



Alamogordo City Commission

NOTICE OF MEETING

Regular Meeting Agenda

September 22, 2020 - 6:30 PM

The Commission Meeting will be a VIRTUAL MEETING
with City Commission and City staff participating through video. The link is:
<https://www.youtube.com/channel/UCTTgU3xsQBqlyRaME7TaYrQ/live>

Richard Boss Mayor
Nadia Sikes Mayor Pro-Tem, District 2
Jason Baldwin District 1
Susan Payne District 3
Josh Rardin District 4
Sharon McDonald District 5
Dusty Wright District 6

Brian Cesar City Manager
Petria Bengoechea City Attorney
Rachel Hughs City Clerk

MISSION STATEMENT as Adopted by the City Commission on March 24, 1995.

The City of Alamogordo is a Municipal Corporation that exists solely for the purpose of providing the best possible services to our customers, the citizens of Alamogordo. We are committed to providing these services with honesty, integrity, compassion, fairness, and a commitment to excellence.

We are committed to the long-term financial stability and responsible growth of the City and all decisions will be driven by our commitment to provide the best services possible in a financially sound and responsible manner given the economic realities facing the City.

In accordance with Section 10-15-1.D, NMSA 1978 (2010 Cumulative Supplement), this agenda has been posted on the bulletin board located in the east/west lobby of the City Hall and in the glass case located outside the north entrance of the City Hall, distributed to the appropriate news media, and posted on the City website: <http://ci.alamogordo.nm.us> within the required time frame. As a courtesy, the entire Agenda Packet has also been posted on the City of Alamogordo website: <http://ci.alamogordo.nm.us>

The Mayor and City Commission request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Commission Chambers to respond to or to conduct a phone conversation. The Alamogordo Commission Chambers is wheelchair accessible. Other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 575-439-4100.

CALL TO ORDER & ROLL CALL

Announce the presence of a Quorum.

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENT

Residents must submit comments to the City Clerk prior to 3 p.m. on the day of the Commission meeting. Comments will be distributed to the Commission and the City Manager and will be included in the public record.

CITY MANAGER'S REPORT

REMARKS AND INQUIRIES BY THE CITY COMMISSION

CONSENT AGENDA (Roll Call Vote Required for an Ordinance or Resolution)

All matters listed under the Consent Agenda are considered to be routine by the City Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. Approve the minutes for the September 8, 2020 Regular meeting. *(Rachel Hughs, City Clerk)*
2. Approve the minutes for the May 5, 2020 Budget Hearing Workshops. *(Rachel Hughs, City Clerk)*
3. Approve Resolution No. 2020-38 designating the City Clerk as the Custodian of Records and including the method of destruction for City records as witnessed shredding. *(Rachel Hughs, City Clerk)* **(Roll Call Vote required)**
4. Approve Resolution No. 2020-39 Certifying the City of Alamogordo Fixed Asset Inventory Count for FY 2020. *(Evelyn Huff, Finance Director)* **(Roll Call Vote Required)**
5. Consider, and act upon, Resolution 2020-40 requesting written approval from the Local Government Division of the Department of Finance and Administration, State of NM for the revised budget numbers computed as of September 22, 2020. *(Evelyn Huff, Finance Director)* **(Roll Call Vote Required)**
6. Approve the agreement with Otero County for Alamogordo Public Library Services to County residents. *(Sharon Rowe, Library Manager)*

ITEMS REMOVED FROM CONSENT AGENDA

ADJOURNMENT

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 9/22/2020

Report Date: 9/10/2020

Report No: 1.

Submitted By: Rachel Hughs

Subject: Approve the minutes for the September 8, 2020 Regular meeting. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the minutes.

Background: This is required by the Open Meetings Act.

**CITY OF ALAMOGORDO, NEW MEXICO
CITY COMMISSION REGULAR MEETING MINUTES
6:30 P.M., VIRTUAL MEETING
September 8, 2020**

**RICHARD BOSS, MAYOR
SHARON McDONALD, COMMISSIONER
JOSH RARDIN, COMMISSIONER
DUSTY WRIGHT, COMMISSIONER
SUSAN PAYNE, COMMISSIONER**

**NADIA SIKES, MAYOR PRO-TEM
JASON BALDWIN, COMMISSIONER
BRIAN CESAR, CITY MANAGER
PETRIA BENGOCHEA, CITY ATTORNEY
RACHEL HUGHS, CITY CLERK**

CALL TO ORDER / ROLL CALL / INVOCATION / PLEDGE OF ALLEGIANCE

Mayor Boss called the meeting to order at 6:30 p.m. Roll Call was taken by the Deputy Clerk. Commissioner Baldwin was absent. Deputy Clerk Barraza announced there was a quorum present. Invocation was given by Commissioner McDonald and the Pledge of Allegiance was led by Commissioner Payne.

APPROVAL OF AGENDA

Commissioner Rardin moved to approve the agenda.
Commissioner Wright seconded the motion. Motion carried with a vote of 6-0-0.

PRESENTATIONS

1. Presentation on signage on Scenic Dr. approaches to Tays Event Center to show how to find the new Electric Vehicle charging stations behind the Tays Event Center. (Clay Blevins, Renewable Energy Instructor, NMSU-A)

Mr. Blevins showed a Power Point presentation. He explained that they wanted to install signage on Scenic Drive north and south approaches to the Tays Center. He showed the locations and an example of the signs. He also proposed putting directional sign markings on the asphalt. He said the electric vehicle charger at the Tays Center is the only known Type II charger in the Alamogordo area. He said this charger will take about 4 to 5 hours to charge, depending on how much of a charge is initially left on the vehicle. (See Blue Book for Power Point)

Mayor Boss asked Mr. Blevins if he said it takes 4 to 5 hours to charge a vehicle. Mr. Blevins answered yes, but it depends on how big the battery and what percentage of charge is in that battery.

Mayor Pro-Tem Sikes asked where the other charging stations in Alamogordo. Mr. Blevins answered they are usually at the owner's house. Mayor Pro-Tem Sikes asked if these chargers would accommodate Teslas, he answered yes.

PUBLIC COMMENT

None.

CITY MANAGER'S REPORT

None.

REMARKS AND INQUIRIES BY THE CITY COMMISSION

Mayor Pro-Tem Sikes made the following comments:

She shared information from the New Mexico Municipal League Annual Conference, which was held online. She gave the names of all the Speakers/Presenters and what they talked about. She said the

Commission will receive copies of the presentations given at the conference. She said there was a lot of conversation about former Executive Director of the New Mexico Municipal League, Bill Fulginiti, who they lost this year. She announced Sunland Park Mayor Javier Perea as the newly elected President of the New Mexico Municipal League.

CONSENT AGENDA

- 2. Approve the minutes for the August 25, 2020 Regular meeting. (*Rachel Hughs, City Clerk*)**
- 3. Consider, and act upon, Resolution 2020-37 Amending Resolution 2002-10 authorizing City credit cards for management employees. (*Evelyn Huff, Finance Director*) (Roll Call Vote Required)**
- 4. Consider, and act upon, acceptance of a Capital Outlay Grant Agreement 20-E2642 in the amount of \$200,000.00 to purchase and equip a brush truck for Alamogordo Fire Department. (*Debbie Osborne, Grants Coordinator*)**
- 5. Consider, and act upon, acceptance of a Capital Outlay Grant Agreement 20-E2644 in the amount of \$250,000.00 to purchase and equip vehicles for Alamogordo Police Department. (*Debbie Osborne, Grants Coordinator*)**
- 6. Consider, and act upon, acceptance of a Capital Outlay Grant Agreement 20-E2645 in the amount of \$465,000.00 to purchase and install in-car computers and supporting equipment for Alamogordo Police and Fire Department emergency service vehicles. (*Debbie Osborne, Grants Coordinator*)**
- 7. Consider, and act upon, acceptance of DFA funding award from the federal CARES Act for local government relief in the amount of \$486,726.00. (*Evelyn Huff, Finance Director*)**

Commissioner Rardin asked to remove Item #3 from the Consent Calendar.

Commissioner Rardin moved to approve item 2, 4, 5, 6, 7 of the consent calendar.

Commissioner Wright seconded the motion.

Motion carried with a vote of 6-0-0.

ITEMS REMOVED FROM CONSENT AGENDA

- 3. Consider, and act upon, Resolution 2020-37 Amending Resolution 2002-10 authorizing City credit cards for management employees. (*Evelyn Huff, Finance Director*) (Roll Call Vote Required)**

Commissioner Rardin said this is giving staff a credit card and he wanted some information on having credit limits on those cards or who is authorized to have those cards. He wants to make sure there are some checks and balances in place before they approve this Resolution. Finance Director Huff said this is amending a Resolution, so these credit cards are already in place. She said most of the Directors already have credit cards and there are a couple of departments that have department credit card. She said they are updating this because they are moving to a new credit card system that gives them the ability to real time track expenses. She said they are also changing their credit card policy. She explained the current process for checking out a credit card. She said they will be treating the credit card as a method of payment instead of a method of procurement. She said the other thing by going to this new system through Wells Fargo, it gives them a lot more flexibility on being able to turn a card off. She said the reason they are changing the Resolution is to allow them some flexibility that if the system works well with the test, then they will be able to move a little closer to a procurement card system where they will no longer need to have company accounts. She said some of these places where if an invoice doesn't get paid, they will completely stop and not allow any department from purchasing at the company. They are trying to get away from those company credit cards and be able to run everything through their procurement system. This is giving the City Manager authorization to approve the credit cards policy to allow for different setups.

Commissioner Rardin asked if they have a list of who and how many people would have credit cards. Finance Director Huff said they have a list, and the people that currently have one will be issued the new ones. Through the archaic system they have now, where they get a paper statement, those statements do not go to the departments, they go to finance. With the new system, they will be able to check real-time through the internet to monitor usage.

Mayor Pro-Tem Sikes moved to approve.

Commissioner McDonald seconded the motion.

Roll Call vote was taken.

Motion carried with a vote of 6-0-0.

Commissioner Wright moved to adjourn at 6:56 p.m.

Commissioner Payne seconded the motion.

Motion carried with a vote of 6-0-0

ADJOURNMENT

Mayor Richard Boss

ATTEST:

City Clerk Rachel Hughs

(Prepared by Eric Barraza, Deputy Clerk)

Approved at the Regular Meeting held on September 22, 2020.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 9/22/2020

Report Date: 9/14/2020

Report No: 2.

Submitted By: Rachel Hughs

Subject: Approve the minutes for the May 5, 2020 Budget Hearing Workshops. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the minutes.

Background: The Budget Hearing Workshops minutes from May 5, 2020 did not come before Commission for approval on May 26, 2020. The minutes were completed on May 12, 2020, but were overlooked to be added to the agenda due to the Special meeting minutes from April 23, 2020, an employee emergency situation, and the beginning of virtual meetings in early May. It was self reported to the AG's office on September 9, 2020.

**CITY OF ALAMOGORDO, NEW MEXICO
CITY COMMISSION BUDGET HEARING WORKSHOP
VIRTUAL MEETING MINUTES
6:30 P.M., May 5, 2020**

**RICHARD BOSS, MAYOR
SHARON McDONALD, COMMISSIONER
JOSH RARDIN, COMMISSIONER
DUSTY WRIGHT, COMMISSIONER
SUSAN PAYNE, COMMISSIONER**

**NADIA SIKES, MAYOR PRO-TEM
JASON BALDWIN, COMMISSIONER
BRIAN CESAR, CITY MANAGER
PETRIA BENGOCHEA, CITY ATTORNEY
RACHEL HUGHS, CITY CLERK**

CALL TO ORDER / ROLL CALL

Mayor Boss called the meeting to order at 6:33 p.m. Roll Call was taken by the City Clerk. City Clerk Hughs announced there was a quorum present.

APPROVAL OF AGENDA

Mayor Pro-Tem Sikes moved to approve the agenda.

Commissioner Payne seconded the motion. Motion carried with a vote of 7-0-0.

PRESENTATIONS

1. Finance will present the preliminary FY20-21 City of Alamogordo Budget. *(Evelyn Huff, Finance Director)*

Director Huff presented a PowerPoint Presentation. She explained the timeline, projections, revenue assumptions, lodger's tax, revenues and expenditures. (See Blue Book for PowerPoint presentation)

Commissioner Baldwin asked what last year's salaries and benefits were. Finance Director Huff said she would have to look because she does not have that number off the top of her head.

Finance Director Huff explained the budget overview by fund type. She answered Commissioner Baldwin's question and said salaries and benefits were 40 percent. She continued to explain the general fund, special revenues, internal services and Capital.

Commissioner Payne asked about the CIT grant; if this was the grant that created a position, if the position was filled, and if this was a year by year thing. Finance Director Huff explained that the CIT grant is in fund 24 and it is from Paso Del Norte Health Intuition. She also explained that it is a year by year position, but they did not hire for the position exactly on July 1st, so there will be some budget carried over to FY 21. She said Police Chief Denton and Grants Coordinator Osborne have been in contact with Paso Del Norte about the next level funding.

Commissioner Payne asked Finance Director Huff about the \$93,000 budgeted in fund 105, if it was budgeted just for OCEDC (Otero County Economic Development Council) or if there were other projects budgeted. She answered there are other projects, but they are budgeted in FY 20 and they will carry over to FY 21. Finance Director Huff continued the presentation discussing Debt Service, Enterprise funds, Trust and Agency and Gross Receipts Tax.

Commissioner Rardin asked Finance Director Huff if they are able to charge the State penalties and interest for late payments on the correction of the gross receipts tax. She answered no. Assistant City Manager Hernandez said she can ask the question to TRD (Taxation and Revenue Department) for over the three-year period.

Human Resources Director Josselyn talked about City staffing levels, statistical staffing information, personnel budget factors, insurance increase and minimum wage.

Finance Director Huff continued the presentation with the current reserve policy. She also mentioned that this item would be on the May 12, 2020 Commission meeting agenda. Commissioner Payne asked if they would provide numbers that would go with this. Finance Director Huff said the numbers that are included on the recaps, for FY 20 those are under the current reserves policy, and FY 21 would be under the requested reserve policy. If they do not change the policy, they will have to go back and find a million dollars in the general fund right off the top to get it down to zero. Mayor Boss asked Finance Director Huff if she had already done it with the presumption that the Commission would pass it. He clarified his question by saying they have to do it to balance the budget. She answered correct.

Commissioner Baldwin said one thing to remember is there are State required reserve policies and there are self-imposed reserve policies and they are talking about the self-imposed policy. He said he understands the reason to do this but when it comes time for the meeting he would like to discuss, if they are doing it just for the next fiscal year budget, and if things go well, possibly re-enacting them afterwards. Finance Director Huff said that is correct. She also said that is something the current policy doesn't address and that is something they would add in the new policy, allowing a discussion for it on a more regular basis rather than on an iron clad. She concluded the presentation with outside agencies.

Commissioner Rardin asked about the budget amount for OCEDC because one page shows \$93,000 and another page shows \$84,000. Finance Director Huff said there is another expense in that fund which is the GRT (Gross Receipts Tax) Admin fee. Those two expenses make up the total of \$93,000 for that fund. Commissioner Rardin asked if that is the fee the State charges the City to collect and remit the gross receipts tax. She answered correct. Commissioner Rardin asked if they upped that in the last session by 4 or 5 percent. She said, they decreased it. Commissioner Rardin said the business owners do all that work for them, it is all on the computer nowadays, so he really doesn't see why the City pays them a fee to collect that money. He said that is another question for Assistant City Manager Hernandez to ask them. Commissioner Payne asked if Finance Director Huff thought the 10 percent of Economic Development GRT, estimated at \$84,000 would be any different for the new fiscal year. She answered, that is the FY 21 projection.

Mayor Boss said it saddens him to see how well they were doing and now what they are having to deal with. Finance Director Huff said they revised the budget more than they ever have before and unfortunately it will need another revision before it goes in July. Commissioner Baldwin said he thought the hardest thing with the budget, moving forward is the assumptions of the budget. He thought the assumptions were spot on, so he feels comfortable with how staff moves forward with that.

Commissioner Baldwin moved to adjourn at 8:14 p.m.

Commissioner Rardin seconded the motion.

Motion carried with a vote of 7-0-0

ADJOURNMENT

ATTEST:

Mayor Richard Boss

City Clerk Rachel Hughs

(Prepared by Eric Barraza, Deputy Clerk)

Approved at the Regular Meeting held on ~~May 26~~, September 22, 2020

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 9/22/2020

Report Date: 9/18/2020

Report No: 3.

Submitted By: Rachel Hughs

Subject: Approve Resolution No. 2020-38 designating the City Clerk as the Custodian of Records and including the method of destruction for City records as witnessed shredding. *(Rachel Hughs, City Clerk)*
(Roll Call Vote required)

Fiscal Impact: \$2,808.00
Amount Budgeted: \$4,400.00
Fund: 011-2001-411.30-41

Additional Fiscal Impact:

Recommendation: Approve Resolution 2020-38.

Background: The City has been using shredding as the method of destruction. The number of boxes to be destroyed is 365.

The do not destroy order has been lifted for the 2017 and 2018 Utility Billing records.

Staff recommends approval of the resolution designating the City Clerk as Custodian of Records and to continue with records destruction by witnessed shredding by a bonded destruction vendor.

RESOLUTION NO. 2020-38

**DESIGNATING THE CITY CLERK AS THE CUSTODIAN OF RECORDS AND
DESIGNATING THE METHOD OF DESTRUCTION OF RECORDS AS WITNESSED
SHREDDING BY A BONDED DESTRUCTION VENDOR**

WHEREAS, the destruction of obsolete records is necessary for efficient records maintenance by the City of Alamogordo; and

WHEREAS, in the interest of sound records management principles, the City Clerk has established procedures for the retention and disposition of municipal records; and

WHEREAS, the New Mexico Commission on public Records (New Mexico State Records Center and Archives) has developed and issued updated (2016) records retention and disposition schedules for municipal records; and

WHEREAS, the City of Alamogordo desires to use witnessed shredding by a bonded destruction vendor as the approved method of destruction of records.

NOW, THEREFORE, BE IT RESOLVED: that the City Clerk is designated as the Custodian of Records and the Clerk or her designee, is hereby authorized and directed to maintain the program for the municipality and to apply the retention period assigned by said records retention and disposition schedules to all records and files of the Municipality.

BE IT FURTHER RESOLVED: the official method for destruction of records will be designated as witnessed shredding by a bonded destruction vendor and the City Clerk is authorized to proceed with shredding of approved records.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2020.

CITY OF ALAMOGORDO, NEW MEXICO,
A NEW MEXICO MUNICIPAL CORPORATION

Richard Boss, Mayor

SEAL

ATTEST:

APPROVED AS TO FORM:

Rachel Hughs City Clerk

Petria Bengoechea, City Attorney

CITY OF ALAMOGORDO, NEW MEXICO

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2017

NOTIFICATION OF RECORDS DESTRUCTION

(DO NOT DESTROY COURT ORDER)**Order was lifted**

DEPT. WHERE RECORD ORIGINATED	DESCRIPTION OF RECORD	YEAR OF RECORD	ITEM # AUTHORIZING DESTRUCTION	Archive Box Number	DESTROY DATE
Finance	Utility Billing –Cycle Billing Registers 1-13 July 2012	2012	1.21.2.310 1.19.8.557	2017-4	
Finance	Payment Invoices (AR) July 2009-Dec. 2009	2009	1.21.2.303 1.15.5.204	2017-5	
Finance	Payment Invoices (AR) Jan. 2010- June 2010	2010	1.21.2.303 1.15.5.204	2017-6	
Finance (UB)	Utility Turn-Off Notice & Delinquent Report	2010-2012	1.21.2.116 1.19.8.558	2017-23	
Finance (UB)	Bank draft updates-authorizations	2010-2011	1.21.2.310 1.19.8.557	2017-24	
Finance (UB)	Leak Adjustments	2011	1.21.2.310 1.19.8.557	2017-25	
Finance (UB)	Revenue reports	2011	1.21.2.310 1.19.8.557	2017-26	
Finance (UB)	Trial Balance Report	2009-2012	1.21.2.310 1.19.8.557	2017-27	
Finance	U. Billing – Cash Rpts Daily FY2013 AR EOM/AR Aging Rpts/A Charge Update Rpts	2013	1.21.2.310 1.15.5.207	2017-77	
Finance	U. Billing – Public Utility Service File Jan 2012-Dec 2012 Leak Adjustments	2013	1.21.2.137 1.19.8.555	2017-78	
Finance	U. Billing – Public Utility Service File 2008-2013 Paid Collection & Liened Acnts	2013	1.21.2.137 1.19.8.555	2017-79	
Finance UB	Cash Post Listings; June 2014	2014	1.21.2.310 1.15.5.207	2017- 150	
Finance UB	Daily Checklist (Cashiers); Sept 1 2013-Oct 31, 2013	2014	1.21.2.310 1.15.5.207	2017- 151	
Finance UB	Daily Checklist (cashiers); Nov1, 2014-Dec 31, 2014	2015	1.21.2.310 1.15.5.207	2017- 152	
Finance UB	Daily Checklist (Cashiers); May 1, 2014-June 30, 2014	2014	1.21.2.310 1.15.5.207	2017- 153	
Finance UB	Public Utility Service File Jan 2011-Dec 2011	2012	1.21.2.137 1.19.8.555	2017- 155	
Finance – Cashiers A/R	Insufficient fund checks; cash updates 2003/2004	1994-2004	1.21.2.301 1.15.5.312	2017- 156	

Total Boxes for 2017 - 17

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2018

NOTIFICATION OF RECORDS DESTRUCTION

(DO NOT DESTROY COURT ORDER)**Order was lifted**

DEPT. WHERE RECORD ORIGINATED	DESCRIPTION OF RECORD	YEAR OF RECORD	ITEM # AUTHORIZING DESTRUCTION	Archive Box Number	DESTROY DATE
Finance	Payment Invoices (AR) July 2010-Dec. 2010	2010	1.21.2.303 1.15.5.204	2018-1	
Finance	Payment Invoices (AR) Jan. 2011- June 2011	2010- 2011	1.21.2.303 1.15.5.204	2018-2	
Finance	Receipts July 2012 to Sept 2012	2013	1.21.2.309 1.15.5.203	2018-13	
Finance	Receipts/ Yellow tape receipts 10/1/12 - 12/31/12 (UB)	2013	1.21.2.309 1.15.5.203	2018-14	
Finance	Receipts/ Yellow tape receipts 1/1/13 - 3/19/13 (UB)	2013	1.21.2.309 1.15.5.203	2018-15	
Finance	Receipts/ Yellow tape receipts 3/22/13 - 06/18/13 (UB)	2013	1.21.2.309 1.15.5.203	2018-16	
Finance	Misc Receipts/ Yellow tape receipts (Landfill, DPS, Library) 7/2012-06/2013 (UB)	2013	1.21.2.309 1.15.5.203	2018-17	
Finance	Receipt Books 7/2012-6/2013	2013	1.21.2.309 1.15.5.203	2018-18	
Finance	Water Stubs Receipts 7/1/12-7/15/12	2013	1.21.2.309 1.15.5.203	2018-21	
Finance	Water Stubs Receipts 7/16/12-7/31/12	2013	1.21.2.309 1.15.5.203	2018-22	
Finance	Water Stubs Receipts 8/1/12 – 8/15/12	2013	1.21.2.309 1.15.5.203	2018-23	
Finance	Water Stubs Receipts 8/16/12 -8/31/12	2013	1.21.2.309 1.15.5.203	2018-24	
Finance	Water Stubs Receipts 9/1/12 - 9/15/12	2013	1.21.2.309 1.15.5.203	2018-25	
Finance	Water Stubs Receipts 9/16/12 – 9/30/12	2013	1.21.2.309 1.15.5.203	2018-26	
Finance	Water Stubs Receipts 10/1/12 – 10/15/12	2013	1.21.2.309 1.15.5.203	2018-27	
Finance	Water Stubs Receipts 10/16/12 – 10/31/12	2013	1.21.2.309 1.15.5.203	2018-28	

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2018

NOTIFICATION OF RECORDS DESTRUCTION

(DO NOT DESTROY COURT ORDER)**Order was lifted**

Finance	Water Stubs Receipts 11/1/12 – 11/15/12	2013	1.21.2.309 1.15.5.203	2018-29	
Finance	Water Stubs Receipts 11/16/12 – 11/30/12	2013	1.21.2.309 1.15.5.203	2018-30	
Finance	Water Stubs Receipts (UB) 12/1/12 – 12/15/12	2013	1.21.2.309 1.15.5.203	2018-31	
Finance	Water Stubs Receipts (UB) 12/16/12 – 12/31/12	2013	1.21.2.309 1.15.5.203	2018-32	
Finance	Water Stubs Receipts 1/1/13 – 1/15/13	2013	1.21.2.309 1.15.5.203	2018-33	
Finance	Water Stubs Receipts 1/16/13 – 1/31/13	2013	1.21.2.309 1.15.5.203	2018-34	
Finance	Water Stubs Receipts 2/1/13 – 2/15/13	2013	1.21.2.309 1.15.5.203	2018-35	
Finance	Water Stubs Receipts 2/16/13 – 2/28/13	2013	1.21.2.309 1.15.5.203	2018-36	
Finance	Water Stubs Receipts (UB) 3/1/13 – 3/15/13	2013	1.21.2.309 1.15.5.203	2018-37	
Finance	Water Stubs Receipts 3/16/13 – 3/31/13	2013	1.21.2.309 1.15.5.203	2018-38	
Finance	Water Stubs Receipts 4/1/13 – 4/15/13	2013	1.21.2.309 1.15.5.203	2018-39	
Finance	Water Stubs Receipts (UB) 4/15/13 – 4/30/13	2013	1.21.2.309 1.15.5.203	2018-40	
Finance	Water Stubs Receipts 5/1/13 – 5/15/13	2013	1.21.2.309 1.15.5.203	2018-41	
Finance	Water Stubs Receipts (UB) 5/15/13 – 5/31/13	2013	1.21.2.309 1.15.5.203	2018-42	
Finance	Water Stubs Receipts 6/1/13 – 6/15/13	2013	1.21.2.309 1.15.5.203	2018-43	
Finance	Water Stubs Receipts (UB) 6/15/13 – 6/30/13	2013	1.21.2.309 1.15.5.203	2018-44	
Finance	Work Order (miscellaneous)	2014	1.21.2.137 1.19.8.555	2018-45	
Finance	Final Work Order	2014	1.21.2.137 1.19.8.555	2018-46	

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2018

NOTIFICATION OF RECORDS DESTRUCTION

(DO NOT DESTROY COURT ORDER)**Order was lifted**

Finance	Turn On / Misc. – Cut-off Work Orders	2014	1.21.2.137 1.19.8.555	2018-47	
Finance	Paid Collection Accts/ Liens	2014	1.21.2.137 1.19.8.555	2018-48	
Finance	Public Utility Service File	2014	1.21.2.137 1.19.8.555	2018-49	
Finance	Public Utility Service File	2014	1.21.2.137 1.19.8.555	2018-50	
Finance	Final Billing Registers 1-13	2014	1.21.2.310 1.19.8.557	2018-52	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-53	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-54	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-55	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-56	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-57	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-58	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-59	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-60	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-61	
Finance	Cycle billing registers 1-13	2014	1.21.2.310 1.19.8.557	2018-62	
Finance	Utility Billing Register	2014	1.21.2.310 1.19.8.557	2018-63	
Finance	Utility Billing Register	2014	1.21.2.310 1.19.8.557	2018-64	
Finance	Utility Billing Register	2014	1.21.2.310 1.19.8.557	2018-65	
Finance	Utility Billing Register	2014	1.21.2.310 1.19.8.557	2018-66	

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NOTIFICATION OF RECORDS DESTRUCTION

(DO NOT DESTROY COURT ORDER)**Order was lifted**

Finance	Final Billing Registers 1-13	2014	1.21.2.310 1.19.8.557	2018-67	
Finance	Utility Billing Register	2014	1.21.2.310 1.19.8.557	2018-68	
Finance	Utility Billing Register	2014	1.21.2.310 1.19.8.557	2018-69	
Finance	Utility Billing Register	2014	1.21.2.310 1.19.8.557	2018-70	
Finance	Bank Draft Authorizations – updates	2014	1.21.2.310 1.19.8.557	2018-71	
Finance	UB-Water Stubs-Cashiers 09/1/2013-09/15/2013	2014	1.21.2.309 1.15.5.203	2018-93	
Finance	UB-Water Stubs-Cashiers 07/15/2013-07/31/2013	2014	1.21.2.309 1.15.5.203	2018-94	
Finance	UB-Water Stubs 07/1/2013-07/15/2013	2014	1.21.2.309 1.15.5.203	2018-95	
Finance	UB-Water Stubs-Cashiers 11/16/2013-11/29/2013	2014	1.21.2.309 1.15.5.203	2018-96	
Finance	UB-Water Stubs-Cashiers 12/1/2013-12/13/2013	2014	1.21.2.309 1.15.5.203	2018-97	
Finance	UB-Water Stubs 01/16/2014-01/31/2014	2014	1.21.2.309 1.15.5.203	2018-98	
Finance	UB-Yellow Tape Receipts 10/3/2013-01/10/2014	2014	1.21.2.309 1.15.5.203	2018-99	
Finance	UB-Water Stubs-Cashiers 01/1/2013-01/15/2013	2013	1.21.2.309 1.15.5.203	2018-100	
Finance	UB-Water Stubs-Cashiers 08/1/2013-08/15/2013	2014	1.21.2.309 1.15.5.203	2018-101	
Finance	UB-Yellow Tape Receipts 06/19/2013-10/1/2013	2014	1.21.2.309 1.15.5.203	2018-102	
Finance	UB-Water Stubs-Cashiers 12/16/2013-12/31/2013	2014	1.21.2.309 1.15.5.203	2018-103	
Finance	UB-Water Stubs-Cashiers 09/16/2013-09/30/2013	2014	1.21.2.309 1.15.5.203	2018-104	
Finance	UB-Water Stubs-Cashiers 11/1/2013-11/15/2013	2014	1.21.2.309 1.15.5.203	2018-105	
Finance	UB-Water Stubs-Cashiers 08/16/2013-08/30/2013	2014	1.21.2.309 1.15.5.203	2018-106	
Finance	UB-Water Stubs-Cashiers 03/17/2014-03/31/2014	2014	1.21.2.309 1.15.5.203	2018-107	
Finance	UB-Water Stubs-Cashiers 10/16/2013-10/31/2013	2014	1.21.2.309 1.15.5.203	2018-108	
Finance	UB-Water Stubs-Cashiers 02/1/2014-02/15/2014	2014	1.21.2.309 1.15.5.203	2018-109	
Finance	UB-Receipts-Water Stubs 02/15/2014-02/28/2014	2014	1.21.2.309 1.15.5.203	2018-110	
Finance	UB-Water Stubs-Cashiers 04/1/2014-04/15/2014	2014	1.21.2.309 1.15.5.203	2018-111	
Finance	UB-Landfill receipts/Library receipts/DPS	2014	1.21.2.309	2018-112	

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	receipts/Animal Control Receipts 07/1/2013-06/30/2014		1.15.5.203		
Finance	UB-Water Stubs-Cashiers 10/1/2013-10/15/2013	2014	1.21.2.309 1.15.5.203	2018-113	
Finance	UB-Receipts (Yellow Tape Receipts) 01/21/2014-05/9/2014	2014	1.21.2.309 1.15.5.203	2018-114	
Finance	UB-Water Stubs-Cashiers 04/16/2014-04/30/2014	2014	1.21.2.309 1.15.5.203	2018-115	
Finance	UB-Water Stubs-Cashiers 03/1/2014-03/14/2014	2014	1.21.2.309 1.15.5.203	2018-116	
Finance	Utility Billing – Utility Billing Register June 2014 Cycle Billing 1-13/Final Billing/Cancel/Rebill Billing/Off cycle billing	2014	1.21.2.310 1.19.8.557	2018-132	
Finance	Utility Billing – Utility Billing Register Sept 2014 Cycle billing 1-13/Final billing/Cancel/Rebill Billing/Off Cycle billing	2015	1.21.2.310 1.19.8.557	2018-133	
Finance	Utility Billing – Utility Billing Register Nov 2013 Cycle billing 1-13/Final billing/Cancel/Rebill Billing/Off Cycle billing	2014	1.21.2.310 1.19.8.557	2018-134	
Finance	Utility Billing – Public Utility Service File April 2014-June 2014 Final Service Orders/Leak Test Serv. Orders	2014	1.21.2.137 1.19.8.555	2018-135	
Finance	Utility Billing – Public Utility Service file Jan 2013-June 2014 Cut off Service orders/non-pay service orders/turn off service orders/base rate service orders/recheck service orders/lock meter service orders	2014	1.21.2.137 1.19.8.555	2018-136	
Finance	Utility Billing – Utility Billing Register Nov 2013-Dec 2013 Utility billing update reports	2014	1.21.2.310 1.19.8.557	2018-137	
Finance	Utility Billing – Utility Billing Register March 2014 Cycle billing 1-13/final billing/cancel/rebill billing/off cycle billing	2014	1.21.2.310 1.19.8.557	2018-138	
Finance	Utility Billing – Utility billing register March 2014-April 2014 Utility Billing update rpts	2014	1.21.2.310 1.19.8.557	2018-139	
Finance	Utility Billing – Utility billing register Aug. 2013 Cycle billing 1-13/final billing/cancel/rebill billing/off cycle billing	2014	1.21.2.310 1.19.8.557	2018-140	
Finance	Utility Billing – Utility Billing Register July 2013-August 2013 Utility Billing update rpts	2014	1.21.2.310 1.19.8.557	2018-141	
Finance	Utility Billing – Public Utility Service File Jan 2013-Dec 2013 Leak Adjustments	2014	1.21.2.137 1.19.8.555	2018-142	
Finance	Utility Billing – Public Utility Service File 2013-June 30, 2014 Paid worked collection accts/Paid lien ed accts	2014	1.21.2.137 1.19.8.555	2018-143	

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Finance	Utility Billing – Utility Billing Register Jan 2014 Cycle Billing 1-13/final billing/cancel/rebill billing/off cycle billing	2014	1.21.2.310 1.19.8.557	2018-144	
Finance	Utility Billing – Utility Billing Register Oct 20 Cycle Billing 1-13/final billing/cancel/rebill billing/off cycle billing	2014	1.21.2.310 1.19.8.557	2018-145	
Finance	Utility Billing – Utility Billing Register July 2013-June 2014 Budget billing appl/bank draft authorization forms/low flow toilet appl/debit/credit memos	2014	1.21.2.310 1.19.8.557	2018-146	
Finance	Utility Billing – Utility Billing Register May 2014 Cycle Billing 1-13/final billing/cancel/rebill billing/off cycle billing	2014	1.21.2.310 1.19.8.557	2018-147	
Finance	Utility Billing – Utility billing register FY2011 & prior – June 30, 2014 UB & AR write offs	2014	1.21.2.310 1.19.8.557	2018-148	
Finance	Utility Billing – Utility Billing Register Jan 2014-Feb 2014 Utility billing update rpts	2014	1.21.2.310 1.19.8.557	2018-149	
Finance	Utility Billing – Utility Billing Register July 2013-June 2014 Credit refund postings/deposit postings/balance transfer postings/adjustment postings/misc. charge postings/reverse payment postings	2014	1.21.2.310 1.19.8.557	2018-150	
Finance	Utility Billing – Utility turnoff notice & delinquent rpt July 2012-June 2014 Cut off listings	2014	1.21.2.116 1.19.8.558	2018-151	
Finance	Utility Billing – Public Utility Service file Jan 2013-June 2014 Meter test service orders/turn on service orders/utility maint. Service orders	2014	1.21.2.137 1.19.8.555	2018-152	
Finance	Utility Billing – Utility Billing Register Sept 2013-Oct 2013 Utility billing update rpts	2014	1.21.2.310 1.19.8.557	2018-153	
Finance	Utility Billing – Utility Billing Register April 2014 Cycle Billing 1-13/final billing/cancel/rebill billing/off cycle billing	2014	1.21.2.310 1.19.8.557	2018-154	
Finance	Utility Billing – Utility Billing Registers July 2013-Dec 2013 Revenue Rpts	2014	1.21.2.310 1.19.8.557	2018-155	
Finance	Utility Billing – Utility Billing Registers Jan 2014-June 2014 Revenue Rpts	2014	1.21.2.310 1.19.8.557	2018-156	
Finance	Utility Billing – Utility Billing Registers Dec 2013 Cycle Billing 1-13/final billing/cancel/rebill billing/off cycle billing	2014	1.21.2.310 1.19.8.557	2018-157	
Finance	Utility Billing – Utility Billing Registers July 2013 Cycle Billing 1-13/final billing/cancel/rebill billing/off cycle billing	2014	1.21.2.310 1.19.8.557	2018-158	
Finance	Utility Billing – Utility Billing Registers Feb.	2014	1.21.2.310	2018-159	

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	2014 Cycle Billing 1-13/final billing/cancel/rebill billing/off cycle billing		1.19.8.557		
Finance	Utility Billing – Utility Billing Registers May 2014-June 2014 Utility Billing update rpts	2014	1.21.2.310 1.19.8.557	2018-160	
Finance UB	End of Day Cash Updates; July 2014-June 2015	2015	1.21.2.310 1.15.5.207	2018-162	
Finance UB	Daily Cash Post Listings; Jan – Feb 2015	2015	1.21.2.310 1.15.5.207	2018-163	
Finance UB	Daily Cash Post Listings; July – August 2014	2015	1.21.2.310 1.15.5.207	2018-164	
Finance UB	Daily Cash Post Listings; Nov & Dec 2014	2015	1.21.2.310 1.15.5.207	2018-165	
Finance UB	Daily Cash Post Listings (Cashiers); Sept & Oct 2014	2015	1.21.2.310 1.15.5.207	2018-166	
Finance UB	Daily Cash Post Listings; March & April 2015	2015	1.21.2.310 1.15.5.207	2018-167	
Finance UB	Water Stubs (cashiers) June 16, 2014-June 30, 2014	2014	1.21.2.309 1.15.5.203	2018-168	
Finance UB	Deposit Slips July 2014-June 2015; FY 14/15	2015	1.21.2.303 1.15.5.205	2018-169	
Finance UB	Water Stubs (Cashiers); Nov 17-Nov 29, 2014	2015	1.21.2.309 1.15.5.203	2018-170	
Finance UB	Daily Checklist (Cashiers); May 2015 & June 2015	2015	1.21.2.310 1.15.5.207	2018-171	
Finance UB	Daily Checklist (cashiers); March 2015 & April 2015	2015	1.21.2.310 1.15.5.207	2018-172	
Finance UB	Water Stubs (Cashiers); Nov1st-Nov 14 th , 2014	2015	1.21.2.309 1.15.5.203	2018-173	
Finance UB	Daily Checklist (Cashiers); July 1, 2014-Aug 29, 2014	2015	1.21.2.310 1.15.5.207	2018-174	
Finance UB	Water Stubs (Cashiers); May 1-May 15, 2014	2014	1.21.2.309 1.15.5.203	2018-175	
Finance UB	Daily Checklist (Cashiers); Jan 2015 & Feb 2015	2015	1.21.2.310 1.15.5.207	2018-176	
Finance UB	Water Stubs, June 1, 2014 – June 15, 2014	2014	1.21.2.309 1.15.5.203	2018-177	
Finance UB	Receipts (water stubs); May 16-31, 2014	2014	1.21.2.309 1.15.5.203	2018-178	
Finance UB	Daily Checklist (cashiers); Sept 2014-Oct 2014	2015	1.21.2.310 1.15.5.207	2018-179	

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the NM Election Handbook.

[illegible]

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

DEPT. WHERE RECORD ORIGINATED	DESCRIPTION OF RECORD	YEAR OF RECORD	ITEM # AUTHORIZING DESTRUCTION	Archive Box Number	DESTROY DATE
Finance	Payroll – Journals – C.Hand posted books of original entry – Hand checks, Report & Stubs, Payroll July 2011 – Dec. 2011	2012	1.21.2.308 1.15.5.504	2019-1	
Finance	Vouchers (Journal), Adjusting Journal Entries (AJEs) July 2011-June 2012	2012	1.21.2.301 1.15.5.505(1)	2019-2	
Finance	Payment Invoice Files-Jul 2011-June 2012 Credit Card Receipts Jul 2011-June 2012 Credit Card Statements Jul 2011-June 2012	2012	1.21.2.303 1.15.5.204	2019-3	
Finance	Quarterly Reports (Landfill & Lodger's) GRT/CRS Monthly Report July 2011-June 2012 GRT/CRS Reports, Landfill, Lodger's Quarterly Report July 2010-June 2011	2011- 2012	1.21.2.303 1.15.5.204 1.21.2.322 1.15.5.508	2019-4	
Finance	Vouchers (Journal) Adjusting Journal Entries (AJEs) July 2011-June 2012	2012	1.21.2.301 1.15.5.505(1)	2019-5	
Finance	Statements: Gen. Operating – Wells Fargo & FNB Statements & Reconciliations: Payroll-Wells Fargo & FNB Statements & Reconciliations: Bonito – FNB Reconciliation: FNB Gen. Operating – Jun.2012	2012	1.21.2.322 1.15.5.508	2019-6	
Finance	Reconciliation of Cash Transactions; Monthly July 2011-May 2012 Gen. Operating – Bank Reconciliation FNB – Gen. Operating	2012	1.21.2.331 1.15.5.506(1)	2019-7	
Finance (UB)	Cycle Billing Registers 1-13	2012	1.21.2.310 1.19.8.557	2019-8	
Finance	Internal Audits 7/2012-6/2013	2013	1.21.2.415 1.15.3.148	2019-9	
Finance	Internal Audits 7/2012-6/2013	2013	1.21.2.415 1.15.3.148	2019-10	
Finance	Internal Audits 7/2012-6/2013	2013	1.21.2.415 1.15.3.148	2019-11	
Finance	Internal Audits 7/2012-6/2013	2013	1.21.2.415 1.15.3.148	2019-12	
Finance	Internal Audits 7/2012-6/2013	2013	1.21.2.415 1.15.3.148	2019-13	
Finance	Bank Reconciliations/Check Voids & Stop Payments July 2008-June 2012	2012	1.21.2.322 1.15.5.508	2019-14	
Finance	PHA Monthly Rpts, Landfill Rpts June-Aug 2010/March-May 2012 July 2011-June 2012 (Landfill)	2012	1.21.2.303 1.15.5.204	2019-15	
Finance	PHA Monthly rpts. July 2011-June 2012	2012	1.21.2.303 1.15.5.204	2019-16	

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

Legal	Legal Case files District Court case files	2005- 2008	1.21.2.636 1.15.3.401(1)	2019-17	
Legal	Legal Case Files Man Bok Won v. City CV-2006-785 Malooly v. Won, etal. CV-2007-835 Man Bok Won v. City CV-2008-747	2007 2008	1.21.2.636 1.15.3.401(1)	2019-18	
Legal	Legal Case Files District Court Case files SNM v. Anthony Sanchez CR-2008-616 SNM v. Marc Estrada CR-2004-280	2004 2008	1.21.2.636 1.15.3.401(1)	2019-19	
Legal	Closed Muni Court Case files 2008 F-H	2008	1.21.2.636 1.15.3.401(1)	2019-20	
Legal	Closed Muni Court Case files 2008 U-Z	2008	1.21.2.636 1.15.3.401(1)	2019-21	
Legal	Closed Muni Court Case Files 2008 M-P	2008	1.21.2.636 1.15.3.401(1)	2019-22	
Legal	Closed Muni Court Case Files 2008 B-D	2008	1.21.2.636 1.15.3.401(1)	2019-23	
Legal	Closed Muni court Case Files 2008 I-Mc	2008	1.21.2.636 1.15.3.401(1)	2019-24	
Legal	Closed Muni Court Case files 2008 A-E	2008	1.21.2.636 1.15.3.401(1)	2019-25	
Legal	Closed Muni Court Case Files 2008 P-T	2008	1.21.2.636 1.15.3.401(1)	2019-26	
Finance UB	Utility Billing Register – Sept 2014 – Oct 2014 ; Utility Billing update reports	2015	1.21.2.310 1.19.8.557	2019-34	
Finance UB	Receipt Books; August 2011-April 2015	2015	1.21.2.309 1.15.5.203	2019-35	
Finance UB	Receipts-DPS, ASC, Animal Cont., Landfill, Library; July 2014-June 2015, FY 14/15	2015	1.21.2.309 1.15.5.203	2019-36	
Finance UB	Returned Check Payments, July 2012-Dec 2014	2015	1.21.2.309 1.15.5.203	2019-37	
Finance UB	Water Stubs (Cashiers); July 15, 2014-July 31, 2014	2015	1.21.2.309 1.15.5.203	2019-38	
Finance UB	Water Stubs (Cashiers); Oct 16-Oct 31, 2014	2015	1.21.2.309 1.15.5.203	2019-39	
Finance UB	Water Stubs (Cashiers; August 1-15, 2014	2015	1.21.2.309 1.15.5.203	2019-40	
Finance UB	Receipts (Yellow tape receipts) May – Sept 2014	2015	1.21.2.309 1.15.5.203	2019-41	
Finance UB	Water Stubs (Cashiers); August 16-31, 2014	2015	1.21.2.309 1.15.5.203	2019-42	
Finance UB	Water Stubs (Cashiers); March 2 nd -March 13, 2015	2015	1.21.2.309 1.15.5.203	2019-43	
Finance UB	Water Stubs; May 1, 2015-May 15, 2015	2015	1.21.2.309 1.15.5.203	219-44	
Finance UB	Receipts (water pymt stubs) ; Sept 16-30-2014	2015	1.21.2.309 1.15.5.203	2019-45	
Finance UB	Water Stubs (Cashiers); Feb 2 nd -Feb 13, 2015	2015	1.21.2.309 1.15.5.203	2019-46	
Finance UB	Water Stubs (Cashiers); Jan 16 th -31 st 2015	2015	1.21.2.309 1.15.5.203	2019-47	

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NOTIFICATION OF RECORDS DESTRUCTION

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Finance UB	Yellow Tape Receipts; Sept 16, 2014-Jan 5, 2015	2015	1.21.2.309 1.15.5.203	2019-48	
Finance UB	Water Stubs (Cashiers); Jan 2-Jan 15, 2015	2015	1.21.2.309 1.15.5.203	2019-49	
Finance UB	Receipts (water stubs); May 16-31, 2015	2015	1.21.2.309 1.15.5.203	2019-50	
Finance UB	Water Stubs (Cashiers); June 1 st -June 15 th 2015	2015	1.21.2.309 1.15.5.203	2019-51	
Finance UB	Water Stubs (Cashiers); April 1 st -15 th 2015	2015	1.21.2.309 1.15.5.203	2019-52	
Finance UB	Water Stubs (Cashiers); 3-16-15 – 3-31-15	2015	1.21.2.309 1.15.5.203	2019-53	
Finance UB	Water Stubs (Cashiers); Sept 1, 2014-Sept 15, 2014	2015	1.21.2.309 1.15.5.203	2019-54	
Finance UB	Water Stubs (Cashiers); April 16, 2016- April 30, 2015	2015	1.21.2.309 1.15.5.203	2019-55	
Finance UB	Water Stubs (Cashiers); Dec 16 2014-Dec 31 2014	2015	1.21.2.309 1.15.5.203	2019-56	
Finance UB	Receipts Yellow Tape Regis; Jan 2015-April 2015	2015	1.21.2.309 1.15.5.203	2019-57	
Finance UB	Water Stubs (cashiers), Oct 1 st -15 th , 2014	2015	1.21.2.309 1.15.5.203	2019-58	
Finance UB	Water Stubs (Cashiers); Feb 15-Feb28, 2015	2015	1.21.2.309 1.15.5.203	2019-59	
Finance UB	Water Stubs (cashiers); July 1, - July 15, 2014	2015	1.21.2.309 1.15.5.203	2019-60	
Finance UB	Water Stubs (cashiers); Dec 1 st – Dec 15 th 2014	2015	1.21.2.309 1.15.5.203	2019-61	
Finance UB	Cash Post Listings Nov & Dec 2015	2016	1.21.2.310 1.15.5.207	2019-62	
Finance UB	Utility Billing Register; May 2015 – June 2015; Utility Billing update reports	2015	1.21.2.310 1.19.8.557	2019-63	
Finance UB	Public Utility Service File – July-Dec 2014; paid worked Collection Accts; Paid liened accts	2015	1.21.2.137 1.19.8.555	2019-64	
Finance UB	Payment Invoice Files – (Prior to July 1, 2011) July 1, 2011-Dec 31, 2011; Paid & Unpaid AR invoices FY-12 & Prior; invoice #s 12263- 27489	2012	1.21.2.303 1.15.5.204	2019-65	
Finance UB	Public Utility Service File – Dec 2014-Apr; radio read maintenance service orders; cycles 1-13	2015	1.21.2.137 1.19.8.555	2019-66	
Finance UB	Payment Invoice Files – Jan 1, 2012-Jun 30, 2012; paid & unpaid AR invoices; invoice #s 27490-28280	2012	1.21.2.303 1.15.5.204	2019-67	
Finance UB	Utility Billing Register–July 2014; cycle billing 1- 13; final billing; cancel/rebill billing off cycle bill	2015	1.21.2.310 1.19.8.557	2019-68	
Finance UB	Public Utility Service File; Jan 2015-Jul 2015; paid worked collection accounts & paid liened accounts	2015	1.21.2.137 1.19.8.555	2019-69	
Finance UB	Utility Billing Register; November 2014; Cycle Billing 1-13 final billing, cancel/rebill billing, off cycle billing	2015	1.21.2.310 1.19.8.557	2019-70	
Finance UB	Utility Billing Register; Dec 29, 2014-Jan 27,	2015	1.21.2.310	2019-71	

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

	2015; Cycle billing 1-13 final Billing, Cancel/Rebill Billing, Off Cycle Billing		1.19.8.557		
Finance UB	Utility Billing Register; Jul 2014-Jun 2015; Bank Draft Authorization forms, ACH verifications, low-flow toilet applications, thermal expansion tank payment plans, termination documentation	2015	1.21.2.310 1.19.8.557	2019-72	
Finance UB	Utility Billing Register; Nov 2014-Dec 2014; Utility Billing update reports	2015	1.21.2.310 1.19.8.557	2019-73	
Finance UB	Utility Billing Register; Mar 2015-Apr 2015; Utility Billing update reports	2015	1.21.2.310 1.19.8.557	2019-74	
Finance UB	Public Utility Service File; Jul 2014-Jun 2015; Utility Maintenance work orders; exception listings, trouble codes listings, base rate on/off workorders; Misc: non-pay deposit, rtn check, recheck	2015	1.21.2.137 1.19.8.555	2019-75	
Finance UB	Utility Billing Register; September 2014; Cycle Billing 1-13; Final Billing, cancel/rebill billing, off-cycle billing	2015	1.21.2.310 1.19.8.557	2019-76	
Finance UB	Public Utility Service File; Jan 2014-Dec 2014; leak adjustments	2015	1.21.2.137 1.19.8.555	2019-77	
Finance UB	Utility Billing Register; July 2014-August 2014; Utility Billing update reports	2015	1.21.2.310 1.19.8.557	2019-78	
Finance UB	Utility Billing Register; December 1-28, 2014; Cycle Billing 1-13; final billing, cancel/rebill billing, off cycle billing	2015	1.21.2.310 1.19.8.557	2019-79	
Finance UB	Utility Billing Register; October 2014; Cycle Billing 1-13; final billing, cancel/rebill billing, off cycle billing	2015	1.21.2.310 1.19.8.557	2019-80	
Finance UB	Public Utility Service File; July 2014-June 2015 work orders; turn-on Service orders, Leak Test service orders	2015	1.21.2.137 1.19.8.555	2019-81	
Finance UB	Utility Billing Register; July 2014-June 2015; fy15; Credit refund Postings, deposit postings, balance transfer postings, adjustment postings, misc charge postings, reverse pmt postings	2015	1.21.2.310 1.19.8.557	2019-82	
Finance UB	Public utility Service File; July 2014-June 2015; Work-Orders-final service orders, new meters, turn off service orders, lock meter service orders	2015	1.21.2.137 1.19.8.555	2019-83	
Finance UB	Utility billing Register; Jan 28-Feb 28, 2015; cycle billing 1-13-final billing cancel/rebill billing; off cycle billing	2015	1.21.2.310 1.19.8.557	2019-84	
Finance UB	Utility Turnoff Notice and Delinquent Report; July 2014-June 2015; Cut-off Listing Reports	2015	1.21.2.116 1.19.8.558	2019-85	
Finance UB	Public Utility Service File; July 2014-June 2015; Work Orders; Cut-Off service orders	2015	1.21.2.137 1.19.8.555	2019-86	
Finance UB	Utility Billing Register; March 2015; Cycle Billing 1-13, final billing, cancel/rebill billing, off cycle billing	2015	1.21.2.310 1.19.8.557	2019-87	
Finance UB	Utility Billing Register; Jan 2015-Feb 2015; Utility Billing Update Reports	2015	1.21.2.310 1.19.8.557	2019-88	
Finance UB	Utility Billing Register; August 2014; cycle	2015	1.21.2.310	2019-89	

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

	billing 1-13; final billing; cancel/rebill billing, off cycle billing		1.19.8.557		
Finance	Cash Reports, Daily; June 1, 2014 – June 30, 2014 – FY 2014	2014	1.21.2.310 1.15.5.207	2019-90	
Finance	Budget work Papers; FY14-FY15	2014-2015	remove - non record 1.15.5.101	2019-91	
ASC	MOW's – Inventories, Vendor Mgmt., Assistance Nutrition; July 2015 – June 2016	2015-2016	1.21.2.317 1.21.2.347 1.21.2.815	2019-92	
ASC	MOW's – Inventories, Vendor Mgmt., Assistance Nutrition; Sep 2006 – Mar 2016	2006-2016	1.21.2.317 1.21.2.347 1.21.2.815	2019-93	
HR	Personnel Files – Non-Contributing – termed 2015 (Jan – Dec 2015) Allen thru Wright	2015	1.21.2.234	2019-94	
HR	Rejected Applications – Recruitment Files Jan – Dec 2015 Admin: C.M./City Clerk/HR, Finance, Engineering, City Planner, C.S. – Cemetery, Civic Center	2015	1.21.2.246	2019-95	
HR	Rejected Applications – Recruitment Files Jan – Dec 2015 C.S. – Golf, Library, Parks, Rec. Ctr., Sr. Ctr.	2015	1.21.2.246	2019-96	
HR	Rejected Applications – Recruitment Files Jan – Dec 2015 Sr. Ctr. – RSVP Coord., Zoo, PHA, Muni. Ct.	2015	1.21.2.246	2019-97	
HR	Rejected Applications – Recruitment Files Jan – Dec 2015 Public Works – Streets, Utilities, Wastewater, Water APD – Animal Control, Admin., Dispatchers	2015	1.21.2.246	2019-98	
HR	Rejected Applications – Recruitment Files Jan – Dec 2015 APD – Dispatcher, Evidence Tech, Records Clerk, Police Officers	2015	1.21.2.246	2019-99	
HR	Rejected Applications – Recruitment Files Jan – Dec 2015 APD – Police Officers 1-yr letters Fire – Admin/Firefighters	2015	1.21.2.246	2019-100	
HR	Rejected Applications – Recruitment Files Jan – Dec 2015 Fire Dept – Lt. Promotions, Assessments, Recruitments	2015	1.21.2.246	2019-101	
Legal	Legal Case Files PHA Evictions – closed files (Destroy date 2017)	1997-2006	1.21.2.636	2019-102	
Finance UB	Work Orders July 2014 – June 2015 Radio Read Meter Installation Forms Cycles 1-3	2014-2015	1.21.2.137	2019-103	
Finance UB	Work Orders July 2015 - December 2015	2015	1.21.2.137	2019-104	

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The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

	Radio read Maintenance Service Orders Cycles 1-13				
Finance UB	Work Orders July 2015 – June 2016 Utility Maintenance Service Orders Utility Maintenance Radio Read Trouble Reports Turn On Service Orders Recheck Service Orders Meter Replacement Service Orders	2015- 2016	1.21.2.137	2019-105	
Finance UB	Work Orders July 2015 – June 2016 Cut-Off Service Orders Cycles 1 – 13	2015- 2016	1.21.2.137	2019-106	
Finance UB	Work Orders July 2014 – June 2015 Radio Read Meter Installation Forms Cycles 4 – 7	2014- 2015	1.21.2.137	2019-107	
Finance UB	Work Orders July 2015 – June 2016 Final Service Orders Returned Check Service Orders High Audit Service Orders Remove Meter Service Orders Lock Meter Service Orders	2015- 2016	1.21.2.137	2019-108	
Finance UB	Work Orders July 2015 – June 2016 Radio Read Maint. Service Orders (Jan 2016 – June 2016) Manual Reading Service Orders ETR Replacement Service Orders Base Rate Turn On Service Orders Base Rate Turn Off Service Orders Meter Test Service Orders Meter Installation Services Orders Leak Test Service Orders Radio Read Profile Service Orders	2015- 2016	1.21.2.137	2019-109	
Finance UB	Work Orders July 2016 – June 2017 Service Orders: Turn Off Lock Meter Remove Meter New Meter Applications Meter Installations Utility Maintenance RR trouble reports Radio Read Maintenance (By Billing Period) Cut-Off for Non-Payment (March – June 2017) Manual Reading (By Billing Period) (June 2017)	2016- 2017	1.21.2.137	2019-110	
Finance UB	Work Orders July 2014 – June 2015 Radio Read meter Installations Forms Cycles 8 – 13	2014- 2015	1.21.2.137	2019-111	
Finance UB	Work Orders July 2016 – February 2017	2016- 2017	1.21.2.137	2019-112	

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The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

	Service Orders: Cut-Off for Non-Payment				
Finance UB	Work Orders July 2016 – June 2017 Service Orders: Turn On, Base Rate Turn Off, Base Rate Turn On, Recheck, Returned Check, Meter Test, Leak Test, High Audit	2016- 2017	1.21.2.137	2019-113	
Finance UB	Work Orders July 2016 – May 2017 Service Orders: Maintenance Reading (By Billing Period)	2016- 2017	1.21.2.137	2019-114	
Finance UB	Work Orders July 2016 – June 2017 Service Orders: ETR Replacement Final (July 2016 – April 2017)	2016- 2017	1.21.2.137	2019-115	
Public Works – Water	Work Orders July 1 st 2014 – March 31 st , 2015	2014- 2015	1.21.2.137	2019-116	
Public Works – Water	Work Orders April 1 st , 2015 – June 30, 2015	2015	1.21.2.137	2019-117	
Public Works – Water	Work Orders July 1, 2014 – June 30, 2015	2014- 2015	1.21.2.137	2019-118	
Purchasing/AP	Accounts Payable Invoices FY 10 Misc. A – A/A	2009- 2010	1.21.2.301	2019-119	
Purchasing/AP	Accounts Payable Invoices FY 10 Alam – Misc ‘ B ‘	2009- 2010	1.21.2.301	2019-120	
Purchasing/AP	Accounts Payable Invoices FY 10 B&H Photo – Blue Sky Vet	2009- 2010	1.21.2.301	2019-121	
Purchasing/AP	Accounts Payable Invoices FY 10 Bob Turner – Cemex	2009- 2010	1.21.2.301	2019-122	
Purchasing/AP	Accounts Payable Invoices FY 10 Chaparral – City of Alamo	2009- 2010	1.21.2.301	2019-123	
Purchasing/AP	Accounts Payable Invoices FY 10 City of Las Cruces – Diaz	2009- 2010	1.21.2.301	2019-124	
Purchasing/AP	Accounts Payable Invoices FY 10 Dickman – G&L Golf	2009- 2010	1.21.2.301	2019-125	
Purchasing/AP	Accounts Payable Invoices FY 10 Gale – Holmes	2009- 2010	1.21.2.301	2019-126	
Purchasing/AP	Accounts Payable Invoices FY 10 Home – Kronos	2009- 2010	1.21.2.301	2019-127	
Purchasing/AP	Accounts Payable Invoices FY10 Kunihiro – Lowe's Company	2009- 2010	1.21.2.301	2019-128	
Purchasing/AP	Accounts Payable Invoices FY 10 Ludwick – Morrissey	2009- 2010	1.21.2.301	2019-129	
Purchasing/AP	Accounts Payable Invoices FY 10 Motor – Newman	2009- 2010	1.21.2.301	2019-130	
Purchasing/AP	Accounts Payable Invoices FY10 NM Bolt – Otero	2009- 2010	1.21.2.301	2019-131	
Purchasing/AP	Accounts Payable Invoices FY 10 Otero County – PNM Electric	2009- 2010	1.21.2.301	2019-132	
Purchasing/AP	Accounts Payable Invoices FY10 PNM Electric – Prices	2009- 2010	1.21.2.301	2019-133	

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

Purchasing/AP	Accounts Payable Invoices FY10 Price – Qwest 911	2009-2010	1.21.2.301	2019-134	
Purchasing/AP	Accounts Payable Invoices FY10 Misc ' R' - Rocky	2009-2010	1.21.2.301	2019-135	
Purchasing/AP	Accounts Payable Invoices FY10 Rogers - Shafner	2009-2010	1.21.2.301	2019-136	
Purchasing/AP	Accounts Payable Invoices FY10 Schoolcraft - Sunland	2009-2010	1.21.2.301	2019-137	
Purchasing/AP	Accounts Payable Invoices FY10 Sunshine – United Parcel	2009-2010	1.21.2.301	2019-138	
Purchasing/AP	Accounts Payable Invoices FY10 Unifirst - Unifirst	2009-2010	1.21.2.301	2019-139	
Purchasing/AP	Accounts Payable Invoices FY10 Unifirst - Verizon	2009-2010	1.21.2.301	2019-140	
Purchasing/AP	Accounts Payable Invoices FY10 Verizon - Wafful	2009-2010	1.21.2.301	2019-141	
Purchasing/AP	Accounts Payable Invoices FY10 Wagner – Misc 'X'	2009-2010	1.21.2.301	2019-142	
Purchasing/AP	Accounts Payable Invoices FY10 Xerox – A/Misc. UB 10	2009-2010	1.21.2.301	2019-143	
Purchasing/AP	Accounts Payable Invoices FY10 UBE - UBZ	2009-2010	1.21.2.301	2019-144	
Purchasing/AP	Accounts Payable Invoices FY10 Misc A – City of Alamogordo	2009-2010	1.21.2.301	2019-145	
Purchasing/AP	Accounts Payable Invoices FY10 Misc D – Misc Q	2009-2010	1.21.2.301	2019-146	
Purchasing/AP	Accounts Payable Invoices FY10 Misc R – Z – Vendor 10	2009-2010	1.21.2.301	2019-147	
Finance/Payroll	Time and Attendance Time card reports, 12/8/16 to 6/4/17	2016-2017	1.21.2.235	2019-148	
Finance/Payroll	Time and Attendance Kronos Interface, Jan – Dec 2008	2008	1.21.2.235	2019-149	
Finance/Payroll	Time and Attendance Time Card reports, 6/23/16 to 11/23/16	2016	1.21.2.235	2019-150	
Finance/Payroll	Time and Attendance Time Card Reports, 1/21/16 to 6/9/16	2016	1.21.2.235	2019-151	
Finance/Payroll	Reports payroll Payroll checklist, new hires, terms, salary changes, corrections, change of address & emails – 2008	2008	1.21.2.213	2019-152	
Finance/Payroll	Reports Payroll Payroll distribution and tax register – Jan – Apr 2009	2009	1.21.2.213	2019-153	
Finance/Payroll	Reports Payroll Payroll distribution January – April 2008	2008	1.21.2.214	2019-154	
Finance/Payroll	Reports Payroll Payroll Distribution Sept – Dec 2008	2008	1.21.2.213	2019-155	
Finance/Payroll	Reports Payroll Payroll distribution May – Aug 2008	2008	1.21.2.213	2019-156	
Finance/Payroll	Deduction and Garnishments Payroll Garnishment files closed between 2007 to 2013	2007-2013	1.21.2.211	2019-157	
Finance/Payroll	Employer Account files	2008	1.21.2.262	2019-158	

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

	Workers Comp 2008				
Finance/Payroll	Records Requests - 2008 Garnishments - 2008 Authorizations – 2006-2007 PTO & sick leave conversions, cola increases (2007, 2008), Supplemental Term Life 2005 Time and Attendance 2008 Kronos holiday Reconciliation and balancing 2006,2007, 2008 Check recon, 2007 & 2008 WC Reports, 2008 98 Recon	2005-2008	1.21.2.519 1.21.2.211 remove - non record 1.15.5.101 1.21.2.235 1.21.2.331	2019-159	
Finance/Payroll	Authorizations Benefit Plans Tax Assessments Union Dues & authorizations, PTO & sick conversions, PTO carryovers, Kronos Access Authorization, comp Time Pay outs, APSOA & AFSCME contract changes, Direct Deposit authorizations, unemployment and 941 Taxes, SU I Taxes, Meals Bonus Pay, Add rates, Workers Comp, Insurance, Boot allowance, flex spending, acting pay, education incentive, landfill, insurance changes, FMLA, National Guard, Injury, Admin Leave, etc. (pinkslips)	2008	remove - non record 1.15.5.101 1.21.2.203 1.21.2.354	2019-160	
City Clerk	Public Record Requests January – December 2017 Records 17-001-17-063	2017	1.21.2.519	2019-161	
City Clerk	Public Record Requests January – December 2017 Records 17-064-17-138	2017	1.21.2.519	2019-162	
Community Services	Time and Attendance Payroll Archives 2/1/16 thru 12/18/16 (Mary Pavia Records)	2016	1.21.2.235	2019-163	
Finance	Reports – Accounting FY 16 Lodger & Landfill Report FY 16 Tax & Revenue Report FY 16 Cemetery Fee FY 16 Unclaimed property	2015-2016	1.21.2.310	2019-164	
City Clerk	Public Record Requests January – December 2017 Records 17-139-17-214	2017	1.21.2.519	2019-165	
City Clerk	Public Record Requests January – December 2017 Records 17-215-17-233	2017	1.21.2.519	2019-166	
City Clerk	Public Record Requests January – December 2016 Records 15-349 and 16-217 through 16-241	2015 and 2016	1.21.2.519	2019-167	
Purchasing	Accounts Payable Consolidated to EMS 7/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-168	
Purchasing	Accounts Payable Border to Chapprael 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-169	
Purchasing	Accounts Payable	2010 and	1.21.2.301	2019-170	

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

	Unifirst to Verizon 07/2010 – 06/2011	2011			
Purchasing	Accounts Payable RSVP/FGP/SCP 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-171	
Purchasing	Accounts Payable Johnstone to Lorditch 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-172	
Purchasing	Accounts Payable Misc A to Alamogordo Chamber 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-173	
Purchasing	Accounts Payable RSVP/FGP/SCP 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-174	
Purchasing	Accounts Payable RSVP/FGP/SCP 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-175	
Purchasing	Accounts Payable New Mexico to Vendor 10 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-176	
Purchasing	Accounts Payable Technicon to Unifirst 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-177	
Purchasing	Accounts Payable PNM to Misc Q 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-178	
Purchasing	Accounts Payable Govt to Jeff 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-179	
Purchasing	Accounts Payable Zee – Misc 10's 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-180	
Purchasing	Accounts Payable Misc B to Bohannan 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-181	
Purchasing	Accounts Payable Misc A to Misc N 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-182	
Purchasing	Accounts Payable Verizon to Walmart 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-183	
Purchasing	Accounts Payable Lowe's Company to Mirabel 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-184	
Purchasing	Accounts Payable Quality to Rawson 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-185	
Purchasing	Accounts Payable Engineers to Glock 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-186	
Purchasing	Accounts Payable City of Alamogordo to Commercial 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-187	
Purchasing	Accounts Payable Mitel – Misc N	2010 and 2011	1.21.2.301	2019-188	

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

	07/2010 – 06/2011				
Purchasing	Accounts Payable Walmart to Zunios 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-189	
Purchasing	Accounts Payable Recorded to Severn 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-190	
Purchasing	Accounts Payable Oscar's to PNM 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-191	
Purchasing	Accounts Payable Alamogordo Daily to AW Direct 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-192	
Purchasing	Accounts Payable Shearman to Misc T 07/2010 – 06/2011	2010 and 2011	1.21.2.301	2019-193	
Purchasing	Bids, Proposals and Quotes Quotes – 2003-005, 2003-017, 2004-007 RFPs 2003-001, 2004-007	2003 and 2004	1.21.2.346	2019-194	
Purchasing	Bids, Proposals and Quotes RFP 2004-001 box 2 of 2	2004	1.21.2.346	2019-195	
Purchasing	Bids, Proposals and Quotes RFP 2004-001 box 1 of 2	2004	1.21.2.346	2019-196	
Purchasing	Bids, Proposals and Quotes RFP 2005-001	2005	1.21.2.346	2019-197	
Purchasing	Bids, Proposals and Quotes PW Bids 2004-07 thru 2005-05	2004 and 2005	1.21.2.346	2019-198	
Purchasing	Bids, Proposals and Quotes RFQ 2004-01 PW Bid 2005-001 – 006 PW Bid 2004-002 & 007, 2005-011-015	2004 and 2005	1.21.2.346	2019-199	
Purchasing	Bids, Proposals and Quotes PW Bid 2005-017 RFP 2005-005, 2004-002 2006-003, 2002-001	2004 to 2006	1.21.2.346	2019-200	
Purchasing	Bids, Proposals and Quotes RFP 2006-003 PW Bid 2005-06, 2006-08	2005 and 2006	1.21.2.346	2019-201	
Purchasing	Bids, Proposals and Quotes RFP 2004-008, 2005-003 & 4, 2006-002, 2005-006	2004 to 2006	1.21.2.346	2019-202	
Purchasing	Bids, Proposals and Quotes RFP 2006-004, 2006-010	2006	1.21.2.346	2019-203	
Purchasing	Bids, Proposals and Quotes PW Bids 2006-001 – 2006-009 PW Bids 2005-011 – 2005-018	2005- 2006	1.21.2.346	2019-204	
Purchasing	Bids, Proposals and Quotes RFP 2006-005	2006	1.21.2.346	2019-205	
Purchasing	Bids, Proposals and Quotes RFP 2007 – 004 thru 016	2007	1.21.2.346	2019-206	
Purchasing	Bids, Proposals and Quotes IFBs 2007-06 thru 2008-08	2007	1.21.2.346	2019-207	
Purchasing	Bids, Proposals and Quotes Proposal copies FY 07 RFPs 2007-002 – 2007-005, 2006-011	2007	1.21.2.346	2019-208	
Purchasing	Bids, Proposals and Quotes	2006-	1.21.2.346	2019-209	

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NOTIFICATION OF RECORDS DESTRUCTION

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

	Quotes 2006-14, 2007-009 RFP 2006-001, 2007-008	2007			
Purchasing	Bids, Proposals and Quotes RFPs 2008-007 & 008	2008	1.21.2.346	2019-210	
Purchasing	Bids, Proposals and Quotes RFP 2007-017 & 2008-005	2007- 2008	1.21.2.346	2019-211	
Purchasing	Bids, Proposals and Quotes PW Bid 2006-010 – 2007-011	2006- 2008	1.21.2.346	2019-212	
Purchasing	Bids, Proposals and Quotes PW Bid 2009-006 to 012	2009	1.21.2.346	2019-213	
Purchasing	Bids, Proposals and Quotes Quotes 2004-08 thru 2007-10, 11, 2008- 001-014, 2009-001-015	2004- 2009	1.21.2.346	2019-214	
Purchasing	Bids, Proposals and Quotes IFBs 2009-01 thru 15, 2008-10 thru 12	2008- 2009	1.21.2.346	2019-215	
Purchasing	Bids, Proposals and Quotes RFPs 2008-009 to 2009-005	2008- 2009	1.21.2.346	2019-216	
Purchasing	Bids, Proposals and Quotes PW Bids 2009-013 thru 018	2009	1.21.2.346	2019-217	
Purchasing	Bids, Proposals and Quotes PW Bids 2009-001 to 005	2009	1.21.2.346	2019-218	
Purchasing	Bids, Proposals and Quotes PW Bids 2008-001 to 011	2009	1.21.2.346	2019-219	
Purchasing	Bids, Proposals and Quotes RFPs 99-05, 2007-013, 2007-003, 2008- 006, 2009-002	2009	1.21.2.346	2019-220	
Purchasing	Bids, Proposals and Quotes PW Bid 2006-13 RFP 2008-011, 2009-002, 2007-007, 2009-006, 2009-008, 2009-010	2006- 2009	1.21.2.346	2019-221	
Purchasing	Bids, Proposals and Quotes RFQ 2010-01 thru 04	2010	1.21.2.346	2019-222	
Purchasing	Bids, Proposals and Quotes RFP 2011-004	2011	1.21.2.346	2019-223	
Purchasing	Accounts Payable Misc 10's – RSVP/FGP/SCP	2010- 2011	1.21.2.301	2019-224	
Purchasing	Accounts Payable Napa – Orienbal	2010- 2011	1.21.2.301	2019-225	

Total Boxes for 2019 - 217

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 9/22/2020

Report Date: 9/10/2020

Report No: 4.

Submitted By: Diane Malone

Subject: Approve Resolution No. 2020-39 Certifying the City of Alamogordo Fixed Asset Inventory Count for FY 2020. (*Evelyn Huff, Finance Director*) **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve Resolution No. 2020-39 FY 2020 Fixed Asset Inventory.

Background: As per NM Statute 12-6-10 Annual Inventory, the auditors have requested Commission Approval of the City of Alamogordo Department Fixed Asset Inventory FY 2020.

12-6-10. Annual inventory.

A. The governing authority of each agency shall, at the end of each fiscal year, conduct a physical inventory of movable chattels and equipment costing more than five thousand dollars (\$5,000) and under the control of the governing authority. This inventory shall include all movable chattels and equipment procured through the capital program fund under Section 15-3B-16 NMSA 1978, which are assigned to the agency designated by the director of the facilities management division of the general services department as the user agency. The inventory shall list the chattels and equipment and the date and cost of acquisition. No agency shall be required to list any item costing five thousand dollars (\$5,000) or less. Upon completion, the inventory shall be certified by the governing authority as to correctness. Each agency shall maintain one copy in its files. At the time of the annual audit, the state auditor shall ascertain the correctness of the inventory by generally accepted auditing procedures.

B. The official or governing authority of each agency is chargeable on the official's or authority's official bond for the chattels and equipment shown in the inventory.

C. The general services department shall establish standards, including a uniform classification system of inventory items, and promulgate rules concerning the system of inventory accounting for chattels and equipment required to be inventoried, and the governing authority of each agency shall install the system. A museum collection list or catalogue record and a library accession record or shelf list shall constitute the inventories of museum collections and library collections maintained by state agencies and local public bodies.

D. No surety upon the official bond of any officer or employee of any agency shall be released from liability until a complete accounting has been had. All official bonds shall provide coverage of, or be written in a manner to include, inventories.

History: 1953 Comp., § 4-31-10, enacted by Laws 1969, ch. 68, § 10; 1979, ch. 195, § 1; 1983, ch. 303, § 1; 1984, ch. 53, § 1; 1985, ch. 115, § 1; 1987, ch. 35, § 1; 1999, ch. 230, § 1; 2005, ch. 237, § 1; 2013, ch. 115, § 9.

ANNOTATIONS

The 2013 amendment, effective June 14, 2013, changed the name of the property control division of the general services department to the facilities management division; in Subsection A, in the second sentence, and in Subsection B, deleted "property control" and added "facilities management" before the word "division"; and in Subsection A, in the sixth sentence, after "state auditor shall", deleted "satisfy himself as to" and added "ascertain".

The 2005 amendment, effective June 17, 2005, increased the value of state property that must be inventoried and listed from \$1,000 to \$5,000.

The 1999 amendment, effective June 18, 1999, in Subsection A, substituted "one thousand dollars (\$1,000)" for "five hundred dollars (\$500)" in the first and fourth sentences.

The 1987 amendment, effective June 19, 1987, substituted "five hundred dollars" for "two hundred and fifty dollars" in the first and fourth sentences of Subsection A.

City of Alamogordo Department Fixed Asset Inventory FY 2020

Department	Signed Verification by:	Fixed Asset Inventory Sheet Returned	Signed (Y/N)	Signed Date	Dept. Fixed Asset Listing Total
Administration Inventory	Cheryl Otero-Baker	3/24/2020	Y	3/24/2020	5,000.00
Airport Inventory	Jim Talbert	3/24/2020	Y	3/24/2020	13,439,399.44
Alamogordo Fire Department Inventory	James LeClair	3/26/2020	Y	3/26/2020	7,043,220.67
Alamogordo Police Department	Maria Herndon	8/10/2020	Y	8/9/2020	5,145,743.64
Animal Control Inventory	Dwain Martinez	5/21/2020	Y	5/8/2020	525,185.90
APD - Dispatch Inventory	Maria Herndon	8/18/2020	Y	8/17/2020	600,058.25
APD - Training Inventory	Maria Herndon	6/15/2020	Y	6/14/2020	282,805.04
Bonito Lake Campground Inventory	Veronica Ortega	7/15/2020	Y	7/15/2020	1,996,035.16
Cemetery Inventory Listing	Erik Marion	7/24/2020	Y	7/24/2020	334,637.16
Central Receiving Inventory	Barbara Pyeatt	6/2/2020	Y	6/2/2020	202,142.95
Chamber of Commerce Inventory	Paul Bennett	6/23/2020	Y	6/23/2020	434,216.93
City Clerk Inventory	Rachel Hughs	3/25/2020	Y	3/25/2020	236,801.00
City Location Inventory	Paul Bennett	6/23/2020	Y	6/23/2020	12,789,815.52
Civic Center Inventory	Josh Sides	6/11/2020	Y	6/11/2020	1,231,265.23
Code Enforcement Inventory - Alamogordo Fire Department	James LeClair	3/26/2020	Y	3/26/2020	81,226.00
Community Services Administration	Veronica Ortega	7/15/2020	Y	7/15/2020	19,066.00
Community Services Parks Inventory	Erik Marion	7/24/2020	Y	7/24/2020	10,267,084.93
Community Services Zoo Inventory	Johnny Crain	6/12/2020	Y	6/12/2020	1,766,466.05
Convenience Center Inventory	Darrell Grah	6/11/2020	Y	6/11/2020	1,253,441.17
Engineering Inventory	Bob Johnson	3/24/2020	Y	3/24/2020	32,735.00
Facility Maintenance Inventory	Paul Bennett	6/23/2020	Y	6/23/2020	1,426,363.05
Finance MIS Inventory	Mark Graham	6/15/2020	Y	6/15/2020	1,444,507.04
Finance Utility Billing Inventory	Mark Threadgill	6/11/2020	Y	6/11/2020	108,080.66
Fleet Inventory	Robert Williams	6/24/2020	Y	6/11/2020	1,144,564.60

City of Alamogordo Department Fixed Asset Inventory FY 2020

Department	Signed Verification by:	Fixed Asset Inventory Sheet Returned	Signed (Y/N)	Signed Date	Dept. Fixed Asset Listing Total
General Government & Land Location Inventory	Tony Pistilli	4/6/2020	Y	4/6/2020	1,502,980.96
GIS Inventory	Tony Pistilli	4/3/2020	Y	4/3/2020	130,509.17
Golf Course Club House Inventory	Grant Dalpes	7/1/2020	Y	7/1/2020	2,800,311.54
Golf Course Maintenance Inventory	Mac Blevins	6/12/2020	Y	6/12/2020	4,594,211.81
Human Resources Inventory	Kim Torres	6/11/2020	Y	6/11/2020	15,484.00
La Luz Filter Plant Inventory	Dave Nunnelley	8/21/2020	Y	8/4/2020	38,277,210.65
Landfill Inventory	Thomas Bramble	4/23/2020	Y	3/27/2020	8,548,934.53
Library Inventory	Sharon Rowe	3/24/2020	Y	3/24/2020	2,905,590.60
Municipal Court Inventory	Patricia Doporto	3/31/2020	Y	3/31/2020	96,711.39
Planning & Zoning Inventory	Shelbe Abbott-Leyva	3/30/2020	Y	3/30/2020	12,752.00
Purchasing Inventory	Barbara Pyeatt	6/2/2020	Y	6/2/2020	105,926.00
Recreation Center Inventory	Heather Clark	4/6/2020	Y	4/6/2020	5,535,899.63
RSVP Inventory	Julie Baker	3/24/2020	Y	3/24/2020	56,984.20
Senior Center Inventory	Britney Courtier	4/29/2020	Y	4/29/2020	4,507,601.01
Senior Center Kitchen Inventory	Britney Courtier	4/29/2020	Y	4/1/2020	142,064.74
Street Department Inventory	Burnis Davis	4/28/2020	Y	4/20/2020	9,797,685.08
Streets Infrastructure (Pave) Inventory	Burnis Davis	4/30/2020	Y	4/30/2020	176,866,199.32
Utilities Department Inventory	Larry Garner	3/24/2020	Y	3/24/2020	156,754.32
Utility Construction Equipment Inventory	Burnis Davis	4/28/2020	Y	3/25/2020	1,819,107.08
Utility Maintenance Inventory	Toby Torres	8/17/2020	Y	8/11/2020	30,614,904.47
Utility Water Inventory	Dave Nunnelley	9/4/2020	Y	8/24/2020	4,932,007.23
Waste Water Treatment Plant Inventory	David Weyandt	8/20/2020	Y	8/11/2020	37,401,261.58
Weed & Drainage Equipment Inventory	Burnis Davis	4/28/2020	Y	3/25/2020	2,110,160.56
Weed Inventory	Burnis Davis	4/28/2020	Y	3/25/2020	19,131,466.19

City of Alamogordo Department Fixed Asset Inventory FY 2020

Department	Signed Verification by:	Fixed Asset Inventory Sheet Returned	Signed (Y/N)	Signed Date	Dept. Fixed Asset ListingTotal
					413,872,579.45
					413,872,579.45
					0.00



City Manager



Date



Finance Director



Date

RESOLUTION NO. 2020-39
CERTIFYING THE FIXED ASSET LISTING ACCOUNT

WHEREAS, the City of Alamogordo, New Mexico, owns certain property that is listed on a fixed asset inventory sheet that is updated annually;

WHEREAS, the City of Alamogordo, New Mexico, recalculated its fixed asset listings as of June 30, 2020;

WHEREAS, the City of Alamogordo, New Mexico, has double checked the list for accuracy by doing a physical inspection;

NOW, THEREFORE BE IT RESOLVED by the City Commission of the City of Alamogordo, New Mexico that:

The attached Fixed Asset Listing is a true and accurate list of all the City of Alamogordo's fixed assets.

DONE this _____ day of _____, 2020.

CITY OF ALAMOGORDO, NEW MEXICO
A New Mexico municipal corporation

By: _____
Richard A. Boss, Mayor

ATTEST:

APPROVED AS TO FORM:

Rachel Hughs, City Clerk

Petria Bengoechea, City Attorney

15b ROLL FORWARD OF CAPITAL ASSETS FY20 DETAIL SUMMARY OF ASSET ACTIVITY (Recap)

Asset Account	Fund	FY19 Ending 6/30/2019 Fixed Assets	FY2020 Additions	Net Transfers IN /(OUT)	Retirements	Total	Unadjusted	Period 13/14	Period 13/14	Period 13/14	Adjusted
			FY2020 Additions				FY20 Ending 6/30/2020	CIP	CIP	Fixed Assets	FY20 Ending 6/30/2020
Number		Balance	Acquisitions				GL Balance	Additions	Deletions	Adjustments	GL Balance
GOVERNMENTAL ACTIVITIES (Set up in Memo Fund 010)											
Non Depreciable Assets											
LAND	11	2,243,784.26	54,125.77			2,297,910.03	2,297,910.03				2,297,910.03
	20	67,844.00				67,844.00	67,844.00				67,844.00
	27	-				-	-				-
	32	825,981.40				825,981.40	825,981.40				825,981.40
	44	7,055,117.52				7,055,117.52	7,055,117.52				7,055,117.52
	63	-				-	-				-
	71	152,425.44				152,425.44	152,425.44				152,425.44
	75	-				-	-				-
161 Total		10,345,152.62	54,125.77	-	-	10,399,278.39	10,399,278.39	-	-	-	10,399,278.39
CIP											
	11	148,294.57				148,294.57	148,294.57	536,902.66	(639,709.62)		45,487.61
	20	-				-	-				-
	27	-				-	-				-
	32	164,714.99				164,714.99	164,714.99	770,492.76	(550,519.91)		384,687.84
	44	10,111,908.98				10,111,908.98	10,111,908.98	2,192,015.75	(3,872,279.72)		8,431,645.01
	63	-				-	-				-
	71	-				-	-				-
	75	-				-	-				-
		-	-	-	-	-	-				-
165 Total		10,424,918.54	-	-	-	10,424,918.54	10,424,918.54	3,499,411.17	(5,062,509.25)	-	8,861,820.46
Depreciable Assets											
BUILDINGS & IMPROVEMENTS	11	16,611,645.33	80,917.43	200,000.00		16,892,562.76	16,892,562.76	-			16,892,562.76
	20	1,354,676.75				1,354,676.75	1,354,676.75				1,354,676.75
	27	17,078.38	12,140.28			29,218.66	29,218.66				29,218.66
	32	9,565,574.03	325,564.26			9,891,138.29	9,891,138.29				9,891,138.29
	44	58,603.68	10,530.00			69,133.68	69,133.68				69,133.68
	63	-				-	-				-
	71	3,770,840.88				3,770,840.88	3,770,840.88				3,770,840.88
	75	-				-	-				-
162 Total		31,378,419.05	429,151.97	200,000.00	-	32,007,571.02	32,007,571.02	-	-	-	32,007,571.02
MOTORIZED EQUIPMENT	11	8,536,056.47	531,248.79	27,065.00	56,685.00	9,037,685.26	9,037,685.26	-			9,037,685.26
	20	126,205.79	7,729.00			133,934.79	133,934.79				133,934.79
	27	-				-	-				-
	32	1,949,334.69	54,155.87	7,300.00	150,772.79	1,860,017.77	1,860,017.77				1,860,017.77
	44	2,643,893.83	80,479.44		10,000.00	2,714,373.27	2,714,373.27				2,714,373.27
	63	17,735.00				17,735.00	17,735.00				17,735.00
	71	433,125.46	5,832.00			438,957.46	438,957.46				438,957.46
	75	49,366.00				49,366.00	49,366.00				49,366.00
164 Total		13,755,717.24	679,445.10	34,365.00	217,457.79	14,252,069.55	14,252,069.55	-	-	-	14,252,069.55
UNSCHEDULED PROPERTY	11	3,574,800.46	128,651.26	(18,505.92)	104,407.58	3,580,538.22	3,580,538.22				3,580,538.22
	20	22,527.05				22,527.05	22,527.05				22,527.05
	27	100,230.98			5,641.25	94,589.73	94,589.73				94,589.73
	32	790,922.95	79,247.33		5,250.00	864,920.28	864,920.28				864,920.28
	44	135,697.07				135,697.07	135,697.07				135,697.07
	63	15,000.00				15,000.00	15,000.00				15,000.00
	71	120,230.41	20,336.00			140,566.41	140,566.41				140,566.41
	75	7,618.20				7,618.20	7,618.20				7,618.20
166 Total		4,767,027.12	228,234.59	(18,505.92)	115,298.83	4,861,456.96	4,861,456.96	-	-	-	4,861,456.96
INFRASTRUCTURE	11	725,763.95	371,532.50			1,097,296.45	1,097,296.45				1,097,296.45
	20	91,446.09				91,446.09	91,446.09				91,446.09
	27	-				-	-				-
	32	7,582,754.36	177,673.95		10,387.59	7,750,040.72	7,750,040.72				7,750,040.72
	44	194,130,768.21	3,797,862.32			197,928,630.53	197,928,630.53				197,928,630.53
	63	-				-	-				-
	71	146,875.56				146,875.56	146,875.56				146,875.56
	75	-				-	-				-
168 Total		202,677,608.17	4,347,068.77	-	10,387.59	207,014,289.35	207,014,289.35	-	-	-	207,014,289.35

Asset Account		FY19 Ending 6/30/2019 Fixed Assets Balance	FY2020 Additions				Unadjusted	Period 13/14	Period 13/14	Period 13/14	Adjusted
Number	Fund		FY20 Acquisitions	Net Transfers IN /(OUT)	Retirements	Total	FY20 Ending 6/30/2020 GL Balance	CIP Additions	CIP Deletions	Fixed Assets Adjustments	FY20 Ending 6/30/2020 GL Balance
Total Government Activities (Set up in Memo Fund 010)											
161-LAND		10,345,152.62	54,125.77	-	-	10,399,278.39	10,399,278.39	-	-	-	10,399,278.39
165-CIP		10,424,918.54	-	-	-	10,424,918.54	10,424,918.54	3,499,411.17	-	-	8,861,820.46
162-BUILDINGS		31,378,419.05	429,151.97	200,000.00	-	32,007,571.02	32,007,571.02	-	-	-	32,007,571.02
164-MOTORIZED		13,755,717.24	679,445.10	34,365.00	217,457.79	14,252,069.55	14,252,069.55	-	-	-	14,252,069.55
166-UNSCHEDULED		4,767,027.12	228,234.59	(18,505.92)	115,298.83	4,861,456.96	4,861,456.96	-	-	-	4,861,456.96
168-INFRASTRUCTURE		202,677,608.17	4,347,068.77	-	10,387.59	207,014,289.35	207,014,289.35	-	-	-	207,014,289.35
Total Gov Activities		273,348,842.74	5,738,026.20	215,859.08	343,144.21	278,959,583.81	278,959,583.81	3,499,411.17	-	-	277,396,485.73
BUSINESS TYPE ACTIVITIES											
Non Depreciable Assets											
LAND	81	627,964.28				627,964.28	627,964.28				627,964.28
	86	16,000.00				16,000.00	16,000.00				16,000.00
	88	1,740,180.00				1,740,180.00	1,740,180.00				1,740,180.00
	90	2,528,794.35				2,528,794.35	2,528,794.35				2,528,794.35
	91	765,788.43				765,788.43	765,788.43				765,788.43
161 Total		5,678,727.06	-	-	-	5,678,727.06	5,678,727.06	-	-	-	5,678,727.06
CIP	81	24,802,290.81				24,802,290.81	24,802,290.81	9,327,660.81	(4,665,401.01)		29,464,550.61
	86	-				-	-				-
	88	-				-	-				-
	90	-				-	-	27,540.00	(27,540.00)		-
	91	-				-	-				-
165 Total		24,802,290.81	-	-	-	24,802,290.81	24,802,290.81	9,355,200.81	(4,692,941.01)	-	29,464,550.61
Depreciable Assets											
BUILDINGS & IMPROVEMENTS	81	15,079,646.79	1,155,106.55	(200,000.00)		16,034,753.34	16,034,753.34				16,034,753.34
	86	74,711.86				74,711.86	74,711.86				74,711.86
	88	144,482.89				144,482.89	144,482.89				144,482.89
	90	2,948,230.59	27,540.00			2,975,770.59	2,975,770.59				2,975,770.59
	91	518,150.54				518,150.54	518,150.54				518,150.54
162 Total		18,765,222.67	1,182,646.55	(200,000.00)	-	19,747,869.22	19,747,869.22	-	-	-	19,747,869.22
MOTORIZED VEHICLES	81	8,051,098.01	564,729.00	(130,680.67)	153,622.00	8,331,524.34	8,331,524.34	-			8,331,524.34
	86	699,665.30	181,000.00			880,665.30	880,665.30				880,665.30
	88	-				-	-				-
	90	551,268.52	133,152.23	96,315.67		780,736.42	780,736.42				780,736.42
	91	304,025.56	5,950.00			309,975.56	309,975.56				309,975.56
164 Total		9,606,057.39	884,831.23	(34,365.00)	153,622.00	10,302,901.62	10,302,901.62	-	-	-	10,302,901.62
UNSCHEDULED PROPERTY	81	1,764,071.58	37,900.44	18,505.92		1,820,477.94	1,820,477.94				1,820,477.94
	86	22,659.75				22,659.75	22,659.75				22,659.75
	88	9,145.00				9,145.00	9,145.00				9,145.00
	90	93,054.28				93,054.28	93,054.28				93,054.28
	91	-				-	-				-
166 Total		1,888,930.61	37,900.44	18,505.92	-	1,945,336.97	1,945,336.97	-	-	-	1,945,336.97
INFRASTRUCTURE	81	84,098,399.43	3,199,649.02	-		87,298,048.45	87,298,048.45				87,298,048.45
	86	259,404.26				259,404.26	259,404.26				259,404.26
	88	102,227.27				102,227.27	102,227.27				102,227.27
	90	1,002,188.71				1,002,188.71	1,002,188.71				1,002,188.71
	91	11,851,434.91				11,851,434.91	11,851,434.91				11,851,434.91
168 Total		97,313,654.58	3,199,649.02	-	-	100,513,303.60	100,513,303.60	-	-	-	100,513,303.60
Total Business Type		158,054,883.12	5,305,027.24	(215,859.08)	153,622.00	162,990,429.28	162,990,429.28	9,355,200.81	(4,692,941.01)	-	167,652,689.08

Asset Account		FY19 Ending 6/30/2019 Fixed Asset	FY2020 Additions				Unadjusted	Period 13/14	Period 13/14	Period 13/14	Adjusted
Number	Fund	Balance	FY20 Acquisitions	Net Transfers IN/(OUT)	Retirements	Total	FY20 Ending 6/30/2020 GL Balance	CIP Additions	CIP Deletions	Fixed Assets Adjustments	FY20 Ending 6/30/2020 GL Balance
COMPONENT UNIT											
Non Depreciable Assets											
LAND	94	1,526,004.74					1,526,004.74				1,526,004.74
161 Total		1,526,004.74	-	-	-	1,526,004.74	1,526,004.74	-	-	-	1,526,004.74
CIP											
165 Total	94	1,216,650.49				1,216,650.49	1,216,650.49	5,663.67	(1,222,314.16)		-
		1,216,650.49	-	-	-	1,216,650.49	1,216,650.49	5,663.67	(1,222,314.16)	-	-
Depreciable Assets											
BUILDING & Improve.	94	280,003.54				280,003.54	280,003.54				280,003.54
162 Total		280,003.54	-	-	-	280,003.54	280,003.54	-	-	-	280,003.54
MECHANIZED EQUIP.	94	3,363,598.08	769,880.00			4,133,478.08	4,133,478.08				4,133,478.08
164 Total		3,363,598.08	769,880.00	-	-	4,133,478.08	4,133,478.08	-	-	-	4,133,478.08
UNSCHED. PROPERTY	94	123,285.37				123,285.37	123,285.37				123,285.37
166 Total		123,285.37	-	-	-	123,285.37	123,285.37	-	-	-	123,285.37
INFRASTRUCTURE											
168 Total	94	1,263,848.64	1,222,314.16			2,486,162.80	2,486,162.80				2,486,162.80
		1,263,848.64	1,222,314.16	-	-	2,486,162.80	2,486,162.80	-	-	-	2,486,162.80
Total Component		7,773,390.86	1,992,194.16	-	-	9,765,585.02	9,765,585.02	5,663.67	(1,222,314.16)	-	8,548,934.53
Total Fixed Assets		439,177,116.72	13,035,247.60	0.00	496,766.21	451,715,598.11	451,715,598.11	12,860,275.65	(5,915,255.17)	-	453,598,109.34

TOTAL FUND 011	31,840,345.04	TOTAL FUND 081	134,423,470.90
TOTAL FUND 020	1,662,699.68	TOTAL FUND 086	1,072,441.17
TOTAL FUND 027	117,309.36	TOTAL FUND 088	1,996,035.16
TOTAL FUND 032	20,879,282.42	TOTAL FUND 090	7,123,536.45
TOTAL FUND 044	214,135,989.29	TOTAL FUND 091	13,439,399.44
TOTAL FUND 063	32,735.00		
TOTAL FUND 071	4,623,497.75	TOTAL BUSINESS	158,054,883.12
TOTAL FUND 075	56,984.20		
TOTAL GOV.	273,348,842.74	TOTAL COMPONENT	7,773,390.86
	TOTAL FIXED ASSETS		439,177,116.72

TOTAL FUND 011	32,951,480.33	TOTAL FUND 081	143,577,318.96
TOTAL FUND 020	1,670,428.68	TOTAL FUND 086	1,253,441.17
TOTAL FUND 027	123,808.39	TOTAL FUND 088	1,996,035.16
TOTAL FUND 032	21,576,786.30		
TOTAL FUND 044	216,334,597.08	TOTAL FUND 090	7,380,544.35
TOTAL FUND 063	32,735.00	TOTAL FUND 091	13,445,349.44
TOTAL FUND 071	4,649,665.75		
TOTAL FUND 075	56,984.20	TOTAL BUSINESS	167,652,689.08
TOTAL GOV.	277,396,485.73	TOTAL COMPONENT	8,548,934.53
		TOTAL FIXED ASSETS	453,598,109.34*

LESS GOV'T. CIP
LESS BUSINESS CIP
TOTAL FIXED ASSETS

* 453,598,109.34 +
8,861,820.46 -
29,464,550.61 -
415,271,738.27* +

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 9/22/2020

Report Date: 9/15/2020

Report No: 5.

Submitted By: Evelyn Huff

Subject: Consider, and act upon, Resolution 2020-40 requesting written approval from the Local Government Division of the Department of Finance and Administration, State of NM for the revised budget numbers computed as of September 22, 2020. *(Evelyn Huff, Finance Director)* **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact: Beginning Cash Balances \$0

Revenues (212,953) Decrease

Expenditures (148,029) Decrease

Transfers In 60,000 Increase

Transfers Out 60,000 Increase

Net Impact (64,924)

Recommendation: Approve the Resolution

Background: The City Commission adopted the FY 202-2021 budget on May 26, 2020. The Department of Finance & Administration granted approval of the City of Alamogordo's Fiscal Year 2020-2021 Final Budget on August 4, 2020. Resolution 2020-40 amends the budget to reflect a more true and accurate projection of the actual revenues and expenditures. A summary and explanation of the revisions are attached for your review.

**ALL FUNDS SUMMARY
BUDGET 2020-2021**

1/12TH REQ RSRV
1,188,122
1/12TH REQ RSRV
0
Fund Reserve Policy
462,900
Bal. Remaining
4,420,647

FY21 BUDGET - RESOLUTION 2020-40 (#3) SEPTEMBER 22, 2020

FUND NO.	FY 2020-2021 FUND DESCRIPTION	UNAUDITED BEGINNING CASH BALANCE	ESTIMATED REVENUES	TRANSFERS IN	TRANSFERS OUT	NET CASH TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
11	GENERAL OPERATING FUND	10,851,509	16,261,975	310,000	7,094,352	(6,784,352)	14,257,463	6,071,669	1,651,022	4,420,647
12	INTERNAL SERVICE FUND	75,354	418,645	2,793,751	41,528	2,752,223	3,173,039	73,183		\$73,183
15	CORRECTIONS-JAIL	10,557	81,827	69,300	273	69,027	161,000	411		\$411
16	LODGER'S TAX-PROMOTIONAL FUND	193,655	129,454	2,839	1,159	1,680	219,126	105,663		\$105,663
17	POLICE COURT BOND	7,938	0	0	0	0	0	7,938		\$7,938
19	COURT AUTOMATION FUND	0	68,566	0	9,000	(9,000)	49,537	10,029		\$10,029
20	LODGER'S TAX-CITY	39,187	254,327	58,000	61,971	(3,971)	222,011	67,532		\$67,532
21	D.A.R.E. DONATIONS FUND	22,129	4,120	0	0	0	8,109	18,140		\$18,140
24	GRANT CAPITAL IMPROVEMENT	65,880	2,071,087	20,000	0	20,000	2,063,928	93,039		\$93,039
27	MUNICIPAL COURT OPERATIONS	331	13,000	448,500	15,594	432,906	442,741	3,496		\$3,496
28	POLICE CONTINGENCY	59,105	2,714	0	0	0	10,000	51,819		\$51,819
31	CEMETERY-PERPETUAL CARE	796,327	25,843	0	0	0	0	822,170		\$822,170
32	COMMUNITY SERVICES	9,212	615,933	4,170,500	616,285	3,554,215	3,752,178	427,182		\$427,182
33	FIRE PROTECTION	560,664	687,650	0	0	0	955,288	293,026		\$293,026
35	HIDTA GRANT FUND	0	28,239	0	0	0	28,239	0		\$0
36	LAW ENFORCEMENT FUND	32,692	55,200	0	0	0	87,892	0		\$0
37	STATE HIGHWAY FUND	142,772	69,345	0	0	0	53,281	158,836		\$158,836
38	TRAFFIC SAFETY FUND	77,841	23,684	0	0	0	15,000	86,525		\$86,525
39	STATE JUDICIAL	2,171	75,500	0	0	0	75,500	2,171		\$2,171
42	1984 GROSS RECEIPTS TAX	1,081,048	1,432,928	0	1,613,091	(1,613,091)	17,765	883,120	251,546	\$631,574
44	TRANSPORTATION FUND	552,452	1,127,643	1,429,337	162,308	1,267,029	2,938,562	8,562		\$8,562
48	NEW MEXICO C.D.B.G.	0	0	0	0	0	0	0		\$0
49	1986 GROSS RECEIPTS TAX	5,367,554	1,493,467	0	2,641,333	(2,641,333)	321,190	3,898,498	269,505	\$3,628,993
50	PROPERTY ACQUISITION	85,010	0	0	0	0	0	85,010		\$85,010
53	GENERAL OBLIGATION	942,316	1,064,162	0	0	0	1,080,492	925,986	539,815	\$386,171
54	REVERSE OSMOSIS PROJECT RSV	21,967	0	37,465	0	37,465	37,465	21,967		\$21,967
56	99 GRT FLOOD CONTROL BOND PROJ	19,843	30,981	3,971,608	0	3,971,608	3,763,555	258,877		\$258,877
59	REVENUE BOND P & I FUND	152,016	7,250	2,679,704	0	2,679,704	2,679,704	159,266		\$159,266
61	MUNICIPAL INFRASTRUCTURE .0625%	1,148,787	358,305	0	834,819	(834,819)	4,442	667,831		\$667,831
63	COMMUNITY DEVELOPMENT	2,300	0	484,087	39,283	444,804	443,181	3,923		\$3,923
69	1994 GROSS RECEIPTS	3,080,368	1,429,449	0	2,625,814	(2,625,814)	17,765	1,866,238	554,603	\$1,311,635
71	ALAMO SENIOR CENTER	7,231	879,375	606,718	1,081	605,637	1,481,963	10,280		\$10,280
74	ALAMO SENIOR CENTER GIFT	140,663	21,642	0	0	0	76,210	86,095		\$86,095
75	RETIRED & SENIOR VOL. PROGRAM	382	232,414	69,500	18,496	51,004	283,384	416		\$416
81	WATER/SEWER OPERATING	8,703,658	15,439,659	2,744,578	1,998,892	745,686	21,348,887	3,540,116	1,359,965	\$2,180,151
82	98 JT WATER/SEWER BOND P&I	1,251,402	19,609	1,899,703	0	1,899,703	1,899,703	1,271,011		\$1,271,011
86	SOLID WASTE COLLECTION SYS.	534,473	2,098,552	0	132,962	(132,962)	1,996,741	503,322	166,854	\$336,468
88	BONITO CAMPGROUND	392,085	5,518	0	0	0	4,000	393,603		\$393,603
89	ESGRT .0625%	3,067,403	378,127	0	1,048,210	(1,048,210)	470,178	1,927,142		\$1,927,142
90	GOLF COURSE	64	1,597,648	148,000	81,190	66,810	1,631,602	32,920		\$32,920

**ALL FUNDS SUMMARY
BUDGET 2020-2021**

1/12TH REQ RSRV
1,188,122
1/12TH REQ RSRV
0
Fund Reserve Policy
462,900
Bal. Remaining
4,420,647

FY21 BUDGET - RESOLUTION 2020-40 (#3) SEPTEMBER 22, 2020

FUND NO.	FY 2020-2021 FUND DESCRIPTION	UNAUDITED BEGINNING CASH BALANCE	ESTIMATED REVENUES	TRANSFERS IN	TRANSFERS OUT	NET CASH TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
91	AIRPORT	120,432	605,620	100,000	45,966	54,034	731,065	49,021		\$49,021
94	OTERO GREENTREE REG LANDFILL	4,137,173	1,401,009	0	8,155	(8,155)	2,655,064	2,874,963		\$2,874,963
96	SELF-INSURED FUND	528,693	66,439	0	0	0	52,648	542,484		\$542,484
98	PAYROLL CLEARING	212,703	0	0	0	0	0	212,703		\$212,703
104	UTILITY DEPOSITS	674,999	0	0	0	0	0	674,999		\$674,999
105	ECONOMIC DEVELOPMENT	3,704,019	817,789	0	0	0	331,072	4,190,736		\$4,190,736
107	SELF INSURED/LIABILITY	952,065	11,694	300,000	14,718	285,282	583,948	665,093		\$665,093
109	2004 GRT CAPITAL OUTLAY	13,782,068	2,997,973	0	3,237,060	(3,237,060)	7,893,347	5,649,634	533,704	\$5,115,930
114	SIDEWALKS REVOLVING LOANS	141,416	2,095	0	0	0	32,360	111,151		\$111,151
115	CORP ESCROW ACCOUNT RESERVE	1,000	0	0	0	0	0	1,000		\$1,000
119	2012 GRT REF/IMP REVBD	690,594	24,232	0	0	0	368,966	345,860		\$345,860
121	2015 GO BONDS-FUN CENTER	89,067	1,441	0	0	0	0	90,508		\$90,508
122	2015 GO BONDS-STREETS	172,584	3,003	0	0	0	0	175,587		\$175,587
901	HOUSING LOW RENT OPERATING	1,130,674	822,791	0	50	(50)	1,059,440	893,975	86,881	\$807,094
903	HOUSING HOMEOWNERSHIP OPER	728,361	1,705	0	0	0	28,355	701,711		\$701,711
904	HOUSING CAPITAL FUND PROJECTS	0	1,289,450	0	0	0	1,242,482	46,968		\$46,968
TOTALS FY2021		66,564,194	56,549,079	22,343,590	22,343,590	0	81,049,868	42,063,405	5,413,895	36,649,510

ALL FUNDS SUMMARY

BUDGET 2020-2021

1/12TH REQ RSRV
1,188,122
1/12TH REQ RSRV
0
Fund Reserve Policy
462,900
Bal. Remaining
4,420,647

FY21 BUDGET - RESOLUTION 2020-40 (#3) September 22, 2020

FUND NO.	FY 2020-2021 FUND DESCRIPTION	UNAUDITED BEGINNING CASH BALANCE	ESTIMATED REVENUES	TRANSFERS IN	TRANSFERS OUT	NET CASH TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
11	GENERAL OPERATING FUND	10,851,509	16,261,975	250,000	7,094,352	(6,844,352)	14,197,463	6,071,669	1,651,022	4,420,647
	Revision #2			60,000		60,000	60,000	0		\$0
	Total Revised Fund 11	10,851,509	16,261,975	310,000	7,094,352	(6,784,352)	14,257,463	6,071,669	1,651,022	4,420,647
12	INTERNAL SERVICE FUND	75,354	418,645	2,793,751	41,528	2,752,223	3,173,039	73,183		\$73,183
	Total Revised Fund 12	75,354	418,645	2,793,751	41,528	2,752,223	3,173,039	73,183		73,183
15	CORRECTIONS-JAIL	10,557	81,827	69,300	273	69,027	161,000	411		\$411
	Total Revised Fund 15	10,557	81,827	69,300	273	69,027	161,000	411		411
16	LODGER'S TAX-PROMOTIONAL FUND	193,655	129,454	2,839	1,159	1,680	219,126	105,663		\$105,663
	Total Revised Fund 16	193,655	129,454	2,839	1,159	1,680	219,126	105,663		105,663
17	POLICE COURT BOND	7,938	0	0	0	0	0	7,938		\$7,938
	Total Revised Fund 17	7,938	0	0	0	0	0	7,938		7,938
19	COURT AUTOMATION FUND	0	68,566		9,000	(9,000)	49,537	10,029		\$10,029
	Total Revised Fund 19	0	68,566	0	9,000	(9,000)	49,537	10,029		10,029
20	LODGER'S TAX-CITY	39,187	254,327	58,000	61,971	(3,971)	222,011	67,532		\$67,532
	Total Revised Fund 20	39,187	254,327	58,000	61,971	(3,971)	222,011	67,532		67,532
21	D.A.R.E. DONATIONS FUND	22,129	4,120			0	8,109	18,140		\$18,140
	Total Revised Fund 21	22,129	4,120	0	0	0	8,109	18,140		18,140
24	GRANT CAPITAL IMPROVEMENT	65,880	2,071,087	20,000	0	20,000	2,063,928	93,039		\$93,039
	Total Revised Fund 24	65,880	2,071,087	20,000	0	20,000	2,063,928	93,039		93,039
27	MUNICIPAL COURT OPERATIONS	331	13,000	448,500	15,594	432,906	442,741	3,496		\$3,496
	Total Revised Fund 27	331	13,000	448,500	15,594	432,906	442,741	3,496		3,496
28	POLICE CONTINGENCY	59,105	2,714			0	10,000	51,819		\$51,819
	Total Revised Fund 28	59,105	2,714	0	0	0	10,000	51,819		51,819
31	CEMETERY-PERPETUAL CARE	796,327	25,843			0		822,170		\$822,170
	Total Revised Fund 31	796,327	25,843	0	0	0	0	822,170		822,170
32	COMMUNITY SERVICES	9,212	589,140	4,170,500	616,285	3,554,215	3,725,385	427,182		\$427,182
	Revision #1		26,793			0	26,793	0		\$0
	Total Revised Fund 32	9,212	615,933	4,170,500	616,285	3,554,215	3,752,178	427,182		427,182
33	FIRE PROTECTION	560,664	687,650	0	0	0	955,288	293,026		\$293,026
	Total Revised Fund 33	560,664	687,650	0	0	0	955,288	293,026	0	293,026
35	HIDTA GRANT FUND	0	28,239			0	28,239	0		\$0
	Total Revised Fund 35	0	28,239	0	0	0	28,239	0		0
36	LAW ENFORCEMENT FUND	32,692	55,200	0	0	0	87,892	0		\$0
	Total Revised Fund 36	32,692	55,200	0	0	0	87,892	0		0

37	STATE HIGHWAY FUND	142,772	69,345	0	0	0	53,281	158,836		\$158,836
	Total Revised Fund 37	142,772	69,345	0	0	0	53,281	158,836		158,836
38	TRAFFIC SAFETY FUND	77,841	23,684	0	0	0	15,000	86,525		\$86,525
	Total Revised Fund 38	77,841	23,684	0	0	0	15,000	86,525		86,525
39	STATE JUDICIAL	2,171	75,500			0	75,500	2,171		\$2,171
	Total Revised Fund 39	2,171	75,500	0	0	0	75,500	2,171		2,171
42	1984 GROSS RECEIPTS TAX	1,081,048	1,432,928	0	1,613,091	(1,613,091)	17,765	883,120	251,546	\$631,574
	Total Revised Fund 42	1,081,048	1,432,928	0	1,613,091	(1,613,091)	17,765	883,120	251,546	631,574
44	TRANSPORTATION FUND	552,452	1,367,389	1,429,337	162,308	1,267,029	3,177,384	9,486		\$9,486
	Revision #4		(239,746)			0	(238,822)	(924)		(\$924)
	Total Revised Fund 44	552,452	1,127,643	1,429,337	162,308	1,267,029	2,938,562	8,562		8,562
48	NEW MEXICO C.D.B.G.	0	0	0	0	0	0	0		\$0
	Total Revised Fund 48	0	0	0	0	0	0	0		0
49	1986 GROSS RECEIPTS TAX	5,367,554	1,493,467	0	2,641,333	(2,641,333)	321,190	3,898,498	269,505	\$3,628,993
	Total Revised Fund 49	5,367,554	1,493,467	0	2,641,333	(2,641,333)	321,190	3,898,498	269,505	3,628,993
50	PROPERTY ACQUISITION	85,010	0	0	0	0	0	85,010		\$85,010
	Total Revised Fund 50	85,010	0	0	0	0	0	85,010		85,010
53	GENERAL OBLIGATION	942,316	1,064,162			0	1,080,492	925,986	539,815	\$386,171
	Total Revised Fund 53	942,316	1,064,162	0	0	0	1,080,492	925,986	539,815	386,171
54	REVERSE OSMOSIS PROJECT RSV	21,967	0	37,465	0	37,465	37,465	21,967		\$21,967
	Total Revised Fund 54	21,967	0	37,465	0	37,465	37,465	21,967		21,967
56	99 GRT FLOOD CONTROL BOND PROJ	19,843	30,981	3,971,608	0	3,971,608	3,763,555	258,877		\$258,877
	Total Revised Fund 56	19,843	30,981	3,971,608	0	3,971,608	3,763,555	258,877		258,877
59	REVENUE BOND P & I FUND	152,016	7,250	2,679,704		2,679,704	2,679,704	159,266		\$159,266
	Total Revised Fund 59	152,016	7,250	2,679,704	0	2,679,704	2,679,704	159,266		159,266
61	MUNICIPAL INFRASTRUCTURE .0625%	1,148,787	358,305	0	834,819	(834,819)	4,442	667,831		\$667,831
	Total Revised Fund 61	1,148,787	358,305	0	834,819	(834,819)	4,442	667,831		667,831
63	COMMUNITY DEVELOPMENT	2,300	0	484,087	39,283	444,804	443,181	3,923		\$3,923
	Total Revised Fund 63	2,300	0	484,087	39,283	444,804	443,181	3,923		3,923
69	1994 GROSS RECEIPTS	3,080,368	1,429,449	0	2,565,814	(2,565,814)	17,765	1,926,238	554,603	\$1,371,635
	Revision #2				60,000	(60,000)	0	(60,000)		(\$60,000)
	Total Revised Fund 69	3,080,368	1,429,449	0	2,625,814	(2,625,814)	17,765	1,866,238	554,603	1,311,635
71	ALAMO SENIOR CENTER	7,231	879,375	606,718	1,081	605,637	1,481,963	10,280		\$10,280
	Total Revised Fund 71	7,231	879,375	606,718	1,081	605,637	1,481,963	10,280		10,280
74	ALAMO SENIOR CENTER GIFT	140,663	21,642	0	0	0	76,210	86,095		\$86,095
	Total Revised Fund 74	140,663	21,642	0	0	0	76,210	86,095		86,095
75	RETIRED & SENIOR VOL. PROGRAM	382	232,414	69,500	18,496	51,004	283,384	416		\$416
	Total Revised Fund 75	382	232,414	69,500	18,496	51,004	283,384	416		416
81	WATER/SEWER OPERATING	8,703,658	15,439,659	2,744,578	1,998,892	745,686	21,348,887	3,540,116	1,359,965	\$2,180,151
	Total Revised Fund 81	8,703,658	15,439,659	2,744,578	1,998,892	745,686	21,348,887	3,540,116	1,359,965	2,180,151
82	98 JT WATER/SEWER BOND P&I	1,251,402	19,609	1,899,703		1,899,703	1,899,703	1,271,011	0	\$1,271,011
	Total Revised Fund 82	1,251,402	19,609	1,899,703	0	1,899,703	1,899,703	1,271,011	0	1,271,011
86	SOLID WASTE COLLECTION SYS.	534,473	2,098,552	0	132,962	(132,962)	1,996,741	503,322	166,854	\$336,468
	Total Revised Fund 86	534,473	2,098,552	0	132,962	(132,962)	1,996,741	503,322	166,854	336,468
88	BONITO CAMPGROUND	392,085	5,518			0	0	397,603		\$397,603
	Revision #3					0	4,000	(4,000)		(\$4,000)
	Total Revised Fund 88	392,085	5,518	0	0	0	4,000	393,603		393,603
89	ESGRT .0625%	3,067,403	378,127	0	1,048,210	(1,048,210)	470,178	1,927,142		\$1,927,142
	Total Revised Fund 89	3,067,403	378,127	0	1,048,210	(1,048,210)	470,178	1,927,142	0	1,927,142

90	GOLF COURSE	64	1,597,648	148,000	81,190	66,810	1,631,602	32,920		\$32,920
	Total Revised Fund 90	64	1,597,648	148,000	81,190	66,810	1,631,602	32,920	0	32,920
91	AIRPORT	120,432	605,620	100,000	45,966	54,034	731,065	49,021	0	\$49,021
	Total Revised Fund 91	120,432	605,620	100,000	45,966	54,034	731,065	49,021	0	49,021
94	OTERO GREENTREE REG LANDFILL	4,137,173	1,401,009	0	8,155	(8,155)	2,655,064	2,874,963		\$2,874,963
	Total Revised Fund 94	4,137,173	1,401,009	0	8,155	(8,155)	2,655,064	2,874,963	0	2,874,963
96	SELF-INSURED FUND	528,693	66,439	0	0	0	52,648	542,484		\$542,484
	Total Revised Fund 96	528,693	66,439	0	0	0	52,648	542,484	0	542,484
98	PAYROLL CLEARING	212,703	0	0	0	0	0	212,703		\$212,703
	Total Revised Fund 98	212,703	0	0	0	0	0	212,703	0	212,703
104	UTILITY DEPOSITS	674,999	0	0	0	0	0	674,999		\$674,999
	Total Revised Fund 104	674,999	0	0	0	0	0	674,999	0	674,999
105	ECONOMIC DEVELOPMENT	3,704,019	817,789	0	0	0	331,072	4,190,736		\$4,190,736
	Total Revised Fund 105	3,704,019	817,789	0	0	0	331,072	4,190,736		4,190,736
107	SELF INSURED/LIABILITY	952,065	11,694	300,000	14,718	285,282	583,948	665,093		\$665,093
	Total Revised Fund 107	952,065	11,694	300,000	14,718	285,282	583,948	665,093	0	665,093
109	2004 GRT CAPITAL OUTLAY	13,782,068	2,997,973	0	3,237,060	(3,237,060)	7,893,347	5,649,634	533,704	\$5,115,930
	Total Revised Fund 109	13,782,068	2,997,973	0	3,237,060	(3,237,060)	7,893,347	5,649,634	533,704	5,115,930
114	SIDEWALKS REVOLVING LOANS	141,416	2,095	0	0	0	32,360	111,151		\$111,151
	Total Revised Fund 114	141,416	2,095	0	0	0	32,360	111,151	0	111,151
115	CORP ESCROW ACCOUNT RESERVE	1,000	0	0	0	0	0	1,000		\$1,000
	Total Revised Fund 114	1,000	0	0	0	0	0	1,000	0	1,000
119	2012 GRT REF/IMP REVBD	690,594	24,232	0	0	0	368,966	345,860		\$345,860
	Total Revised Fund 119	690,594	24,232	0	0	0	368,966	345,860		345,860
121	2015 GO BONDS-FUN CENTER	89,067	1,441	0	0	0	0	90,508		\$90,508
	Total Revised Fund 121	89,067	1,441	0	0	0	0	90,508		90,508
122	2015 GO BONDS-STREETS	172,584	3,003	0	0	0	0	175,587		\$175,587
	Total Revised Fund 122	172,584	3,003	0	0	0	0	175,587		175,587
901	HOUSING LOW RENT OPERATING	1,130,674	822,791	0	50	(50)	1,059,440	893,975	86,881	\$807,094
	Total Revised Fund 901	1,130,674	822,791	0	50	(50)	1,059,440	893,975	86,881	807,094
903	HOUSING HOMEOWNERSHIP OPER	728,361	1,705	0	0	0	28,355	701,711		\$701,711
	Total Revised Fund 903	728,361	1,705	0	0	0	28,355	701,711	0	701,711
904	HOUSING CAPITAL FUND PROJECTS	0	1,289,450	0	0	0	1,242,482	46,968		\$46,968
	Total Revised Fund 904	0	1,289,450	0	0	0	1,242,482	46,968		46,968
TOTALS FY2021		66,564,194	56,549,079	22,343,590	22,343,590	0	81,049,868	42,063,405	5,413,895	36,649,510

Resolution # 2020-40 September 22, 2020

RECURRING/ NON- RECURRING	FUND NO.	LINE ITEM NO.	LINE ITEM DESCRIPTION	ORIGINAL BUDGET AMOUNT	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
REVISION #1						
This revision adjusts the revenue and expenditures of the State Library Bond to the actual amount awarded						
	32	COMMUNITY SERVICES				
		<i>Revenue</i>				
	LI2101	032-7101-317.16-13	State Grant	80,000	26,793	106,793
			Total Revenues	80,000	26,793	106,793
		<i>Expenditures</i>				
	LI2101	032-7101-455.32-05	Books and Periodicals	80,000	26,793	106,793
			Total Expenditures	80,000	26,793	106,793
REVISION #2						
This revision adds transfers to pay for the access control upgrade project at the APD building						
	11	GENERAL FUND				
		<i>Transfers In</i>				
	APDSEC	011-0000-391.19-69	Transfer In From '69	0	60,000	60,000
			Total Transfers In	0	60,000	60,000
		<i>Expenditures</i>				
	APDSEC	011-4104-420.65-70	Facility Improvements	0	60,000	60,000
			Total Expenditures	0	60,000	60,000
	69	1994 GROSS RECEIPTS				
		<i>Transfers Out</i>				
		069-0000-491.18-11	Transfer Out to '11	0	60,000	60,000
			Total Expenditures	0	60,000	60,000
REVISION #3						
This revision adjusts expenditures in the Bonito Lake to account for the materials need to secure the area						
	88	BONITO CAMPGROUND				
		<i>Expenditures</i>				
		088-0003-461.33-25	Maintenance Supplies	0	4,000	4,000
			Total Expenditures	0	4,000	4,000
REVISION #4						
This revision closes PW1701 as the grant expired June 30, 2020						
	44	TRANSPORTATION				
		<i>Revenue</i>				
	PW1701	044-0000-317.16-13	State Grant	409,619	(239,746)	169,873
			Total Revenues	409,619	(239,746)	169,873
		<i>Expenditures</i>				
	PW1701	044-9799-990.68-99	Capital Outlay	514,132	(238,822)	275,310
			Total Expenditures	514,132	(238,822)	275,310

RESOLUTION NO. 2020-40

A RESOLUTION REQUESTING THE DEPARTMENT OF FINANCE AND ADMINISTRATION, STATE OF NEW MEXICO, APPROVE REVISED BUDGET FIGURES FOR CERTAIN LINE ITEMS IN THE CITY'S BUDGET FOR FISCAL YEAR 2020-21.

WHEREAS, the City of Alamogordo, New Mexico wishes approval to change some of the budget line item figures of various funds; and

WHEREAS, the Department of Finance and Administration, State of New Mexico, gave its written certification to the City of Alamogordo, New Mexico's annual budget on August 4, 2020, for fiscal year 2020-2021; and

WHEREAS, the City of Alamogordo, New Mexico, has tabulated on the following pages the additional resources and expenditures for fiscal year 2020-2021.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ALAMOGORDO, NEW MEXICO, that the City's annual budget for fiscal year 2021 be and hereby is revised as of September 22, 2020 to reflect a more true and accurate projection of the actual revenues and expenditures for fiscal year 2020-2021 as shown on the following pages.

NOW, BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE CITY OF ALAMOGORDO, NEW MEXICO, that the Department of Finance and Administration, State of New Mexico, be requested to give its written approval to the revised budget figures computed on September 22, 2020 as a more true and accurate projection of the actual revenues and expenditures for fiscal year 2020-2021.

PASSED, APPROVED AND ADOPTED by the Governing Body of the City of Alamogordo, New Mexico, at a Regular Meeting held this 22nd day of September 2020.

CITY OF ALAMOGORDO, NEW MEXICO,
A NEW MEXICO MUNICIPAL CORPORATION

By: _____
Richard A. Boss, Mayor

ATTEST:

Rachel Hughs, City Clerk

APPROVED AS TO FORM:

Petria Bengoechea, City Attorney

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 9/22/2020

Report Date: 9/15/2020

Report No: 6.

Submitted By: Sharon Rowe

Subject: Approve the agreement with Otero County for Alamogordo Public Library Services to County residents. (*Sharon Rowe, Library Manager*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact: Increase of \$250.

Recommendation: Approve award of \$25,000 for library services to Otero County residents.

Background: This agreement is a MOU to provide library services to the residents of Otero County who are outside the Alamogordo city limits. Otero County will award \$25,000 in FY21 in return for provision of such services.

ADMINISTRATION
1101 NEW YORK AVENUE
ALAMOGORDO, NM 88310



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📠 (575) 443-2928

Commissioner, Dist. 1

Gerald Matherly

Commissioner, Dist. 2

Couy Griffin

Commissioner, Dist. 3

Lori Bies

County Manager

Pamela Heltner

AGREEMENT ALAMOGORDO LIBRARY SERVICES

THIS AGREEMENT REGARDING LIBRARY SERVICES is made and entered into this **1st day of July 2020**, hereinafter referred to as the "Agreement", is made by and between the Board of County Commissioners of Otero County, State of New Mexico (hereinafter referred to as "**COUNTY**"), and the City of Alamogordo, New Mexico, a New Mexico municipal corporation (hereinafter referred to as "**CITY**") to witness the following:

WHEREAS, at the request of the County, City has agreed to provide library services to residents of County;

WHEREAS, the County has determined that it is in the best interests of the citizens of Otero County and that it will protect the health, safety, and welfare of the County to provide certain services provided for in this agreement; and

WHEREAS, the County has determined that these services can be performed most economically by the City;

WHEREAS, the City, the County, the State of New Mexico and private donors have historically provided funding for the library.

NOW THEREFORE, in consideration of the mutual benefits to be derived by each of the parties hereto, the County and the City agree as follows:

I. TERM OF AGREEMENT:

The term of the Agreement begins on the **1st day of July 2020**, and shall terminate no later than the **30th day of June 2021**, or upon thirty (30) day written notice by either party to the other.

II. STATUS:

City understands that as an Independent Contractor, it is not considered an employee of the County of Otero and, as such, is not entitled to any benefits normally provided to regular employees of the County of Otero. City further understands that this Agreement can be terminated for any reason whatsoever at any time. If this Agreement is terminated by either party, the City shall be entitled to payment for services rendered through the date of termination.

The City or its employees shall personally perform all services under this Agreement and the City shall not assign any interest in this Agreement without prior written consent of the County.

III. SCOPE OF WORK:

City agrees to enhance the library collection and furnish library services to residents of the County, utilizing City employees and City equipment, such services to be provided in accordance with and under the supervision of the Director, Alamogordo Public Library.

IV. COMPLIANCE WITH APPLICABLE LAW:

City is solely responsible for providing all services described herein and provided in a manner consistent with the laws of the United States and the laws of the State of New Mexico.

City agrees to indemnify and hold County harmless from any and all liability whatsoever for the services provided.

V. COMPENSATION AND BENEFITS:

A. For the services rendered, County agrees to pay the City a certain budgeted amount. The parties acknowledge and agree that the County intends to fund this agreement with funds received through the payment in lieu of tax programs of the United States Government and that failure by the County to receive PILT funds or a reduction in the funding level for PILT will result in the nullification of this agreement.

B. The County agrees to contribute the amount of **\$25,000.00** to the City to enhance its library collection and to perform the services of furnishing library services to residents of

County, utilizing City employees and City equipment, such services to be provided in accordance with and under the supervision of the Director, Alamogordo Public Library.

C. Payments will be made in equal quarterly installments on October 1st, January 1st, April 1st, and June 15th. All payments shall be for services rendered to the date of payment and no advance payment may be made hereunder. On or before the date of the quarterly payment, the City shall furnish to the County a request for payment pursuant to this Agreement.

D. The City agrees to use the sums received from the County for the exclusive purposes of completing the scope of work set forth in Section II above.

E. To enable the County to evaluate the use of funds, the Library shall keep detailed records of the titles of books purchased and identification of other materials purchased in order to enhance the Library's collection; as well as detailed information regarding the library services provided to the residents of the County. The Library shall submit to the County's Legal and Finance Departments quarterly reports on or before October 1st, January 1st, April 1st, and June 30th regarding the use of funds. In addition, the Library shall submit an annual report by June 30th for presentation to the County Commission.

VI. GENERAL PROVISIONS:

- A. This agreement expresses the entire agreement of the parties, all prior discussions, negotiations, and correspondence shall deem to be merged herein and shall not be offered to vary or contradict the terms hereof.
- B. This agreement shall be binding on and inure to the benefit of the parties and their successors and assigns.
- C. If any provisions, or portions thereof contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable and shall not be affected and shall remain in full force and effect.
- D. This Agreement shall be governed and construed in accordance with the laws of the State of New Mexico.

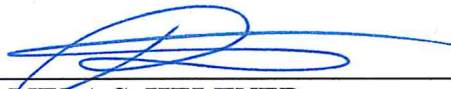
IN WITNESS WHEREOF the parties have set their hand this 8th day of September, 2020.

ATTEST:

OTERO COUNTY, NEW MEXICO




ROBYN HOLMES
Otero County Clerk
(SEAL)


PAMELA S. HELTNER
County Manager

ATTEST:

CITY OF ALAMOGORDO
State of New Mexico

RACHEL HUGHES
City Clerk

RICHARD BOSS
Mayor