed the Commission related to:

1) A year ago he reported to the city about the recycling waste of plastic in the city. Nothing has changed other than it has cost us more money to recycle plastic than it did last year when we were throwing it in the dump. Now we're sending it to Albuquerque where we get \$0.00 per ton. We've sent 22-24 tons depending on which report you want to read to Albuquerque. Not at no cost, as Mr. Green said last year, they are charging us. Mr. Green, they are charging us for the reduced amount that they pay for the rest of the recyclables. For instance, aluminum for which we get \$0.30/lb. in Las Cruces. Albuquerque also gets \$0.30/lb and so does Truth or Consequences which we don't use, versus the \$0.55 they pay the public. Now where do you think that money goes to? He's calculated at his cost, \$4,000 to ship those 22 tons of plastic to Albuquerque. It costs over \$200 per ton to get rid of our plastic and make it appear as though we are doing some recycling. Recycling cannot pay in this community, no matter what the commodity. And until you folks decide that we stop wasting money, he would rather see it go to Wildflowers and these people than throwing it away by supporting corporations in Albuquerque with our money, his money. And you folks control it. This is the most wasteful program, or one of the most wasteful programs that we have in this city. There is nothing that isn't a wasteful program in this city. Commissioner Clark said last year that you wanted to talk to me about your recycle program and never did. How about some truth here, Truth or

Consequences. The consequences are we are destroying our city because there is no truth. Wake up please, it's my money and it's these people's money.

Marilyn Pope, Geronimo Springs Museum addressed the Commission related to:

1) She usually has happy things to say about the Museum but she came today to report on something. They had a couple come in from Canada who purchased tickets to the Spaceport Tour. They had gone to the Visitor's Center and the gentleman who was working there who they said was very cordial and made a couple of phone calls to help them and so on, and she did the same thing. The thing she wanted to stress is they, like a lot of other people in town, do everything in their power to keep people in town. And to keep people in the area for another three or four days; to keep them doing research in the museum so they will go and visit the Ranch and the Cemetery or whatever. This gave us a lot of negative publicity and she's wondering what we can all do. It's sort of a tragic moment and you haven't really enjoyed life until you've talked to somebody who has come this far and purchases those tickets and it isn't happening. Her question that day was, to the Tourism people, why can't these people take the money and arrange the tour and contact the people to tell them there is no tour, so they don't get here. She understands the family from New York had gone through the same thing and so has some other people. Sometimes they cloister themselves in the museum and don't know what the rest of the community is doing, she's afraid. But this is a difficult situation and she would really appreciate some answers or something to say to these people or maybe they could get the list of people they have sold tickets to so they can let them know they can have a tour at another time, but they can't right now. She said they left friends and laughed and they said if I got thrown in prison for complaining, they would send me maple syrup from Canada. She made some new friends but it's unfortunate, and they do everything they can to keep people around and this is a negative thing.

2) She also brought a package of new post cards they got printed which was partly with Lodger's Tax money to give to people who help with the area. She thanked the Commission and they appreciate their help.

Ron Pacourek addressed the Commission related to:

1) Friday went to the Golf Course to see if he could play and there was a sign saying "Out on the course, pay later". It was busy out there and he wasn't sure if he could play or not, and he didn't want to be a bother to anybody. He played a few holes and was gone about 40-45 minutes and when he got back there was nobody there and there was nobody to talk to, to pay. And by then, there was about a half dozen people were waiting for someone to maybe serve them beverages. So that was his experience and he was hoping you would look at some of those expenditures of \$120,000, you gave the Golf Course. And he has to say #6 Fairway looks like it's going to pasture.

2) Legion Riders did the things for the Veterans and cooked for the Veterans. What a great idea. The idea that came to him is that there is a run to the wall every year in DC, 100,000 Bikers show up. If the Legion Riders would bring all of those riders together from other states and have a two day event with food and libations. And to go with that;

3) There is a Car Show in Artesia on March 30<sup>th</sup> and April 1<sup>st</sup> which is a two day event. If you get all of these Hot Rods into town, they've got to stay somewhere, and eat

someplace. He has a list of about 10 pages of Car Shows in New Mexico. And even RC Sumthins Ice Cream shop is listed in here for every Saturday.

4) He also suggested advertising in AARP Magazine. We could have a 4 x 4 saying Truth or Consequences is a great place to retire. We have the largest Recreation Area in town. And maybe if more people would get this, they might think about retiring here. This magazine is nationwide,

Diane Tiddle, PALS read by Commissioner Frankel commented on the following:

1) Dog Lovers! Volunteers needed. PALS, a local support group invites all dog lovers and other concerned residents to join us in cleaning up the approved sight of the Off Leash Dog Park before construction begins there in the Spring. They are holding their First annual clean up day on Sunday, March 19<sup>th</sup> from 3:30 – 5:30 p.m. The Dog Park site is located above the Fish Pond at Ralph Edwards Park. The brightly painted Fire Hydrant marks the future entrance of the Dog Park site. The work will be physical, digging weeds, cleaning up trash, picking up rocks and such. Bring appropriate tools if you have them. Your reward will be light refreshments and the satisfaction of being able to see how your hard work has contributed to the creation of this much needed facility.

## **RESPONSE TO PUBLIC COMMENTS**

Commissioner Clark added Ron's AARP idea was excellent and she would like to see it followed through with some kind of tourism dollars. The Senior Meal site is anticipating some significant growth in people going to that area. She personally knows two people who have stayed at her motel who have purchased houses here and she knows it's a good area because of the hospital being here. She thanked Marilyn for her effort participation and it's very disappointing when a company doesn't follow through with their responsibilities and we end up getting the brunt for it. She did hear Marilyn had done a very good job and was very kind to those folks who were disappointed, she thanked her.

Commissioner Hechler said on the same subject, they all received emails concerning the couple that came and if she wouldn't mind, he asked Clerk Cantin to make sure it gets forwarded to Chris Lopez with the New Mexico State Space Authority so they are aware of the situation. And perhaps he can reach out to them in some way, shape, or form.

Mayor Green requested Clerk Cantin to post a Potential Quorum Notice for April 6<sup>th</sup> for the Open House for Wildflowers, so we could have Commissioner's attend and support that. He added he has been in communication with Nigel on the issue and if you take a look at some of his recent posting, he has turned around and he's seen emails where they did try to intercept them before they came down. He complimented Geronimo Trails and the Museum team. As of yesterday, he invited Nigel and his wife, as his guests, whenever they can to come back to T or C on his dime, to show them what this community is all about. He thinks there were miscommunications that could have been done better, so he wanted to thank the Museum and Geronimo Trails for stepping up big time and trying to make a wrong into a right. He added Ron Pacourek had some great ideas and he would like to meet with him about the Car Shows and the Legions. This is the type of business we need. He's been in communication with the Senior Analytics Advisor with

AARP and he's right they are looking for a retirement community. He also commented on the ratings we got, so we are working on those and backing them up with real facts. He assured him the Commission is not sitting on their hands and they have been actively looking for ways to shine a light on our community. He encouraged Mr. Pacourek to give him a call about his ideas.

Last he responded to Mr. Audon Trujillo who talked about the Lee Belle Johnson and the utility bills that are encumbered by that building. First he thinks there is a misunderstanding in this community. Every department that operated out of a building, there is a cost of doing business. When you turn on the lights, someone has got to pay for that. When you garbage has to be picked up, when your water is running and toilets are flushing, and when the electricity is turned on, there is a cost. In every department, it's an internal bookkeeping, but every department is billed for water, Wastewater, and Trash Collection. Someone has done a lot of research and the number \$1,300 has been floating around and he doesn't know if it's for a year or a month or for a quarter. There was a letter to the Editor last week. So he asked staff to run what they call an Account Billing History Report. He mentioned so we can save another IPRA request, he will give this information to Mr. Audon personally. As a fair comparison, what he did was go back to 2014 and compare 2014 with 2016. We are just talking about the Lee Belle Johnson building, that building has three electric meters on it. One meter is for the Library, the Library gets billed for all services. *Mr. Ron Fenn, expressed an obscenity as he exited the meeting.* Mayor Green apologized for the interruption. Moving on, Healing Waters Plaza has its own meter, so what we are talking about is the meter that handles the rest of the interior of the building at 301 Foch St. which is labeled the Spaceport. He read the dollar amounts for 2014 starting with January-December. The bottom line is that total for electrical use for that building for 2014 was \$2,024.34. When that building was repurposed for another use, the total for 2016 was \$1,783.59. Well you're probably thinking, how can that be? The only thing he can think of is when you are not paying for that service, you are not a good caretaker of that service, so you leave it running, leave heaters running, leave lights running. When a private enterprise business went into that building in 2016 with the arrangement of paying more if the electricity increases, then they start shutting down lights and air conditioners when they are not needed. These are the numbers and are available for anyone. He thinks there has been some misinformation or incomplete information where we are not understanding how we do our bookkeeping internally and he hopes that clarifies some of the rumors and innuendo's that have been running rampant.

Commissioner Frankel would like to address Marilyn and Ron Pacourek. He comes from a hospitality background for the last 20 years and feels if that happened to him, it would be considered bad customer service. Balls get dropped and things happened. It seems there are solutions to these two problems who both resulted in dissatisfied guests to our town. He would hope for the tours, anyone who has pre-purchased tickets would have gotten a refund, even though a refund sent an apology should be too. No matter if the list is 1,000 people or 10 people, refunds should be given. In the matter of the Golf Course, if nobody is available you would lose the revenue stream if there was nobody there to pay. In this day and age when nobody leaves without a cell phone in their pocket,

you could leave a note on the desk to say we are out on the Greens, but call us and we can meet you or we will return at this time. He offered to look into why a phone number can't be posted at the front desk for anyone who is working at the Golf Course to contact and hopefully we can solve that one smaller issue and improve our customer service.

Mayor Green added the refund was paid.

**E. CONSENT CALENDAR**

1. City Commission Regular Minutes, February 14, 2017
2. Golf Course Advisory Board Minutes, January 4, 2017
3. Accounts Payable, February 2017

**Commissioner Frankel moved to approve the Consent Calendar including City Commission Regular Minutes for February 14, 2017; Golf Course Advisory Board Minutes for January 4, 2017; and Accounts Payable for February 2017. Commissioner Hechler seconded the motion. Motion carried unanimously.**

**F. PUBLIC HEARINGS**

1. Public Hearing: Final Adoption of Ordinance No. 677 16/17 to approve the Truth or Consequences Brewing Company Proposal for Economic Development.

City Clerk Cantin presented the item. This item was brought to them at the first meeting in February. Truth or Consequences brewing Co. is working with the New Mexico Economic Development Department for LEDA funds. The final adoption of this ordinance is the last step we will need to proceed with the funding. As you may recall, at the meeting when this was first presented the Public Participation Agreement and the Intergovernmental Agreement. She turned it over to the Mayor for the Public Hearing portion.

Mayor Green announced we have no Proponents or Opponents, we have had nothing but positive interaction from the Public on the support of this project and the blank sheet shows that.

Clerk-Treasurer Cantin added that Christine Logan from the NM Economic Development Department is also here if there are any questions.

With no questions, Mayor Green closed the public hearing.

**G. ORDINANCES, RESOLUTION, & ZONING**

1. Discussion/Action: Final Adoption of Ordinance No. 677 16/17 to approve the Truth or Consequences Brewing Company Proposal for Economic Development. Renee Cantin, Clerk-Treasurer



Mayor Green mentioned we have heard presentations from Christine Logan, the Owners, and the public support. He asked if there were any further comments or questions, otherwise let's move forward.

**Commissioner Frankel moved to approve the Final Adoption of Ordinance No. 677 16/17 to approve the Truth or Consequences Brewing Company Proposal for Economic Development. Commissioner Clark seconded the motion. Roll call vote was taken by the Clerk. Motion carried unanimously.**

2. Discussion/Action: Resolution No. 29 16/17 amending Section 6 of the Personnel Policy for Employee Evaluations. Melissa Torres, Finance Director

Finance Director Torres gave an overview of the proposed changes.

Commissioner Clark added her concern is when an employee is hired they have a clear perspective of what is expected of them in their job description. She summarized under Section 6.3 they are requesting a revision to broaden their ratings. And changing unsatisfactory from the previous needs improvement and defining a Development Plan for employees who are under the scope of unsatisfactory. The Development Plan gives a broad scope to help the employees identify the areas they need to improve and gives them the tools they need to improve. Under 6.4.4 they are striking out and adding if an employee disagrees with their evaluation, they have grievance with a manager about the evaluation and the disagreement. 6.4.5 helps with the revision of the employee appraisal.

Commissioner Clark is concerned that when an employee is hired, that they have a clear impression of what's expected of them. So when it's unsatisfactory, they would have a clear picture of what the job description is. Finance Director Torres responded that is correct one of the things we are doing is spending more time on this to give the employees the tools to do their job. One of the things they are planning is a New Employee Orientation to help define the expectations we have to be a city employee. This is part of the reason we are moving forward with the ratings and development. Ultimately, as Manager's our job is to ensure the employees have the tools they need to do their job. The evaluations we had didn't get the tools to show what the expectations are, areas they need to improve, or areas where they are doing great.

Commissioner Clark responded she is concerned if we just have someone in a position who isn't necessarily qualified for a position. This person you may be hiring may be set up for failure already if they are not qualified. Finance Director Torres one of the things they are working on is the job descriptions and trying to make sure those put into positions have the tools they need. In her experience, being hired is the most important part of the job. You can't change attitude, but you can train and you can give them the skills. They are working on coming together and bringing the right people for the jobs and change the culture and make it a family with the city and make it successful.

Commissioner Hechler gave kudos to her staff and all who helped develop this. It's not perfect but it's a lot better than it was. He asked when you have a marginal employee, can the City Manager or Department Head request to initiate an evaluation when it may be needed. Sometimes when we rely on the Department Head they may wait until the last minute to get it done. He asked where is the field to ensure if someone needs to step in and start that process, they can?

Finance Director Torres added part of the evaluation in Section 6 does allow that anytime you need to, you can give an evaluation. The City Manager or Department Head can initiate one at any time. We need to make the adjustments as needed and give the employee the opportunity to make the adjustments not just at the end of the probation but throughout the process.

Commissioner Hechler asked who will ensure the quality and oversight of the evaluations and will there be training for Department Heads for this process. Finance Director Torres let them know with the new samples there is a reviewer and an HR Reviewer. So that will be HR, and her, and the City Manager to ensure consistency.

Commissioner Hechler wanted to ensure each unsatisfactory rating will have detailed explanation, as well as, each outstanding rating so we don't take short cuts when we evaluate people. Finance Director Torres agreed and added that is why they have a development plan. She went back to the training and the goal is to continue the training with the new employee evaluation and also for the Department Heads.

Mayor Green added that we have all participated in discussions with Manger Fuentes at one time or another and asked that we encourage staff in the hiring process, to not settle for less, and get A players, A-, or B+ players to fill these positions.

**Commissioner Clark moved to approve Resolution No. 29 16/17 amending Section 6 of the Personnel Policy for Employee Evaluations. Commissioner Hechler seconded the motion. Roll call vote was taken by the Clerk. Motion carried unanimously.**

#### **H. NEW BUSINESS**

1. Discussion/Action: Joint Powers Agreement for Housing and Care for Adult prisoners. Lee Alirez, Police Chief

Police Chief Alirez notified the Commission this is an extension of the existing contract. Part of the original contract was the ability to extend this contract. There have been no changes.

Commissioner Clark asked if we have anything in the future where we might be able to bring these prisoners back to our area. Police Chief Alirez responded he would certainly hope so, but he hasn't been given any additional information for that within the last six months. Commissioner Clark clarified then we basically have no option except to extend the agreement. Police Chief Alirez agreed that is correct, even if we did have the local

Detention Center we would need an additional MOU. This is a very friendly contract for the city. He explained the charges we are getting for this.

**Commissioner Hechler moved to approve the Joint Powers Agreement for Housing and Care for Adult prisoners for a one year extension. Commissioner Frankel seconded the motion. Motion carried unanimously.**

2. Discussion/Action: Penalty for violating Rules of Conduct during City Commission meetings.

Mayor Green read a statement so there is no misunderstanding of his words and the intent of his words. This agenda is not about free speech, in that right, but rather the responsibility that one must assume when the right is exercised. This Commission meets in these Chambers to do the business of the city and our doors are always open and the public invited in. And during certain parts of the meeting, can participate, i.e. public comment and public hearings. Over the past years, it is unfortunate, that on occasion we have had to remind speakers of the conduct of behavior that is expected. Respect, civility, and common courtesy are not too much to ask for. This item has nothing to do with whatever the latest Social Media posting about Steve Green and Ron Fenn is about. But is Ron Fenn's total disregard for our Rules of Procedure and our expectation of proper conduct. It has become a pattern of disruptive behavior, grandstanding, theatrics and uncontrolled temper. This disrespectful behavior should not be tolerated or accepted. It is in the best interest of this Commission to have this discussion. And as our authority to do so, he referred to the City of Truth or Consequences Rules of Procedure, Rule #17, Sections C.1 and C.6 which reads as follows:

*C.1: No comments shall be made from any other location than the podium and anyone making "out of order" comments as determined by the Presiding Officer may be subject to removal from the meeting. In that regard, a police officer may be present to enforce these rules of conduct.*

*C.6 Any person who violates the rules of conduct may be subject to having their speaking privileges removed at future City Commission Meetings or may be subject to removal from that particular meeting as determined by a majority vote of the City Commission.*

Mayor Green continued, it saddens him that he felt it was necessary to put this item on the agenda, but those are his feelings and he opened it up to his fellow Commissioner's for their suggestions and thoughts on the matter.

Commissioner Clark remembers when this subject came up a few years ago. She gave the Commission at that time a lot of credit because there were a few people who would come up and possibly misbehave. At the end of the day, the Commission at the time did not take away the three minute speech which they had the option to do because the Commission believes the public has a right to speak to them and that's their responsibility to listen to their constituents and the people. When a person comes up to speak or walks

out when someone else is speaking and is swearing or interrupting, at that point, we are looking at misbehavior. And she would like to appreciate Mayor Pro-Tem Whitehead, a couple of weeks ago when she called for Point of Order and asked somebody to leave. She thinks there is a point when nobody cares to listen to swearing or misbehaving for the rudeness that can be extending to somebody else who has the floor. She does agree with the Mayor and feels we need to be careful in how we are going to address this.

Commissioner Frankel said it seems the hottest person is not always during the meeting but when they are walking out the door. But aside from the future ability to speak at a meeting, he sees we can have the most potential for push back. We are talking about two different types of interruptions, basically the interruption that would take place during the meeting that would result in the person being removed from the meeting; or the type of ongoing interruption that would require them to no longer have the ability to speak at a future meeting. It's the future meeting one that would be the hot potato. He explained possibly being penalized for something you haven't done yet. If you've committed the infraction that has gotten you thrown out of this meeting, but at what stage do you warrant that you no longer get to attend any meeting. Or is it a two or three meeting banishment or at what point do you invite them back to the table?

Mayor Green said first of all, this has nothing to do with attending meetings. Second it's up to the will of the Commission by majority vote if we feel Mr. Fenn's ongoing behavior warrants, not his attendance at these meetings, but we have the right to take away the public comment opportunity for him to address this Commission. If someone felt it should be one meeting, a month, two months, three months, that's up to you guys to decide. He knows what he thinks is fair and reasonable, but that's just him. That's why he wanted to bring it and have discussion. We have had outbursts before, and when Mayor Pro-Tem Whitehead was sitting in this seat, she didn't truck for no nonsense. She was really quick with that gavel. But everyone knows the rules of behavior. There is a responsibility of free speech. You don't yell "fire" in a theater. In certain instances, in houses of worship, if you are in disagreement of what the Rabbi, the Father, or Priest is talking about, you don't stand up and make a commotion in the middle of that. He's not saying this is a church but this is a place of business. And we expect decorum to be held here. He gets disruptive and he sees no other way out, other than this route. He is certainly not asking him to be thrown out, in fact, depending on what happens today, if there is a motion made and if the vote should carry, he would like a Certified Letter sent to Mr. Fenn. So he realizes that our doors are not locked to him or to anybody. But they certainly have violated the rules of behavior and the conditions that we expect to be addressed. And we expect there are citizens who are in attendance here to have a smooth business meeting and not one that's disruptive.

Commissioner Clark asked if we can broaden that to anyone who misbehaves. She has seen more than this one person misbehave. She would like to see this being published in the papers to say we are going to be very strict on our rules of conduct and plan on being escorted out by the Police Department at any given moment when the Commission believes someone is speaking out of order. Mayor Green added you can also lose future

speaking privileges on public comments. Commissioner Clark continued If you don't follow the rules of conduct then you don't get the opportunity to come up and speak to us.

Commissioner Hechler first of all he heard nothing in the Mayors notes that would stifle free speech. They want the gallery to present information to them in a respectful manner. He doesn't think that's too much to ask. He asked the Clerk if we have noted the incident in the minutes. Clerk-Treasurer Cantin confirmed it is. Commissioner Hechler continued if we do want to take anyone's privilege away in the future, he wants to make sure it's a matter of record and we can come back to it if we need to. For instance, the outburst on his way out today, he doesn't know if that was documented but things like that should be a matter of record. He would categorize it by the severity, and sometimes it might be worth one strike, other times it may be three or four.

Mayor Green asked them to notice that nowhere did he say content of speech. If they are respectful, courteous, and not throwing rotten tomatoes at us, we have worked hard to set up the public comment and make sure people have the right to speak.

Commissioner Frankel asked if they were to lose their privileges in Public Comment, can they still speak during a Public Hearing as a proponent or opponent during that portion of the meeting. Mayor Green would say that's up to the will of the Commission, if we were voting, he would just take away public comment to start with. However, if someone were to abuse that privilege during the public hearing process, he would say get that person out of here. It's not too much to ask for the level of discipline and respect they deserve.

**Mayor Green moved to approve we notify by certified mail Mr. Ron Fenn that his speaking privileges during Public Comment have been taken away by this City Commission for the next two meetings, he is welcome to attend the meetings but Public Comment will be denied for violation of our rules of decorum. Commissioner Frankel seconded the motion.**

Commissioner Clark has a problem with that, the speech wasn't really bad. It was in the middle of another person's comments that the interruption and the swearing came and you're not covering that part of it. She would like to amend that through the entire meeting the behavior needs to follow through with the Rules and Regulations of Conduct. Mayor Green absolutely agrees and thanked her for that. **Commissioner Clark added the amendment would be the restriction applies to the entire meeting, not just the three minute speech.**

Mayor Green added that behavior is from the minute we open the doors and start the meeting until we close and how we are getting our word out, is by depriving, which we have every right to do. And if it becomes very necessary to have the presence of the Police here in the Commission Chambers to escort that person out.

**Mayor Green added to the motion anyone violating our Rules of behavior during a City Commission meeting, will be either be escorted out of the meeting with option that the Commission can take away their future opportunity to have access during**

**public comment to the Commission. They are welcome to attend the meetings if their behavior is solid. Commissioner Frankel seconded the amended motion.**

Mayor Green recapped that we will have no public comment for the next two meetings. We will also notify Mr. Fenn by Certified Mail that he is more than welcome and invited to attend our City Commission meetings but due to the violation of our Rules of Procedure, and that means the discipline and decorum, that we expect those two Commission meetings from public comment. Commissioner Clark said it's still not clear that is the entire meeting. **Mayor Green agreed it's for the entire meeting. Motion carried unanimously.**

3. Discussion/Action: Review of Relocation packets. Steve Green, Mayor

Mayor Green thanked the Chamber and Geronimo Trails Scenic Byway for all of their work. He wants to be sure the packets they have sent out have appropriate information. He gave some stats from the Chamber about the packets that go out. Geronimo Trails estimated 85-90 packets that go out each year. He read the documentation that is included in the current packet. His question is, if you contacted the community to ask for information, would you be happy to receive this information and would it excite or motivate you to come visit or live here.

Commissioner Clark started by suggesting for the snowbirds, we should include Senior Activities, including Senior Meal site, Meals on Wheels, games and activities that are going on. People of that age group and the income will stay longer even if they are only here three or four months of the year. We could encourage them to come down and participate and pay the \$3 per lunch because they can afford it. Mayor Green thanked her and reminded her we did include that in our Utility Office welcome bags.

Commissioner Hechler added a cover letter to welcome folks to our community.

Mayor Green had a Cover Letter, SJOA, Hospital, Job Opportunities, Workforce Connection, cost of living, low taxes, Fire Dept, lowest insurance rates, and low housing cost. He would like to get additional information to bring back to see if that's the product we want sent out.

**Commissioner Clark moved to approve sending this back to Mayor Green and add the information we talked about and bring it back to our next meeting. Commissioner Frankel seconded the motion. Motion carried unanimously.**

**I. REPORTS**

a. City Manager

Clerk-Treasurer Cantin announced she has no report for the City Manager.

b. City Commission

**Commissioner Hechler** reminder of the City Manager's Evaluation and asked the Clerk to add an Executive Session to the agenda for the next meeting and then a second Executive Session for the meeting at the end of April. City Clerk Cantin notified him they have been added to both meetings.

**Commissioner Clark** thanked Commissioner Hechler for taking care of that.

**Commissioner Frankel** had the opportunity to work on the Downtown drainage and walked the area with Mr. Van Clothier who did the Water Harvesting Project. They identified a few of our worst offenders along Daniels St.; Mims; and side streets off of Broadway. He has some really creative solutions that could be implemented with a relatively small budget that would help alleviate some of the flooding in the downtown area. He would like to do a demonstration and training to our Roads & Streets Dept. we can do things like cutting curbs, reopening some retention ponds that already exist without having to build any new infrastructure; and reusing some existing facilities. He looks forward to presenting some of this information at an upcoming meeting.

**Mayor Green** was remiss not asking for something from the Bountiful Babies for the packets. If they have something to put in, please get it to him at City Hall and put it in his mailbox. We also need younger folks to come into our community and set up roots.

He updated the reach out to the Senior Matrix for the Art Public Policy Institute, where this Commission was not thrilled with our score. Some things we get dinged on and that's the price you pay sometimes living in a small community. You don't have some of the assets other larger community can afford to have. But we will continue to work on that, Kathy Elverum from the Hospital has taken on the Hospital portion of the rating. And this Commission will continue to work with the officials in Washington for a score we feel is honest and fairly represents our community.

#### **J. ADJOURNMENT**

**Commissioner Hechler** moved to adjourn at 10:23 a.m. **Mayor Green** seconded the motion. Motion carried unanimously.

**Passed and Approved** this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
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 Joint City Commission/Sierra County/Williamsburg/Elephant Butte Workshop Meeting for March 27, 2017.

**BACKGROUND:**

None.

**STAFF RECOMMENDATION:**

Approve the minutes.

Submitted by: Renee Cantin, City Clerk-Treasurer

Meeting date: 4/11/2017





**Minimum Pool Workshop**  
**Sierra County – City of T or C – City of Elephant Butte**  
**Monday, March 27, 2017 at 2:00 p.m.**  
**Albert J. Lyon Event Center**  
**2953 S. Broadway, T or C, NM**

**I. Introduction: Sierra County Chairman Ken Lyon**

Each person from each community introduced themselves.

**Sierra County:** County Chairman Lyon, County Commissioner Luna, County Commissioner Fletcher, Serina Bartoo, Dave Pato

**City of Truth or Consequences:** Mayor Green, Mayor Pro-Tem Whitehead, Commissioner Clark, Commissioner Hechler, City Manager Fuentes, Clerk-Treasurer Cantin

**Williamsburg:** Mayor Deb Stubblefield, Councilor Trager, Elephant Butte Mayor Eunice Kent, Mayor Pro-Tem Skinner, Councilor LaFont.

**a. Update – Bruce Swingle, County Manager**

County Manager Swingle gave an update how years ago we discussed the Minimum pool and we have lost much of the lake level. Back then we didn't have the recreation and tourists that we have now. We need to have a viable lake and something we can sustain for the future. In the previous joint meeting when it was discussed we had all communities pass a resolution in support of this.

Dave Pato, County Attorney thanked everyone for coming together for this meeting.

**II. Introduction of Guest:**

**a. Mr. Pete Domenici, Jr.**

He introduced D.L. Sanders who was the Chief Legal counsel for the State Engineer's office for 17 years. He wanted to bring someone in who already had the knowledge of some of these challenges. This project fits those he likes to work with as well as others in the state. He explained a few other projects he's been involved with. The idea of establishing a significant Minimum Pool will change the face of our communities. It's a life changing prospect, you are charged with. The longer you wait, the more challenges will occur. Things are very dynamic when you are talking about this amount of water. There are three basic things to have a minimum pool.

1) You have to put together a storage right. You have to go to each reservoir and say you will recognize so much water from that reservoir. Your predecessors have tackled the issue before. Originally it was just set up for irrigation and the San Juan Chama. Elephant Butte is further down the line from that water. If the City of Albuquerque needs to send water down, it will affect Elephant Butte. The Bureau of Reclamation can't change the size of the lake, but they can work to add water to the top of the lake. You have to look at how much risk there will be if it comes all at the same time, or you will lose it. At some time you will need to put your hands on or contract with some storage rights. It may appear to be a significant risk because of the amount of storage but it may not be a risk.

The maintenance. You have to purchase maintenance water to replace evaporated water or the initial fill will evaporate away. A formula is used to determine the evaporation rate. County Manager Swingle asked what would come of the water if we didn't purchase it; if it were to keep flowing down the river? Mr. Pete Domenici, Jr. responded it would be

entitled to everyone after Elephant Butte. There are ways to accumulate water without storage but you have less control of it.

Mr. Sanders is a UNM Law Graduate and gave some of his past experience history. He has dealt with these complex water issues that have moving parts and many different areas to look at. He gave them an overview on the potential of a water source and met with others about whether there are complexities and how they can be overcome. This project will take a lot of work and buy in from many different entities. He said first you have to research the title to be sure what they are trying to sell you, is truly what you're going to get. You need a permanent water right, but if you have the storage you can use that to compensate the river for losses. You need to have a concept on how this will help the EBID. He feels the players that were involved with the Pecos project might be willing to discuss this. You need to figure out who will lead the project. 2) Provide several options to proceed including the Rio Grande Group, City of Albuquerque, State Engineer, and others. If you get storage then you are in the market. You can either figure out how to sell the water, or how to store it.

### **III. Comments from Governmental Entities**

Commissioner Clark said the question that hasn't been answered yet is the storage available and if we know there is no storage why are we looking at this. Do we know for sure there is possibility that \$50,000 available? Can an entity make a deal with Sierra County to proceed?

Ken Rice from BOR commented on the San Juan Chama and the possibility of using that water. BOR has that contract with San Juan Chama for water.

EB Mayor Eunice Kent asked if there was a way to reach an agreement. County Manager Swingle added shouldn't we have some storage space at the dam from the 1973 water deal. Mr. Pete Domenici, Jr. has looked at that statute and he doesn't think it's crystal clear. Ken Rice. BOR said as he understands it, it's still available for contracting outside of the San Juan/ Chama contractor, we would need to see what the possibility would be to exchange it. Mr. Sanders responded that's a great question and we will need to look into it. Elephant Butte and Caballo operated together as a unit. But he doesn't know how it affects other people's water. Compacts are amazingly interesting.

County Chairman Lyon said we were down to 130,000 acre feet which was dangerous for everyone and the fish.

County Manager Swingle said 50,000 acre feet is not nearly enough. Last year they had it so low during the season, they had to move the docks a couple of times. We also had a few houseboats move because of the water levels. We don't want to infringe on the animal life south of the lake.

Gary Esslinger from Elephant Butte Irrigation District (EBID) stated they would be in a position to help them with their cause. He knows there was a Minimum Pool at one time that seemed to work and they were in a drought. It's something you might want to look into. The discussion is good, but unfortunately, there are problems that may occur and it could change the face of the area.

Tom Blaine, New Mexico State Engineer. There is no analogy to this and the water law. D.L. did mention that he would support any way to move water through the state. He supports economic development and offered to help in any way he can through this.

County Chairman Lyon reminded them this is not just an economic impact for Sierra County it's a huge impact for the entire state! Mr. Blaine agreed.

EB Mayor Eunice Kent asked about who is responsible for the approval of moving the water. Mr. Blaine said he has that sole responsibility.

Mayor Green said what he hasn't heard is the entities all put water into the Rio Grande. Commissioner Clark said she has never seen where the water is metered going to the lake and is there a way we can do that to see how much is going in there? Mr. Blaine understands the Cities and Village get their water from the pumping of ground water and these regulations have to be set. You get water and returns in to the same area then it would have to be figured in that manner. Commissioner Clark added the hot springs is a different source of water that is also sent to the river. Mr. Blaine said he would have to look into it and will get back to City Manager Fuentes.

Dara Parker said in terms of funding depending on the options that will be available and ancillary funding there might be some funding that can be brought in. But she wants to be real clear the federal government does not allow earmarks anymore, and it would be exceptionally challenging to find funding. She thinks it will be important for communities to look for other funding rather than Federal funding.

Mr. Sanders talked about the funding and there are programs out there that are available for water programs. Ms. Parker responded the recreation side of this is a little different than some other funding for water. County Manager Swingle said the point is, there is no earmarks, but other federal funding may be available. County Chairman Lyon commented about the many groups that this will benefit economically including boating, and other groups and programs that utilize the lake that we need to get on board.

Mr. Esslinger from EBID said there is a water smart marketing application grant that is due at the end of April. Ms. Parker said there is also a minimum and maximum level for that funding. We can plan accordingly.

Melaine Goodman, Senator Udall's Representative said they are happy to be here and learn more about it. Senator Udall sits on the Senate Appropriations committee and they are here to help in any way they can.

Mayor Pro-Tem Skinner is also the Chairman of the Tourism Group. She gave them a breakdown of the percentage of people who visit from El Paso, TX and ABQ. Which is a huge portion and includes the impact on the state and the state of Texas.

Mayor Green asked how many years of legal fees are we looking at in getting top quality legal representation. County Manager Swingle said the legal costs will be ongoing and indefinite. The initial costs of purchasing water rights and storage established. The region will need to purchase water to replace evaporation.

Mr. Pete Domenici, Jr. said the more we know, the better information they can give. In his experience, you always need an engineer on board, you need a team to stay together to include legal, engineer, someone to chase money, etc. He said you would probably want to start with about \$100,000 to build a plan of how to get there. It will help to line out the problems and prioritize them.

County Manager Swingle said the unnegotiated price is \$1300 per acre foot. We have found a water source but what do we want to do next. They want us to move forward and clearly we want to discuss the storage capacity first.

Mr. Pete Domenici, Jr. said there are leases in place where one time, you can get the water for the season. And you would get that fill each season, or you can buy 100,000 acre feet, one time and not forever. A rough formula would be to set 6,000 aside for evaporation. He gave some examples of how it would work.

County Manager Swingle asked who is that entity going to be? Will it be the county or will it be a joint powers agreement representing the region?

Mayor Green appreciates the lead County Chairman Lyon and County Manager Swingle have taken on this. Certainly the entities taking the lead on this but not necessarily taking the monetary responsibility. We are a very small percentage of other entities up north that should be involved. He compliments them on the efforts but how can a county so low in income support something that we put into place.

Commissioner Clark suggested we get definitive information from the County, OSE, BOR and EBID and she is in support of a Joint Powers Agreement to bring everyone on board. Find a starting point and take a look at what we can and cannot do. Then see what we are going to do with that \$300,000 study and get a Task Team put together for this.

County Chairman Lyon added the more he gets into this the more confused he gets. He saw this as putting water on the top of that.

Councilor Trager asked if the level is better this year. Gary responded this is probably one of the better years that we've had in quite a few years. Right now it's about 130% of normal and down here if we get storms in April, it will all benefit. Someone from BOR announced there will be an annual operating plan meeting coming up on April 18<sup>th</sup> at 1:00 p.m. at the State Parks Training Center in Elephant Butte. Richard Cooper training center. There is also a Water Smart outreach meeting after. County Manager Swingle said the website to monitor dam water levels has been down for a while and asked about it. Mary Perea Carlson, BOR indicated that the website is in transition.

Mr. Sanders said he feels they should make a decision on how they are going to coordinate their efforts. Otherwise, you will all drift off and wait for someone to do something, if you don't put someone in charge to be the point on this thing if you're really serious about it.

County Commissioner Luna believes this is a regional problem and she doesn't trust the state will follow through. She hopes the entities will all get on board with this whether or not they put any money in. It affects us all. We need to appoint one person to help coordinate this and have the citizens of Sierra County to be the owners of the water rights.

**IV. Public Comment-Limited to Three (3) Minutes**

Mr. George Lee resident of Lakeshore Highlands. When they moved here they only came because it was the biggest lake in the state and knowing that it's lower now, he truly supports the opportunity to do this and we need to fight as hard as we can.

Mr. Klaus Wittern resident of T or C and Arrey. He urged them to stay on the track of economic development because there's where the funding is. He feels a small portion of the state land office \$13 billion excess could be dedicated to a project that is statewide and will help all New Mexicans. He will not be surprised if some of those funds end up oversees funding something else.

**V. Summary**

**Adjourn.** The meeting was adjourned at 3:48 p.m.

**Passed and Approved** this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Steven Green, Mayor

ATTEST:

\_\_\_\_\_  
Reneé L. Cantin, CMC, City Clerk



F.3

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

**ITEM:**

Accounts Payable – March 2017

**BACKGROUND:**

**STAFF RECOMMENDATION:**

**SUPPORT INFORMATION:**

- Accounts Payable List for March 2017

Name of Presenter: Pat Wood, CPO	Department: Finance	Meeting date: 04/11/2017
E-mail: <a href="mailto:pat@torcnm.org">pat@torcnm.org</a>	Phone: 575-894-6673 ext. 312	



Truth or Consequences

# EOM AP Report By Fund

Payment Dates 03/01/2017 - 03/31/2017

## PAYABLE APPROVAL

I hereby approve the issuance of these payments.

FINANCE DIRECTOR OR DESIGNEE

DATE:

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 101 - General</b>					
NEW MEXICO GAS COMPANY, I...	022317	03/03/2017	GAS BILLS	101-1018-43780	2,346.94
CITY UTILITIES	022717	03/03/2017	CITY LANDFILL BILLS	101-1018-43780	74.20
HERALD PUBLISHING CO., INC,	022817	03/03/2017	1 YEAR SUBSCRIPTION/CITY M...	101-1003-43770	30.00
BLR	022817	03/03/2017	1 YEAR SUBSCRIPTION/HR-BLR...	101-1004-43770	1,295.00
CITY UTILITIES	022817	03/03/2017	CITY UTILITIES - CYCLE C&D	101-1018-43780	10,115.61
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	101-1007-43316	69.50
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	101-1007-47420	71.83
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	101-1008-43316	32.50
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	101-1008-47420	40.83
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	101-1009-47420	14.40
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	101-1010-43316	12.50
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	101-1010-47420	8.77
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	101-1014-43316	3.50
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	101-1014-47420	28.66
JUAN A. FUENTES	030717	03/03/2017	ADVANCED MILEAGE/SANTA FE	101-1003-42305	143.10
JUAN A. FUENTES	030717	03/03/2017	ADVANCED PER DIEM/SANTA FE	101-1003-42310	132.00
MANANA	102-17	03/03/2017	CONTRACT/VETERANS PARK	101-1009-48599	900.00
NEW MEXICO SPACESPORT AU...	17-02-08	03/03/2017	RELAY RACE LEG SPONSORSHIP	101-1000-43770	500.00
C & D SERVICES	562992	03/03/2017	CLEANING OF CITY PARKS 02/17	101-1014-48599	976.50
SIERRA AUTO/CARQUEST	ID-204792	03/03/2017	connector	101-1008-47420	11.10
SIERRA AUTO/CARQUEST	ID-204792	03/03/2017	fuel pump	101-1008-47420	86.63
SIERRA AUTO/CARQUEST	ID-204792	03/03/2017	spark plug	101-1008-47420	95.92
SIERRA AUTO/CARQUEST	ID-204999	03/03/2017	TPMS sensor	101-1008-47420	44.99
SIERRA AUTO/CARQUEST	ID-205171	03/03/2017	shocks	101-1010-47420	79.48
SIERRA AUTO/CARQUEST	ID-205258	03/03/2017	tailgate handle	101-1008-47420	24.70
SIERRA AUTO/CARQUEST	ID-205329	03/03/2017	welding rod	101-1012-44607	17.06
SIERRA AUTO/CARQUEST	ID-205556	03/03/2017	switch	101-1012-47420	5.08
SIERRA AUTO/CARQUEST	ID-205556	03/03/2017	switch	101-1012-47420	14.70
SIERRA AUTO/CARQUEST	ID-205877	03/03/2017	Welding Rod 6010 1/8 inch 10 l...	101-1014-43403	99.00
SIERRA AUTO/CARQUEST	ID-205930	03/03/2017	radiator	101-1007-47420	200.09
SIERRA AUTO/CARQUEST	ID-205930	03/03/2017	fan assy	101-1007-47420	134.78
SIERRA AUTO/CARQUEST	ID-205931	03/03/2017	fuel pump assy	101-1009-47420	254.37
SIERRA AUTO/CARQUEST	ID-206084	03/03/2017	brake pads	101-1007-47420	53.70
SIERRA AUTO/CARQUEST	ID-206084	03/03/2017	brake pads	101-1007-47420	24.45
SIERRA AUTO/CARQUEST	ID-206268	03/03/2017	Tip adapter for welder	101-1014-43403	15.99
SIERRA AUTO/CARQUEST	ID-206268	03/03/2017	147A acetylene gas	101-1014-43403	69.00
SIERRA AUTO/CARQUEST	ID-206268	03/03/2017	224C oxygen	101-1014-43403	34.50
SIERRA AUTO/CARQUEST	ID-206268	03/03/2017	contact tip	101-1014-43403	1.99
SIERRA AUTO/CARQUEST	ID-206268	03/03/2017	Nozzle	101-1014-43403	13.99
SIERRA AUTO/CARQUEST	ID-206268	03/03/2017	122 argon gas	101-1014-43403	59.30
TRACI L. BURNETTE	022217	03/10/2017	MILEAGE DUE/SANTA FE	101-1010-42305	35.77
TRACI L. BURNETTE	022217	03/10/2017	PER DIEM DUE/SANTA FE	101-1010-42310	29.40
NM MUNICIPAL LEAGUE	030317	03/10/2017	REGISTRATION FEE/STEVE GRE...	101-1000-42720	30.00
NM MUNICIPAL LEAGUE	030317-1	03/10/2017	REGISTRATION FEE/RENEE CAN...	101-1001-42720	30.00
JUAN A. FUENTES	030617	03/10/2017	MILEAGE DUE/SANTA FE	101-1003-42305	178.88
JUAN A. FUENTES	030617	03/10/2017	PER DIEM DUE/SANTA FE	101-1003-42310	12.00



## EOM AP Report

Payment Dates: 03/01/2017 - 03/31/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NM MUNICIPAL LEAGUE	030617	03/10/2017	REGISTRATION FEE/JUAN FUEN...	101-1003-42720	30.00
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	101-1003-43775	65.13
SIERRA VISTA HOSPITAL	030617	03/10/2017	Collection Fee: Lifeguard	101-1004-44615	25.00
SIERRA VISTA HOSPITAL	030617	03/10/2017	Collection Fee: Lifeguard	101-1004-44615	25.00
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	101-1007-43775	463.47
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	101-1008-43775	53.25
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	101-1009-43775	65.13
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	101-1010-43775	195.38
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	101-1011-43775	65.13
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	101-1014-43775	65.13
SIERRA VISTA HOSPITAL	030617-1	03/10/2017	Collection fee- SW Relief Driver	101-1004-44615	25.00
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1001-41226	117.60
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1002-41226	72.77
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1003-41226	125.23
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1004-41226	238.01
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1007-41226	903.17
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1008-41226	73.42
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1009-41226	93.29
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1010-41226	131.45
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1011-41226	306.28
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1012-41226	120.48
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1014-41226	181.32
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	101-1016-41226	159.64
SIERRA COUNTY CLERK	030817	03/10/2017	RECORDING FEE/RELEASE OF LI...	101-1001-44606	25.00
JUAN A. FUENTES	030817	03/10/2017	MILEAGE DUE/SANTA FE	101-1003-42305	35.78
JUAN A. FUENTES	030817	03/10/2017	PER DIEM DUE/SANTA FE	101-1003-42310	3.00
SIERRA COLLISION & TOWING	115	03/10/2017	windshield	101-1007-47420	55.00
SIERRA COLLISION & TOWING	115	03/10/2017	labor	101-1007-47420	141.05
SIERRA COLLISION & TOWING	126	03/10/2017	door repair	101-1007-47420	119.35
SUN VALLEY, INC.	127633/6	03/10/2017	DURACELL D CELL BATTERIES 8 ...	101-1014-43403	29.98
SUN VALLEY, INC.	127633/6	03/10/2017	WHITE RUBBERIZED POOL PAINT	101-1014-43403	106.24
SUN VALLEY, INC.	127633/6	03/10/2017	DURACELL C CELL BATTERIES 8 ...	101-1014-43403	29.98
SUN VALLEY, INC.	127633/6	03/10/2017	BLUE RUBBERIZED POOL PAINT	101-1014-43403	121.38
PROFESSIONAL DOCUMENT SYS...	128905	03/10/2017	MAINT/SUPPORT AGREEMENT	101-1001-47410	2,395.22
SUN VALLEY, INC.	161412/6	03/10/2017	3/4" Poly Insert Elbow 232843	101-1009-44607	3.58
SUN VALLEY, INC.	161412/6	03/10/2017	3/4" Poly Insxinsxfip tee 402842	101-1009-44607	1.99
SUN VALLEY, INC.	161412/6	03/10/2017	1" Poly Insert Elbow 232850	101-1009-44607	1.79
SUN VALLEY, INC.	161412/6	03/10/2017	1000'x3" Caution Tape 162076	101-1009-44607	8.65
SUN VALLEY, INC.	161412/6	03/10/2017	3/4" Poly FIPXINS Adapter 4656...	101-1009-44607	2.49
SUN VALLEY, INC.	161412/6	03/10/2017	3/4" Poly MIP Insert Tee402842	101-1009-44607	3.99
SUN VALLEY, INC.	161412/6	03/10/2017	5/16"-7/8" Clamp 394064	101-1009-44607	9.90
SUN VALLEY, INC.	161412/6	03/10/2017	7-1/4 20T Carb Saw Blade 6943...	101-1009-44607	8.49
SUN VALLEY, INC.	161412/6	03/10/2017	3/4" Poly FIPXINS Adapter 4656...	101-1009-44607	2.49
SUN VALLEY, INC.	161412/6	03/10/2017	3/4XCL PVC Nipple 366922	101-1009-44607	0.99
ALARM CONTROL TECHNOLOGI...	177496	03/10/2017	FIRE ALARM CONTROL/CIVIC C...	101-1014-43403	26.83
ALARM CONTROL TECHNOLOGI...	177497	03/10/2017	FIRE ALARM CONTROL/RECYCLE...	101-1014-43403	26.83
U.S. DISTRIBUTING, INC.	239038	03/10/2017	battery	101-1007-47420	62.05
U.S. DISTRIBUTING, INC.	239040	03/10/2017	battery	101-1012-47420	53.51
U.S. DISTRIBUTING, INC.	239044	03/10/2017	battery	101-1014-47420	54.87
ROTARY CLUB OF TORC	3019	03/10/2017	MONTHLY DUES/LEE ALIREZ	101-1007-43770	55.00
ROTARY CLUB OF TORC	3028	03/10/2017	MONTHLY DUES/JUAN FUENTES	101-1003-43770	55.00
ROTARY CLUB OF TORC	3044	03/10/2017	MONTHLY DUES/JAMES MORG...	101-1007-43770	55.00
ROTARY CLUB OF TORC	3047	03/10/2017	MONTHLY DUES/RENEE CANTIN	101-1001-43770	55.00
I'LL DO IT ELECTRIC	3317	03/10/2017	Electric install for a/c on city hall	101-1014-43403	3,960.25
BAKER & TAYLOR, INC.	4011825470	03/10/2017	312 books, per attached list	101-1016-44830	1,125.08
B & H OIL CO.	42051	03/10/2017	UNLEADED	101-1007-43316	1,643.36
B & H OIL CO.	42053	03/10/2017	UNLEADED	101-1012-43316	67.38
B & H OIL CO.	42058	03/10/2017	UNLEADED	101-1014-43316	425.18
B & H OIL CO.	42059	03/10/2017	UNLEADED	101-1009-43316	184.02
B & H OIL CO.	42059	03/10/2017	DIESEL	101-1009-43317	72.44

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
B & H OIL CO.	42060	03/10/2017	UNLEADED	101-1008-43316	366.54
HOLT MYNATT MARTINEZ P.C.	45982	03/10/2017	SERVICES/WHITEHEAD	101-1000-43597	276.20
HOLT MYNATT MARTINEZ P.C.	45992	03/10/2017	SERVICES/THOMAS	101-1000-43597	703.84
BRADY INDUSTRIES, LLC	5359161	03/10/2017	WYP-ALL PAPER TOWELS	101-1014-44607	110.00
BRADY INDUSTRIES, LLC	5359161	03/10/2017	LARGE BLACK TRASH LINERS	101-1014-44607	204.00
BRADY INDUSTRIES, LLC	5359161	03/10/2017	GRAFFETTI REMOVER	101-1014-44607	71.40
BRADY INDUSTRIES, LLC	5359161	03/10/2017	VACUM BAGS	101-1014-44607	108.00
BANK OF AMERICA	549217	03/10/2017	Ink cartrige for hp	101-1011-44606	35.97
BANK OF AMERICA	570984	03/10/2017	regular blue chambray shirt SXL	101-1014-42620	173.70
BANK OF AMERICA	570984	03/10/2017	Grand River blue stretch Jeans/...	101-1014-42620	251.70
MESILLA VALLEY METALS	59645	03/10/2017	Tax	101-1009-44607	15.66
MESILLA VALLEY METALS	59645	03/10/2017	1/4"x3" Flat Stock	101-1009-44607	61.20
MESILLA VALLEY METALS	59645	03/10/2017	Cuts	101-1009-44607	16.00
MESILLA VALLEY METALS	59645	03/10/2017	1/4"x3" Angle Iron	101-1009-44607	111.20
CHERRILL'S WESTERN	717090	03/10/2017	Wrangler Chambray short sleeve ...	101-1014-42620	69.00
CHERRILL'S WESTERN	717090	03/10/2017	Wrangler Shirts long sleeve shirts...	101-1014-42620	81.00
CHERRILL'S WESTERN	717090	03/10/2017	Wrangler Jeans	101-1014-42620	138.00
FOXWORTH-GALBRAITH	7414309	03/10/2017	DELUXE WALL MOUNT HEATER ...	101-1014-43403	240.00
IWORQ SYSTEMS	8683	03/10/2017	Community Developement Pac...	101-1010-48598	2,880.00
COPPLER LAW FIRM PC	8867	03/10/2017	SERVICES/GENERAL	101-1000-43597	2,495.25
COPPLER LAW FIRM PC	8869	03/10/2017	SERVICES/SAN AUSTIN PLAINS	101-1000-43597	71.49
COPPLER LAW FIRM PC	8875	03/10/2017	SERVICES/RUS GRANT/WWTP	101-1000-43597	288.59
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1001-41235	227.18
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1002-41235	227.18
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1003-41235	151.45
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1004-41235	378.64
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1007-41235	1,211.64
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1008-41235	151.45
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1009-41235	227.18
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1010-41235	227.18
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1011-41235	681.55
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1012-41235	227.18
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1014-41235	454.36
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	101-1016-41235	454.36
LAS CRUCES SUN NEWS	02122017	03/17/2017	RFP NOTICE/ARCHITECTURAL S...	101-1004-43740	38.75
TURTLEBACK PEST CONTROL, I...	031317	03/17/2017	PEST CONTROL SERVICES	101-1014-44607	814.46
CITY UTILITIES	031617	03/17/2017	CITY UTILITIES - CYCLE A & B	101-1018-43780	1,871.78
WEX BANK	060505	03/17/2017	UNLEADED	101-1003-43316	89.89
XEROX CORP.	088291803	03/17/2017	BASE CHARGE/METER USAGE	101-1001-44810	362.95
XEROX CORP.	088291804	03/17/2017	BASE CHARGE/METER USAGE	101-1004-44810	233.39
XEROX CORP.	088291807	03/17/2017	BASE CHARGE/METER USAGE	101-1007-48599	216.73
XEROX CORP.	088291809	03/17/2017	BASE CHARGE/METER USAGE	101-1002-60840	185.99
XEROX CORP.	088291827	03/17/2017	BASE CHARGE/METER USAGE	101-1003-44810	401.52
WEX BANK	192254	03/17/2017	UNLEADED	101-1007-43316	102.30
BOYS & GIRLS CLUB OF SIERRA ...	212017	03/17/2017	REIMBURSEMENT/JJAC GRANT ...	101-1003-60784	3,739.30
TERRY'S TIRE & ALIGNMENT, IN...	22761	03/17/2017	alignment	101-1007-47420	90.00
NU-WAY LAUNDRY & CLEANERS	27525	03/17/2017	CLEANING OF CITY RUGS	101-1014-44607	155.77
HOT SPRINGS FRAME & ART SU...	299315	03/17/2017	Frame for 12x18 Collage of City...	101-1000-44606	137.14
AMERICAN TONER & INK CORP.	30559	03/17/2017	SAMSUNG/FAX TONER CARTRI...	101-1004-44606	99.90
LIGHTNING MECHANICAL, LLC	3267	03/17/2017	REPAIR A/C AT WASTE WATER ...	101-1014-43403	167.78
AMIN'S HOME FURNISHINGS	5818	03/17/2017	INSTALL NEW CARPET	101-1014-43403	455.84
TALON SEPTIC & POTTY SERVICE	716	03/17/2017	CLEAN & SERVICE PORTABLES	101-1009-47410	800.00
WEX BANK	7880242	03/17/2017	UNLEADED	101-1010-43316	96.40
FEMA	031317	03/24/2017	FEMA REVIEW FEE/LOMR	101-1003-48598	8,250.00
DUKATT 71	031417	03/24/2017	Jamie Sweeney turquoise shirt	101-1007-42620	20.00
DUKATT 71	031417	03/24/2017	Sgt. Erica baker pink shirt	101-1007-42620	20.00
DUKATT 71	031417	03/24/2017	Maribel Dalrymple turquoise shi...	101-1007-42620	20.00
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1001-43775	538.30
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1002-43775	89.56
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1003-43775	565.82

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1004-43775	535.79
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1005-43775	114.38
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1007-43775	180.34
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1009-43775	217.48
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1010-43775	498.33
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1011-43775	24.26
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1012-43775	208.37
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	101-1014-43775	276.13
STEVEN L. SAGE	032117	03/24/2017	PUBLIC DEFENDER	101-1002-48599	1,410.50
NM MUNICIPAL LEAGUE	032117	03/24/2017	REGISTRATION FEE/JUAN FUEN...	101-1003-42720	200.00
SIERRA VISTA HOSPITAL	032117	03/24/2017	GRT DISTRIBUTION 01/17	101-1017-48599	23,830.88
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1001-41226	117.60
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1002-41226	72.77
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1003-41226	122.71
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1004-41226	238.01
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1007-41226	900.75
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1008-41226	73.42
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1009-41226	93.29
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1010-41226	131.45
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1011-41226	306.28
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1012-41226	120.48
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1014-41226	181.32
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	101-1016-41226	158.80
PATRICIA SCHWARTZ	032317	03/24/2017	REFUND DEPOSIT/CIVIC CENTER	101-1099-34348	250.00
BOYS & GIRLS CLUB OF SIERRA ...	032317	03/24/2017	REFUND DEPOSIT/CIVIC CENTER	101-1099-34348	125.00
GERONIMO SPRINGS MUSEUM	032317	03/24/2017	REFUND DEPOSIT/CIVIC CENTER	101-1099-34348	250.00
WORKING PERSON'S STORE	2353412	03/24/2017	wrangler shirts	101-1012-42620	56.10
WORKING PERSON'S STORE	2353412	03/24/2017	wrangler jeans/Joe McDonald	101-1012-42620	137.70
WORKING PERSON'S STORE	2353412	03/24/2017	wrangler shirts	101-1012-42620	63.75
SIERRA VETERINARY SERVICES,L...	33040	03/24/2017	Euthanasia solution	101-1008-44607	65.00
BRADY INDUSTRIES, LLC	5372385	03/24/2017	CENTER-PULL PAPER TOWELS	101-1014-44607	270.00
BRADY INDUSTRIES, LLC	5372385	03/24/2017	GRAFFITTI REMOVER	101-1014-44607	71.40
BRADY INDUSTRIES, LLC	5372385	03/24/2017	TOILET TISSUE	101-1014-44607	264.00
BANK OF AMERICA	006540	03/31/2017	Collage of City Commission 12x...	101-1000-44606	30.00
BANK OF AMERICA	018773	03/31/2017	Shirts	101-1009-42620	207.90
BANK OF AMERICA	018773	03/31/2017	Pants/GLORIA FRANKE	101-1009-42620	296.29
NM MUNICIPAL LEAGUE	032417	03/31/2017	REGISTRATION FEE/MELISSA T...	101-1004-42720	75.00
NM MUNICIPAL LEAGUE	032417	03/31/2017	REGISTRATION FEE/KERIN SALC...	101-1004-42720	75.00
CITY UTILITIES	032417	03/31/2017	CITY LANDFILL BILLS	101-1018-43780	10.50
SIERRA ELECTRIC CO-OP, INC.	032417	03/31/2017	AIRPORT FIRE STATION	101-1018-43780	138.47
NEW MEXICO GAS COMPANY, I...	032717	03/31/2017	GAS BILLS	101-1018-43780	1,189.85
CITY UTILITIES	033017	03/31/2017	CITY UTILITIES CYLCLE C&D	101-1018-43780	6,450.14
BANK OF AMERICA	054011	03/31/2017	air valve	101-1012-44607	153.00
HERALD PUBLISHING CO., INC.	10511	03/31/2017	SOLICIT NAMES FOR LODGERS ...	101-1001-43740	22.19
HERALD PUBLISHING CO., INC.	1497	03/31/2017	Help Wanted - Maintenance/Cu...	101-1004-43740	24.68
HERALD PUBLISHING CO., INC.	1502	03/31/2017	Help Wanted - Pool Supervisor	101-1004-43740	24.68
ARMUO'S CASA BONITA	42816	03/31/2017	WINDOWS INSTALLED AT ANNE...	101-1014-43403	720.44
QUILL CORPORATION	5195437	03/31/2017	1.5X2 POST IT	101-1004-44606	45.84
QUILL CORPORATION	5195437	03/31/2017	FILE POCKETS/RED/LETTER	101-1004-44606	81.60
QUILL CORPORATION	5195437	03/31/2017	STORAGE BOXES/LEGAL	101-1004-44606	82.79
QUILL CORPORATION	5195437	03/31/2017	REGISTER BOND ROLLES	101-1004-44606	89.90
QUILL CORPORATION	5195437	03/31/2017	STANDARD STAPLES	101-1004-44606	23.88
QUILL CORPORATION	5195437	03/31/2017	FILE POCKETS/LEGAL	101-1004-44606	305.80
QUILL CORPORATION	5320872	03/31/2017	Paper Clips Regular	101-1010-44606	5.99
QUILL CORPORATION	5320872	03/31/2017	Notepad Holder	101-1010-44606	10.79
QUILL CORPORATION	5320872	03/31/2017	Note Pad 5x8	101-1010-44606	8.99
QUILL CORPORATION	5320872	03/31/2017	Round Conference Table 48"	101-1010-44606	179.99
QUILL CORPORATION	5320872	03/31/2017	Note Pad 8x11	101-1010-44606	14.84
QUILL CORPORATION	5320872	03/31/2017	Redi Tag Reversible Sign Here Fl...	101-1010-44606	6.29
CHERRILL'S WESTERN	717096	03/31/2017	WRANGLER LONG SLEEVE CHAM...	101-1014-42620	132.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CHERRILL'S WESTERN	717096	03/31/2017	WRANGLER JEANS/TOM COOL	101-1014-42620	138.00
OFFICE DEPOT	913933337	03/31/2017	12pck memo books	101-1007-44606	7.48
OFFICE DEPOT	913933337	03/31/2017	2pck toner cartridges	101-1007-44606	136.16
OFFICE DEPOT	913933337	03/31/2017	Pentel black gel pens	101-1007-44606	39.58
OFFICE DEPOT	913933337	03/31/2017	Catalog envelopes 9" x 12"	101-1007-44606	17.49
Fund 101 - General Total:					108,344.63

## Fund: 201 - Corrections

ADMINISTRATIVE OFFICE OF	030317	03/03/2017	DWI LAB FEES/PREVENTION FE...	201-1903-44805	91.00
NM JUDICIAL EDUCATION CENT...	030317	03/03/2017	JUDICIAL EDUCATION FEES	201-1903-44805	48.00
SIERRA COUNTY TREASURER	032717	03/31/2017	PRISONER CARE 02/17	201-1903-48710	3,610.00
Fund 201 - Corrections Total:					3,749.00

## Fund: 209 - Fire

NEW MEXICO GAS COMPANY, I...	021617	03/03/2017	GAS BILL/FIRE SOUTH STATION	209-1603-43780	251.53
CITY UTILITIES	022817	03/03/2017	CITY UTILITIES - CYCLE C&D	209-1603-43780	188.87
NEW MEXICO GAS COMPANY, I...	022817	03/03/2017	GAS BILL/FIRE STATION	209-1603-43780	326.80
MEGAHERTZ COMPUTER CONS...	2247	03/10/2017	INTERNET SERVICE	209-1603-43770	54.25
PENGUIN MANAGEMENT INC	43578	03/10/2017	1 YEAR PAGER VOICE NOTIFICAT..	209-1603-80845	1,548.00
FIREFIGHTER TRUCKS INC	9061	03/10/2017	DRIVE TIME	209-1603-47420	176.95
FIREFIGHTER TRUCKS INC	9061	03/10/2017	CREATE INFO SHEETS/EVALUAT...	209-1603-47420	382.70
CITY UTILITIES	031617	03/17/2017	CITY UTILITIES - CYCLE A & B	209-1603-43780	241.40
XEROX CORP.	088291813	03/17/2017	BASE CHARGE/METER USAGE	209-1603-43770	313.79
TRI AIR TESTING, INC	105542	03/17/2017	AIR SAMPLE TESTING	209-1603-47420	492.00
TESTON'S FREEWAY CHEVRON	19320	03/17/2017	FUEL ALL TRUCKS 02/17	209-1603-43316	95.11
NEW MEXICO GAS COMPANY, I...	032017	03/31/2017	GAS BILL/FIRE SOUTH STATION	209-1603-43780	170.55
CITY UTILITIES	033017	03/31/2017	CITY UTILITIES CYCLE C&D	209-1603-43780	153.03
NEW MEXICO GAS COMPANY, I...	033017	03/31/2017	GAS BILL/FIRE STATION	209-1603-43780	162.54
Fund 209 - Fire Total:					4,557.52

## Fund: 211 - Law Enforce Prot

NM MUNICIPAL LEAGUE	11021	03/17/2017	REGISTRATION FEE/LEE ALIREZ	211-2003-42535	40.00
MHQ OF NEW MEXICO	4226	03/31/2017	Reflective wrap materials/Unit ...	211-2003-44840	576.00
MHQ OF NEW MEXICO	4226	03/31/2017	Reflective wrap materials/Unit ...	211-2003-44840	576.00
MHQ OF NEW MEXICO	4226	03/31/2017	Reflective wrap materials/Unit ...	211-2003-44840	576.00
MHQ OF NEW MEXICO	4226	03/31/2017	Reflective wrap materials/Unit ...	211-2003-44840	576.00
Fund 211 - Law Enforce Prot Total:					2,344.00

## Fund: 214 - Lodgers Tax

CHAMBER OF COMMERCE	030917	03/10/2017	REIMBURSEMENT/LODGERS TAX	214-2503-47406	738.91
GRIFFIN & ASSOCIATES MARKET...	12345	03/10/2017	ADVERTISING/CITY	214-2503-47597	3,162.43
GRIFFIN & ASSOCIATES MARKET...	12345	03/10/2017	ACCOUNT MANAGEMENT	214-2503-48599	1,197.07
QUILL CORPORATION	4803590	03/10/2017	901-EX9200 EPSON PRO WIREL...	214-2503-43805	799.99
GERONIMO TRAIL SCENIC BYW...	031417	03/17/2017	MONTHLY DRAW 02/17	214-2503-48815	291.67
RUANNA WALDRUM	671	03/17/2017	ADVERTISING/TOURISM BOARD	214-2503-47597	358.68
VETERANS MEMORIAL TRUST B...	032117	03/24/2017	REIMBURSEMENT/LODGERS TAX	214-2503-47406	467.80
JOHN DEERE CREDIT, INC.	1815831	03/24/2017	LEASE PAYMENT/FAIRWAY M...	214-2503-44810	950.73
VETERANS MEMORIAL TRUST B...	032717	03/31/2017	REIMBURSEMENT/LODGERS TAX	214-2503-47406	467.80
HERALD PUBLISHING CO., INC.	1494	03/31/2017	Display Ad: Lodgers Tax Worksh...	214-2503-47597	24.74
LINDMARK OUTDOOR MEDIA	3304	03/31/2017	ADVERTISING/CITY	214-2503-47597	422.42
LINDMARK OUTDOOR MEDIA	3313	03/31/2017	ADVERTISING/CITY	214-2503-47597	422.42
Fund 214 - Lodgers Tax Total:					9,304.66

## Fund: 216 - Muni Street

INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	216-4503-43316	16.25
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	216-4503-47420	36.94
GEO-TEST, INC.	84427	03/03/2017	MATERIAL TESTING/SIDEWALK ...	216-4503-32842	666.12
SIERRA AUTO/CARQUEST	ID-206240	03/03/2017	tailgate valve	216-4503-47420	132.99
BARTOO SAND & GRAVEL, INC.	M23190	03/03/2017	Concrete for sidewalk project	216-4503-32842	6,076.00
BARTOO SAND & GRAVEL, INC.	M23190	03/03/2017	Aer	216-4503-32842	162.75
BARTOO SAND & GRAVEL, INC.	M23190	03/03/2017	fiber	216-4503-32842	203.44
BORDER INTERNATIONAL, LLP	X400000275	03/03/2017	headlight switch	216-4503-47420	94.07
SUN VALLEY, INC.	127503/6	03/10/2017	sign repair tools screw driver set	216-4503-44607	7.72
SUN VALLEY, INC.	127503/6	03/10/2017	sign repair tools ( hex key set)	216-4503-44607	30.88

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
B & H OIL CO.	42054	03/10/2017	UNLEADED	216-4503-43316	233.91
B & H OIL CO.	42054	03/10/2017	DIESEL	216-4503-43317	742.60
CHERRILL'S WESTERN	717086	03/10/2017	Wrangler Jeans/Shannon Wedd...	216-4503-42620	138.00
CHERRILL'S WESTERN	717086	03/10/2017	Wrangler Shirts	216-4503-42620	138.00
CHERRILL'S WESTERN	717086	03/10/2017	Jacket	216-4503-44615	69.00
BARTOO SAND & GRAVEL, INC.	M40795	03/10/2017	Fiber	216-4503-32842	406.88
BARTOO SAND & GRAVEL, INC.	M40795	03/10/2017	Aer	216-4503-32842	162.75
BARTOO SAND & GRAVEL, INC.	M40795	03/10/2017	class AA concrete	216-4503-32842	6,510.00
NM SELF INSURERS FUND	031317	03/17/2017	INSURANCE/INTERNATIONAL T...	216-4503-46733	246.00
NM SELF INSURERS FUND	031317-1	03/17/2017	INSURANCE/CHEVY GM TRUCK	216-4503-46733	366.00
SHARE CORP.	12843	03/17/2017	pump up sprayers	216-4503-44607	399.60
PETE'S EQUIPMENT, INC.	25557	03/17/2017	switch	216-4503-47420	73.19
NORTHERN TOOL & EQUIPMEN...	37403935	03/17/2017	COVERALLS	216-4503-42620	135.14
NORTHERN TOOL & EQUIPMEN...	37403935	03/17/2017	STEEL TOE BOOTS/BENNY FUEN...	216-4503-42620	54.99
CHERRILL'S WESTERN	4887-21	03/17/2017	WRANGLER SHRITS	216-4503-42620	162.00
CHERRILL'S WESTERN	4887-21	03/17/2017	WRANGLER JEANS/ELVIS YAW	216-4503-42620	162.00
CHERRILL'S WESTERN	717092	03/17/2017	WRANGLER JEANS/BUSTER SMI...	216-4503-42620	138.00
CHERRILL'S WESTERN	717092	03/17/2017	WRANGLER SHRITS	216-4503-42620	138.00
CHERRILL'S WESTERN	717092	03/17/2017	COVERALLS	216-4503-42620	89.00
CHERRILL'S WESTERN	717093	03/17/2017	WRANGLER SHIRTS	216-4503-42620	138.00
CHERRILL'S WESTERN	717093	03/17/2017	WRANGLER JEANS/MERCEDES BA...	216-4503-42620	138.00
CHERRILL'S WESTERN	717093	03/17/2017	COVERALLS	216-4503-42620	75.00
HIGHWAY SUPPLY LLC	7015171	03/24/2017	site specific for permlt plan	216-4503-43550	488.25
HIGHWAY SUPPLY LLC	7015171	03/24/2017	traffic control plan for fiesta	216-4503-43550	358.05
BARTOO SAND & GRAVEL, INC.	M23358	03/24/2017	base course for sidewalk project	216-4503-32842	2,712.50
BARTOO SAND & GRAVEL, INC.	M40841	03/24/2017	fiber	216-4503-32842	406.88
BARTOO SAND & GRAVEL, INC.	M40841	03/24/2017	AER	216-4503-32842	162.75
BARTOO SAND & GRAVEL, INC.	M40841	03/24/2017	Class AA	216-4503-32842	6,510.00
SHARE CORP.	14235	03/31/2017	55 gallon drum concrete harder...	216-4503-32842	992.75
BANK OF AMERICA	393123	03/31/2017	STEEL TOE BOOTS/BUSTER SMI...	216-4503-44615	150.00
REED'S TIRE CENTER	4059	03/31/2017	tires	216-4503-47420	250.00
AURORA AUDIO, LLC	536711	03/31/2017	LIVE WEBINAR ATTENDEE/ONLI...	216-4503-42720	298.00
CHERRILL'S WESTERN	717094	03/31/2017	WRANGLER SHIRTS/THOMAS B...	216-4503-42620	138.00
CHERRILL'S WESTERN	717095	03/31/2017	COVERALLS	216-4503-42620	75.00
CHERRILL'S WESTERN	717095	03/31/2017	WRANGLER JEANS/THOMAS B...	216-4503-42620	138.00
LAWSON PRODUCTS, INC	9304813710	03/31/2017	3/8 nylon locking nuts	216-4503-47420	30.53
BARTOO SAND & GRAVEL, INC.	M23192	03/31/2017	hot mix	216-4503-43550	4,285.75
BARTOO SAND & GRAVEL, INC.	M23489	03/31/2017	Base course broadway side walk...	216-4503-32842	4,068.75
BARTOO SAND & GRAVEL, INC.	M40898	03/31/2017	fiber	216-4503-32842	406.88
BARTOO SAND & GRAVEL, INC.	M40898	03/31/2017	class AAconcrete	216-4503-32842	6,510.00
BARTOO SAND & GRAVEL, INC.	M40898	03/31/2017	AER	216-4503-32842	162.75
Fund 216 - Muni Street Total:					46,288.06
Fund: 217 - Recreation					
ELECTRONICS ETC./ELECTRONIC...	120900	03/31/2017	PA -Kit -3-P	217-1703-60840	1,975.00
ELECTRONICS ETC./ELECTRONIC...	120900	03/31/2017	Shipping	217-1703-60840	144.21
Fund 217 - Recreation Total:					2,119.21
Fund: 294 - State Library					
XEROX CORP.	088291823	03/17/2017	METER USAGE	294-5003-48599	11.04
THE LIBRARY CORPORATION	2017030030	03/24/2017	ENCHANCED CONTENT RENEW...	294-5003-48830	1,333.00
Fund 294 - State Library Total:					1,344.04
Fund: 295 - Muni Pool					
NEW MEXICO GAS COMPANY, I...	021717	03/03/2017	GAS BILL/SWIMMING POOL	295-4803-43780	2,945.83
CITY UTILITIES	022817	03/03/2017	CITY UTILITIES - CYCLE C&D	295-4803-43780	2,073.26
RON'S WELDING	278614	03/03/2017	Labor	295-4803-44607	488.25
RON'S WELDING	278614	03/03/2017	Stainless steel taps 1/8X2X2 48...	295-4803-44607	70.52
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	295-4803-41226	77.52
SUN VALLEY, INC.	127919/6	03/10/2017	Restore Paint 10X- (Color-Adob...	295-4803-44607	142.44
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	295-4803-41235	378.64
DESTINY MITCHELL	022717	03/17/2017	Certified Lifeguard Training/Jea...	295-4803-44607	150.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DESTINY MITCHELL	022717	03/17/2017	Certified Lifeguard Training/Tiff...	295-4803-44607	150.00
XEROX CORP.	088396464	03/17/2017	METER USAGE	295-4803-44607	9.56
RUBEN SAENZ	032117	03/24/2017	REFUND DEPOSIT/POOL	295-4803-34355	50.00
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	295-4803-41226	84.24
NEW MEXICO GAS COMPANY, I...	032017-2	03/31/2017	GAS BILL/SWIMMING POOL	295-4803-43780	2,208.20
PRISCILLA MULLINS	032817	03/31/2017	REFUND DEPOSIT/POOL	295-4803-34355	50.00
CITY UTILITIES	033017	03/31/2017	CITY UTILITIES CYLCLE C&D	295-4803-43780	2,332.85
BANK OF AMERICA	091731	03/31/2017	Mop Bucket	295-4803-44607	39.97
BANK OF AMERICA	091731	03/31/2017	Dry Erase Markers	295-4803-44607	7.54
BANK OF AMERICA	091731	03/31/2017	Colored Ductape(1R,1O)	295-4803-44607	6.74
BANK OF AMERICA	091731	03/31/2017	Dry Erase Board	295-4803-44607	13.66
BANK OF AMERICA	091731	03/31/2017	Clear Ductape	295-4803-44607	4.97
BANK OF AMERICA	091731	03/31/2017	Squeegees	295-4803-44607	39.88
BANK OF AMERICA	091731	03/31/2017	Mop	295-4803-44607	13.98
POOL PRO, LLC	170168	03/31/2017	Cal-Hypo	295-4803-44607	610.00
POOL PRO, LLC	170168	03/31/2017	Acid Magic	295-4803-44607	411.00
LIFEGUARD STORE INC	516326	03/31/2017	Guard Shorts LGS30GUNVM LG...	295-4803-42620	87.00
LIFEGUARD STORE INC	516326	03/31/2017	Guard Shirt 420CLM	295-4803-42620	23.80
LIFEGUARD STORE INC	516326	03/31/2017	Rise Zip Hoodie ZP605HNXL, Z...	295-4803-42620	29.50
LIFEGUARD STORE INC	516326	03/31/2017	Guard Suit LGS11GUB46-42,44	295-4803-42620	88.50
LIFEGUARD STORE INC	516326	03/31/2017	3X5 Rope Float 3/8" 600135B	295-4803-44615	32.00
LIFEGUARD STORE INC	516326	03/31/2017	Standard Guard Hip Pack 710R	295-4803-44615	23.00
LIFEGUARD STORE INC	516326	03/31/2017	Whistles 189R	295-4803-44615	3.25
LIFEGUARD STORE INC	516326	03/31/2017	Lanyards 180A	295-4803-44615	5.40
LIFEGUARD STORE INC	516326	03/31/2017	Guard Rescue Tubes 100AB	295-4803-44615	134.00
LIFEGUARD STORE INC	516326	03/31/2017	3-PC Foam Float Belt 81200	295-4803-44615	135.00
LIFEGUARD STORE INC	516326	03/31/2017	3/8" Rope- 600' Spool 600038R	295-4803-44615	47.50
LIFEGUARD STORE INC	516326	03/31/2017	Goggles G885B	295-4803-44615	90.00
LIFEGUARD STORE INC	516326	03/31/2017	Adult/infant Guard Hip Pack 71...	295-4803-44615	26.50
Fund 295 - Muni Pool Total:					13,084.50

## Fund: 296 - PD GRT

GADES SALES COMPANY, INC	0070294	03/03/2017	RU2 FAST 375 SPEED RADAR SI...	296-2403-80845	9,585.00
GADES SALES COMPANY, INC	0070294	03/03/2017	85 WATT SOLAR SYSTEMS	296-2403-80845	4,320.00
GADES SALES COMPANY, INC	0070294	03/03/2017	POLE MOUNTING SYSTEMS	296-2403-80845	1,161.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	3 year service	296-2403-80845	242.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Conventional Operation	296-2403-80845	600.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Remote mount	296-2403-80845	356.40
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Remote mount	296-2403-80845	30.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Palm microphone	296-2403-80845	172.80
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Astro digital cal	296-2403-80845	618.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	3 year service	296-2403-80845	242.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Dual-control hd hardware	296-2403-80845	684.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Auxiliary SPKR	296-2403-80845	144.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	APX6500 VHF high power	296-2403-80845	2,869.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Palm microphone	296-2403-80845	86.40
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Remote mount	296-2403-80845	356.40
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Astro digital cal operation	296-2403-80845	618.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	O5 Control head	296-2403-80845	518.40
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Remote mount	296-2403-80845	18.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Conventional operation	296-2403-80845	600.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	3BD ant	296-2403-80845	70.20
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	O5 control head	296-2403-80845	518.40
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Auxiliary spkr	296-2403-80845	72.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	VHF high power	296-2403-80845	2,869.00
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	3BD ant	296-2403-80845	70.20
MOTOROLA SOLUTIONS, INC.	13151144	03/10/2017	Remote mount	296-2403-80845	18.00
SIERRA VETERINARY SERVICES,L...	32613	03/10/2017	ANIMAL SHELTER	296-2403-48599	10,000.00
Fund 296 - PD GRT Total:					36,839.20

## Fund: 302 - Elec Construction

NEW MEXICO FINANCE AUTHOR..022317	03/03/2017	ELECTRICAL LOAN PAYMENT/PR..302-4603-90905	7,219.92
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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NEW MEXICO FINANCE AUTHOR..022317		03/03/2017	ELECTRICAL LOAN PAYMENT/IN...	302-4603-90910	2,527.03
NEW MEXICO FINANCE AUTHOR..022317		03/03/2017	ELECTRICAL LOAN PAYMENT/A...	302-4603-90915	165.86
Fund 302 - Elec Construction Total:					9,912.81
Fund: 303 - Vet Wall					
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	303-4703-43775	121.54
Fund 303 - Vet Wall Total:					121.54
Fund: 305 - CI Gen					
BAE SYSTEMS	297379	03/03/2017	E-MAIL SERVICE 02/17	305-6003-43815	341.49
BAE SYSTEMS	300508	03/24/2017	E-MAIL SERVICE 03/17	305-6003-43815	329.67
Fund 305 - CI Gen Total:					671.16
Fund: 306 - CI Jt Uti					
NEW MEXICO FINANCE AUTHOR..022317-1		03/03/2017	WATER TANK LOAN PAYMENT/...	306-6103-90905	8,829.58
NEW MEXICO FINANCE AUTHOR..022317-1		03/03/2017	WATER TANK LOAN PAYMENT/...	306-6103-90910	1,075.44
NEW MEXICO FINANCE AUTHOR..022317-1		03/03/2017	WATER TANK LOAN PAYMENT/...	306-6103-90915	116.17
NEW MEXICO FINANCE AUTHOR..022317-2		03/03/2017	LOAN PAYMENT TORC18/PRINC...	306-6103-90905	690.58
NEW MEXICO FINANCE AUTHOR..022317-3		03/03/2017	LOAN PAYMENT TORC19/PRINC...	306-6103-90905	4,840.25
NEW MEXICO FINANCE AUTHOR..022317-3		03/03/2017	LOAN PAYMENT TORC19/INTER...	306-6103-90910	2,758.48
SMITH ENGINEERING COMPANY 46438		03/10/2017	SERVICES/WWTP IMPROVE PH...	306-6103-80845	2,146.25
SMITH ENGINEERING COMPANY 46531		03/24/2017	SERVICES/WWTP PHASE 2A	306-6103-80845	1,073.13
Fund 306 - CI Jt Uti Total:					21,529.88
Fund: 309 - USDA WWTP					
RMCI, INC	#10	03/17/2017	CONSTRUCTION/WWTP PHASE 1	309-6403-60810	299,837.13
Fund 309 - USDA WWTP Total:					299,837.13
Fund: 312 - R&R Airport					
MAXWELL ASPHALT, INC.	#2	03/17/2017	CRACK REPAIR & SEAL/RUNWAY..	312-8403-60403	27,339.43
DELTA AIRPORT CONSULTANTS ... 11-C FINAL		03/17/2017	SERVICES/RUNWAY 13-31	312-8403-60403	3,311.80
Fund 312 - R&R Airport Total:					30,651.23
Fund: 403 - Pledge State					
GENERAL FUND	032117	03/24/2017	MUNI DIST PLEDGE INTERCEPT/...	403-1203-90905	18,198.50
GENERAL FUND	032117	03/24/2017	MUNI DIST PLEDGE INTERCEPT/...	403-1203-90910	12,126.08
GENERAL FUND	032117	03/24/2017	MUNI DIST PLEDGE INTERCEPT/...	403-1203-90925	29.29
Fund 403 - Pledge State Total:					30,353.87
Fund: 501 - Cemetary					
CITY UTILITIES	031617	03/17/2017	CITY UTILITIES - CYCLE A & B	501-1803-43780	115.42
Fund 501 - Cemetary Total:					115.42
Fund: 502 - Util Office - Pool					
CITY UTILITIES	022817	03/03/2017	CITY UTILITIES - CYCLE C&D	502-3601-43780	171.79
SIERRA VISTA HOSPITAL	030617-2	03/10/2017	Collection Fee Water/Wastewa...	502-3601-44615	25.00
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	502-3601-41226	132.07
CREDA	030717	03/10/2017	CREDA BILLING 02/17	502-3601-43770	116.36
NEW MEXICO ONE CALL, INC.	1530000109	03/10/2017	2ND QUARTER FUNDING	502-3601-48599	393.07
COOPERATIVE EDUCATIONAL S...	24-062049	03/10/2017	UTILITY BILLING ONLINE COMP...	502-3601-43770	960.00
PITNEY BOWES INC.	3302935582	03/10/2017	LEASE PAYMENT/RELAY MACH...	502-3601-47410	675.78
BANK OF AMERICA	343552	03/10/2017	POSTAGE	502-3601-43735	490.00
QUILL CORPORATION	4589824	03/10/2017	Door Hangers Red	502-3601-44606	21.59
QUILL CORPORATION	4589824	03/10/2017	Aerosol Glass cleaner	502-3601-44606	7.96
QUILL CORPORATION	4589824	03/10/2017	Rubber Bands	502-3601-44606	13.48
QUILL CORPORATION	4589824	03/10/2017	Disinfecting Wipes	502-3601-44606	13.98
QUILL CORPORATION	4589824	03/10/2017	Copy Paper	502-3601-44606	287.94
QUILL CORPORATION	4589824	03/10/2017	Message Stamp	502-3601-44606	9.89
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	502-3601-41235	302.91
XEROX CORP.	088291801	03/17/2017	BASE CHARGE/METER USAGE	502-3601-44810	304.20
XEROX CORP.	088291811	03/17/2017	BASE CHARGE/METER USAGE	502-3601-44810	38.38
POSTMASTER	032017	03/24/2017	POSTAGE	502-3601-43735	5,000.00
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	502-3601-43775	602.33
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	502-3601-41226	132.07
CITY UTILITIES	033017	03/31/2017	CITY UTILITIES CYCLE C&D	502-3601-43780	62.84
COOPERATIVE EDUCATIONAL S...	24-062604	03/31/2017	Tyler Training course	502-3601-42720	144.55

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PITNEY BOWES INC.	3303046933	03/31/2017	LEASE PAYEMNT/RELAY MACHI...	502-3601-47410	3,036.81
QUILL CORPORATION	5227903	03/31/2017	Quill Brand Red paper	502-3601-44606	52.16
QUILL CORPORATION	5227903	03/31/2017	Pyramid Metal Sugfestion Box	502-3601-44606	43.19
QUILL CORPORATION	5227903	03/31/2017	Door Hangers	502-3601-44606	39.58
QUILL CORPORATION	5227903	03/31/2017	Adding tape	502-3601-44606	19.78
Fund 502 - Util Office - Pool Total:					13,097.71
Fund: 503 - Electric					
NEW MEXICO GAS COMPANY, I...	022317	03/03/2017	GAS BILLS	503-3702-43780	73.59
CITY UTILITIES	022817	03/03/2017	CITY UTILITIES - CYCLE C&D	503-3702-43780	4,934.21
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	503-3702-43316	54.25
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	503-3702-47420	49.65
SIERRA AUTO/CARQUEST	ID-205416	03/03/2017	wheel bearing	503-3702-47420	161.68
TRIPLE H SOLAR, LLC	0069	03/10/2017	SERVICES/ELECTRIC DEPT	503-3702-48599	3,840.89
SIERRA ELECTRIC CO-OP, INC.	030617	03/10/2017	MIMS CITY LIGHTS	503-3702-43780	467.06
SIERRA ELECTRIC CO-OP, INC.	030617-1	03/10/2017	POWER SERVICE 02/17	503-3702-50795	105,066.48
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	503-3702-41226	340.85
ZIA ELECTRICAL PRODUCTS	16452	03/10/2017	Form 2s 240v 3w focus al meter	503-3702-47415	3,212.22
ZIA ELECTRICAL PRODUCTS	16453	03/10/2017	3 PHASE HQ7 320 AMP METER ...	503-3702-47415	310.00
ZIA ELECTRICAL PRODUCTS	16453	03/10/2017	FORM 16S CLASS 200 3PHASE ...	503-3702-47415	736.99
FRED PRYOR SEMINARS, INC.	21612893	03/10/2017	REGISTRATION FEE/TAMMY GA...	503-3702-42720	79.00
FRED PRYOR SEMINARS, INC.	21612896	03/10/2017	REGISTRATION FEE/TAMMY GA...	503-3702-42720	49.00
REED'S TIRE CENTER	4007	03/10/2017	245/75R17 tires	503-3702-47420	500.00
WESTERN UNITED ELECTRIC	4093523	03/10/2017	Anchor Rod	503-3702-47415	357.00
WESTERN UNITED ELECTRIC	4093523	03/10/2017	Ground Rod	503-3702-47415	193.00
B & H OIL CO.	42057	03/10/2017	UNLEADED	503-3702-43316	455.41
B & H OIL CO.	42057	03/10/2017	DIESEL	503-3702-43317	638.97
QUILL CORPORATION	4589377	03/10/2017	Rolodex	503-3702-44606	9.26
QUILL CORPORATION	4589377	03/10/2017	First Aid Kit	503-3702-44606	137.94
QUILL CORPORATION	4589377	03/10/2017	First Aid Kit Refill	503-3702-44606	24.99
QUILL CORPORATION	4589377	03/10/2017	First aid kit	503-3702-44606	30.00
QUILL CORPORATION	4589377	03/10/2017	Folders	503-3702-44606	23.38
QUILL CORPORATION	4589377	03/10/2017	Calculator	503-3702-44606	13.94
QUILL CORPORATION	4589377	03/10/2017	Paint Markers	503-3702-44606	7.72
QUILL CORPORATION	4589377	03/10/2017	Rolodex card file	503-3702-44606	17.00
SSA SOLAR OF NM 4, LLC	7889	03/10/2017	POWER SERVICE 02/17	503-3702-50795	22,321.82
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	503-3702-41235	681.54
WESTERN AREA POWER ADMIN	JIPB1798A0217	03/10/2017	POWER SERVICE 02/17	503-3702-50795	52,761.52
NM SELF INSURERS FUND	031317-2	03/17/2017	INSURANCE/FORD F350 TRUCK	503-3702-46733	979.00
CONSTRUCTION INDUSTRIES	031417	03/17/2017	REPAIR & MAINT ANNUAL PER...	503-3702-43770	100.00
CITY UTILITIES	031617	03/17/2017	CITY UTILITIES - CYCLE A & B	503-3702-43780	46.10
XEROX CORP.	088291828	03/17/2017	BASE CHARGE/METER USAGE	503-3702-44606	41.78
TRI-STATE GENERATION & TRA...	301087	03/17/2017	POWER SERVICE 02/17	503-3702-50795	31,828.96
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	503-3702-43775	39.95
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	503-3702-41226	340.85
NM EDGE	4336	03/24/2017	REGISTRATON FEE/TAMMY GA...	503-3702-42720	540.00
BRIDGEWELL RESOURCES, LLC	0229055701	03/31/2017	4/40 poles	503-3702-47415	3,810.00
BRIDGEWELL RESOURCES, LLC	0229055701	03/31/2017	4/35 poles	503-3702-47415	3,160.00
BRIDGEWELL RESOURCES, LLC	0229055701	03/31/2017	2/40 poles	503-3702-47415	5,020.00
BRIDGEWELL RESOURCES, LLC	0229055701	03/31/2017	4/45 poles	503-3702-47415	4,480.00
CITY UTILITIES	032417	03/31/2017	CITY LANDFILL BILLS	503-3702-43780	17.50
NEW MEXICO GAS COMPANY, I...	032717	03/31/2017	GAS BILLS	503-3702-43780	39.46
CITY UTILITIES	033017	03/31/2017	CITY UTILITIES CYCLE C&D	503-3702-43780	4,927.37
TAMMY GARDNER	040317	03/31/2017	ADVANCED MILEAGE/ALBUQU...	503-3702-42305	102.52
TAMMY GARDNER	040317	03/31/2017	ADVANCED PER DIEM/ALBUQU...	503-3702-42310	272.00
KING'S LOCKSMITH	05919	03/31/2017	Service Call/Install	503-3702-47415	48.50
KING'S LOCKSMITH	05919	03/31/2017	SL00 Cal Royal lever	503-3702-47415	91.64
COOPERATIVE EDUCATIONAL S...	24-062610	03/31/2017	Ford Motor Company Destinant...	503-3702-80845	1,195.00
COOPERATIVE EDUCATIONAL S...	24-062610	03/31/2017	2016 Ford F550 Chasis with atta...	503-3702-80845	145,121.00
WESTERN UNITED ELECTRIC	4094421	03/31/2017	BRACKET MOUNTING	503-3702-47415	122.50
WESTERN UNITED ELECTRIC	4094421	03/31/2017	BOLT O.E. 5/8	503-3702-47415	71.25



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WESTERN UNITED ELECTRIC	4094421	03/31/2017	CONN COMP P G #2	503-3702-47415	195.00
WESTERN UNITED ELECTRIC	4094421	03/31/2017	SQ CURVED WASHER	503-3702-47415	38.50
WESTERN UNITED ELECTRIC	4094421	03/31/2017	CONN PIN	503-3702-47415	17.50
WESTERN UNITED ELECTRIC	4094421	03/31/2017	NUT OVAL EYE	503-3702-47415	123.75
WESTERN UNITED ELECTRIC	4094421	03/31/2017	SQ WASHER	503-3702-47415	56.00
WESTERN UNITED ELECTRIC	4094421	03/31/2017	CONN PINMORGAN	503-3702-47415	87.50
BANK OF AMERICA	466756	03/31/2017	Handbook	503-3702-42720	489.55
CHERRILL'S WESTERN	717097	03/31/2017	STEEL TOE BOOTS/JOHN CHAP...	503-3702-44615	150.00
Fund 503 - Electric Total:					401,102.54

## Fund: 504 - Water

NEW MEXICO GAS COMPANY, I...	022317	03/03/2017	GAS BILLS	504-3803-43780	192.56
CITY UTILITIES	022717	03/03/2017	CITY LANDFILL BILLS	504-3803-43780	19.32
CITY UTILITIES	022817	03/03/2017	CITY UTILITIES - CYCLE C&D	504-3803-43780	5,050.77
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	504-3803-43316	22.50
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	504-3803-47420	35.94
GRAINGER, INC.	9368001625	03/03/2017	16" Wet/Dry Saw Blade, Segmen...	504-3803-47415	447.20
GRAINGER, INC.	9368001625	03/03/2017	14" Wet/Dry Saw Blade, Segmen...	504-3803-47415	232.40
SIERRA AUTO/CARQUEST	10-204871	03/03/2017	shift tube	504-3803-47420	37.81
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	504-3803-43775	65.13
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	504-3803-41226	130.40
TAXATION AND REVENUE	030917	03/10/2017	WATER CONSERVATION FEE 02...	504-3803-43797	703.23
JULIAN GARCIA	030917	03/10/2017	ASSISTANCE/WATER SHUT OFF	504-3803-47415	651.00
DAVID A. COOK	030917	03/10/2017	ASSISTANCE/WATER SHUT OFF	504-3803-47415	651.00
SUN VALLEY, INC.	127637/6	03/10/2017	Sakrete Gravel Mix 80lb bag	504-3803-44607	188.58
RED BUD SUPPLY, INC	147180	03/10/2017	28 in Reflective Traffic cones	504-3803-47415	881.50
SUN VALLEY, INC.	162589/6	03/10/2017	VINYL Tube	504-3803-47415	10.89
SUN VALLEY, INC.	162589/6	03/10/2017	Plain Single Sided Car Key	504-3803-47415	6.36
B & H OIL CO.	42056	03/10/2017	UNLEADED	504-3803-43316	427.74
B & H OIL CO.	42056	03/10/2017	DIESEL	504-3803-43317	181.93
CHERRILL'S WESTERN	717091	03/10/2017	Safety Boots/Otto Vienna	504-3803-44615	150.00
CHERRILL'S WESTERN	717091	03/10/2017	Safety Boots/David Trevizo	504-3803-44615	150.00
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	504-3803-41235	378.64
CITY UTILITIES	031617	03/17/2017	CITY UTILITIES - CYCLE A & B	504-3803-43780	319.23
SMITH ENGINEERING COMPANY	46505	03/17/2017	SERVICES/WATER IMPROVE PH...	504-3803-48598	4,922.96
CHERRILL'S WESTERN	4887-25	03/17/2017	Steel Toe Boots/Arnulfo Castan...	504-3803-44615	150.00
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	504-3803-43775	62.66
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	504-3803-41226	193.44
USA BLUEBOOK	199918	03/24/2017	Courtesy Cards	504-3803-47415	58.87
BANK OF AMERICA	018692	03/31/2017	Dell-Inspiron 23.8" All in one PC...	504-3803-44606	399.99
BANK OF AMERICA	018692	03/31/2017	Go Pro***Plus Shipping	504-3803-44606	504.98
BANK OF AMERICA	018692	03/31/2017	HP Officejet Pro ***Plus Shippi...	504-3803-44606	49.99
FERGUSON WATERWORKS	0295092	03/31/2017	24x36 Galv Mtr Can w/ CI Lock L...	504-3803-47415	820.00
FERGUSON WATERWORKS	0295092	03/31/2017	2 Hymax Rep Coup 2.10-3.03	504-3803-47415	340.90
FERGUSON WATERWORKS	0295092	03/31/2017	2x7-1/2 SS Rep Clmp 2.35-2.36	504-3803-47415	464.11
FERGUSON WATERWORKS	0295092	03/31/2017	4 Hymax REp Coup 4.25-5.63	504-3803-47415	720.33
NEW MEXICO GAS COMPANY, I...	032717	03/31/2017	GAS BILLS	504-3803-43780	89.70
CITY UTILITIES	033017	03/31/2017	CITY UTILITIES CYCLE C&D	504-3803-43780	6,272.91
ARNULFO CASTANEDA	040517	03/31/2017	ADVANCED MILEAGE/ALBUQU...	504-3803-42305	102.52
JUSTIN ARMIJO	040517	03/31/2017	ADVANCED MILEAGE/ALBUQU...	504-3803-42305	102.52
JUSTIN ARMIJO	040517	03/31/2017	ADVANCED PER DIEM/ALBUQU...	504-3803-42310	77.60
ARNULFO CASTANEDA	040517	03/31/2017	ADVANCED PER DIEM/ALBUQU...	504-3803-42310	77.60
ARNULFO CASTANEDA	040517	03/31/2017	REIMBURSEMENT/EXAM FEE	504-3803-42720	30.00
CHERRILL'S WESTERN	4887-31	03/31/2017	Wrangler Jeans/Tim Hanna	504-3803-42620	138.00
CHERRILL'S WESTERN	4887-31	03/31/2017	Wrangler Shirts LS	504-3803-42620	69.00
CHERRILL'S WESTERN	4887-31	03/31/2017	Wrangler Chambray LS Shirts	504-3803-42620	66.00
Fund 504 - Water Total:					26,648.21

## Fund: 505 - Solid Waste

NEW MEXICO GAS COMPANY, I...	0221617-1	03/03/2017	GAS BIL/RECYCLE CENTER	505-3904-43780	97.51
CITY UTILITIES	022717	03/03/2017	CITY LANDFILL BILLS	505-3904-34601	22,140.00
CITY UTILITIES	022817	03/03/2017	CITY UTILITIES - CYCLE C&D	505-3904-43780	515.88

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	505-3904-43316	371.38
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	505-3904-47420	402.64
SIERRA AUTO/CARQUEST	ID-205554	03/03/2017	switch	505-3904-47420	10.40
SIERRA AUTO/CARQUEST	ID-205625	03/03/2017	brake shoes	505-3904-47420	30.66
SIERRA AUTO/CARQUEST	ID-205625	03/03/2017	brake valve	505-3904-47420	169.99
SIERRA AUTO/CARQUEST	ID-205692	03/03/2017	ball joint	505-3904-47420	32.33
SIERRA AUTO/CARQUEST	ID-205692	03/03/2017	ball joint	505-3904-47420	40.03
SIERRA AUTO/CARQUEST	ID-205932	03/03/2017	lamp	505-3904-47420	10.82
SIERRA AUTO/CARQUEST	ID-206241	03/03/2017	fitting	505-3904-47420	10.95
SIERRA AUTO/CARQUEST	ID-206241	03/03/2017	serpentine belt	505-3904-47420	41.47
SIERRA AUTO/CARQUEST	ID-206241	03/03/2017	tensioner	505-3904-47420	108.88
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	505-3904-43775	65.13
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	505-3904-41226	331.98
U.S. DISTRIBUTING, INC.	239042	03/10/2017	battery	505-3904-47420	54.25
U.S. DISTRIBUTING, INC.	239043	03/10/2017	battery	505-3904-47420	197.94
O'REILLY AUTO PARTS, INC.	330508	03/10/2017	O-RING	505-3904-44607	11.16
O'REILLY AUTO PARTS, INC.	330508	03/10/2017	AIR COUPLER	505-3904-44607	5.38
B & H OIL CO.	42052	03/10/2017	UNLEADED	505-3904-43316	313.66
B & H OIL CO.	42052	03/10/2017	DIESEL	505-3904-43317	1,923.18
CHERRILL'S WESTERN	717088	03/10/2017	WRANGLER SHIRTS	505-3904-42620	143.94
CHERRILL'S WESTERN	717088	03/10/2017	WRANGLER JEANS/TODD THO...	505-3904-42620	137.94
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	505-3904-41235	833.00
WAGNER EQUIPMENT CO.	S12W0809617	03/10/2017	TROUBLESHOOT ENGINE	505-3904-47420	547.00
WAGNER EQUIPMENT CO.	S12W0809617	03/10/2017	REPAIR ENGINE	505-3904-47420	728.57
WAGNER EQUIPMENT CO.	S12W0809617	03/10/2017	TRAVEL TO/FROM AREA	505-3904-47420	820.52
XEROX CORP.	088068215	03/17/2017	METER USAGE	505-3904-47420	12.94
XEROX CORP.	088068216	03/17/2017	METER USAGE	505-3904-47420	22.22
XEROX CORP.	088291812	03/17/2017	METER USAGE	505-3904-47420	22.88
XEROX CORP.	088291814	03/17/2017	METER USAGE	505-3904-47420	8.83
THE GLOVE WAGON	107046	03/17/2017	SMALL GLOVES	505-3904-44615	114.00
THE GLOVE WAGON	107046	03/17/2017	MEDIUM GLOVES	505-3904-44615	57.00
THE GLOVE WAGON	107046	03/17/2017	LARGE GLOVES	505-3904-44615	57.00
THE GLOVE WAGON	107046	03/17/2017	SCORPION SAFETY GLASSES GR...	505-3904-44615	60.98
B & H OIL CO.	42004	03/17/2017	250 Gallons of Diesel Fuel	505-3904-43317	442.76
QUILL CORPORATION	4763682	03/17/2017	BESTAR EMBASSY TUSCANY BR...	505-3904-44606	699.00
QUILL CORPORATION	4763682	03/17/2017	BASYX HON RECTANGULAR CO...	505-3904-44606	219.00
QUILL CORPORATION	4763682	03/17/2017	OFFICE STAR FAUX LEATHER MI...	505-3904-44606	109.00
QUILL CORPORATION	4763682	03/17/2017	QUILL VARDI FABRIC GUEST CH...	505-3904-44606	185.94
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	505-3904-43775	140.29
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	505-3904-41226	333.00
NEW MEXICO GAS COMPANY, I...	032017-1	03/31/2017	GAS BILL/RECYCLE CENTER	505-3904-43780	52.80
CITY UTILITIES	032417	03/31/2017	CITY LANDFILL BILLS	505-3904-34601	20,505.42
CITY UTILITIES	033017	03/31/2017	CITY UTILITIES CYCLE C&D	505-3904-43780	601.28
HERALD PUBLISHING CO., INC.	10528	03/31/2017	#9 RETURN ENVELOPES 15,000	505-3904-44606	675.00
HERALD PUBLISHING CO., INC.	10529	03/31/2017	#10 ENVELOPES 15,000	505-3904-44606	976.50
CERTIFIED LABORATORIES	2646817	03/31/2017	CUT-THRU ED, 2X2.5 GL, US MM...	505-3904-44607	321.46
CERTIFIED LABORATORIES	2659611	03/31/2017	CONSPICUITY TAPE 7-YR 2"X150...	505-3904-44615	261.48
Fund 505 - Solid Waste Total:					55,975.37

## Fund: 506 - WWTP

MESILLA VALLEY FOOT CARE PH...	022117	03/03/2017	Therapeutic Prescription Steel Toe...	506-4005-44615	184.00
NEW MEXICO GAS COMPANY, I...	022417	03/03/2017	GAS BILL/VACUUM STATION	506-4005-43780	48.42
CITY UTILITIES	022717	03/03/2017	CITY LANDFILL BILLS	506-4005-43780	7.00
CITY UTILITIES	022817	03/03/2017	CITY UTILITIES - CYCLE C&D	506-4005-43780	5,470.50
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	506-4005-43316	32.75
INTERNAL SERVICE FUND	030217	03/03/2017	OIL-MAINT-SAFETY 02/17	506-4005-47420	56.62
SHARE CORP.	11317	03/03/2017	8 ml. PF Nitrile Gloves wc	506-4005-44615	431.20
IKARD NEWSOM	94845017	03/03/2017	AUTO FILL-UP/WASTEWATER	506-4005-43780	90.26
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	506-4005-43775	65.13
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	506-4005-41226	257.04
VILLAGE OF WILLIAMSBURG	030917	03/10/2017	SEWER RECEIPTS 02/17	506-4005-48798	2,794.01

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INTERLAB	21589	03/10/2017	Acrylonitrile	506-4005-47415	210.00
INTERLAB	21589	03/10/2017	Cadmium	506-4005-47415	75.00
INTERLAB	21593	03/10/2017	Bod-Effluent	506-4005-47415	35.00
INTERLAB	21593	03/10/2017	TSS-Effluent	506-4005-47415	15.00
INTERLAB	21593	03/10/2017	TSS-Influent	506-4005-47415	15.00
INTERLAB	21593	03/10/2017	WAS	506-4005-47415	15.00
INTERLAB	21593	03/10/2017	Bod-Influent	506-4005-47415	35.00
INTERLAB	21602	03/10/2017	Chloride	506-4005-47415	13.00
INTERLAB	21602	03/10/2017	TKN	506-4005-47415	40.00
INTERLAB	21602	03/10/2017	TDS	506-4005-47415	15.00
INTERLAB	21602	03/10/2017	NO3N	506-4005-47415	15.00
INTERLAB	21603	03/10/2017	Cadmium	506-4005-47415	75.00
INTERLAB	21603	03/10/2017	Acrylonitrile	506-4005-47415	210.00
INTERLAB	21607	03/10/2017	TSS-Influent	506-4005-47415	15.00
INTERLAB	21607	03/10/2017	WAS	506-4005-47415	15.00
INTERLAB	21607	03/10/2017	TSS-Effluent	506-4005-47415	15.00
INTERLAB	21607	03/10/2017	BOD-Influent	506-4005-47415	35.00
INTERLAB	21607	03/10/2017	BOD-Effluent	506-4005-47415	35.00
INTERLAB	21610	03/10/2017	Chloride	506-4005-47415	91.00
INTERLAB	21610	03/10/2017	TDS	506-4005-47415	105.00
INTERLAB	21610	03/10/2017	NO3N	506-4005-47415	105.00
INTERLAB	21610	03/10/2017	TKN	506-4005-47415	280.00
INTERLAB	21612	03/10/2017	Cadmium	506-4005-47415	75.00
INTERLAB	21612	03/10/2017	Acrylonitrile	506-4005-47415	210.00
INTERLAB	21613	03/10/2017	WAS	506-4005-47415	15.00
INTERLAB	21613	03/10/2017	BOD-Effluent	506-4005-47415	35.00
INTERLAB	21613	03/10/2017	TSS-Effluent	506-4005-47415	15.00
INTERLAB	21613	03/10/2017	BOD-Influent	506-4005-47415	35.00
INTERLAB	21613	03/10/2017	TSS-Influent	506-4005-47415	15.00
B & H OIL CO.	42055	03/10/2017	UNLEADED	506-4005-43316	531.58
B & H OIL CO.	42055	03/10/2017	DIESEL	506-4005-43317	58.20
BANK OF AMERICA	652367	03/10/2017	Hanging Folders	506-4005-44606	5.97
BANK OF AMERICA	652367	03/10/2017	Letter opener	506-4005-44606	1.94
BANK OF AMERICA	652367	03/10/2017	Avery Business card stock	506-4005-44606	5.48
BANK OF AMERICA	652367	03/10/2017	3"Binders Black	506-4005-44606	26.70
BANK OF AMERICA	652367	03/10/2017	Pilot G2 Pens	506-4005-44606	11.97
BANK OF AMERICA	652367	03/10/2017	Purell hand sanitizer	506-4005-44606	7.54
BANK OF AMERICA	652367	03/10/2017	Avery 3" Binders White	506-4005-44606	17.80
BANK OF AMERICA	652367	03/10/2017	Georgia-Pacific Standard Multip...	506-4005-44606	28.93
BANK OF AMERICA	652367	03/10/2017	Centon 64GB Flashdrive	506-4005-44606	34.00
FOXWORTH-GALBRAITH	7414146	03/10/2017	1 in Vinyl Tubing	506-4005-43416	69.65
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	506-4005-41235	530.09
CITY UTILITIES	031617	03/17/2017	CITY UTILITIES - CYCLE A & B	506-4005-43780	162.72
JAMES, COOKE & HOBSON, INC.	226248	03/17/2017	Tax on Labor	506-4005-43416	39.21
JAMES, COOKE & HOBSON, INC.	226248	03/17/2017	Labor for Repair	506-4005-43416	765.00
JAMES, COOKE & HOBSON, INC.	226248	03/17/2017	Flyght Rotating Wear Ring	506-4005-43416	420.00
JAMES, COOKE & HOBSON, INC.	226248	03/17/2017	Flyght Basic Repair Kit	506-4005-43416	2,208.99
JAMES, COOKE & HOBSON, INC.	226248	03/17/2017	Flyght FLS Leak Sensor	506-4005-43416	211.00
JAMES, COOKE & HOBSON, INC.	226248	03/17/2017	Neutral Pump Oil, Misc. Shop S...	506-4005-43416	100.00
JAMES, COOKE & HOBSON, INC.	226248	03/17/2017	Flyght Stationary Wear Ring	506-4005-43416	371.00
DPC INDUSTRIES, INC.	DE7400011017	03/17/2017	DEMURRAGE/RENTAL INVOICE	506-4005-44607	185.00
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	506-4005-43775	103.59
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	506-4005-41226	257.04
USA BLUEBOOK	202364	03/24/2017	Nalgene Bottles 500ml pk 12 **...	506-4005-43416	148.62
USA BLUEBOOK	202364	03/24/2017	Isco Strip Chart Paper	506-4005-43416	243.90
USA BLUEBOOK	202364	03/24/2017	Nalgene Bottles 1000ml 6 pk	506-4005-43416	60.95
INTERLAB	21622	03/24/2017	Acrylonitrile	506-4005-47415	210.00
INTERLAB	21622	03/24/2017	Cadmium	506-4005-47415	75.00
INTERLAB	21623	03/24/2017	BOD-Influent	506-4005-47415	35.00
INTERLAB	21623	03/24/2017	WAS	506-4005-47415	15.00

## EOM AP Report

Payment Dates: 03/01/2017 - 03/31/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INTERLAB	21623	03/24/2017	BOD-Effluent	506-4005-47415	35.00
INTERLAB	21623	03/24/2017	TSS-Effluent	506-4005-47415	15.00
INTERLAB	21623	03/24/2017	TSS-Influent	506-4005-47415	15.00
FORT BEND SERVICES, INC.	0208165	03/31/2017	Fuel Surcharge	506-4005-44607	32.70
FORT BEND SERVICES, INC.	0208165	03/31/2017	Cationic Polymer	506-4005-44607	2,000.00
CITY UTILITIES	032417	03/31/2017	CITY LANDFILL BILLS	506-4005-43780	26.32
NEW MEXICO GAS COMPANY, I...	032817	03/31/2017	GAS BILL/VACUUM STATION	506-4005-43780	29.85
CITY UTILITIES	033017	03/31/2017	CITY UTILITIES CYLCLE C&D	506-4005-43780	7,523.74
INTERLAB	21637	03/31/2017	Cadmium	506-4005-47415	75.00
INTERLAB	21637	03/31/2017	Acrylonitrile	506-4005-47415	210.00
INTERLAB	21638	03/31/2017	TSS-Effluent	506-4005-47415	15.00
INTERLAB	21638	03/31/2017	TSS-Influent	506-4005-47415	15.00
INTERLAB	21638	03/31/2017	BOD-Effluent	506-4005-47415	35.00
INTERLAB	21638	03/31/2017	WAS	506-4005-47415	15.00
INTERLAB	21638	03/31/2017	BOD-Influent	506-4005-47415	35.00
INTERLAB	21644	03/31/2017	TKN	506-4005-47415	40.00
INTERLAB	21644	03/31/2017	NO3N	506-4005-47415	15.00
INTERLAB	21644	03/31/2017	TDS	506-4005-47415	15.00
INTERLAB	21644	03/31/2017	Chloride	506-4005-47415	13.00
INTERLAB	21649	03/31/2017	Acrylonitrile	506-4005-47415	210.00
INTERLAB	21649	03/31/2017	Cadmium	506-4005-47415	75.00
INTERLAB	21650	03/31/2017	Total Phosphores	506-4005-47415	18.00
INTERLAB	21650	03/31/2017	Fecal for Compost	506-4005-47415	60.00
INTERLAB	21650	03/31/2017	Total Nitrogen	506-4005-47415	60.00
INTERLAB	21651	03/31/2017	WAS	506-4005-47415	15.00
INTERLAB	21651	03/31/2017	TSS-Effluent	506-4005-47415	15.00
INTERLAB	21651	03/31/2017	TSS-Influent	506-4005-47415	15.00
INTERLAB	21651	03/31/2017	BOD-Influent	506-4005-47415	35.00
INTERLAB	21651	03/31/2017	BOD-Effluent	506-4005-47415	35.00
AQUA ENVIRONMENTAL TESTI...	4416	03/31/2017	E Coli	506-4005-47415	53.38
AQUA ENVIRONMENTAL TESTI...	4416-1	03/31/2017	E-Coli	506-4005-47415	53.38
AQUA ENVIRONMENTAL TESTI...	4416-2	03/31/2017	E-Coli	506-4005-47415	53.38
AQUA ENVIRONMENTAL TESTI...	4416-3	03/31/2017	E-Coli	506-4005-47415	53.38
AQUA ENVIRONMENTAL TESTI...	4416-4	03/31/2017	E-Coli	506-4005-47415	53.38
Fund 506 - WWTP Total:					29,208.29

## Fund: 507 - Solid Waste Transfer Station

RELANCE STEEL	407086	03/03/2017	HR CARBON STEEL PLATE 3/16"...	507-4203-44607	790.51
CITY OF LAS CRUCES	48583	03/03/2017	SOLIDWASTE DISPOSAL TRANS...	507-4203-48598	21,203.29
SUN VALLEY, INC.	127593/6	03/10/2017	ORANGE SPRAY PAINT	507-4203-44607	19.74
SUN VALLEY, INC.	127593/6	03/10/2017	GAL LACQUER THINNER	507-4203-44607	19.99
SUN VALLEY, INC.	127593/6	03/10/2017	2" BRISTLE CHIP BRUSH	507-4203-44607	17.88
SUN VALLEY, INC.	127593/6	03/10/2017	1/2" NYLON LOCK NUTS BOX	507-4203-44607	12.99
SUN VALLEY, INC.	127593/6	03/10/2017	1/2" X 1 1/2" BOLTS BOX	507-4203-44607	27.99
SUN VALLEY, INC.	127593/6	03/10/2017	PD 12 OZ GLS BLK ENAMEL	507-4203-44607	20.94
SUN VALLEY, INC.	127593/6	03/10/2017	1/2" WASHERS BOX	507-4203-44607	5.94
SUN VALLEY, INC.	127593/6	03/10/2017	MP SELECT 3 PK9"1/4" COVER	507-4203-44607	7.99
SUN VALLEY, INC.	127730/6	03/10/2017	337200 .035 MIG WIRE	507-4203-44607	76.29
SUN VALLEY, INC.	127730/6	03/10/2017	EXT 5/G EUTRAL BS PAINT	507-4203-44607	300.00
SUN VALLEY, INC.	127730/6	03/10/2017	QT PHRHALO BLU COLORANT	507-4203-44607	43.98
SUN VALLEY, INC.	127730/6	03/10/2017	WA 5GAL FLT DEEP BASE	507-4203-44607	235.00
SUN VALLEY, INC.	127730/6	03/10/2017	1/4" NYLON LOCK NUTS	507-4203-44607	6.99
SUN VALLEY, INC.	127730/6	03/10/2017	1/4" SPRING SNAP LINK	507-4203-44607	9.16
SUN VALLEY, INC.	127730/6	03/10/2017	5/32" 5LB 6011 WELD ROD	507-4203-44607	17.99
SUN VALLEY, INC.	127730/6	03/10/2017	COLD GALV SPRAY COMPOUND	507-4203-44607	12.98
SUN VALLEY, INC.	127730/6	03/10/2017	3-1/2" ZN TARP/ROPE HOOK	507-4203-44607	5.58
SUN VALLEY, INC.	127730/6	03/10/2017	1/4" X1" BOLT BOX	507-4203-44607	10.49
SUN VALLEY, INC.	127730/6	03/10/2017	1-1/2" SWIVEL EYE PULLEY	507-4203-44607	7.99
SUN VALLEY, INC.	127863/6	03/10/2017	RESET COMBINATION LOCK	507-4203-44607	19.99
SUN VALLEY, INC.	127863/6	03/10/2017	ALUMINUM PRO SPRAY PAINT	507-4203-44607	5.99
SUN VALLEY, INC.	127863/6	03/10/2017	1/4:X50' NYL BRAID ROPE	507-4203-44607	8.99

## EOM AP Report

Payment Dates: 03/01/2017 - 03/31/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SUN VALLEY, INC.	127863/6	03/10/2017	FREEDOM LIGHT	507-4203-44607	38.24
SUN VALLEY, INC.	127864/6	03/10/2017	6' 1.33 GRN T-POST	507-4203-80845	85.31
FMH MATERIAL HANDLING SOL...	M60075	03/10/2017	CLARK C30 6000# CAPACITY FO...	507-4203-60835	36,742.00
CITY OF LAS CRUCES	49140	03/31/2017	SOLIDWASTE DISPOSAL TRANS...	507-4203-45601	29,685.22
Fund 507 - Solid Waste Transfer Station Total:					89,439.45
Fund: 508 - Golf Course					
TERRY TAYLOR	122	03/03/2017	CONTRACT-02/01/17-02/28/17	508-4303-48599	13,431.02
CITY UTILITIES	031617	03/17/2017	CITY UTILITIES - CYCLE A & B	508-4303-43780	242.61
Fund 508 - Golf Course Total:					13,673.63
Fund: 509 - Muni Airport					
VERIZON WIRELESS	030617	03/10/2017	CELL PHONE BILLS	509-4403-43775	65.13
NM RETIREE HEALTH CARE	030717	03/10/2017	BENEFIT PR ENDING 03/03/17	509-4403-41226	54.98
B & H OIL CO.	42061	03/10/2017	UNLEADED/DIESEL	509-4403-43316	143.82
QUILL CORPORATION	4739156	03/10/2017	Toner Pack: 1 Black, 3 Color	509-4403-44606	75.37
STATE OF NM GENERAL SERVICE	GSD-035511	03/10/2017	UNEMPLOYMENT COMPENSAT...	509-4403-41235	151.45
WINDSTREAM CORPORATION	032017	03/24/2017	PHONE BILLS	509-4403-43775	414.36
NM RETIREE HEALTH CARE	032217	03/24/2017	BENEFIT PR ENDING 03/10/17	509-4403-41226	54.98
SIERRA ELECTRIC CO-OP, INC.	032417-1	03/31/2017	AIRPORT FUELING STATION	509-4403-43780	955.72
SIERRA ELECTRIC CO-OP, INC.	032417-2	03/31/2017	PIPPEN BUILDING	509-4403-43780	32.08
Fund 509 - Muni Airport Total:					1,947.89
Fund: 600 - Internal Serv					
SIERRA AUTO/CARQUEST	ID-205553	03/03/2017	mudd flap	600-7003-47420	38.18
O'REILLY AUTO PARTS, INC.	330463	03/10/2017	Brake parts cleaner	600-7003-47420	238.80
O'REILLY AUTO PARTS, INC.	330463	03/10/2017	windshield washer fluid	600-7003-47420	119.40
SAFETY FLARE, INC.	99541-99694	03/10/2017	ANNUAL FIRE EXTINGUISHER IN...	600-7003-44615	3,929.48
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	37.52
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	16.66
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	3.44
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	11.23
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	22.50
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	91.20
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	24.64
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	88.08
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	24.42
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	163.98
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	67.56
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	3.55
WEST FLEET/SANDIA FLEET	01-684913	03/24/2017	filter	600-7003-47420	60.10
Fund 600 - Internal Serv Total:					4,940.74
Fund: 700 - PD Bonds					
CHRISTY L. SALLEE	032117	03/24/2017	RELEASE OF BOND	700-1103-20230	1,000.00
Fund 700 - PD Bonds Total:					1,000.00
Grand Total:					1,258,201.69

## Report Summary

## Fund Summary

Fund	Payment Amount
101 - General	108,344.63
201 - Corrections	3,749.00
209 - Fire	4,557.52
211 - Law Enforce Prot	2,344.00
214 - Lodgers Tax	9,304.66
216 - Muni Street	46,288.06
217 - Recreation	2,119.21
294 - State Library	1,344.04
295 - Muni Pool	13,084.50
296 - PD GRT	36,839.20
302 - Elec Construction	9,912.81
303 - Vet Wall	121.54
305 - CI Gen	671.16
306 - CI Jt Uti	21,529.88
309 - USDA WWTP	299,837.13
312 - R&R Airport	30,651.23
403 - Pledge State	30,353.87
501 - Cemetary	115.42
502 - Util Office - Pool	13,097.71
503 - Electric	401,102.54
504 - Water	26,648.21
505 - Solid Waste	55,975.37
506 - WWTP	29,208.29
507 - Solid Waste Transfer Station	89,439.45
508 - Golf Course	13,673.63
509 - Muni Airport	1,947.89
600 - Internal Serv	4,940.74
700 - PD Bonds	1,000.00
<b>Grand Total:</b>	<b>1,258,201.69</b>

## Account Summary

Account Number	Account Name	Payment Amount
101-1000-42720	EMPLOYEE TRAINING-GO...	30.00
101-1000-43597	ATTORNEY FEES-GOVERN...	3,835.37
101-1000-43770	SUBSCRIPTION & DUES	500.00
101-1000-44606	OFFICE SUPPLIES-GOVERN...	167.14
101-1001-41226	RETIREE INSURANCE-OFF ...	235.20
101-1001-41235	UNEMPLOYMENT INS-OFF...	227.18
101-1001-42720	EMPLOYEE TRAINING-OFF...	30.00
101-1001-43740	PRINTING/PUBLISHING	22.19
101-1001-43770	SUBSCRIPTION & DUES	55.00
101-1001-43775	TELEPHONE	538.30
101-1001-44606	OFFICE SUPPLIES	25.00
101-1001-44810	EQUIPMENT & MACHINE...	362.95
101-1001-47410	MAINTENANCE CONTRAC...	2,395.22
101-1002-41226	RETIREE INSURANCE-MUN...	145.54
101-1002-41235	UNEMPLOYMENT INSUR...	227.18
101-1002-43775	TELEPHONE	89.56
101-1002-48599	PROFESSIONAL SERVICES	1,410.50
101-1002-60840	OTHER CAP PUR/AOC/IID...	185.99
101-1003-41226	RETIREE INSURANCE-OFF ...	247.94
101-1003-41235	UNEMPLOYMENT INSUR...	151.45
101-1003-42305	MILEAGE REIMBURSEME...	357.76
101-1003-42310	PER DIEM-OFF CITY MAN...	147.00
101-1003-42720	EMPLOYEE TRAINING-OFF...	230.00
101-1003-43316	GAS & OIL	89.89
101-1003-43770	SUBSCRIPTION & DUES	85.00

## Account Summary

Account Number	Account Name	Payment Amount
101-1003-43775	TELEPHONE	630.95
101-1003-44810	EQUIPMENT & MACHINE...	401.52
101-1003-48598	PROFESSIONAL SERVICES	8,250.00
101-1003-60784	Grant Expenses	3,739.30
101-1004-41226	RETIREE INSURANCE-ADM...	476.02
101-1004-41235	UNEMPLOYMENT INSUR...	378.64
101-1004-42720	EMPLOYEE TRAINING-AD...	150.00
101-1004-43740	PRINTING/PUBLISHING	88.11
101-1004-43770	SUBSCRIPTION & DUES	1,295.00
101-1004-43775	TELEPHONE	535.79
101-1004-44606	OFFICE SUPPLIES	729.71
101-1004-44615	SAFETY EQUIPMENT	75.00
101-1004-44810	EQUIPMENT & MACHINE...	233.39
101-1005-43775	TELEPHONE	114.38
101-1007-41226	RETIREE INSURANCE-POLI...	1,803.92
101-1007-41235	UNEMPLOYMENT INSUR...	1,211.64
101-1007-42620	UNIFORM/LINEN-POLICE ...	60.00
101-1007-43316	GAS & OIL	1,815.16
101-1007-43770	SUBSCRIPTION & DUES	110.00
101-1007-43775	TELEPHONE	643.81
101-1007-44606	OFFICE SUPPLIES	200.71
101-1007-47420	MAINTENANCE VEHICLE/...	952.30
101-1007-48599	OTHER CONTRACTUAL SE...	216.73
101-1008-41226	RETIREE INSURANCE-COD...	146.84
101-1008-41235	UNEMPLOYMENT INS-CO...	151.45
101-1008-43316	GAS & OIL	399.04
101-1008-43775	TELEPHONE	53.25
101-1008-44607	FIELD SUPP-CODE ENF/AN...	65.00
101-1008-47420	MAINTENANCE VEH/EQUI...	304.17
101-1009-41226	RETIREE INSURANCE-MUN...	186.58
101-1009-41235	UNEMPLOYMENT INS-M...	227.18
101-1009-42620	UNIFORMS/LINEN-MUNI ...	504.19
101-1009-43316	GAS & OIL	184.02
101-1009-43317	DIESEL-RECREATION	72.44
101-1009-43775	TELEPHONE	282.61
101-1009-44607	FIELD SUPPLIES-MUNI RE...	248.42
101-1009-47410	Maintenance Contracts	800.00
101-1009-47420	MAINTENANCE VEHICLE/...	268.77
101-1009-48599	OTHER CONTRACTUAL SE...	900.00
101-1010-41226	RETIREE INSURANCE-BUIL...	262.90
101-1010-41235	UNEMPLOYMENT INS-BUI...	227.18
101-1010-42305	MILEAGE REIMBURSEME...	35.77
101-1010-42310	PER DIEM-BLDG INSPECT...	29.40
101-1010-43316	GAS & OIL	108.90
101-1010-43775	TELEPHONE	693.71
101-1010-44606	OFFICE SUPPLIES	226.89
101-1010-47420	MAINTENANCE-VEHICLE/...	88.25
101-1010-48598	PROFESSIONAL SERVICES	2,880.00
101-1011-41226	RETIREE INSURANCE-STRE...	612.56
101-1011-41235	UNEMPLOYMENT INS-STE...	681.55
101-1011-43775	TELEPHONE	89.39
101-1011-44606	OFFICE SUPPLIES	35.97
101-1012-41226	RETIREE INSURANCE-FLEE...	240.96
101-1012-41235	UNEMPLOYMENT INSUR...	227.18
101-1012-42620	UNIFORM/LINEN-FLEET ...	257.55
101-1012-43316	GAS & OIL	67.38
101-1012-43775	TELEPHONE	208.37
101-1012-44607	FIELD SUPPLIES-FLEET MA...	170.06

## Account Summary

Account Number	Account Name	Payment Amount
101-1012-47420	MAINTENANCE-VEHICLE/...	73.29
101-1014-41226	RETIREE INSURANCE-FACI...	362.64
101-1014-41235	UNEMPLOYMENT INSUR...	454.36
101-1014-42620	UNIFORM/LINEN-FACILITY...	983.40
101-1014-43316	GAS & OIL	428.68
101-1014-43403	REGULAR BUILDING MAI...	6,179.32
101-1014-43775	TELEPHONE	341.26
101-1014-44607	FIELD SUPPLIES-FACILITY ...	2,069.03
101-1014-47420	MAINTENANCE-VEHICLE/...	83.53
101-1014-48599	Professional Serv/Contrac...	976.50
101-1016-41226	RETIREE INSURANCE-LIBR...	318.44
101-1016-41235	UNEMPLOYMENT INSUR...	454.36
101-1016-44830	CITY BOOK PURCHASING-L...	1,125.08
101-1017-48599	OTHER CONTRACTUAL SE...	23,830.88
101-1018-43780	UTILITIES	22,197.49
101-1099-34348	RENT OF PUBLIC FACILITIES	625.00
201-1903-44805	AUTO/LAB/DWI/JUD ED	139.00
201-1903-48710	CARE OF PRISONERS-COR...	3,610.00
209-1603-43316	GAS & OIL	95.11
209-1603-43770	SUBSCRIPTION & DUES	368.04
209-1603-43780	UTILITIES	1,494.72
209-1603-47420	MAINTENANCE VEHICLE/...	1,051.65
209-1603-80845	OTHER CAPITAL PURCHAS...	1,548.00
211-2003-42535	EMPLOYEE TRAINING	40.00
211-2003-44840	EQUIPMENT & MACHINE...	2,304.00
214-2503-43805	BUILDING/STRUCTURES-L...	799.99
214-2503-44810	EQUIPMENT & MACHINE...	950.73
214-2503-47406	PROMOTIONAL/ADVERTIS...	1,674.51
214-2503-47597	9% ADVERTISING/MARKET...	4,390.69
214-2503-48599	OTHER CONTRACTUAL SE...	1,197.07
214-2503-48815	SERVICE CONTRACTS-LO...	291.67
216-4503-32842	ROADWAYS - NMFA	36,121.20
216-4503-42620	UNIFORM LINEN-MUNI S...	1,857.13
216-4503-42720	EMPLOYEE TRAINING-M...	298.00
216-4503-43316	GAS & OIL	250.16
216-4503-43317	DIESEL FUEL-STREET MAI...	742.60
216-4503-43550	ROADWAY MAINTENANCE	5,132.05
216-4503-44607	FIELD SUPPLIES-STREETS	438.20
216-4503-44615	SAFETY EQUIPMENT	219.00
216-4503-46733	VEHICLE INSURANCE	612.00
216-4503-47420	MAINT.VEHICLE/FURN/E...	617.72
217-1703-60840	CAPITAL OUTLAY (NMFA ...	2,119.21
294-5003-48599	OTHER CONTRACTUAL SE...	11.04
294-5003-48830	LIBRARY ACQUISITION (B...	1,333.00
295-4803-34355	POOL DEPOSIT/RENTAL	100.00
295-4803-41226	RETIREE INSURANCE-MUN...	161.76
295-4803-41235	UNEMPLOYMENT INSUR...	378.64
295-4803-42620	UNIFORMS-LIFEGUARDS	228.80
295-4803-43780	UTILITIES-MUNI POOL	9,560.14
295-4803-44607	FIELD SUPPLIES-MUNI PO...	2,158.51
295-4803-44615	SAFETY EQUIPMENT	496.65
296-2403-48599	OTHER CONTRACTUAL SE...	10,000.00
296-2403-80845	OTHER CAPITAL PURCHAS...	26,839.20
302-4603-90905	DEBT SERVICE PRINCIPAL	7,219.92
302-4603-90910	DEBT SERVICE INTEREST	2,527.03
302-4603-90915	COMMITMENT FEES & O...	165.86
303-4703-43775	TELEPHONE	121.54
305-6003-43815	SOFTWARE LIC/SOFTWAR...	671.16



## Account Summary

Account Number	Account Name	Payment Amount
306-6103-80845	CAPITAL IMPROVEMENTS	3,219.38
306-6103-90905	DEBT SERVICE PRINCIPAL-...	14,360.41
306-6103-90910	DEBT SERVICE INTEREST	3,833.92
306-6103-90915	COMMITMENTS & OTHER...	116.17
309-6403-60810	USDA GRANT	299,837.13
312-8403-60403	TAXIWAY A PAVEMENT	30,651.23
403-1203-90905	DEBT SERVICE PRINCIPAL-...	18,198.50
403-1203-90910	DEBT SERVICE INTEREST	12,126.08
403-1203-90925	COMMITMENTS & OTHER...	29.29
501-1803-43780	UTILITIES	115.42
502-3601-41226	RETIREE INSURANCE-UTIL...	264.14
502-3601-41235	UNEMPLOYMENT INSUR...	302.91
502-3601-42720	Employee Training & Trav...	144.55
502-3601-43735	POSTAGE & MAIL SERVICE...	5,490.00
502-3601-43770	SUBSCRIPTIONS & DUES	1,076.36
502-3601-43775	TELEPHONE	602.33
502-3601-43780	UTILITIES	234.63
502-3601-44606	OFFICE SUPPLIES	509.55
502-3601-44615	SAFETY EQUIPMENT	25.00
502-3601-44810	EQUIPMENT & MACHINE	342.58
502-3601-47410	MAINTENANCE CONTRAC...	3,712.59
502-3601-48599	PROFESSIONAL SERVICES *	393.07
503-3702-41226	RETIREE INSURANCE-ELEC...	681.70
503-3702-41235	UNEMPLOYMENT INSUR...	681.54
503-3702-42305	MILEAGE REIMBURSEME...	102.52
503-3702-42310	PER DIEM-ELECTRIC DIVIS...	272.00
503-3702-42720	EMPLOYEE TRAINING-ELE...	1,157.55
503-3702-43316	GAS & OIL	509.66
503-3702-43317	DIESEL FUEL-ELECTRIC DIV...	638.97
503-3702-43770	SUBSCRIPTION & DUES	100.00
503-3702-43775	TELEPHONE	39.95
503-3702-43780	UTILITIES	10,505.29
503-3702-44606	OFFICE SUPPLIES	306.01
503-3702-44615	SAFETY EQUIPMENT	150.00
503-3702-46733	VEHICLE INSURANCE	979.00
503-3702-47415	MAINTENANCE/GROUNDS..	22,131.35
503-3702-47420	MAINTENANCE-VEHICLE/...	711.33
503-3702-48599	OTHER CONTRACTUAL SE...	3,840.89
503-3702-50795	WHOLESALE POWER COS...	211,978.78
503-3702-80845	OTHER CATITAL PURCHAS...	146,316.00
504-3803-41226	RETIREE INSURANCE-WAT...	323.84
504-3803-41235	UNEMPLOYMENT INSUR...	378.64
504-3803-42305	MILEAGE REIMBURSEME...	205.04
504-3803-42310	PER DIEM-WATER DIVISI...	155.20
504-3803-42620	UNIFORM/LINEN-WATER ...	273.00
504-3803-42720	EMPLOYEE TRAINING-WA...	30.00
504-3803-43316	GAS & OIL	450.24
504-3803-43317	DIESEL-WATER DIVISION	181.93
504-3803-43775	TELEPHONE	127.79
504-3803-43780	UTILITIES	11,944.49
504-3803-43797	WATER CONSERVATION-...	703.23
504-3803-44606	OFFICE SUPPLIES	954.96
504-3803-44607	FIELD SUPPLIES-WATER D...	188.58
504-3803-44615	SAFETY EQUIPMENT	450.00
504-3803-47415	MAINTENANCE-GROUNDS..	5,284.56
504-3803-47420	MAINTENANCE-VEHICLE/...	73.75
504-3803-48598	PROFESSIONAL SERVICES	4,922.96
505-3904-34601	WASTE DISPOSAL	42,645.42

**Account Summary**

Account Number	Account Name	Payment Amount
505-3904-41226	RETIREE INSURANCE-SOLI...	664.98
505-3904-41235	UNEMPLOYMENT INSUR...	833.00
505-3904-42620	UNIFORM/LINEN-SOLID ...	281.88
505-3904-43316	GAS & OIL	685.04
505-3904-43317	DIESEL FUEL-SOLID WASTE..	2,365.94
505-3904-43775	TELEPHONE	205.42
505-3904-43780	UTILITIES	1,267.47
505-3904-44606	OFFICE SUPPLIES	2,864.44
505-3904-44607	FIELD SUPPLIES-SOLID WA...	338.00
505-3904-44615	SAFETY EQUIPMENT	550.46
505-3904-47420	MAINTENANCE-VEHICLE/...	3,273.32
506-4005-41226	RETIREE INSURANCE-WAS...	514.08
506-4005-41235	UNEMPLOYMENT INSUR...	530.09
506-4005-43316	GAS & OIL	564.33
506-4005-43317	DIESEL FUEL-WASTEWAT...	58.20
506-4005-43416	O & M PURCHASES-WAST...	4,638.32
506-4005-43775	TELEPHONE	168.72
506-4005-43780	UTILITIES	13,358.81
506-4005-44606	OFFICE SUPPLIES	140.33
506-4005-44607	FIELD SUPPLIES-WASTEW...	2,217.70
506-4005-44615	SAFETY EQUIPMENT	615.20
506-4005-47415	MAINTENANCE-GROUNDS..	3,551.88
506-4005-47420	MAINTENANCE-VEHICLE/...	56.62
506-4005-48798	VILLAGE OF WILLIAMSBU...	2,794.01
507-4203-44607	FIELD SUPPLIES	1,723.63
507-4203-45601	WASTE DISPOSAL	29,685.22
507-4203-48598	CONTRACT SERVICES-SC...	21,203.29
507-4203-60835	CONST. GRANT 10-NT-18	36,742.00
507-4203-80845	CAPITAL PURCHASES(LAN...	85.31
508-4303-43780	UTILITIES	242.61
508-4303-48599	OTHER CONTRACTUAL SE...	13,431.02
509-4403-41226	RETIREE INSURANCE-AIR...	109.96
509-4403-41235	UNEMPLOYMENT INSUR...	151.45
509-4403-43316	GAS & DIESEL	143.82
509-4403-43775	TELEPHONE	479.49
509-4403-43780	UTILITIES	987.80
509-4403-44606	OFFICE SUPPLIES	75.37
600-7003-44615	SAFETY EQUIPMENT	3,929.48
600-7003-47420	MAINTENANCE-VEHICLE/...	1,011.26
700-1103-20230	RESTRICTED RESERVE PD ...	1,000.00
<b>Grand Total:</b>		<b>1,258,201.69</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	1,258,201.69
<b>Grand Total:</b>	<b>1,258,201.69</b>



G.1  
+ I.2

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

**ITEM: DISCUSSION/ACTION:**

APPROVAL TO SUBMIT USDA FUNDING APPLICATIONS FOR VARIOUS EQUIPMENT NEEDS AND AUTHORIZATION AND APPROVAL FOR CITY MANAGER JUAN FUENTES TO EXECUTE, SIGN AND SUBMIT REQUIRED AND REQUESTED DOCUMENTS RELATED TO THE USDA/RUS APPLICATIONS FOR FEDERAL ASSISTANCE.

**BACKGROUND:**

The City has an opportunity to apply for a USDA – Community Facilities Grant/Loan for various equipment. This is the same grant/loan program that was used for the new street sweeper, front end loader and police vehicles. The grant portion is 55% of the total cost.

**SUPPORT INFORMATION:**

- SF-424 Application

Name of Drafter: Traci Bumette	Department: Community Development	Meeting date:
E-mail: <a href="mailto:tbumette@torcon.org">tbumette@torcon.org</a>	Phone: 575-894-8673 Ext. 353	

Application for Federal Assistance SF-424

<b>* 1. Type of Submission:</b>		<b>* 2. Type of Application</b>		<b>* If Revision, select appropriate letter(s)</b>	
<input type="checkbox"/> Preapplication		<input checked="" type="checkbox"/> New		<input type="text"/>	
<input checked="" type="checkbox"/> Application		<input type="checkbox"/> Continuation		<b>* Other (Specify)</b>	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision		<input type="text"/>	
<b>* 3 Date Received</b>		<b>4 Applicant Identifier</b>			
<input type="text"/>		<input type="text"/>			
<small>Completed by Grants.gov upon submission</small>					
<b>5a. Federal Entity Identifier</b>			<b>* 5b Federal Award Identifier</b>		
<input type="text"/>			<input type="text"/>		
<b>State Use Only:</b>					
<b>6. Date Received by State</b>		<b>7. State Application Identifier</b>			
<input type="text"/>		<input type="text"/>			
<b>8. APPLICANT INFORMATION:</b>					
<b>* a. Legal Name</b> <input type="text"/>					
<b>* b Employer/Taxpayer Identification Number (EIN/TIN)</b>			<b>* c. Organizational DUNS</b>		
<input type="text"/>			<input type="text"/>		
<b>d. Address:</b>					
<b>* Street 1</b>		<input type="text"/>			
<b>Street 2</b>		<input type="text"/>			
<b>* City</b>		<input type="text"/>			
<b>County/Parish</b>		<input type="text"/>			
<b>* State</b>		<input type="text"/>			
<b>Province</b>		<input type="text"/>			
<b>* Country</b>		<input type="text" value="USA UNITED STATES"/>			
<b>* Zip / Postal Code</b>		<input type="text"/>			
<b>e. Organizational Unit:</b>					
<b>Department Name:</b>			<b>Division Name:</b>		
<input type="text"/>			<input type="text"/>		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
<b>Prefix</b>		<b>* First Name</b>		<input type="text"/>	
<b>Middle Name:</b>		<input type="text"/>			
<b>* Last Name</b>		<input type="text"/>			
<b>Suffix:</b>		<input type="text"/>			
<b>Title:</b> <input type="text"/>					
<b>Organizational Affiliation</b>					
<input type="text"/>					
<b>* Telephone Number</b>		<b>Fax Number</b>		<input type="text"/>	
<input type="text"/>		<input type="text"/>			
<b>* Email:</b> <input type="text"/>					

## Application for Federal Assistance SF-424

9. Type of Applicant 1 - Select Applicant Type:

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

\* Other (specify)

\* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title

\* 12. Funding Opportunity Number:

\* Title

13. Competition Identification Number:

Title

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachments

Delete Attachments

View Attachments

\* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions

Add Attachments

Delete Attachments

View Attachments

# Application for Federal Assistance SF-424

## 16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed

Add Attachments

Delete Attachments

View Attachments

## 17. Proposed Project:

\* a. Start Date:

\* b. End Date:

## 18. Estimated Funding (\$):

\* a. Federal:

\* b. Applicant:

\* c. State:

\* d. Local:

\* e. Other:

\* f. Program Income:

\* g. TOTAL:  \$0.00

## \* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review
- ☐ c. Program is not covered by E.O. 12372

## \* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☐ No

If "Yes", provide explanation and attach

Add Attachments

Delete Attachments

View Attachments

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☐ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

## Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  Completed by Grants.gov upon submission. \* Date Signed:  Completed by Grants.gov upon submission.



H.1

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

**ITEM: Resolution No. 31 16/17 – approving the Interim Financing for USDA Rural Development project – Wastewater Treatment Plant Improvement Project Phase 2B and Lift Station Upgrades, City of Truth or Consequences allowing City Manager, Juan Fuentes to execute, sign and submit documents related to an application for interim financing with CoBank.**

**BACKGROUND: Interim Financing for USDA Rural Development project.**

On September 21, 2016, the City received the 'Letter of Conditions' for the Wastewater Treatment Plant Improvement Project Phase 2B. A summary schedule of the condition is hereby attached. Prior to finalizing the USDA//Loan for the referenced project, the City must meet all of the conditions listed. 'Letter of Conditions' item 14 and 21 requires the City to issue a notice to proceed to Smith Engineering to begin the design the Construction Contract Documents and Design Plans as well as Surveying and Permitting for the review and RD approval.

USDA Rural Development works CoBank to provide project entities with the interim financing needed to proceed forward with 'Letter of Conditions.' USDA Rural Development program will reimburse all cost associated with the interim financing.

**STAFF RECOMMENDATION:** The City of Truth or Consequences recommends CoBank ACB for the Interim Financing for USDA Rural Development project for the Phase 2B Improvement.

Loan Purpose	Interim Financing for USDA Rural Development Project.
Loan Amount (est.)	Loan Estimated to \$750,000.00 (Matches USDA RD Loan Amount)
Interest Rate*	Variable Rate: One Month LIBOR resetting weekly plus 1.50% (currently 2.28%).
Loan Term	Construction Period (up to 36 months).
Prepayment Penalty	None at Variable Rate.
Legal Fee	Amount necessary for Counsel to provide opinion and issue debt instrument.
Fees to CoBank	No Closing Cost(s).
Payment Frequency	Monthly interest on amount advanced during construction; principal due at maturity, upon availability of USDA RD direct loan.

Security	Unsecured.
USDA RD Documents	Letter of Conditions, Letter of Intent to Meet Conditions, Obligation of Funds.

**SUPPORT INFORMATION: Please see attached supporting documentation**

Name of Presenter: Melissa Torres	Department: Finance Director	Meeting date: 04/11/2015
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**RESOLUTION NO. 31 16/17**  
**City of Truth or Consequences**

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**WHEREAS**, the above named entity (the “Borrower”), under its organizational documents (the “Organizational Documents”), has full power and authority to borrow money and to perform all obligations associated therewith.

**WHEREAS**, the City Commission of the Borrower has determined that it is in the best interest of the Borrower to borrow from CoBank, ACB (“Lender”) and to enter into the transactions described in this Resolution.

**WHEREAS**, all prerequisite acts and proceedings preliminary to the adoption of this Resolution have been taken and done in due and proper form, time and manner, with having full power and authority under the Organizational Documents to adopt this Resolution and legally bind the Borrower to the terms hereof.

**NOW, THEREFORE, BE IT RESOLVED**, that that each of the following persons or positions **Mayor, City Clerk-Treasurer**, and any others to be authorized under this Resolution (insert titles only) **City Manager** (the “Authorized Signatories”) of the Borrower are hereby jointly and severally authorized and empowered to obtain for and on behalf of the Borrower from time to time, from Lender, a loan or loans or other financial accommodations (including, without limitation, letters of credit, note purchase agreements and bankers acceptances) (each, a “Loan”) and for such purposes: (1) to execute and deliver such application or applications (including exhibits, amendments or notes thereto) as may be required for such Loan and all borrowings thereunder; (2) to obligate the Borrower to repay all amounts borrowed and pay such rate or rates of interest as shall deem proper, and in connection therewith to purchase such interest rate risk management products as may be offered from time to time by Lender; (3) to obligate the Borrower to such other terms and conditions as the Authorized Signatories so acting shall deem proper; (4) to execute and deliver to Lender or its nominee all such written loan agreements, and such other documents and instruments as may be required by Lender in regard to or as evidence of any Loan made pursuant to the terms of this Resolution, and such Loan documents shall include the Borrower’s consent to suit for enforcement of the Loan documents and all appropriate judicial remedies available at law or equity, even though sovereign immunity may otherwise bar such suit; (5) from time to time to extend, amend, renew or refinance any such Loan and to execute and deliver all agreements, notes, instruments and other documents as may be required in connection therewith; (6) to reborrow from time to time all or any part of the amounts repaid to Lender on any Loan made pursuant hereto (whether for the same or a different purpose); (7) to execute and deliver to Lender such agreements, addenda, documents or instruments as may be required by Lender in the event that the Borrower elects to use Lender’s electronic banking system (the “System”); (8) to execute and deliver to Lender any agreements, addenda, authorization forms and other documents or instruments as may be required by Lender in the event that the Borrower elects to use any services or products related to a Loan that are offered by Lender now or in the future, including without limitation an automated clearing house (ACH) service; (9) to direct and delegate to designated employees of the Borrower the authority to direct, by written or telephonic instructions or electronically, if the Borrower has agreed to use the System for such purpose, the disposition of the proceeds of any Loan authorized herein, and to direct Lender to deliver any property of the Borrower at any time held by Lender; and (10) to delegate to designated employees of the Borrower the authority to request by telephonic or written means or electronically, if the Borrower has agreed to use the System for such purpose,

loan advances and/or other financial accommodations, and in connection therewith, to fix rates and agree to pay fees and to direct the proceeds of advances to authorized accounts. In the absence of any direction or delegation authorized in (9) or (10) above, all existing directions and/or delegations shall remain in full force and effect and shall be applicable to any Loan authorized herein.

**RESOLVED FURTHER**, that each of the Authorized Signatories is hereby jointly and severally authorized to: (1) establish a Cash Investment Services Account with Lender; (2) make such investments therein as any Authorized Signatory shall deem proper; (3) direct by written or telephonic instructions or electronically, if the Borrower has agreed to use the System for such purposes, the disposition of the proceeds therein; (4) delegate to designated employees of the Borrower the authority set forth in (2) and (3) above; and (5) execute and deliver all documents and agreements necessary to carry out this authority.

**RESOLVED FURTHER**, that each of the Authorized Signatories is hereby jointly and severally authorized and directed to do or cause to be done, from time to time, all things which may be necessary or proper to carry out the terms and intent of this Resolution.

**RESOLVED FURTHER**, that every act and action of any person heretofore executing any document or instrument delivered to Lender or its designee or required to create, make, enter into, perform, amend or confirm any obligation of the Borrower to or in favor of Lender, is hereby ratified, approved, adopted and confirmed as if it had been validly and lawfully authorized upon and as of the date of such act or action, notwithstanding any invalidity, defect or insufficiency that may exist or may have existed in the power or authority of such person then executing such document or instrument, and every such person and each of the Authorized Signatories are hereby jointly and delegated all necessary power and authority to effect the foregoing.

**RESOLVED FURTHER**, that this Resolution shall remain in full force and effect until a certified copy of a duly adopted resolution effecting a revocation or amendment, as the case may be, shall have been received by Lender; provided that no such revocation or amendment shall affect the validity of any action or actions made or taken in reliance on such resolution(s) prior to the effective date of revocation. In addition, all authorities herein granted shall apply with equal force and effect to the successors in office of the Authorized Signatories herein named.

**RESOLVED FURTHER**, that effective on the date when this Resolution is delivered to Lender, any and all prior resolutions authorizing and empowering Authorized Signatories of the Borrower to take actions as described herein are hereby revoked; provided that no such revocation shall affect the validity of any action or actions made or taken by Lender prior to the effective date of revocation.

**RESOLVED FURTHER**, that Authorized Signatory of the Borrower is hereby authorized and directed to certify to Lender a copy of this Resolution, the names and specimen signatures of the Authorized Signatories, and if and when any change is made in the personnel of any Authorized Signatories, the fact of such change and the name and specimen signatures of the new Authorized Signatories. Lender shall be entitled to rely on any such certification until a new certification is actually received by Lender.

### **CERTIFICATE**

The undersigned, Authorized Signatory of the Borrower hereby certifies that: (a) the City Commission of the Borrower, at a meeting duly called, noticed, convened and held on the 11<sup>th</sup> day of April, 2017, did adopt the foregoing resolutions in accordance with the Organizational Documents of the Borrower; (b) all approvals and authorizations required to effect the foregoing resolutions have been

obtained and remain in full force and effect; and (c) said resolutions are in full force and effect on the date hereof and have not been revoked or amended in any way.

**PASSED, APPROVED AND ADOPTED** this 11<sup>th</sup> day of April, 2017.  
**CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO**

By: \_\_\_\_\_  
Steve Green, Mayor

ATTEST:

\_\_\_\_\_  
Renee L. Cantin, City Clerk-Treasurer



6340 South Fiddlers Green Circle  
Greenwood Village, CO 80111  
800-542-8072  
www.cobank.com

February 27, 2017

TO: Traci Burnette, Grants / Project Coordinator

Subject: CoBank Proposal for City of Truth or Consequences, NM

On behalf of CoBank, ACB, I am pleased to present for your review the following Non-Binding Summary of Terms and Conditions.

<b>Borrower</b>	City of Truth or Consequences
<b>Loan Purpose</b>	Interim financing for USDA Rural Development project
<b>Loan Amount (est.)</b>	Up to \$750,000 (matches USDA RD loan amount)
<b>Interest Rate*</b>	Variable Rate: One Month LIBOR resetting weekly plus 1.50%, (currently 2.28%)
<b>Loan Term</b>	Construction period (up to 36 months)
<b>Prepayment penalty</b>	None at Variable Rate
<b>Legal Fee</b>	Amount necessary for Counsel to provide opinion and issue debt instrument
<b>Fees to CoBank</b>	No closing costs
<b>Payment Frequency</b>	Monthly interest on amount advanced during construction; principal due at maturity or upon availability of USDA RD direct loan
<b>Security</b>	Unsecured
<b>USDA RD Documents</b>	Letter of Conditions, Letter of Intent to Meet Conditions, Obligation of Funds

\*Interest Rates quoted are subject to interest rate changes that may occur based upon market conditions.

This Non-Binding Summary of Terms and Conditions (this "Summary") is being presented to the Borrower by CoBank, ACB ("CoBank") for information and discussion purposes only. This Summary is neither a commitment nor an offer to extend credit and does not create any obligation on the part of CoBank. This Summary is intended to provide a summary of the primary terms and conditions of the proposed transaction between CoBank and the Borrower; however, this Summary does not contain all of the terms and conditions applicable to a credit facility provided by CoBank and ultimately contained in any loan documentation. CoBank's decision to extend credit to the Company is contingent upon completion to CoBank's satisfaction of all necessary due diligence, receipt of internal credit approvals, and the preparation of final documentation in form and substance satisfactory to CoBank. All figures, terms, and conditions are subject to change at any time. A commitment by CoBank will exist only if a formal, written commitment letter or definitive loan documents are prepared and executed by CoBank and the Borrower, and not otherwise. This Summary is strictly confidential and may not be released to or discussed with any third party without the prior written consent of CoBank.

**Julia McCusker**

Vice President

CoBank - Water & Community Facilities

(303) 694-5858 (office)

(720) 317-5965 (cell)

[jmccusker@cobank.com](mailto:jmccusker@cobank.com)

Proud Member of the  
Farm Credit System 

# City of Truth or Consequences

## Wastewater Treatment Plant Phase 2B & Sanitary Sewer Collection Improvements Project Letter of Conditions

LOC SUBMITTAL DEADLINE: ~~SEPTEMBER 21, 2017~~

FY 2016 FUNDING:  
RD Loan \$715,000  
RD Colonias Grant: \$4,515,400

Notes and action items as per conference call held March 15, 2017

Conference call attended by: Mr. Juan Fuentes, Ms. Traci Burnette, & Melissa Torres with City of T or C; Ms. Allena Fernandez and Mr. Allen with Smith Engineering; Ms. Sandra Alarcon with RD

#	Task Name:	Assigned To:	Due Date:	Status:	Comment:
<b>SECTION II – LOAN AND GRANT TERMS:</b>					
8a & b	Set-up Reserve Account(s) Debt Service & Short-Lived Assets required at closing	T or C		At Closing	
<b>SECTION III – REQUIREMENTS PRIOR TO ADVERTISING FOR BIDS:</b>					
9.	Legal Services Agreement; Attorney and Bond Counsel	T or C	12/14/2016	Complete	
9.	AD-1048 Certificate Regarding Debarment – Low Tier	Attorney & Bond Counsel	12/14/2016	Completed	Bond Counsel pending. Attorney rec'd 2/15/2017
10a.	Property Rights; Rights of Way Map Color Coded	Engineer	2/8/2017	Complete 2/15/2017	Complete, Traci submitted to Attorney for review.
10b.	Form RD-442-20 Rights of Way Easement	Engineer	2/8/2017	Complete 2/15/2017	Within public ROW; Complete, Traci submitted to Attorney for review.
10c.	Form RD-442-21 Rights of Way Certificate	T or C	2/8/2017	Complete 2/15/2017	Complete, Traci submitted to Attorney for review.
10d.	Form RD-442-22 Opinion of Counsel Relative to Rights of Way	Attorney	2/8/2017	Complete 2/15/2017	Traci submitted to Attorney along with supporting documentation for review and issuance of Opinion. Waiting on Attorney.
11.	System Policies, Procedures, Contracts & Agreements, as	T or C	2/8/2017		Rec'd utility rates & use

	applicable: <ul style="list-style-type: none"> <li>• <u>  x  </u> <del>Rate and Use Ordinance (Public Bodies)</del></li> <li>• <u>     </u> <del>Mandatory Connection Ordinance</del></li> <li>• <u>     </u> <del>Sewer Treatment Contract</del></li> <li>• <u>     </u> <del>Water or Sewer User Agreement</del></li> <li>• <u>  x  </u> <del>Management Agreement</del></li> <li>• <u>  N/A  </u> <del>Lease Agreement</del></li> <li>• <u>  N/A  </u> <del>Parity/Intercreditor Agreement</del></li> <li>• <u>  N/A  </u> <del>Other Agreements</del></li> </ul>				ordinance; Wastewater agreement between T or C & Williamsburg; Traci to provide the Mandatory Connection Ordinance and JPA with Williamsburg, and Application form for services; Completed 2/16 & 2/17.
11.	Audit Contract & Auditor- Peer Quality Review Report	T or C	2/8/2017 3/6/2017		Melissa to forward as have current contract. Will verify it includes the Peer Quality Review Report. If not, will request from CPA. Completed
13.	Engineering Agreement	Engineer/ T or C	2/8/2017		Pending RD review and concurrence. F/U with State Office.
14.	<del>Construction Contract Documents &amp; Plans with RD Approval - address any changes to the cost and scope of project in transmittal, include final cost estimate based on current industry prices. Engineer to certify that no modifications have been made to any RD Forms</del>	Engineer	4/12/2017 8/7/2017		Extended as City must issue Notice to Proceed to Smith Engineering. Services to be paid with interim loan.
14.	<del>Construction Contract Documents &amp; Plans with NMED Approval: Ground Water Quality Bureau</del>	Engineer	4/12/2017 8/7/2017		Extended as City must issue Notice to Proceed to Smith Engineering. Services to be paid with interim loan.
15.	<del>Environmental Mitigation Measures - Include in the contract documents and enforce during &amp; after construction.</del>	Engineer			FYI
17.	Set up Construction Account	T or C	3/8/2017		Will use the same account as RD WWTP Phase I project, which is due to finalize in May 2017. Traci to verify there has been no change to the signature card.
17.	Obtain Pledge of Collateral (from the bank)	T or C	3/8/2017		As monthly requests anticipated

					at \$750,000, pledge will be for \$500,000. City to obtain from bank. Anticipate to complete by March. Completed 4/3/17
18.	Certification of Users; at time of application; 2,584 residential users and 1,082 non-residential users.	T or C	3/8/2017		Traei to provide by next month. Completed
21.	Permits: Applicable Permits for project prior to advertising for bids.	Engineer	4/12/ 2017		DOT permit pending for lift station but need notice to proceed from the City so that Smith Engineering surveyors may go out to field. Allen anticipates a quick turn-around from DOT.
22.	<del>Vulnerability Assessment/Emergency Response Plan (VA/ERP)</del>	<del>T or C</del>	4/12/ 2017	Completed	
29.	Proof of Insurance (General Liability, Workers' Compensation, National Flood, Real Property, as applicable.)	T or C	4/12/ 2017		Melissa to provide shortly. Agency should be listed as Loss Payee. Completed
29.	Fidelity Bond or Employee Dishonesty Bond	T or C	4/12/ 2017		Melissa to provide shortly. Completed
29.	Letter from insurance co. that bond coverage will increase at time of closing to \$750,000.00	T or C	4/12/ 2017		Melissa to provide shortly. Completed
<b>SECTION V – REQUIREMENTS PRIOR TO LOAN CLOSING:</b>					
32.	<del>RUS Bulletin 1780-27 – “Loan Resolution (Public Bodies)</del>	<del>T or C</del>	3/8/2017	Completed 2/14/2017	
32.	RUS Bulletin 1780-12 “Water or Waste System Grant Agreement	T or C		At closing	
32.	Draft Bond Transcript & Closing Documents	Attorney	3/8/2017		Chris provided. Take to Commission once directed by USDA.
32.	<del>Opinion of Legal Entity &amp; Authority to Incur Debt</del>	<del>Attorney</del>	2/8/2017	Completed 11/14/2016	Rec'd Opinion of Legal Entity & Authority to Incur Debt 11.14.16
33.	<del>Vulnerability Assessment &amp; Emergency Response Plan Certification</del>	<del>T or C</del>	3/8/2017	Completed 2/6/2017	
34a.	System for Award Management	T or C			Maintain Active Any vendor to be paid with

					Federal funds must be registered, Traci to ensure attorney and bond counsel are aware of requirement. Completed except for Auditors
34b:	Litigation (Notify Agency within 30 days of receiving notification of being involved in any type of litigation.)	T or C			FYI
34e:	Certified Operator (Provide copy of certificate)	T or C	3/8/2017	Completed	

Next Conference Call Scheduled for: Wednesday, April 12, 2017 at 9:00 AM

COMMENTS:





**Corporate Office:**  
3120 Freeboard Drive, Suite 201  
West Sacramento, CA 95691  
(916) 447-2854 • Fax (916) 447-2878

February 10, 2017

Mayor Steve Green - City of Truth or Consequences  
505 Sims Street  
Truth or Consequences, New Mexico 87901

**Re: Wastewater Treatment Plant Improvement Project Phase 2B and Lift Station Upgrades  
Truth or Consequences, Sierra County, New Mexico  
Loan No.: 0870-CTC-02  
Commitment Letter ("Commitment")**

Dear Mayor Green:

I am pleased to inform you that on January 25, 2017, the Rural Community Assistance Corporation ("Lender" or "RCAC") loan committee conditionally approved a loan ("Loan") to City of Truth or Consequences ("Borrower") under the following general terms and conditions:

1. **Borrower:** City of Truth or Consequences ("CTC" or "Borrower")
2. **Project Name:** Wastewater Treatment Plant Improvement Project Phase 2B and Lift Station Upgrades (the "Project")
3. **Loan Amount:** Four Hundred Eighty Two Thousand Sixty Eight Dollars and No Cents (\$482,068.00)
4. **Loan Purpose:** A loan for predevelopment expenses in connection with the second phase of a wastewater treatment plant upgrade and lift station upgrades
5. **Security:** Promissory Note and Loan Agreement (unsecured)
6. **Loan-to-Value:** Not Applicable
7. **Interest Rate:** When loan is closed before the expiration date of the original Commitment term of August 1, 2017, the interest rate is five percent (5%) for the 24 month term of this Loan. If there is an extension to this Commitment, Lender has sole discretion to change the Interest Rate based on market conditions at the time of such extension request.
8. **Loan Term:** Twenty Four (24) months
9. **Loan Origination Fee:** Borrower shall pay Lender a nonrefundable loan origination fee ("Loan Fee") equal to one percent (1%) of the loan amount or Four Thousand Eight



September 21, 2016

Mr. Juan Fuentes, City Manager  
City of Truth or Consequences  
505 Sims Street  
Truth or Consequences, NM 87901

**SUBJECT:** City of Truth or Consequences – Letter of Conditions  
Wastewater Treatment Plant (WWTP) Improvements Project Ph. 2B &  
Sanitary Sewer Collection (SAS) Improvements Project  
Loan and Grant Application

Dear Mr. Fuentes:

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given to your application. The funding will be administered on behalf of the Rural Utilities Service (RUS) by the State and Area staff of USDA Rural Development, both of which are referred to throughout this letter as the Agency. Any changes in project cost, source of funds, scope of project, or any other significant changes in the project or applicant must be reported to and concurred in by the Agency by written amendment to this letter. If significant changes are made without obtaining such concurrence, the Agency may discontinue processing of the application.

This letter does not constitute loan and grant approval, nor does it ensure that funds are or will be available for the project. The loan and grant will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds, is signed by the approving official.

You must meet all conditions set forth under Section III – Conditions Required Prior to Advertising for Bids within 365 days of the date of this letter. If you have not met these conditions within this time frame, the Agency reserves the right to withdraw Agency funding.

The applicant will ensure projects are completed in a timely, efficient, and economical manner. **All projects must be completed and funds disbursed within 5 years of obligation.**

If you agree to meet the conditions set forth in this letter and desire further consideration be given to your application, please complete and return the following forms within 5 days:

Rural Development • New Mexico State Office  
6200 Jefferson NE, Room 255  
Albuquerque, NM 87109  
Voice (505) 761-4950 • Fax (855) 543-9499

USDA is an equal opportunity provider, employer, and Lender.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail at U.S. Department of Agriculture, Office of the Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Form RD 1942-46, "Letter of Intent to Meet Conditions"  
Form RD 1940-1, "Request for Obligation of Funds"

Extra copies of this letter are being provided for use by your engineer, attorney, bond counsel and accountant. All parties may access information and regulations referenced in this letter at our website located at [www.rd.usda.gov](http://www.rd.usda.gov).

The conditions are as follows:

**SECTION I - PROJECT DETAIL**

1. **Project Description** – Funds will be used for proposed Phase 2B Improvements to include rehabilitation of existing biological treatment processes and lift station upgrades to the Clancy, North Date, Nickel, and Mims lift stations.

Facilities will be designed and constructed in accordance with sound engineering practices and must meet the requirements of Federal, State, and local agencies. The proposed facility design must be based on the Preliminary Engineering Report (PER) as concurred with by the Agency.

2. **Project Funding** – The Agency is offering the following funding for your project:

USDA, RUS Loan - FY 2016	\$ 715,000.00
USDA, RUS Colonias Grant - FY 2016	<u>\$ 4,515,400.00</u>
<b>TOTAL PROJECT COST:</b>	<b>\$ 5,230,400.00</b>

This funding is offered based on the amounts stated above. Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the Owner may be necessary. Prior to advertisement for construction bids, you must provide evidence of applicant contributions and approval of other funding sources. This evidence should include a copy of the commitment letter. Agency funds will not be used to pre-finance funds committed to the project from other sources.

3. **Project Budget** – Funding from all sources has been budgeted for the estimated expenditures as follows:

<b><u>Project Costs:</u></b>	<b><u>Total Budgeted:</u></b>
Construction	\$ 3,585,105.00
Interim Loan Origination Fee	\$ 4,500.00
Interim Loan Interest	\$ 34,000.00
Legal Services – Local Attorney	\$ 20,000.00

Legal Services – Bond Counsel Service	\$ 20,000.00
Engineering Fees	
Design	\$ 372,000.00
Construction Administration	\$ 286,525.00
Resident Inspection	\$ 100,000.00
Additional Services	\$ 40,000.00
Contingency	\$ 358,516.00
Gross Receipts Tax@8.3125%	\$ <u>409,754.00</u>
<b>TOTAL</b>	<b>\$ 5,230,400.00</b>

Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. Obligated loan or grant funds not needed to complete the proposed project will be deobligated prior to start of construction. **Any reduction will be applied to grant funds first.** An amended letter of conditions will be issued for any changes to the total project budget.

## **SECTION II – LOAN AND GRANT TERMS**

4. **Loan Repayment** – The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing, unless you request otherwise. Should the interest rate be reduced, the payment will be recalculated to the lower amount.

Your loan will be scheduled for repayment over a period of (40) years. Payments will be equal annual amortized installments, beginning one year after closing. For planning purposes, use a 1.625% interest rate and an amortization factor of 34.20/per thousand, which provides for an annual payment of \$24,453.

The payment due date will be established as the day that the loan closes. Due dates falling on the 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> day of the month will be avoided.

5. **Security** – The loan will be secured by a Revenue bond with a 1<sup>st</sup> lien position in the amount of \$715,000. The bond will be fully registered as to both principal and interest in the name of the “United States of America Acting through the United States Department of Agriculture.” Bond Counsel will be utilized in preparation of these documents. The services of a recognized bond counsel are required.

The bond and any ordinance or resolution relating thereto must not contain any provision in conflict with the Agency Loan Resolution, applicable regulations, or its authorizing law. In particular, there must be no defeasance or refinancing clause in conflict with the graduation requirements of 7 U.S.C. 1983.

Additional security requirements are contained in RUS Bulletin 1780-27, “Loan Resolution (Public Bodies)” and RUS Bulletin 1780-12, “Water and Waste System Grant Agreement.” A draft of all security instruments, including draft bond resolution, must be reviewed and concurred in by the Agency prior to advertising for bids. The bond resolution and Loan Resolution must be duly adopted and executed prior to loan closing. The Grant Agreement must be fully executed prior to the first disbursement of grant funds.

6. **Electronic Payments** – Payments will be made on the day your payment is due through an electronic preauthorized debit system. You will be required to complete Form RD 3550-28, "Authorization Agreement for Preauthorized Payments," for all new and existing indebtedness to the Agency prior to loan closing.

7. **Disbursement of Agency Funds** – Agency funds will be disbursed into the borrower's depository account through an electronic transfer system. Form SF 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form," must be completed and submitted to the Agency prior to advertising for bids.

Any applicant contribution will be the first funds expended, followed by other funding sources. Interim financing or Agency loan funds will be expended after all other funding sources unless a written agreement is reached with all other funding sources on how funds are to be disbursed. Interim financing funds or Agency loan funds must be used prior to the use of Agency grant funds. The Grant Agreement must not be closed and funds must not be disbursed prior to loan funds except as specified in RUS Instruction 1780.45(d). In the unlikely event the Agency mistakenly disburses funds, the funds will be remitted back to the Agency electronically.

Grant funds are to be deposited in an interest-bearing account (exception provided below) in accordance with 2 CFR Part 200 and interest in excess of \$500 per year remitted to the Agency. The funds should be disbursed by the recipient immediately upon receipt and there should be little interest accrual on the Federal funds. Recipients shall maintain advances of Federal funds in interest-bearing accounts, unless:

- a) The recipient receives less than \$120,000 in Federal awards per year.
- b) The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
- c) The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
- d) A foreign government or banking system prohibits or precludes interest-bearing accounts.

8. **Reserves** – Reserves must be properly budgeted to maintain the financial viability and sustainability of any operation. Reserves are important to fund unanticipated emergency maintenance and repairs, and assist with debt service should the need arise. The following reserves are required to be established as a condition of this loan:

- a.) **Debt Service Reserve** – As a part of this Agency loan proposal, you must establish a debt service reserve fund equal to at least one annual loan installment that accumulates at the rate of 10% of one annual payment per year for ten years or until the balance is equal to one annual loan payment. Ten percent of the proposed loan installment would equal **\$203.75 per month**; this amount should be deposited monthly until a total of **\$24,450.00** has accumulated and is minimum balance required to be maintained over the life of loan. **Prior written concurrence from the Agency must be obtained before funds may be withdrawn from this account during the life of the loan. When funds**

are withdrawn during the life of the loan, deposits will continue as designated above until the fully-funded amount is reached.

- b.) **Short-Lived Asset Reserve** – In addition to the debt service reserve fund, you must establish a short-lived asset reserve fund. Based on the preliminary engineering report, you must deposit \$ 197,824 into the short-lived asset reserve fund annually until the total replacement cost of \$2,263,500 is reached and maintain this balance for the life of the loan, to pay for repairs and/or replacement of major system assets. It is your responsibility to assess your facility's short-lived assets needs on a regular basis and adjust the amount deposited to meet those needs. Short-lived assets are more fully described on the enclosure to this letter of conditions.

### **SECTION III – REQUIREMENTS PRIOR TO ADVERTISING FOR BIDS**

9. **Legal Services** – You are required to execute a legal services agreement with your attorney and bond counsel, if applicable, for any legal work needed in connection with this project. The agreement should stipulate an hourly rate for the work, with a “not to exceed” amount for the services, including reimbursable expenses. RUS Bulletin 1780-7, “Legal Services Agreement,” or similar format may be used. If costs for the services are expected to exceed \$25,000, Form AD 1048, “Certification Regarding Debarment – Lower Tier Transactions” must be executed by the attorney and bond counsel. The legal services agreements must be submitted to the Agency for concurrence prior to advertising for bids. Any changes to the fees or services spelled out in the original agreement must be reflected in an amendment to the agreement and have prior Agency concurrence.

10. **Property Rights** - You and your legal counsel must furnish satisfactory evidence that you have or can obtain adequate continuous and valid control over the lands and rights-of-way needed for the project. Acquisitions of necessary land and rights must be accomplished in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act. Such control over the lands and rights will be evidenced by the following:

- a) **Right-of-Way Map** – Your engineer will provide a color-coded map clearly showing the location of all lands and rights-of-way needed for the project. The map must designate public and private lands and rights and the appropriate legal ownership thereof.
- b) **Form RD 442-20, “Right-of-Way Easement”** – This form may be used to obtain any necessary easements for the proposed project.
- c) **Form RD 442-21, “Right-of-Way Certificate”** – You will provide a certification on this form that all right-of-way requirements have been obtained for the proposed project.
- d) **Form RD 442-22, “Opinion of Counsel Relative to Rights-of-Way”** – Your attorney will provide a certification and legal opinion on this form addressing rights-of-way, easements, and title.

The approving official may waive title defects or restrictions, such as utility easements, that do not adversely affect the suitability, successful operation, security value, or transferability of the facility. Any such waivers must be provided by the approving official in writing prior to closing or the start of construction, whichever occurs first.

You are responsible for the acquisition of all property rights necessary for the project and for determining that prices paid are reasonable and fair. The Agency may require an appraisal by an independent appraiser or Agency employee in order to validate the price to be paid.

**11. System Policies, Procedures, Contracts and Agreements** – The facility must be operated on a sound business plan. You must adopt policies, procedures, and/or ordinances outlining the conditions of service and use of the proposed system. Mandatory connection policies should be used where enforceable. The policies, procedures, and/or ordinances must contain an effective collection policy for accounts not paid in full within a specified number of days after the date of billing. They should include appropriate late fees, specified timeframes for disconnection of service, and reconnection fees. A draft of these policies, procedures, and/or ordinances must be submitted for Agency review and concurrence, along with the documents below, before closing instructions may be issued.

Fully executed copies of any policies, procedures, ordinances, contracts, or agreements must be submitted prior to loan closing.

**12. Closing Instructions** – The Agency will prepare closing instructions as soon as the requirements of paragraphs 11-12 are complete, and a draft of the security instruments described in paragraph 5 have been submitted. Closing instructions must be obtained prior to advertising for bids.

**13. Engineering Services** – You are required to complete an Agreement for Engineering Services, which will consist of the Engineers Joint Contract Documents Committee (EJCDC) documents as indicated in RUS Bulletin 1780-26, "Guidance for the Use of EJCDC Documents on Water and Waste Projects with RUS Financial Assistance," or other approved form of agreement. If costs for the services are expected to exceed \$25,000, Form AD 1048, "Certification Regarding Debarment – Lower Tier Transactions" must be executed by the engineer. The agreement must be submitted to the Agency for concurrence prior to advertising for bids. The Agency must approve any modifications to this agreement.

**14. Contract Documents, Final Plans and Specifications** – The contract documents must consist of the EJCDC construction contract documents as indicated in RUS Bulletin 1780-26 or other Agency approved forms of agreement.

The contract documents, final plans, and specifications must comply with RUS Instruction 1780, Subpart C – Planning, Designing, Bidding, Contracting, Constructing and Inspections, and must be submitted to the Agency for concurrence prior to advertising for bids along with an updated cost estimate. The Agency may require another updated cost estimate if a significant amount of time elapses between the original submission and advertising for bids.

The use of any procurement method other than competitive sealed bids must be requested in writing and approved by the Agency.

**15. Environmental Requirements** – At the conclusion of the proposal's environmental review process, specific actions were determined necessary to avoid or minimize adverse

environmental impacts. As outlined in the Environmental Report dated July 2016, the following action is required for successful completion of the project and must be adhered to during project design and construction:

- The elevation of the earth flood protection berms at the Mims Lift Station will be required to be increased to meet the 500-year flood requirements.

The above mitigation requirements must be incorporated into the contract documents and enforced during and after construction. In addition, these mitigation requirements will be added as an addendum will be added to RUS Bulletin 1780-27, "Loan Resolution (Public Bodies)."

The project as proposed has been evaluated to be consistent with the National Environmental Policy Act. Other Federal, State, tribal and local laws, regulations and/or permits may apply or be required. If the project or any project element deviates from or is modified from the originally approved project, additional environmental review may be required.

**16. Interim Financing** – For all loans exceeding \$500,000, where loan funds can be borrowed at reasonable interest rates on an interim basis from commercial sources for the construction period, such interim financing will be used to preclude the necessity for multiple advances of Agency loan funds. You must provide the Agency with a copy of the interim loan financing agreement for review prior to advertising for bids. The Agency approving official may make an exception when interim financing is cost prohibitive or unavailable. Grant funds from the Agency will be disbursed by multiple advances through electronic transfer of funds after interim financing or Agency loan funds are expended, in accordance with RUS Instruction 1780.45.

**17. Construction Account** – You must establish a separate construction account with an acceptable financial institution or depository that meets the requirements of 31 CFR Part 202. All project funds will be deposited into this account. Financial institutions or depositories accepting deposits of public funds and providing other financial agency services to the Federal Government are required to pledge adequate, acceptable securities as collateral in accordance with 31 CFR Part 202. All funds in the account will be secured by a collateral pledge equaling at least 100% of the highest amount of funds expected to be deposited in the construction account at any one time. Additional guidance on collateral acceptability and valuation are available at Treasury's Bureau of the public debt website at [www.publicdebt.treas.gov](http://www.publicdebt.treas.gov).

Agency funds will be disbursed into the construction account through an electronic transfer system. Form SF-3881, "ACH Vendor/Miscellaneous Payment Enrollment Form" must be completed and submitted to the Agency prior to advertising for bids.

**18. System Users** – This Letter of Conditions is based upon your indication at application that the City of Truth or Consequences (T or C) will have at least 2,584 residential users and 1,082 nonresidential users when construction is completed.

Before the Agency can agree to the project being advertised for construction bids, you must certify that the number of users indicated at application are currently using the system or signed up to use the system once it is operational. If the actual number of existing and/or proposed users



that have signed up for service is less than the number indicated at the time of application, you must provide the Agency with a written plan on how you will obtain the necessary revenue to adequately cash flow the expected operation, maintenance, debt service, and reserve requirements of the proposed project (e.g. increase user rates, sign up an adequate number of other users, reduce in project scope, etc.). Similar action is required if there is cause to modify the anticipated flows or volumes presented following approval.

If you are relying on mandatory connection requirements, you must provide evidence of the authorizing ordinance or statute along with your user certification. If you are relying on voluntary connections, you must submit the following:

- a) **Positive Program to Encourage Connections** – You must provide a positive program to encourage connection by all users as soon as service is available. The program will be reviewed by the Agency prior to advertising for bids. A guide for developing your positive program is available from the Agency.
- b) **[Water] [Sewer] User Agreements** – Users will be required to execute [Water] [Sewer] Users Agreements prior to advertising for construction bids. The amount of cash contributions required will be set by you and concurred with by the Agency. Contributions should be an amount high enough to indicate sincere interest on the part of the potential user, but not so high as to preclude service to low income families, and have a deadline for the contribution to be used or forfeited. RUS Bulletin 1780-9, “Water Users Agreement,” or similar agreement may be used.
- c) **Service Declination Statement** – Each potential user who is located along planned lines and declines the offered service will be provided an opportunity to sign a “Service Declination Statement.”

19. **Proposed Operating Budget** – You must establish and/or maintain a rate schedule that provides adequate income to meet the minimum requirements for operation and maintenance (O&M), debt service, and reserves. Prior to advertising for bids, you must submit a proposed annual operating budget to the Agency, as well as a proposed rate schedule, which supports the operation, maintenance, debt service, and reserves. The operating budget should be based on a typical year cash flow after completion of the construction phase and should be signed by the appropriate official of your organization. Form RD 442-7, “Operating Budget” or similar format may be utilized for this purpose. It is expected that O&M will change over each successive year and user rates will need to be adjusted on a regular basis.

Technical assistance is available at no cost to help you evaluate and complete a rate analysis on your system. This assistance is available free to your organization. If you are interested please contact our office for information.

20. **Other Funding** – Prior to advertising for bids, you must provide evidence of applicant contributions and approval of other funding sources. This evidence should include a copy of the commitment letter from each source.

21. **Permits** – The owner or responsible party will be required to obtain all applicable permits for the project, prior to advertising for bids. The consulting engineer must submit written

evidence that all applicable permits required prior to construction have been obtained with submission to the Agency of the final plans, specifications and bid documents.

**22. Vulnerability Assessment/Emergency Response Plan (VA/ERP)** – The Agency requires all financed water and wastewater systems to have a VA/ERP in place. Borrowers with existing systems must provide a certification that a VA/ERP has been completed prior to advertising for bids. The VA/ERP documents themselves are not submitted to the Agency. The VA/ERP must address potential impacts from natural disasters and other emergency events. In particular, it should include plans to address impacts of flash flooding in areas where severe drought or wildfires occur. The documents should be reviewed and updated every three years at a minimum

For new systems, see Section V of this letter of conditions. For VA/ERP requirements throughout the life of the loan, see Section VII. Technical assistance at no cost is available in preparing these documents.

**23. Bid Authorization** – Once all the conditions outlined in Section III of this letter have been met, the Agency will authorize you to advertise the project for construction bids. Such advertisement must be in accordance with applicable State statutes.

#### **SECTION IV - REQUIREMENTS PRIOR TO START OF CONSTRUCTION**

**24. Bid Tabulation** – Immediately after bid opening, you must provide the Agency with the bid tabulation and your engineer's evaluation of bids and recommendations for contract awards. You must also submit an opinion from your legal representative that the bidding procedures met applicable State law. If the Agency agrees that the construction bids received are acceptable, adequate funds are available to cover the total project costs, and all the requirements of Section III of this letter have been satisfied, the Agency will authorize you to issue the Notice of Award.

- a) **Cost Overruns.** If bids are higher than expected, or if unexpected construction problems are encountered, you must utilize all options to reduce cost overruns. Negotiations, redesign, use of bidding alternatives, rebidding or other means will be considered prior to commitment of subsequent funding by the Agency. Any requests for subsequent funding to cover cost overruns will be contingent on the availability of funds. Cost overruns exceeding 20% of the development cost at time of loan/grant approval or where the scope of the original purpose has changed will compete for funds with all other applications on hand as of that date.
- b) **Excess Funds.** If bids are lower than anticipated at time of obligation, excess funds must be deobligated prior to start of construction except in the cases addressed in this paragraph. In cases where the original PER for the project included items that were not bid, or were bid as an alternate, the State Office official may modify the project to fully utilize obligated funds for those items. Amendments to the PER, ER, and letter of conditions may be needed for any work not included in the original project scope. In all cases, prior to start of construction, excess funds will be deobligated, with grant funds being deobligated first. Excess funds do not include contingency funds as described in this letter.

25. **Contract Review** -- Your attorney will review and certify that the executed contract documents, including performance and payment bonds, if required, are adequate and that the persons executing these documents have been properly authorized to do so in accordance with RUS Instruction 1780.61(b).

Once your attorney has certified that they are acceptable, the contract documents will be submitted to the Agency for its concurrence. The Notice to Proceed cannot be issued until the Agency has concurred with the construction contracts.

26. **Resident Inspector(s)** -- Full-time inspection is required unless you request an exception. Such requests must be made in writing and the Agency must concur with the request. Inspection services are to be provided by the consulting engineer unless other arrangements are requested in writing and concurred with by the Agency. A resume of qualifications of any resident inspector(s) will be submitted to the owner and Agency for review and concurrence prior to the pre-construction conference. The resident inspector(s) must attend the pre-construction conference.

27. **Preconstruction Conference** -- A preconstruction conference will be held prior to the issuance of the Notice to Proceed. The consulting engineer will review the planned development with the Agency, owner, resident inspector, attorney, contractor, other funders, and other interested parties, and will provide minutes of this meeting to the owner and Agency.

28. **Final Rights-of-Way** -- For projects involving the acquisition of land, you must provide evidence that you have clear title to the land prior to the issuance of the Notice to Proceed. If any of the rights-of-way forms listed previously in this letter contain exceptions that do not adversely affect the suitability, successful operation, security value, or transferability of the facility, the approving official must provide a written waiver prior to the issuance of the Notice to Proceed.

Final Title Work -- Immediately after closing or prior to the start of construction, whichever comes first, your attorney must furnish a Final Title Insurance Policy on all existing real property related to the facility, now owned and to be acquired for this project.

29. **Insurance and Bonding Requirements** -- Prior to the start of construction or loan closing, whichever occurs first, you must acquire and submit to the Agency proof of the types of insurance and bond coverage for the borrower shown below. The use of deductibles may be allowed, providing you have the financial resources to cover potential claims requiring payment of the deductible.

The Agency strongly recommends that you have your engineer, attorney, and insurance provider(s) review proposed types and amounts of coverage, including any exclusions and deductible provisions. It is your responsibility and not that of the Agency to assure that adequate insurance and fidelity or employee dishonesty bond coverage is maintained.

- a) **General Liability Insurance** -- Include vehicular coverage.
- b) **Workers' Compensation** -- In accordance with appropriate State laws.

- c) **Fidelity or Employee Dishonesty Bonds** – Include coverage for all persons who have access to funds, including persons working under a contract or management agreement. Coverage may be provided either for all individual positions or persons, or through blanket coverage providing protection for all appropriate workers. During construction, each position should be bonded in an amount equal to the maximum amount of funds to be under the control of that position at any one time. The coverage may be increased during construction based on the anticipated monthly advances. After construction and throughout the life of the loan, the amount of coverage must be for at least the total annual debt service of all outstanding Agency loans. The Agency will be identified in the fidelity bond for receipt of notices. Form RD 440-24, "Position Fidelity Schedule Bond," or similar format may be used.
- d) **National Flood Insurance** - If the project involves acquisition or construction in designated special flood or mudslide prone areas, you must purchase a flood insurance policy at the time of loan closing.
- e) **Real Property Insurance** – Fire and extended coverage will normally be maintained on all structures except reservoirs, pipelines and other structures if such structures are not normally insured, and subsurface lift stations except for the value of electrical and pumping equipment. The Agency will be listed as mortgagee on the policy when the Agency has a lien on the property. Prior to the acceptance of the facility from the contractor(s), you must obtain real property insurance (fire and extended coverage) on all facilities identified above.

Insurance types described above are required to be continued throughout the life of the loan. See Section VII.

30. **Initial Compliance Review** – The Agency will conduct an initial compliance review of the borrower prior to loan closing or start of construction, whichever occurs first, in accordance with 7 CFR 1901, Subpart E.

31. **Loan Closing** – If multiple advances of Agency funds will be used, the requirements of Section V must be met prior to the start of construction.

## **SECTION V – REQUIREMENTS PRIOR TO LOAN CLOSING**

32. **Documents from Section II and III** – The security documents described in paragraph 5 must be fully executed and adopted. Form RD 3550-28, "Authorization Agreement for Preauthorized Payments," must be submitted. The policies, procedures, contracts and agreements described in paragraph 13 must be fully executed and adopted.

33. **Vulnerability Assessment/Emergency Response Plan (VA/ERP)** – New water or wastewater systems must provide a certification that a VA/ERP is completed.

**34. Other Requirements** – All requirements contained in the Agency’s closing instructions, as well as any requirements of your bond counsel and/or attorney, must be met prior to loan closing.

- a) **System for Award Management.** You are required to maintain a Dun and Bradstreet Data Universal Numbering System (DUNS) number and maintain an active registration in the System for Award Management (SAM) database. Renewal can be done on-line at: <http://sam.gov>. This registration must be renewed and revalidated every twelve (12) months for as long as there are Agency funds to be expended. To ensure the information is current, accurate and complete, and to prevent the SAM account expiration, the review and updates must be performed within 365 days of the activation date, commonly referred to as the expiration date. The registration process may take up to 10 business days. (See 2 CFR Part 25 and the “Help” section at <http://sam.gov>).
- b) **Litigation.** You are required to notify the Agency within 30 days of receiving notification of being involved in any type of litigation prior to loan closing or start of construction, whichever occurs first. Additional documentation regarding the situation and litigation may be requested by the Agency.
- c) **Certified Operator.** Evidence must be provided that your system has or will have, as defined by applicable State or Federal requirements, a certified operator available prior to the system becoming operational, or that a suitable supervisory agreement with a certified operator is in effect.

**35. Use of Remaining Funds** – Applicant contribution and connection or tap fees will be the first funds expended in the project, followed by non-Agency sources of funds. Remaining funds may be considered in direct proportion to the amounts obtained from each source and handled as follows:

- a) Remaining funds may be used for eligible loan and grant purposes, provided the use will not result in major changes to the original scope of work and the purpose of the loan and grant remains the same.
- b) Loan funds not needed will be applied as an extra payment on the Agency indebtedness unless other disposition is required by the bond ordinance, resolution, or State statute.
- c) Grant funds not expended for authorized purposes will be canceled (de-obligated) within 45 days of final completion of project. Prior to actual cancellation, you will be notified of the Agency’s intent to cancel the remaining funds and given appropriate appeal rights.

## **SECTION VI – REQUIREMENTS DURING CONSTRUCTION**

**36. Inspections** – The Agency requires periodic inspections during construction, a pre-final and final inspection, and a warranty inspection. You, your engineer, and the contractor will be required to attend these inspections. The warranty inspection will be scheduled by your engineer before the end of the one-year warranty period to address and/or resolve any warranty issues. The Agency will conduct an inspection of your records management system at the same time as the warranty inspection, and will continue to inspect the facility and your records system every three years for the life of the loan. See Section VII of this letter.

37. **Change Orders** – Prior Agency concurrence is required for all Change Orders.

38. **Payments** – Prior Agency concurrence is required for all invoices and partial payment requests. Requests for payment related to a contract or service agreement will be signed by the owner, project engineer, and contractor or service provider prior to Agency concurrence. Invoices not related to a construction contract or service agreement will include the owner's written concurrence.

## **SECTION VII – SERVICING REQUIREMENTS DURING THE TERM OF THE LOAN**

39. **Technical, Managerial and Financial Capacity** – Members of the Board of Directors, City Council members, trustees, commissioners and other governing members must possess the necessary technical, managerial, and financial capacity skills to consistently comply with pertinent Federal and State laws and requirements. It is recommended members receive training within one year of appointment or election to the governing board, and a refresher training for all governing members on a routine basis. The content and amount of training should be tailored to the needs of the particular individual and the utility system. Technical assistance providers are available to provide this training for your organization, often at no cost. Contact the Agency for information.

40. **Graduation** – By accepting this loan, you are also agreeing to refinance (graduate) the unpaid loan balance in whole, or in part, upon request of the Government. If at any time the Agency determines you are able to obtain a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms, you will be requested to refinance. Your ability to refinance will be assessed every other year for those loans that are five years old or older.

41. **Security/Operational Inspections** – The Agency will inspect the facility and conduct a review of your operations and records management system and conflict of interest policy every three years for the life of the loan. You must participate in these inspections and provide the required information.

42. **Annual Financial Reporting/Audit Requirements** – You are required to submit an annual financial report at the end of each fiscal year. The annual report will be certified by the appropriate organization official, and will consist of financial information and a rate schedule. Financial statements must be prepared on the accrual basis of accounting in accordance with generally accepted accounting principles (GAAP), and must include at a minimum a balance sheet and income and expense statement. The annual report will include separate reporting for each water and waste disposal facility, and itemize cash accounts by type (debt service, short-lived assets, etc.) under each facility. All records, books and supporting material are to be retained for three years after the issuance of the annual report. Technical assistance is available at no cost with preparing financial reports.

The type of financial information that must be submitted is specified below:

- a) **Audits.** An annual audit under the Single Audit Act is required if you expend \$750,000 or more in Federal financial assistance per fiscal year. The total Federal funds expended

from all sources shall be used to determine Federal financial assistance expended. Expenditures of interim financing are considered Federal expenditures.

- i. All audits are to be performed in accordance with 2 CFR Part 200, as adopted by USDA through 2 CFR Part 400. Further guidance on preparing an acceptable audit can be obtained from the Agency. It is not intended that audits required by this part be separate and apart from audits performed in accordance with State and local laws. To the extent feasible, the audit work should be done in conjunction with those audits. The audit must be prepared by an independent licensed Certified Public Accountant, or a State or Federal auditor if allowed by State law, and must be submitted within 9 months of your fiscal year end.
  - ii. If an audit is required, you must enter into a written agreement with the auditor and submit a copy to the Agency prior to the advertisement of bids. The audit agreement may include terms and conditions that the borrower and auditor deem appropriate; however, the agreement should include the type of audit or financial statements to be completed, the time frame in which the audit or financial statements will be completed, what type of reports will be generated from the services provided, and how irregularities will be reported.
- b) **Financial Statements.** If you expend less than \$750,000 in Federal financial assistance per fiscal year, you may submit financial statements in lieu of an audit which include at a minimum a balance sheet and an income and expense statement. You may use Form RD 442-2, "Statement of Budget, Income and Equity," and 442-3, "Balance Sheet," or similar format to provide the financial information. The financial statements must be signed by the appropriate borrower official and submitted within 60 days of your fiscal year end.
- c) **Quarterly Reports** – Quarterly Income and Expense Statements will be required until the processing office waives this requirement. You may use Form RD 442-2 or similar format to provide this information, and the reports are to be signed by the appropriate borrower official and submitted within 30 days of each quarter's end. The Agency will notify you in writing when the quarterly reports are no longer required.

**43. Annual Budget and Projected Cash Flow** – Thirty days prior to the beginning of each fiscal year, you will be required to submit an annual budget and projected cash flow to the Agency. With the submission of the annual budget, you will be required to provide a current rate schedule, and a current listing of the Board or Council members and their terms. The budget must be signed by the appropriate borrower official. Form RD 442-2 or similar format may be used.

Technical assistance is available at no cost to help you evaluate and complete a rate analysis on your system, as well as completing the annual budget. If you are interested, please contact our office for information.

**44. Vulnerability Assessment/Emergency Response Plan (VA/ERP)** – You are required to submit a certification to the servicing office every three years that the VA/ERP is current and covers all sites related to the facility. The documents themselves are not submitted to the Agency. The VA/ERP must address potential impacts from natural disasters and other emergency events. In particular, it should include plans to address impacts of flash flooding in areas where severe drought or wildfires occur. The documents should be reviewed and updated every three years at a minimum.

45. **Insurance** – You are required to maintain insurance on the facility and employees as previously described in this letter for the life of the loan.

46. **Statutory and National Policy Requirements** – You are required to comply with U.S. statutory and public policy requirements, including but not limited to the following:

- a) **Section 504 of the Rehabilitation Act of 1973** – Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Agency financial assistance.
- b) **Civil Rights Act of 1964** – All borrowers are subject to, and facilities must be operated in accordance with, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and 7 CFR 1901, Subpart E, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required by Paragraph 1901.202(e) of this Title.
- c) **The Americans with Disabilities Act (ADA) of 1990** – This Act (42 U.S.C. 12101 et seq.) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications.
- d) **Age Discrimination Act of 1975** – This Act (42 U.S.C. 6101 et seq.) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- e) **Limited English Proficiency (LEP) under Executive Order 13166** - LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under Federally-assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. You must take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information your organization provides. These protections are pursuant to Executive Order 13166, titled, "Improving Access to Services by Persons with Limited English Proficiency," and further affirmed in the USDA Departmental Regulation 4330-005, "Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA."

Agency financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. You must display posters (provided by the Agency) informing users of these requirements, as well as post and include a Non-Discrimination Statement (provided by the Agency) on all materials produced for public information, education and distribution. The Agency will monitor your compliance with these requirements during regular compliance reviews.



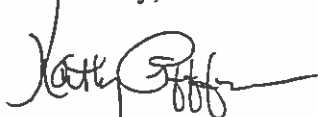
47. **Compliance Reviews and Data Collection** – The Agency will conduct regular compliance reviews of the borrower and its operation in accordance with 7 CFR Part 1901, Subpart E, and 36 CFR 1191, Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines. Compliance reviews will typically be conducted in conjunction with the security inspections described in this letter. If beneficiaries (users) are required to complete an application or screening for the use of the facility or service you provide, you must request and collect data by race (American Indian or Alaska Native, Asian, Black or African American, White); ethnicity (Hispanic or Latino, Not Hispanic or Latino); and by sex. A sample collection form is attached. The Agency will utilize this data as part of the required compliance review.

### **SECTION VIII – REMEDIES FOR NON-COMPLIANCE**

Non-compliance with the conditions in this letter or requirements of your security documents will be addressed under the provisions of 7 CFR 1782 and other applicable regulations, statutes, and policies.

We look forward to working with you to complete this project. If you have any questions, please contact Ms. Sandra Alarcón, Loan Specialist, at (575) 522-8775 Ext. No. 6.

Sincerely,



Kathy Pfiffner  
Community Program Director  
USDA Rural Development

Attachments

cc: Las Cruces Area Office, Community Programs, RD NM  
Accountant  
Attorney  
Engineer  
File

## SAMPLE DATA COLLECTION FORM

All USDA Rural Development funded organizations must collect, maintain and provide data on race, ethnicity, gender and other information necessary to determine compliance with civil rights laws. The organizations may be public bodies, non-profit corporations, or for-profit corporations, such as, partnerships, limited liability corporations and proprietorships. This sample form may be used to collect the data.

	PARTICIPANTS (collect data only if application or other screening is done for services)		EMPLOYEES		BOARD of DIRECTORS	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
<b>ETHNICITY</b>						
Hispanic or Latino						
Not Hispanic or Latino						
<b>TOTAL</b>						
<b>RACE</b>						
American Indian, Alaska Native						
Asian						
Black or African American						
Native Hawaiian or other Pacific Islander						
White						
<b>TOTAL</b>						

Dates of data collection \_\_\_\_\_

Collected by \_\_\_\_\_



DATE: 3/21/2017

TO: City of Truth or Consequences  
505 Sims Street  
Truth or Consequences, NM 87901

This letter constitutes an offer to lend on behalf of First Savings Bank under the following general terms and conditions.

**Borrower:** City of Truth or Consequences  
505 Sims Street  
Truth or Consequences, NM 87901

**Collateral Description:** Certificate of Deposit #13413018

**Location of Collateral:** N/A - Certificate of Deposit #13413018

**Maximum Loan Amount:** \$750,000.00 plus allowable loan fees and closing costs

**Maximum Loan-to-Value:** Fixed based upon actual costs or banks collateral evaluation, whichever is less.

**Term:** 12 months at a Fixed Interest Rate of 3%.

**Deposits:** Borrower agrees to open and maintain deposit accounts with the Lender, subject to the provisions outlined in the loan documents.

**Rate:** Fixed

**Non-Refundable Fee:** \$3,750.00 of the Maximum Loan Amount, (1/2) due immediately.  
In addition, Borrower will pay all expenses incurred by Bank in connection with the consideration of Borrower's loan application, the preparation and issuance of this offer to lend, and the closing of the loan, whether or not the loan is closed. These expenses would include, but are not limited to, appraisal fees, title insurance premiums, surveys, document preparation, attorney fees, settlement fees and recording costs.

**Guaranty Approval:** The terms outlined in this letter are subject to the approval and receipt of a 0% guaranty from the W/A in the amount necessary to complete financing.

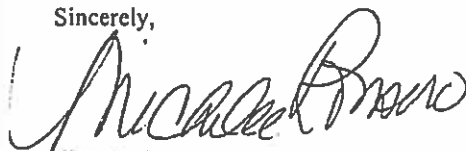
This offer to lend shall be subject to the terms and conditions of the loan documents required by lender. Failure to provide information as required or perform any conditions may cause this offer to lend to be voided at the Bank's option. This offer to lend is non-assignable.

This letter, when signed by Borrower below, will constitute Borrower's authorization to the Lender to pre-file UCC financing statements against Borrower covering all of Borrower's present and future personal property, assets and fixtures as deemed necessary by Lender. The Lender agrees to terminate these filings promptly should the proposed loan(s) not fund for any reason. The Borrower and Lender agree that a facsimile of this signed letter may be relied upon as an original.

08-10

This offer to lend shall become null and void unless the signed original of this document is received by Bank no later than 4/7/2017, along with 1/2 of the non-refundable fee, in the amount of \$1,875.00. After the aforesaid date, this offer to lend shall be null and void. This offer shall also be null and void if the loan is not closed within 120 days of its acceptance.

Sincerely,



First Savings Bank  
Michelle Romero  
Branch President

This offer to lend is accepted, acknowledged and agreed to pursuant to the terms and conditions set forth in the foregoing letter.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

H.2



## City of Truth or Consequences, NM Commission Action Form

### ITEM:

Resolution No. 32 16/17 declaring Surplus Property to be nonessential for Public or Government Functions to be Sold Pursuant to §3-54-2 NMSA at the June 3, 2017 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 June 3, 2017.

### STAFF RECOMMENDATION:

Approve Resolution No. 32 16/17 declaring the listed items as surplus property and allowing the City to Auction items in Public Auction.

### SUPPORT INFORMATION:

Resolution No. 32 16/17  
List of Items to be auctioned.

Submitted by: Renee Cantin

Department: City Clerk

Phone: (575) 894-6673





**RESOLUTION NO. 32 16/17**

**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 11<sup>th</sup> day of April, 2017.

ATTEST:

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Steve Green, Mayor

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Reneé L. Cantin, CMC, City Clerk

[illegible]





# PROPERTY DISPOSAL REQUEST FORM

**PROPERTY ASSIGNED TO:**

<b>Date:</b> March 17, 2017	<b>Department:</b> streets
<b>Department:</b> streets	<b>Location:</b> city property by solar yard
	<b>Individual:</b>
	<b>Supervisor:</b> Don Armijo

The following item(s) of controlled property needs to be disposed of other than Departmental transfers:

	ITEM 1	ITEM 2	ITEM 3
<b>Quantity:</b>	1	8	6
<b>Tag Number:</b>	0	0	0
<b>Brand/Model:</b>	0	0	0
<b>Description:</b>	bridge beams 44.5x1'x33.5"	bridge beams 72'x1'x33.5"	bridge beams 79'x1'x33.5"
<b>Serial/Vin #:</b>	0		
<b>Amount:</b>	3.38 tons	43.7 tons	36 tons
<b>Reason :</b>			

	ITEM 4	ITEM 5	ITEM 6
<b>Quantity:</b>	non applicable		
<b>Tag Number:</b>	1		
<b>Brand/Model:</b>	0		
<b>Description:</b>	0		
<b>Serial/Vin #:</b>	bridge beams 37'x1'x33.5"		
<b>Amount:</b>	2.8 tons		
<b>Reason:</b>			

Fill in all spaces where applicable & submit to the Finance Department within 5 working days .

(Attach additional sheets if more than 6 items)

**RELEASE REQUESTED BY:**

Don Armijo \_\_\_\_\_ Public works Director \_\_\_\_\_ 3/17/17  
Employee Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED:**

City Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

**CITY MANAGER SIGNATURE ONLY**  
APPROVES PROCESS TO BEGIN;  
**SIGNATURE DOES NOT**  
**AUTOMATICALLY APPROVE**  
**DISPOSAL.**  
CONTACT FINANCE DIRECTOR

**FINANCE DIRECTOR**

date entered into system: \_\_\_\_\_

by: \_\_\_\_\_

This form is to be used for any inventory marked for disposal; must also accompany items set for auction.

**Copies to: Requestor, Department Head, Finance Department**



# PROPERTY DISPOSAL REQUEST FORM

**PROPERTY ASSIGNED TO:**

<b>Date:</b> March 14, 2017	<b>Department:</b> Fleet maintenance
<b>Department:</b> Fleet maintenance	<b>Location:</b> 2700 S Broadway
	<b>Individual:</b>
	<b>Supervisor:</b> Joe McDonald

The following item(s) of controlled property needs to be disposed of other than Departmental transfers:

	ITEM 1	ITEM 2	ITEM 3
<b>Quantity:</b>	1	1	1
<b>Tag Number:</b>			
<b>Brand/Model:</b>	Grand lift	HP M1552nf	Alkota
<b>Description:</b>	centerless lift	printer/copy/fax	pressure washer
<b>Serial/Vin #:</b>	9111016K	CND892R081	173075
<b>Amount:</b>	\$1,500.00		
<b>Reason :</b>	excessive wear	does not work	not working
	ITEM 4	ITEM 5	ITEM 6
<b>Quantity:</b>			
<b>Tag Number:</b>			
<b>Brand/Model:</b>			
<b>Description:</b>			
<b>Serial/Vin #:</b>			
<b>Amount:</b>			
<b>Reason:</b>			

Fill in all spaces where applicable & submit to the Finance Department within 5 working days.

(Attach additional sheets if more than 6 items)

**RELEASE REQUESTED BY:**

Employee Signature

Title

Date

Department Head Signature

Date

**APPROVED:**

City Manager Signature

Date

**CITY MANAGER SIGNATURE ONLY**  
APPROVES PROCESS TO BEGIN;  
SIGNATURE DOES NOT  
AUTOMATICALLY APPROVE  
DISPOSAL.  
CONTACT FINANCE DIRECTOR

**FINANCE DIRECTOR**

date entered into system:

by:

This form is to be used for any inventory marked for disposal; must also accompany items set for auction.

**Copies to: Requestor, Department Head, Finance Department**



# PROPERTY DISPOSAL REQUEST FORM

<b>Date:</b> April 4, 2017	<b>Department:</b> streets	<b>PROPERTY ASSIGNED TO:</b>
<b>Department:</b> streets	<b>Location:</b> Airport	
	<b>Individual:</b>	
	<b>Supervisor:</b> Don Armijo	

The following item(s) of controlled property needs to be disposed of other than Departmental transfers:

	ITEM 1	ITEM 2	ITEM 3
<b>Quantity:</b>	1		
<b>Tag Number:</b>	1055		
<b>Brand/Model:</b>	Mobile		
<b>Description:</b>	sweeper		
<b>Serial/Vin #:</b>	1A9M24DB5SR059014		
<b>Amount:</b>			
<b>Reason :</b>	GOT NEW SWEEPER		



  

	ITEM 4	ITEM 5	ITEM 6
<b>Quantity:</b>			
<b>Tag Number:</b>			
<b>Brand/Model:</b>			
<b>Description:</b>			
<b>Serial/Vin #:</b>			
<b>Amount:</b>			
<b>Reason:</b>			

Fill in all spaces where applicable & submit to the Finance Department within 5 working days.

(Attach additional sheets if more than 6 items)

## RELEASE REQUESTED BY:

 Employee Signature	Title 04/04/17	Date
 Department Head Signature	Date	<b>CITY MANAGER SIGNATURE ONLY</b> APPROVES PROCESS TO BEGIN; SIGNATURE DOES NOT AUTOMATICALLY APPROVE DISPOSAL. CONTACT FINANCE DIRECTOR
<b>APPROVED:</b>		
City Manager Signature	Date	

## FINANCE DIRECTOR

date entered into system: by:

This form is to be used for any inventory marked for disposal; must also accompany items set for auction.

**Copies to: Requestor, Department Head, Finance Department**



I.1

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

**ITEM:**

**Discussion/Action: Award RFP: 16-17-006 Architectural Services for Regional Safety Complex**

**BACKGROUND:**

RFP's for Architectural Services were received until Tuesday, March 7, 2017 at 2:00 p.m. We received 4 proposals for Architectural Services.

1. Studio d Architects, PA
2. Dyron Murphy Architects, PC
3. NCA Architects, LLC
4. WDG Architects

**STAFF RECOMMENDATION: Selection Committee: Melissa Torres – Finance Director, Robbie Travis - Building Inspector and Lee Alirez – Chief of Police have made a recommendation to award the contract to NCA Architects, LLC**

**SUPPORT INFORMATION: Evaluation Scoring Totals**

Name of Presenter: Pat Wood, CPO	Department: Finance	Meeting date: 04/11/17
E-mail: <a href="mailto:pat@torcnm.org">pat@torcnm.org</a>	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](http://www.torcnm.org)

**Evaluations: Architectural Services**

**RFP: 16-17-006**

**Date: March 17, 2017**

	<b>Studio D Architects</b>	<b>Dryon Murphy</b>	<b>NCA</b>	<b>WDB</b>
<b>1.</b>	<b>142</b>	<b>146</b>	<b>152</b>	<b>143</b>
<b>2.</b>	<b>112</b>	<b>140</b>	<b>145</b>	<b>117</b>
<b>3.</b>	<b>143</b>	<b>128</b>	<b>163.50</b>	<b>147</b>
<b>Totals</b>	<b>397</b>	<b>414</b>	<b>460.50</b>	<b>407</b>

<b>Evaluation Committee:</b>
<b>Robbie Travis, Building Inspector</b>
<b>Lee, Alirez, Police Chief</b>
<b>Melissa Torres, Finance Director</b>

**Evaluation Committee comments:**

- **The panel recommends NCA RFP#16-17-006 for Architectural Services**



G.1 +  
I.2

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

**ITEM: DISCUSSION/ACTION:**

APPROVAL TO SUBMIT USDA FUNDING APPLICATIONS FOR VARIOUS EQUIPMENT NEEDS AND AUTHORIZATION AND APPROVAL FOR CITY MANAGER JUAN FUENTES TO EXECUTE, SIGN AND SUBMIT REQUIRED AND REQUESTED DOCUMENTS RELATED TO THE USDA/RUS APPLICATIONS FOR FEDERAL ASSISTANCE.

**BACKGROUND:**

The City has an opportunity to apply for a USDA – Community Facilities Grant/Loan for various equipment. This is the same grant/loan program that was used for the new street sweeper, front end loader and police vehicles. The grant portion is 55% of the total cost.

**SUPPORT INFORMATION:**

- SF-424 Application

Name of Drafter: Traci Bumette	Department: Community Development	Meeting date:
E-mail: <a href="mailto:tbumette@torconm.org">tbumette@torconm.org</a>	Phone: 575-894-8673 Ext. 353	

Application for Federal Assistance SF-424			
<b>* 1. Type of Submission:</b>		<b>* 2. Type of Application</b>	
<input type="checkbox"/> Preapplication		<input checked="" type="checkbox"/> New	
<input checked="" type="checkbox"/> Application		<input type="checkbox"/> Continuation	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision	
		<b>* If Revision, select appropriate letter(s)</b>	
		<b>* Other (Specify)</b>	
<b>* 3 Date Received</b>		<b>4 Applicant Identifier</b>	
Completed by Grants.gov upon submission			
<b>5a. Federal Entity Identifier</b>		<b>* 5b. Federal Award Identifier</b>	
<b>State Use Only:</b>			
<b>6. Date Received by State</b>		<b>7. State Application Identifier</b>	
<b>8. APPLICANT INFORMATION:</b>			
<b>* a. Legal Name:</b>			
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN)</b>		<b>* c. Organizational DUNS</b>	
<b>d. Address:</b>			
<b>* Street 1</b>			
<b>Street 2</b>			
<b>* City</b>			
<b>County/Parish</b>			
<b>* State</b>			
<b>Province</b>			
<b>* Country</b>			
USA UNITED STATES			
<b>* Zip / Postal Code</b>			
<b>e. Organizational Unit:</b>			
<b>Department Name:</b>		<b>Division Name:</b>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
<b>Prefix</b>		<b>* First Name</b>	
<b>Middle Name:</b>			
<b>* Last Name:</b>			
<b>Suffix:</b>			
<b>Title</b>			
<b>Organizational Affiliation</b>			
<b>* Telephone Number:</b>		<b>Fax Number</b>	
<b>* Email:</b>			

## Application for Federal Assistance SF-424

9. Type of Applicant 1 - Select Applicant Type:

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

\* 12. Funding Opportunity Number:

\* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachments

Delete Attachments

View Attachments

\* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a Applicant

\* b Program/Project

Attach an additional list of Program/Project Congressional Districts if needed

Add Attachments

Delete Attachments

View Attachments

**17. Proposed Project:**

\* a Start Date

\* b End Date

**18. Estimated Funding (\$):**

\* a Federal

\* b Applicant

\* c State

\* d Local

\* e Other

\* f Program Income

\* g TOTAL

\$0.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a This application was made available to the State under the Executive Order 12372 Process for review on☐ b Program is subject to E O 12372 but has not been selected by the State for review.☐ c Program is not covered by E O 12372**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**☐ Yes☐ No

If "Yes, provide explanation and attach

Add Attachments

Delete Attachments

View Attachments

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☐ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

Prefix

\* First Name

Middle Name

\* Last Name

Suffix

\* Title

\* Telephone Number

Fax Number

\* Email

\* Signature of Authorized Representative

Completed by Grants.gov upon submission.

\* Date Signed

Completed by Grants.gov upon submission



I.3

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

**ITEM:**

**DISCUSSION/ACTION:** REPURPOSING THE FIRE DEPARTMENT BUILDING FOR AIRPORT OPERATIONS.

**BACKGROUND:**

The Fire Department has been using a metal building at the T or C Municipal Airport to house equipment and vehicles. Due to the lack of an adequate water supply source, that building is not being recognized by the State as a substation for the Fire Department and does not receive any state funding for having it at the airport.

Airport staff is currently occupying an airport hangar and using it as a maintenance shop and storage. In an effort to increase revenue at the airport and open hanger space for potential customers, staff sought to repurpose the Fire Department building and use it for their maintenance and storage needs. Staff and Delta Consultants researched any possible restrictions on that building and did not find anything. Chief Tooley also did some research and determined that there were no restrictions and could be repurposed.

During the Airport Advisory Board meeting on Tuesday, April 4<sup>th</sup>, the board unanimously approved staff recommendation to repurpose the building as requested.

**STAFF RECOMMENDATION:**

- Authorization to re-purpose the Fire Department Building for Airport Operations.

Name: Juan A. Fuentes	Department: City Manager	Mtg: 04/11/17
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I.4

## **CITY OF TRUTH OR CONSEQUENCES**

### **COMMISSION ACTION FORM**

#### **ITEM:**

**DISCUSSION/ACTION:** JOB DESCRIPTION FOR A MARKETING/TOURISM COORDINATOR.

#### **BACKGROUND:**

During the February 14<sup>th</sup> Commission meeting, the Commission discussed the possibility of changing how the City uses Lodger's Tax funds and brands the City. Currently the City allocates the Lodgers Tax Funds to various organizations and allocates itself some funding for marketing and branding through Joanie Griffin & Associates. Tourism is the City's major industry and with limited resources it may be time to create the position of Marketing/Tourism Coordinator.

The purpose of this position is to increase city revenues through marketing/branding the City, advertising, convention bookings and tour operators. The scope of work will consist of planning, booking, coordinating and scheduling site visits, press trips and bus tours and generally the marketing of the City of Truth or Consequences (T or C) in the tourism industry locally and abroad. This position is appointed by the City Manager and reports directly to the Manager.

If approved, he/she will oversee and administer the lodger's tax funds allocated to organizations as recommended by the Lodger's Tax Advisory Board and approved by the City Commission. He/she would also coordinate the City's marketing/branding efforts with professional firms, tourism related organizations and serve as the City's liaison for the New Mexico Hospitality Association.

#### **STAFF RECOMMENDATION:**

- Approval of the Job Description for the Marketing/Tourism Coordinator.

Name: Juan A. Fuentes	Department: City Manager	Mtg: 04/11/17
-----------------------	--------------------------	---------------



**City of Truth or Consequences  
Human Resources Office**

**PH: (575) 894-6673  
Ext: 314**

**401 McAdoo Street  
Truth or Consequences, NM 87901**

**MAIL: 505 Sims Street  
FAX (575) 894-6690**

**POSITION DESCRIPTION**

**Class Title:** Tourism/Event Coordinator  
**Department:** City Manager  
**Division:**

**Cost Code:** 10-10  
**Grade:** PM-  
**Status:** Non-Classified  
FSLA Exempt

**JOB DESCRIPTION**

The objective of this position is to increase city revenues through marketing/branding the city, advertising, convention bookings and tour operators. The scope of work shall consist of planning, booking, coordinating and scheduling site visits, press trips and bus tours and generally the marketing of City of Truth or Consequences (T or C) in the tourism industry locally and abroad. This position is appointed by the City Manager and reports directly to the Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(A position may not include all of the duties listed; nor do the listed examples include all duties, which may be found in a position in this classification).

- A. Plan, Maintain and Develop the tourism "brand" for the City of T or C;
- B. Continue to refine our advertising campaign, interfacing with advertisers to meet seasonal deadlines, planning and proofing advertisements, printing of brochures as needed and interfacing with editors, locally and nationally, for coverage highlighting our area;
- C. Write annual application for State Tourism Coop grant and follow up with reporting requirements. Interface with State Tourism Department regarding any opportunities to include T or C in their marketing efforts;
- D. Plan for, prepare, and represent T or C at special events;
- E. Attend Lodgers Tax Advisory Board meetings assist in their marketing decisions, and maintaining all published information regarding T or C. Help plan and attend public events.
- F. Post news, events and other items to promote T or C on the City Website, Facebook page and all other social media outlets.
- G. Maintain an office at the Civic Center to plan, promote and book events.
- H. Collaborate with organizations to welcome visitors and promote local designations, prepare and provide the information they need. Track demographics and advertising success throughout the season;
  - Create, print and obtain display material as needed,
  - Arrange to replace signage as it degrades,
  - Maintain equipment and services. Budget and arrange for upkeep/replacement as necessary.

- I. Provided the City Manager and other groups with quantitative reports that include charts, graphs and relevant statistics.

#### **ADDITIONAL RESPONSIBILITIES:**

Performs other duties as may be directed by the City Manager.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Exceptional communication (both written and verbal).
2. Research and information gathering systems and method.
3. Knowledge of variety of information database systems.
4. Knowledge of conducting Internet searches.
5. Experience in economic development, tourism and marketing
6. Effective verbal, presentation, listening, written and communication skills.
7. Excellent Computer skills
8. Excellent time and stress management skills.
9. Ability to "brand" and market the City to tourist.
10. Ability to work with the public and visitors to ensure a great experience when visiting.

#### **SUPERVISORY RESPONSIBILITIES:**

The Tourism/Event Coordinator may supervise staff or volunteers.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION/EXPERIENCE:**

1. Tourism / Marketing Degree preferred.
2. Two years experience in Tourism/Marketing setting, or related area of expertise that would enable the employee to satisfactorily perform the duties required.
3. Any equivalent combination of experience and training.

#### **LANGUAGE SKILLS:**

- Ability to read, write and effectively communicate with others.
- Ability to read, write in Spanish as well as other languages is desirable.

#### **MATHEMATICAL SKILLS:**

Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT AND ENVIRONMENTAL CONDITIONS**

Work is generally performed in an office setting. Requires standing, walking, sitting, carrying, pulling, stooping, kneeling, crouching, reaching and handling. Must be able to speak, hear and have good visual acuity including peripheral, depth, close and distance vision. Requires sitting for long periods of time and light physical exertion, including some walking, bending and reaching. Finger dexterity is required.

The ideal candidate must be able to demonstrate the following: Supervisory and leadership skills and expertise; analytical, technical, and organizational skills; exceptional customer service; uncompromising integrity; excellent oral and written communication skills. Ability to consult with and effectively communicate with members of boards, and commissions to present complex issues/data with a high degree of clarity and impact. Ability to work with other members of staff toward a common goal. Ability to type efficiently; strong comfort level working with various software programs; problem solving; goal oriented.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Reviewed:

\_\_\_\_\_  
Human Resources

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017

\_\_\_\_\_  
Juan A. Fuentes, City Manager



CITY OF TRUTH OR CONSEQUENCES  
COMMISSION ACTION FORM

**ITEM:**

Relocation packets final review.

**BACKGROUND:**

Mayor Green requested this item and will present it.

**STAFF RECOMMENDATION:**

None.

Submitted by: Renee Cantin, City Clerk-Treasurer

Meeting date: 4/11/2017