



Alamogordo City Commission

NOTICE OF MEETING

Regular Meeting Agenda

January 26, 2021 - 6:00 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 a 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 January 12, 2021 Regular meeting. *(Rachel Hughs, City Clerk)*
2. Consider, and act upon, Resolution 2021-03, Adoption of Required Community Development Block Grant (CDBG) Annual Certifications and Commitments. *(Debbie Osborne, Grant Coordinator)*
3. Consider, and act upon, Resolution 2021-04 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 January 26, 2021 *(Evelyn Huff, Finance Director)* **(Roll Call Vote Required)**

ITEMS REMOVED FROM CONSENT AGENDA**NEW BUSINESS**

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4. Consider, and act upon, Case V-2020-0002(A) to allow the placement of a 14x46 manufactured home that has been placed in the rear yard of the property located at 818 8th Street, within an R-3 Zoning District (Two Family Dwelling District). *(Stella Rael, City Planner)* **(Roll Call Vote Required)**
 5. Consider, and act upon, the budget process and documents for the FY2021 - FY2022 preliminary budget. *(Evelyn Huff, Finance Director)*
 6. Appointments to Boards and Committees. *(Richard Boss, Mayor)*

ADJOURNMENT

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 1/26/2021

Report Date: 1/22/2021

Report No: 1.

Submitted By: Rachel Hughs

Subject: Approve the minutes for the January 12, 2021 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
6:00 P.M., VIRTUAL MEETING
January 12, 2021**

**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 6:00 p.m. Roll Call was taken by the City Clerk. City Clerk Hughs announced there was a quorum present. Invocation was given by Commissioner McDonald and the Pledge of Allegiance was led by Commissioner Rardin.

APPROVAL OF AGENDA

**Commissioner Baldwin moved to approve the agenda.
Mayor Pro-Tem Sikes seconded the motion.
Motion carried with a vote of 7-0-0.**

PRESENTATIONS

1. Update City Commission on the current City of Alamogordo Comprehensive Plan Adopted April 4, 2018. *(Stella Rael, City Planner)*

City Planner Rael said the Commission members had changed since the Plan was adopted in April 2018, so she wished to provide them with a brief explanation of the Plan. This would give the new Commissioners a chance to ask any questions and would refresh the memory of the Commissioners present in 2018. This Plan was a key document that assisted in establishing an overall vision for the community's future growth, development, and character with a planning horizon of twenty years. It also contained ten planning elements in addition to the executive summary and community context. Each of these elements described existing conditions, issues, opportunities, present goals, objectives, and strategies to support a community's vision and aspirations. A description of these ten planning elements was listed on the City's website. The ten elements are land use, economic development, housing and neighborhoods, infrastructure, transportation, community facilities, community services, greenhouse gas emissions, hazard litigation, and implementation. It was a twenty-year plan which could be updated sooner if there was significant growth or a change in the ten elements. In the case of the City, unfortunately there had not been much change due to the pandemic playing a major role within our City and throughout the country. Besides the website listing, she had downloaded the Plan onto thumb-drives for each of the Commissioners, which she would put in their mailboxes.

Commissioner Baldwin felt it was important to stay on top of this Comp Plan, and this past Covid year had affected, perhaps, the different ways to go through our vision statement for the citizens. What was the process to be able to make changes to this Plan? There were probably large sections of this Plan which were still good, but after this year, there may be changes they needed to consider. What were the steps in moving forward to potentially change some of the Plan? City Planner Rael said they would see what areas may need changing, and then put together an RFP to hire a consultant. Basically, it was a matter of getting feedback on what areas they felt needed changes, and just move forward to get an RFP. City Manager Cesar said there was a very wide timeframe before the 2018 update occurred. He agreed that once we got out of Covid, it might be looked at. There were other plans like the 40-year water plan that was updated every five years. Since the Comp Plan was really brought up to date in

2018, there should not be that many major revisions to it when we hit the five years or even when we got out of Covid. City Planner Rael agreed and said a good Comp Plan was usually updated every five to ten years. Once we got out of this pandemic, it should be looked at closely to see what needed to change.

Commissioner Baldwin wondered if we could ask staff to review the Plan and see if they felt there were really any areas that needed to be addressed immediately. Also, the Commission could go through it at the same time, and they could possibly look at the things they all agreed needed to be updated.

Mayor Boss thought the thumb-drives were an excellent idea. Also, he felt it would be awesome if they could do the same thing for the budget as well this year.

PUBLIC COMMENT

Deputy Clerk Gutierrez read the following summary of comments submitted by Mr. David Dewey:

“To Otero County and City of Alamogordo Commissions:

A National Health Care Crisis was declared on January 31, 2020 by the Secretary of Health of the United States. You are required by law to protect the welfare and health of citizens in your jurisdictions. There are things occurring in the County and Alamogordo that you fail to take action on.

According to 18 U.S. CODE 1038, a Federal law passed after 9/11 to prevent disinformation being distributed.

(a) Criminal Violation —

(1) general—Whoever engages in any conduct with intent to convey false or misleading information under circumstances where such information may reasonably be believed can be fined, imprisoned not more than 5 years, or both.

On Friday 12-18-20 Trent Parker's Conservative News Talk show on KRSY, had a person named GREG from High Rolls telling people not to wear masks, that they provided no protection. This is spreading false information. He was falsely using the Spanish Flu Pandemic of 1917 and 1918 and said masks were useless. Yes, unlike the masks made today, those in 1918 were made out of sheer gauge, they provided no protection.

This GREG was also at Walmart on Indian Wells telling people this. Also on the show, they told people not to take the vaccine because the needles were large because ‘they’ were implanting microscopic chips to track people. My God, how ignorant! Every cell phone made in the last 5 years has a GPS chip in it. The phone does NOT have to be turned on to track - the battery simply has to be charged.

These types of hysterical lies need to stop. This had nothing to do with FREE SPEECH. IT IS NOT FREE SPEECH; it is lunatic lies from ignorant people creating hysteria! Local authorities need to use the Federal Law to warn these people to STOP and if they don't, they will be arrested!

Last, people need to be educated concerning masks thru PSA's. Paper masks CANNOT be worn forever. They MUST be thrown away after wearing once. Cloth masks must be washed after every use. Hospitals are finding by asking incoming patients (4 out of 10) of them wearing paper masks, have been wearing them for months on end. Cloth masks MUST be washed after each daily use, to prevent BACTERIA infections from the masks. Again, five out of ten people did not know this.

LASTEST CURRENT COVID NUMBERS IN OTERO COUNTY AND ALAMOGORDO.

As of 1-6-21, New Mexico hospitals are at 110% to 140% ICU capacity.

COVID-19 is now the leading cause of death in the U.S. If a person in Alamogordo needs specialized emergency surgery, there is no hospital within a six-state area that will take the patient.

OTERO COUNTY - 36% increase in Covid cases since 12-5-20.

542 new cases in one month. Total now 2,187 cases in Otero County. That is approx. 19 cases a day. TWO MONTHS ago, Otero County was seeing only 1-2 cases a week! This is an 800% increase from two months ago, nearly a 30% daily increase over the last two months. This has resulted in a 60% death rate, 30 deaths in the last month, one death a day.

And the cases are increasing daily. Despite the increase, Gerald Champion has been coping but will NOT be able to sustain a surge like El Paso has seen. People will die at home because there

will be no room at the hospital or medical staff to care for them. Holloman will only be able to provide limited help.

Mandate needed - no large social gatherings is NOT being adhered to in the area. Enforcement of the mandate needs to be done."

CITY MANAGER'S REPORT

City Manager Cesar made the following remarks:

1. City Manager Cesar said a PSA had gone out to the community, and he wanted to remind everyone that there was going to be a very large water outage happening in about 40 minutes, lasting from 7:00 p.m. until 7:00 a.m. It was going to reduce pressure, and possibly the upper part of the zone would be without water. The area affected was from First Street to Indian Wells, and from the west side of Scenic Drive all the way down to Washington Avenue.

2. City Manager Cesar also noted the following retirements from the City: Eric Barraza, Deputy City Clerk, had retired just prior to the new year; Mark Threadgill, Utility Billing Manager, was retiring on January 19th; Johnny Crain, Zoo Manager, would be retiring at the end of this month; and Jim LeClair, Fire Chief, would be retiring on April 30th.

REMARKS AND INQUIRIES BY THE CITY COMMISSION

Commissioner Baldwin made the following comments:

Commissioner Baldwin said he would like to thank all the retiring employees for their service to the City.

Mayor Pro-Tem Sikes made the following comments:

Mayor Pro-Tem Sikes said she would like to thank Mr. David Dewey for the public presentation comments he had supplied tonight. She knew she spoke for the Commission when she said that everyone appreciated the fact that he was doing that. She stated that she also would like to thank all the retiring employees.

CONSENT AGENDA

2. Approve the minutes for the December 15, 2020 Regular meeting. *(Rachel Hughs, City Clerk)*

3. Consider, and act upon, accepting a capital outlay grant agreement in the amount of \$300,000.00 to construct and/or renovate public restroom facilities at the City's public parks. *(Veronica Ortega, Community Services Director)*

4. Consider, and act upon, Case Z-2020-0003(A) for adoption and final publication of Ordinance 1623 amending the zoning map to change the zoning of property located at 407 New York Ave. from R-3 Two Family Dwelling to R-4 Multiple Family Dwelling. *(Stella Rael, City Planner)* (Roll Call Vote Required)

5. Consider, and act upon, Case Z-2020-0004(A) for adoption and final publication of Ordinance 1624 amending the zoning map to change the zoning of property located at 411 New York Ave. from C-3 Business to R-4 Multiple Family Dwelling. *(Stella Rael, City Planner)* (Roll Call Vote Required)

6. Consider, and act upon, Ordinance 1622 for adoption and final publication amending Chapter 7 of the Alamogordo Code of Ordinances regarding Animals at Large. *(Richard Denton, Chief of Police)* (Roll Call Vote Required)

City Manager Cesar asked to remove Item #7 from the Consent Calendar.

Commissioner Rardin moved to approve items 2, 3, 4, 5, and 6 of the consent calendar.

Commissioner Wright seconded the motion.

Roll Call vote was taken.

Motion carried with a vote of 7-0-0.

ITEMS REMOVED FROM CONSENT AGENDA

7. Approve the Resident Parking Only and Designated Mobility Disabled Resident Parking Only sign locations for the purpose of determining continuance of each location. (Teresa Gutierrez, Deputy City Clerk)

City Manager Cesar said Ms. Marcia Humble, property owner, was attending via telephone. He stated that Ms. Humble resided on the corner of New York Avenue and Third Street. The way the Ordinance was written, there really was no latitude for staff whether it was a Resident Parking Only sign or a Mobility Disabled Resident Parking Only sign. Ms. Humble had a driveway and parking on the New York side, but she did utilize a side entrance which was on the Third Street side, which was the side the signs were on. There was a business just to the west of her property that had limited parking. Part of Ms. Humble's request to maintain the sign was due to the loud noise and excessive parking coming from that business. There were currently three signs posted on the Third Street side which took up the entire side of the property on that side.

Ms. Humble said even though she did not like all the noise and traffic, she valued her house and her safety more. She carried all her trash out the side gate of her house to her vehicle, she carried one-gallon jugs of water under her arm one at a time into her home through that gate, as well as groceries. Her laundry room, kitchen, and dining room were all off that Third Street side. With her disability, part of her problem was stepping up onto a curb or step, especially when carrying any kind of weight with her. She had been disabled since October 2009, and she had an award letter from the Social Security office stating her disability.

Commissioner Payne clarified there was not a Resident Parking Only sign in front of the house on the New York Avenue side, and people had the ability to park on that street. Mayor Pro-Tem Sikes asked if the current signs on the Third Street side had helped her. Ms. Humble said yes, when no one was parked there. That was how she carried her items into the house. Removing it would cause her some issues.

City Manager Cesar clarified that there was an alleyway separating the property from the business west of it. Commissioner Payne asked why she needed to take her trash out on the Third Street side. Ms. Humble said she carried it to her car and then drove it up the alley to the dumpster because she was not able to carry it that far.

Commissioner Baldwin asked City Manager Cesar why we were recommending that these signs come down now, and why were they recommended to be put up to begin with. City Manager Cesar said when the request came in, there was a single sign up already that was either a handicapped or mobility resident parking sign. Ms. Humble was having issues because of the dispensary business that was to the rear of her property. With those signs, other vehicles are not supposed to park within 10 feet of either side of the sign. Multiple people would park on either side of the sign, and that prevented Ms. Humble from being able to access her property through the back. He had made a mistake in not reading the Ordinance a year earlier when he approved the signs, where it stated that there must be good cause listed by the resident regarding inadequate parking to meet the needs of the applicant. She did have parking to the front of her property, so the signage did not meet what was in the Ordinance. Due to the nature of the type of business which usually handled customer visits of no more than three to five minutes, by the time Ms. Humble notified PD, and by the time a response could be made by the police, the person had already finished their business and left.

Commissioner McDonald said she had been on the street and seen Ms. Humble take in her groceries through the back of the property, which was where her kitchen was. If she were to have to take her groceries in through the front of the New York Avenue entrance, she would have to walk clear through the house to access the kitchen in the rear. Because of her condition, she felt they needed to make sure the

quality of her life was good. Before this was not a problem until this new business came in. She also dragged her trash out to the car and drove it to the dumpster because she just could not carry it that far. What she was asking for was the ability to just be able to get her groceries in and not injure herself another time.

Commissioner Wright said there was a gate to the back of the house which he had not seen before. Would it not be an option to move those signs to the New York side or shorten up the parking length on the Third Street side?

Commissioner Rardin asked how long ago the resident disabled sign was put in? City Clerk Hughs said originally there were two residents who requested two mobility signs in February 2020. However, because of the nature of the traffic they had to go to a different kind of sign, and the Resident Parking Only signs were put up. City Manager Cesar stated had he reviewed the Ordinance at that time, he would have denied the request.

Commissioner Payne said if they allowed the signs to stay on Third Street, would she have a problem with people parking in front of her home on New York Avenue. Ms. Humble said normally she pulled her car up on her property because if she parked in her driveway off New York Avenue, cars would often block her in. It was a very busy area. Commissioner Payne asked if it would be a problem if the cars parked on New York Avenue and then walked around to the business? Because we could not put signs on both sides. Was the issue accessibility or that she just did not want them anywhere near her house. Ms. Humble said that was not the case. As long as they did not block her in, she had no problem.

City Clerk Hughs clarified that in speaking to Ms. Humble last week, she learned that Ms. Geraldine Roman no longer lived there. City Manager Cesar said because of this, where there were two signs, it should now be reduced to one.

City Manager Cesar said that the Commission could direct him to work with Ms. Humble and the business owner to see if they could come to a reasonable accommodation for both. Mayor Boss thought that was a great idea. City Attorney Bengoechea clarified that the Ordinance determined to post Resident Parking Only signs shall be made by the City Commission after good cause was shown by the applicant, and they must show the reasons why the residence had inadequate parking to meet the needs of the applicant. That was fine if the Commission decided that Ms. Humble needed this for reasons other than adequate parking, but then we would need to look at changing the Ordinance and the reasons why the Commission would like to allow restricting parking on a public right-of-way. That would then give the same opportunity to every citizen who lived near a business or a busy residence.

Commissioner Payne felt this was a reasonable request, but her concern was how many other residents would want the same type of thing. She wanted to make sure that we were doing it for the right reasons because it would set a precedent.

Commissioner Baldwin said basically we had a resident for whom the handicapped sign did not work, but the Resident Parking Only sign did. The fact that a resident sign would trump a handicapped sign remained a mystery to him, or at least they did not know the rules about parking on either side of the sign. He would recommend that they take the Resident Parking Only signs out and put in three handicapped signs. Could we also paint the curb blue to make people see that it was a handicapped area? Have we even heard from the dispensary that they were in favor of these signs coming down? City Manager Cesar said the business owner would prefer to have the area narrowed because they had limited parking and that was public right-of-way. So now with the one resident there, the area would need to be reduced anyway. He would look at removing the three signs, and then putting one handicapped sign back in. Commissioner Baldwin said this issue always seemed to be a matter of convenience as opposed to a matter of need. It sounded like the resident did not have adequate parking when the business was busy, which warranted a Resident Parking Only sign. City Attorney Bengoechea agreed and said that if we gave her three signs, instead of giving her a space for her to park her vehicle, we were giving her parking for half of the block.

Commissioner Rardin said the home was in a residential area and the business was in a commercial area, so really the patrons of the business should not even be parking in that area. There was ample parking in that lot. When this business moved into this building, they knew the parking. He would be in favor of

leaving the signs up. Based on past experiences with these types of businesses, the patrons did not necessarily treat the neighbors in the best way. Sometimes they could become overwhelming and it started to cause problems. There was ample parking right across the street in that parking lot. City Manager Cesar said that parking lot was private, and he understood that that business owner kicked people off their lot if they were not their specific customer. As for an area zoned for commercial business right next to a residential area, we did not have any rules on the books that stated if someone were there for commercial purposes that they could not park on public right-of-way. Public right-of-way was public right-of-way. Commissioner Rardin said he agreed, except when you have that type of business and customers constantly in and out, it was very busy. You could always tell when that type of business got a shipment because all the dispensaries became very busy. He could sympathize with the resident.

City Manager Cesar said the Commission could pass the reapproval of all the existing signs, the removal of the one which the resident had asked to be removed, and then direct staff to work and modify the existing request to meet what was in the Ordinance.

Commissioner Baldwin moved to pass the reapproval of all the existing signs, the removal of the one which the resident requested to be removed, and then direct staff to work with the resident at 301 New York Avenue to reduce the size of the existing block area. Commissioner Rardin seconded the motion.

Mayor Pro-Tem Sikes asked if that would include having a discussion with the business owner to maybe acquire some cooperation. City Manager Cesar said yes.

Ms. Humble asked for clarification. City Manager Cesar said right now she had three signs. At the time of approval, there were two residents in the home that met the criteria and now there was only one. That would only qualify her for one sign. He would go down and actually meet with her. They would go back to the one sign, but he would have the City crews paint the curb blue. He would also like to get with her on the exact placement of the sign and the allowed ten feet on either side of it. Ms. Humble said she appreciated that.

Motion carried with a vote of 7-0-0.

NEW BUSINESS

8. Consider, and act upon, approval of Change Order no. 8, RFQ no. 2014-005, to Bohannon Huston, Inc. related to the engineering and design of the Bonito Lake Restoration project in an amount not to exceed \$57,275.65, including NMGR. (Bob Johnson, Engineering Manager)

Engineering Manager Johnson said this was a Change Order for Bohannon Huston, who had been the engineer of record for the Bonito Lake project since approximately 2014. We were in the process of engaging them to repackage all the permitted improvements to the lake. On October 27, 2020, the Commission had approved a construction loan to facilitate actual building of these improvements, the catwalk, dam replacement, intake tower, etc. This particular Change Order was for the engineering and design of those changes. They were originally designed several years ago but were combined with the current project involving sediment removal. They would basically repackage everything, update the design requirements to regulatory requirements, and then they would proceed with advertising and bidding all the improvements that were not funded several years ago. So, it was basically supplementing the current design with the additional information that the Dam Safety Bureau was asking for, which was for regulatory compliance. Commissioner Rardin said basically we were spending this \$60,000 just to appease the State and its requirements. It seemed like an awful lot of money for something that probably had not changed much. Engineering Manager Johnson felt it was kind of strange when they were asking for a lot of earthquake-related criteria be put into the design, but they were the regulating agency.

Commissioner Baldwin moved to approve.
Mayor Pro-Tem Sikes seconded the motion.
Motion carried with a vote of 7-0-0.

9. Consider, and act upon, approval of a new position in the Alamogordo Police Department for an Inspection of Public Records Act Records Clerk. (*Richard Denton, Police Chief*)

Police Chief Denton said in 2018 there were 351 public records requests going into the City Clerk's office, and that did not include what came directly into his department. Out of those, only 28 were for his department. But going into 2020, there were 326 records requests. Of those, 235 came to his department. That meant that only 91 were for the rest of the City. He did not have a count of the people that went into his lobby requesting records. His Records Clerks had to redact all reports before they could send them out to the public. Those requests were not even sent over to the City Clerk's office. And now they were dealing with the new body cam law, which required them to redact video. Using the worst-case scenario, if they had a homicide occur with four Detectives and three or four Officers out at the scene for ten hours, he was now looking at 70 hours of video. If someone came in and requested copies of that, it was now 70 hours of video which someone had to watch for redactions. It already was overwhelming for City Clerk Hughs, and this position was definitely needed. In all honestly, down the road he could be coming back and asking for another position like this. It was going to become very time consuming when everyone started requesting this body camera footage. Just from the numbers, you could see how many requests had already gone through the Clerk's office and so many people were asking for body camera footage on everything now. On every single call they went on, there was always going to be a minimum of at least one Officer and one camera on scene. If they were there for an hour, it was one hour of footage; but if there were two Officers there, it now became two hours of camera footage someone needed to go through. This was a very important position, and it was not going to go away.

Commissioner Rardin asked where the funding for this position was going to come from as it was almost \$50,000 per year. City Manager Cesar said it was coming out of the General Fund. Obviously, this was coming to the Commission because we were outside of our budgetary process. This was a new position. He did not ask the Chief to sacrifice one of his vacant Officer positions, but he did have through this fiscal year several openings. He did not see that changing in the new fiscal year. Staff was in the beginning stages of putting together next year's budget, and this position would be factored in. He was not recommending pulling money from the Clerk's area to support the new position. She had already lost a part-time position due to the Covid situation.

Finance Director Huff said for PD's operational line, which was where Officers and other admin staff were paid out of, right now the Police Department was at 33.8 percent while all other departments were between 50 and 55 percent. So, PD was seeing a substantial cost savings this year, and this would be factored into the budget. Commissioner Rardin said just because we had the cost savings, we still had to budget it all in. Mayor Boss said we had to budget it in, but he understood the Chief to say they were being overwhelmed. How did we avoid it? Commissioner Rardin said he just wanted to make sure we had the money because we were mid-year and he was not sure if next year was going to be any better, if not worse than this year.

Commissioner Payne said she recalled that last Fall the Sheriff's Department had added this same position. Police Chief Denton said that was correct. Commissioner Payne said that indicated this was a trend.

Commissioner Payne moved to approve.
Commissioner Wright seconded the motion.
Motion carried with a vote of 7-0-0

10. Appointments to Boards and Committees. (Richard Boss, Mayor)

Mayor Boss read the openings and reappointed Marianne Schweers to the Alamogordo Promotion Board, reappointed Michael Eshelman to the Alamogordo Public Library Board, and reappointed Andrew Gomolak to the Planning and Zoning Commission. No one was opposed.

Commissioner Rardin asked how long these terms were. City Clerk Hughs said they were two years. Commissioner Rardin pointed out that Mr. Gomolak had already served ten years, and after this term he will have served twelve years.

ADJOURNMENT

Commissioner Rardin moved to adjourn at 7:25 p.m.

Commissioner McDonald seconded the motion.

Motion carried with a vote of 7-0-0

Mayor Richard Boss

ATTEST:

City Clerk Rachel Hughs

(Prepared by Teresa Gutierrez, Deputy City Clerk)
Approved at the Regular Meeting held on January 26, 2021.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 1/26/2021

Report Date: 1/15/2021

Report No: 2.

Submitted By: Debbie Osborne

Subject: Consider, and act upon, Resolution 2021-03, Adoption of Required Community Development Block Grant (CDBG) Annual Certifications and Commitments. *(Debbie Osborne, Grant Coordinator)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact: This Resolution has no fiscal impact.

Recommendation: Approval of Resolution 2021-03.

Background: The CDBG Grant Program set forth by the United States Department of Housing and Urban Development and administered by the New Mexico Department of Finance and Administration/ Local Government Division require that an applicant/recipient adopt an annual resolution certifying adherence to the Housing and Community Development Act by adopting the CDBG Consolidated plans.

The City Commission approved Resolution No. 2020-02 on January 28, 2020 confirming the City's commitment to the following federal regulations/policies. Resolution No. 2021-03 reaffirms the City's commitment to these federal regulations/policies.

- Citizen Participation Plan (reaffirmation)
- Fair Housing (reaffirmation)
- Residential Anti-Displacement and Relocation Assistance Plan (reaffirmation)
- Compliance with Section 3 of the HUD Act of 1968 (reaffirmation)
- Compliance with federal (24 CFR Part 85.36) and the New Mexico State (§13-1-120 NMSA 1978) procurement codes

EXHIBIT 1-Y

Grantee Name: _____

CDBG Project Number: _____

RESOLUTION # _____

ADOPTION OF REQUIRED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL CERTIFICATIONS AND COMMITMENTS

WHEREAS, municipalities, counties or other entities that accept Community Development Block Grant (CDBG) funds must adopt certain required federal regulations; and

WHEREAS, the _____ (hereinafter referred to as the Grantee) wishes to ensure compliance with federal regulations by adopting the following required certifications and commitments:

Citizen Participation	certifies its commitment to citizen participation by preparing and adopting a Citizen Participation Plan that includes ways to encourage public input using various methods to reach the public and assures that citizens are provided reasonable notice and timely access to local meetings, per the Open Meetings Act (NMSA 1978, Chapter 10, Article 15)
Fair Housing	certifies its commitment to the Fair Housing Act of 1968 to affirmatively further fair housing, which prohibits discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing on the basis of race, color, religion, sex, disability, familial status, or national origin
Residential Anti-Displacement & Relocation Assistance	certifies its compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, whose purpose is to provide uniform, fair, and equitable treatment for persons whose real property is acquired or for persons displaced as a result of a CDBG-funded project or activity
Section 3	certifies its commitment to Section 3, a provision of the Housing and Urban Development (HUD) Act of 1968, which requires recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low and very low income residents in connection with projects and activities in their community. Attached is the Grantee Section 3 hiring information.
Procurement	certifies its compliance with federal procurement code (24 CFR Part 85.36) and New Mexico Procurement Code (§13-1-120 NMSA 1978) by adopting a procurement policy annually for CDBG projects

GRANTEE SECTION 3 PLAN CHART

- Chart for Section 3 Plan **MUST** be filled out for job classifications that result from this CDBG funding. If this project will not create jobs, this chart will not be applicable. Attach additional job classifications as necessary.

City of Alamogordo ANTICIPATED/ACTUAL HIRES 2021 HIRING YEAR				
PLANNED			ACTUAL	
Job Classification	# of Positions to be Filled	# of Positions to be Filled by Lower Income City of Alamogordo Residents	# of Positions Filled	Positions Filled by Lower Income City of Alamogordo Residents
City of Alamogordo				
	NOT APPLICABLE			

NOW, THEREFORE, BE IT RESOLVED, that the Grantee adopts the above CDBG certifications and commitments that must be adopted annually.

PASSED, APPROVED, SIGNED, AND ADOPTED at a duly called and convened regular meeting of the governing body of the City of Alamogordo this 26th day of January, 2021.

SIGNED: _____

Richard Boss, Mayor
Chief Elected Official

ATTEST:

Rachel Hughs, City Clerk

Grantee Name: City of Alamogordo

CDBG Project Number: 19-C-NR-I-01-G-18

RESOLUTION # 2020-02

ADOPTION OF REQUIRED
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ANNUAL CERTIFICATIONS AND COMMITMENTS

WHEREAS, municipalities, counties or other entities that accept Community Development Block Grant (CDBG) funds must adopt certain required federal regulations; and

WHEREAS, the City of Alamogordo (hereinafter referred to as the Grantee) wishes to ensure compliance with federal regulations by adopting the following required certifications and commitments:

Citizen Participation	certifies its commitment to citizen participation by preparing and adopting a Citizen Participation Plan that includes ways to encourage public input using various methods to reach the public and assures that citizens are provided reasonable notice and timely access to local meetings, per the Open Meetings Act (NMSA 1978, Chapter 10, Article 15)
Fair Housing	certifies its commitment to the Fair Housing Act of 1968 to affirmatively further fair housing, which prohibits discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing on the basis of race, color, religion, sex, disability, familial status, or national origin
Residential Anti-Displacement & Relocation Assistance	certifies its compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, whose purpose is to provide uniform, fair, and equitable treatment for persons whose real property is acquired or for persons displaced as a result of a CDBG-funded project or activity
Section 3	certifies its commitment to Section 3, a provision of the Housing and Urban Development (HUD) Act of 1968, which requires recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low and very low income residents in connection with projects and activities in their community. Attached is the Grantee Section 3 hiring information.
Procurement	certifies its compliance with federal procurement code (24 CFR Part 85.36) and New Mexico Procurement Code (§13-1-120 NMSA 1978) by adopting a procurement policy annually for CDBG projects

GRANTEE SECTION 3 PLAN CHART

- Chart for Section 3 Plan **MUST** be filled out for job classifications that result from this CDBG funding. If this project will not create jobs, this chart will not be applicable. Attach additional job classifications as necessary.

City of Alamogordo ANTICIPATED/ACTUAL HIRES			2019 HIRING YEAR	
PLANNED			ACTUAL	
Job Classification	# of Positions to be Filled	# of Positions to be Filled by Lower Income City of Alamogordo Residents	# of Positions Filled	Positions Filled by Lower Income City of Alamogordo Residents
City of Alamogordo				
	NOT APPLICABLE			

NOW, THEREFORE, BE IT RESOLVED, that the Grantee adopts the above CDBG certifications and commitments that must be adopted annually.

PASSED, APPROVED, SIGNED, AND ADOPTED at a duly called and convened regular meeting of the governing body of the City of Alamogordo this 28th day of January, 2020.

SIGNED: _____

Richard Boss
Richard Boss, Mayor
Chief Elected Official

ATTEST: _____

Rachel Hughes
Rachel Hughes, City Clerk

GRANTEE SECTION 3 PLAN CHART

- Chart for Section 3 Plan **MUST** be filled out for job classifications that result from this CDBG funding. If this project will not create jobs, this chart will not be applicable. Attach additional job classifications as necessary.

City of Alamogordo ANTICIPATED/ACTUAL HIRES			2020 HIRING YEAR	
PLANNED			ACTUAL	
Job Classification	# of Positions to be Filled	# of Positions to be Filled by Lower Income City of Alamogordo Residents	# of Positions Filled	Positions Filled by Lower Income City of Alamogordo Residents
City of Alamogordo				
	NOT APPLICABLE			

NOW, THEREFORE, BE IT RESOLVED, that the Grantee adopts the above CDBG certifications and commitments that must be adopted annually.

PASSED, APPROVED, SIGNED, AND ADOPTED at a duly called and convened regular meeting of the governing body of the City of Alamogordo this 28th day of January, 2020.

SIGNED:


Richard Boss, Mayor
Chief Elected Official

ATTEST:


Rachel Hughs, City Clerk

APPROVED AS TO FORM:


Petria Bengoechea, City Attorney

EXHIBIT 1-Z

CDBG FEDERAL REQUIREMENTS

CITIZEN PARTICIPATION REQUIRED ELEMENTS

In accordance with the 1987 revisions to the Housing and Community Development Act and in an effort to further encourage citizen participation, City of Alamogordo has prepared and adopted this Citizen Participation Plan.

Objective A

City of Alamogordo will provide for and encourage citizen participation within its area of jurisdiction, with particular emphasis on participation by persons of low and moderate income. *Action items:*

1. *Adopt and circulate an Open Meetings Resolution which provides citizens with reasonable notice of county/municipality upcoming meetings, actions and functions.*
2. *Develop press releases on county/municipality meetings, actions and hearings, and circulate to newspapers, radio and television media.*
3. *Develop and maintain listing of groups and representative of low and moderate income persons, and include on mailing lists of announcements, notices, press releases, etc.*

Objective B

City of Alamogordo will provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of CDBG funds. *Action items:*

1. *Public notices, press releases, etc., should allow for a maximum length of notice to citizens.*
2. *Appropriate information and records relating to the proposed and actual use of CDBG funds must be available upon request to all citizens. Personnel and income records may be exempted from these requirements.*
3. *Meetings, hearing, etc., should be conducted at times and locations conducive to public attendance, e.g., evenings, Saturdays.*

Objective C

City of Alamogordo will provide technical assistance to groups and representatives of low and moderate income persons that request assistance in developing proposals. *Note: the level and type of assistance is to be determined by the county/municipality. Action items:*

1. *Low and moderate income groups should be advised that technical assistance, particularly in the area of community development, is available from the county/municipality upon request.*
2. *Document technical assistance provided to such groups and has documentation available for review.*

Objective D

City of Alamogordo will provide a minimum of two public hearings to obtain citizen participation and respond to proposals and questions at all stages of the Community Development Block Grant Program. *Action items:*

1. *Advise citizens of the CDBG program objectives, range of activities that can be applied for and other pertinent information.*
2. *Conduct a minimum of two public hearings:*
 - a. *One public hearing will be held to advise citizens of the program objectives and range of activities that can be applied for, and to obtain the citizen's views on community development and housing needs, to include the needs of low and moderate income people. This hearing will take place prior to the selection of the project to be submitted to the state for CDBG funding assistance.*
 - b. *A second public hearing will be held to review program performances, past use of funds and make available to the public its community development and housing needs, including the needs of low and moderate income families, and the activities to be undertaken to meet such needs.*
3. *Publish public hearing notices in the non-legal section of newspapers or in other local media. Evidence of compliance with these regulations will be provided with each CDBG application, i.e., hearing notice minutes of public meetings, list of needs and activities to be undertaken, etc. Amendments to goals, objectives and applications are also subject to public participation.*

Objective E

City of Alamogordo will provide timely written answers to written complaints and grievances within 15 working days where practical. *Action items:*

1. *Adopt complaint handling procedures or policies to insure that complaints or grievances are responded to within 15 days, if possible.*
2. *Allow for appeal of a decision to a neutral authority.*
3. *File a detailed record of all complaints or grievances and responses in one central location with easy public access.*

Objective F

City of Alamogordo will identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of residents can be reasonably expected to participate. *Action items:*

1. *Identify areas where large majorities of non-English speaking persons reside and make appropriate provisions when issues affecting these areas are to be discussed at public meetings, hearings, etc. Appropriate provisions will include having interpreters available at the meeting and having briefing material available in the appropriate language.*
2. *Maintain records/rosters of public hearing attendees and proceedings to verify compliance with this objective.*

FAIR HOUSING REQUIRED ELEMENTS

A resolution of the Governing Body of the City of Alamogordo, adopting a fair housing policy, making known its commitment to the principle of fair housing, and describing actions it shall undertake to affirmatively further fair housing.

WHEREAS; the Housing and Community Development act of 1974 as amended requires that all applicant for Community Development Block Grants funds certify that they shall affirmatively further fair housing; and

WHEREAS; the Civil Rights Act of 1968 (commonly known as the Federal Fair Housing Act) and the Fair Housing Amendments Act of 1988 declare a national policy to prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services, on the basis of race, color, religion, sex, disability, familial status or national origin; and

WHEREAS; fairness is the foundation of the American system and reflects traditional American values; and

WHEREAS; discriminatory housing practices undermine the strength and vitality of America and its people;

NOW, THEREFORE, BE RESOLVED THAT the Governing Body of the City of Alamogordo hereby wish all persons living, working, doing business in or traveling through this City to know that: discrimination in the sale, rental, leasing, and financing of housing or land to be used for construction of housing, or in the provision of brokerage services on the basis of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the Fair Housing Act Amendments of 1988; and that it is the policy of the City of Alamogordo to implement programs, within the constraints of its resources, to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin; and within available resources the City of Alamogordo will assist all persons who feel they have been discriminated against in housing issues on the basis of race, color, religion, sex, handicap, familial status or national origin to seek equality under existing federal and state laws to file a complaint with the New Mexico Attorney General's Office or the U.S. Department of Housing and Urban Development; and that the City of Alamogordo shall publicize this Resolution and thereby encouraging owners of rental properties, developers, builders and others involved with housing to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances; and that the City of Alamogordo shall undertake the following actions to affirmatively further fair housing:

(List all such actions to include: mailing copies of this resolution to the real estate community, banks, developers, community organizations and local media; posting copies of this resolution at identified locations; distributing flyers; sponsoring schools)

List actions here

Posted on bulletin board in Alamogordo City Hall
Posted on bulletin board at Alamogordo Public Library
Posted on bulletin board at Alamogordo Civic Center

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE REQUIRED ELEMENTS

I. Background/Introduction

Section 104(d) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304(d)(4)), Section 105(b)(16) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705(b)(16)), and implementing regulations at 24 CFR Part 42, specify that a grantee under the Community Development Block Grant (CDBG) must certify that it has in effect and is following a "residential Anti-displacement and relocation assistance plan" (Plan). As a CDBG grantee, City of Alamogordo must certify to State of New Mexico Department of Finance and Administration Local Government Division that it has and is following such a Plan.

The Plan must include three components: 1) one-for-one replacement requirements for lower-income housing units, 2) relocation assistance, and 3) a description of the steps City of Alamogordo will take to minimize displacement.

II. Activities Covered by the Plan

All activities involving the use of CDBG funds that cause displacement as a direct result of demolition or conversion of a lower-income dwelling are subject to the requirements specified in the Plan. Activities for which funds are first obligated on or after September 30, 1988 are subject to the requirements specified in the Plan, without regard to the source year of the funds.

III. Uniform Relocation Act

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) govern displacement that directly results from acquisition, rehabilitation, or demolition of real property when federal funds are used. City of Alamogordo's Residential Anti-displacement and Relocation Assistance Plan is in no way intended to supersede the URA. CDBG assisted activities may still be subject to the requirements of the URA.

IV. One-for-One Replacement Units

All occupied and vacant occupiable lower-income dwelling units that are demolished or converted to a use other than as lower-income dwelling units in connection with an assisted activity must be replaced with comparable lower-income units. Replacement lower-income dwelling units may be provided by any governmental agency or private developer and must meet the following requirements:

- A. The units must be located within City of Alamogordo to the extent feasible, the units shall be located within the same neighborhood as the units replaced

- B. The units must be sufficient in number and size to house no fewer than the number of occupants who could have been housed in the units that are demolished or converted. The number of occupants who could have been housed in the units shall be in accordance with applicable local housing occupancy codes. The units may not be replaced with smaller units (e.g., a 2-bedroom unit with two 1-bedroom units), unless City of Alamogordo has provided information demonstrating that such a proposed replacement is consistent with the needs assessment contained State of New Mexico Department of Finance and Administration Local Government Division HUD-approved Consolidated Plan.
- C. The units must be in standard condition and must at a minimum meet Section 8 Program Housing Quality Standards. Replacement lower-income units may include units brought from a substandard condition to standard condition if: 1) no person was displaced from the unit; and 2) the unit was vacant for at least 3 months before execution of the agreement between City of Alamogordo and the property owner.
- D. The units must initially be made available for occupancy at any time during the period beginning 1 year before the recipient makes public the information required under Section F below and ending 3 years after the commencement of the demolition or rehabilitation related to the conversion.
- E. The units must be designed to remain lower-income dwelling units for at least 10 years from the date of initial occupancy. Replacement lower-income dwelling units may include, but are not limited to, public housing or existing housing receiving Section 8 project-based assistance
- F. Before City of Alamogordo enters into a contract committing it to provide CDBG funds for any activity that will directly result in the demolition of lower-income dwelling units or the conversion of lower-income dwelling units to another use, City of Alamogordo must make public and submit in writing to State of New Mexico Department of Finance and Administration Local Government Division the following information:
- 1 A description of the proposed assisted activity;
 - 2 The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than for lower-income dwelling units as a direct result of the assisted activity;
 - 3 A time schedule for the commencement and completion of the demolition or conversion;
 - 4 The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data is not available at the time of the submission to State of New Mexico Department of Finance and Administration Local Government Division, the submission shall identify the general location on an area map and the approximate number of dwelling units by size, and information identifying the specific location and number of dwellings units by size shall be submitted and disclosed to the public as soon as it is available;
 - 5 The source of funding and time schedule for the provision of replacement dwelling units;
 - 6 The basis for concluding that each replacement unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
 - 7 Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the needs assessment contained in

the State of New Mexico Department of Finance and Administration Local Government Division Consolidated Plan.

- G. The one-for-one replacement requirements may not apply if HUD determines, based on objective data, that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within City of Alamogordo. In making such a determination, State of New Mexico Department of Finance and Administration Local Government Division will consider such factors as vacancy rates, numbers of lower-income units in City of Alamogordo and the number of eligible families on the Section 8 waiting list.

V. Relocation Assistance

Each lower-income person who is displaced as a direct result of CDBG assisted demolition or conversion of a lower-income dwelling shall be provided with relocation assistance.

Relocation assistance includes advisory services and reimbursement for moving expenses, security deposits, credit checks, other moving expenses, including certain interim living costs, and certain replacement housing assistance.

Displaced persons have the right to elect, as an alternative to the benefits described in this Plan, to receive benefits under the URA, if they determine that it is in their best interest to do so. The following relocation assistance shall be available to lower-income displacement persons:

- A. Displaced lower-income persons will receive the relocation assistance required under 49 CFR 24, Subpart C (General Relocation Requirements) and Subpart D (Payment for Moving and Related Expenses) whether the person elects to receive assistance under the URA or the assistance required by CDBG regulations. Relocation notices must be distributed to the affected persons in accordance with 49 CFR 24.203 of the URA;
- B. The reasonable and necessary cost of any security deposit required to rent the replacement dwelling unit and for credit checks required to rent or purchase the replacement dwelling unit;
- C. Actual reasonable out-of-pocket costs incurred in connection with temporary relocation, including moving expenses and increased housing costs, if:
 - 1. The person must relocate temporarily because continued occupancy of the dwelling unit constitutes a substantial danger to the health or safety of the person or the public; or
 - 2. The person is displaced from a lower-income dwelling unit, none of the comparable replacement units to which the person has been referred qualifies as a lower-income dwelling unit, and a suitable lower-income dwelling unit is scheduled to become available through one-for-one replacement requirements
- D. Replacement Housing Assistance. Displaced persons are eligible to receive one of the following two forms of replacement housing assistance:
 - 1. Each person shall be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of

utilities for a replacement dwelling to the "Total Tenant Payment", as determined under 24 CFR 813.107. All or a portion of this assistance may be offered through a certificate or housing voucher for rental assistance under the Section 8 program. Where Section 8 assistance is provided to the displaced person,

City of Alamogordo must provide the person with referrals to comparable units whose owners are willing to participate in Section 8 program to the extent that cash assistance is provided, it will be provided in installments.

2. In lieu of the housing voucher, certificate or cash assistance described above, the person may elect to receive a lump sum payment allowing them to secure participation in a housing cooperative or mutual housing association. This lump sum payment shall be equal to the capitalized value of 60 monthly installments of the amount that is obtained by subtracting the

"Total Tenant Payment", as determined under 24 CFR 813.107, from the monthly cost of rent and average monthly cost of utilities at a comparable replacement dwelling unit. To compute the capitalized value, the installments shall be discounted at the rate of interest paid on passbook savings in a federally insured financial institution conducting business within City of Alamogordo.

Displaced lower-income tenants shall be advised of their right to elect relocation assistance pursuant to the URA and the regulations at 49 CFR 24 as an alternative to the relocation assistance available under CDBG regulations.

VI. Eligibility for Relocation Assistance

A lower-income person is eligible for relocation assistance if they are considered to be a "displaced person" as defined in 24 CFR 42.305. A displaced person means a lower-income person who, in connection with an activity assisted under the CDBG program, permanently moves from real property or permanently moves personal property from real property as a direct result of demolition or conversion of a lower-income dwelling.

For purposes of this definition, a permanent move includes a move made permanently and:

- A. After notice by the owner to move from the property, if the move occurs on or after the date of the submission of a request to City of Alamogordo for CDBG assistance that is later approved for the requested activity; or
- B. After notice by the owner to move from the property, if the move occurs on or after the date of the initial official submission to HUD of the consolidated plan under 24 CFR Part 91 describing the assisted activity; or
- C. Before the dates described in A & B above, if City of Alamogordo or State of New Mexico Department of Finance and Administration Local Government Division determines that the displacement was a direct result of conversion or demolition in connection with a CDBG assisted activity; or
- D. By a tenant-occupant of a dwelling unit, if any one of the following three situations occurs:
 1. The tenant moves after execution of the CDBG agreement covering the acquisition, rehabilitation or demolition and the move occurs before the tenant is

provided written notice offering the tenant the opportunity to lease and occupy a suitable, decent, safe and sanitary dwelling in the same building/complex upon completion of the project under reasonable terms and conditions, including a monthly rent and estimated average monthly utility costs that do not exceed the greater of the tenant's monthly rent before such agreement, or the total tenant payment as determined under 24 CFR 813.107 if the tenant is lower-income, or 30 percent of gross household income if the tenant is not lower-income.

2. The tenant is required to relocate temporarily, does not return to the building/complex, and either is not offered payment for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, or other conditions of the temporary relocation are not reasonable.
3. The tenant is required to move to another dwelling unit in the same building/complex but is not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move, or other conditions of the move are not reasonable.

If the displacement occurs on or after the appropriate date described in A & B above, the lower-income person is not eligible for relocation assistance if:

- A. The person is evicted for cause based upon a serious or repeated violation of the terms and conditions of the lease or occupancy agreement, violation of applicable federal, State or local law, or other good cause, and the City of Alamogordo determines that the eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;
- B. The person moved into the property on or after the date described in A & B above after receiving written notice of the expected displacement; or
- C. City of Alamogordo determines that the displacement was not a direct result of the CDBG assisted activity and the State of New Mexico Department of Finance and Administration Local Government Division concurs with this determination.

VII. Minimizing Displacement

The CDBG regulations regarding the demolition or conversion of lower-income dwelling units are designed to ensure that lower-income persons are provided with adequate, affordable replacement housing. Naturally, involuntary displacement should be discouraged whenever a reasonable alternative exists. Involuntary displacement is extremely disruptive and disturbing, especially to lower-income persons who do not have the means to locate alternative housing.

There are various ways that displacement can be minimized. The following are steps that will be taken to minimize the involuntary displacement of lower-income persons when CDBG funds are involved:

- A. **Screening of Applications** All CDBG applications will be reviewed to determine whether involuntary displacement is likely to occur. Those applications involving displacement will receive a lower priority recommendation for funding unless it can be shown that alternatives are not available.
- B. **Acquisition of Property** Applicants who apply for CDBG funds to acquire property for the

development of lower-income housing will be encouraged to purchase vacant land. In the case of in-fill and other projects where this is not feasible and the project involves potential displacement, the applicant shall agree to allow the displaced lower-income person(s) to occupy the new housing at an affordable rent.

Applicants who utilize CDBG funds to rehabilitate or convert a lower-income unit to a non-residential use will be required to supply replacement housing consistent with paragraph IV, as well as relocation assistance.

- C. Cost of Relocation Assistance The cost of any required relocation assistance and the provision of replacement housing will be borne by the applicant and may be paid for out of CDBG funds awarded to the project.

VIII. Definitions

- A. "Comparable replacement dwelling unit" means a dwelling unit that:
 - 1 Meets the criteria of 49 CFR 24.2(d)(1) through (6); and
 - 2 Is available at a monthly cost for rent plus estimated average monthly utility costs that does not exceed the "Total Tenant Payment" determined under 24 CFR 813.107 after taking into account any rental assistance the household would receive.
- B. "Lower-income dwelling unit" means a dwelling unit with a market rental (including utility costs) that does not exceed the applicable Fair Market Rent (FMR) for existing housing and moderate rehabilitation established under 24 CFR Part 888.
- C. "Standard condition" means units that at a minimum meet the Existing Housing Quality Standards of the Section 8 rental subsidy program.
- D. "Substandard condition suitable for rehabilitation" means units with code violations that can be brought to Section 8 Housing Quality Standards within reasonable monetary amounts.
- E. "Vacant occupiable dwelling unit" means a dwelling unit that is in a standard condition; a vacant dwelling unit that is in substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning 3 months before the date of execution of the agreement by City of Alamogordo covering the rehabilitation or demolition.

IX. Grievances

The City of Alamogordo will provide timely written answers to written complaints and grievances within 15 working days where practical. Action items:

- A. Adopt complaint handling procedures or policies to insure that complaints or grievances are responded to within 15 days, if possible.
- B. Allow for appeal of a decision to a neutral authority.
- C. File a detailed record of all complaints or grievances and responses in one central location with easy public access.

SECTION 3 PLAN REQUIRED ELEMENTS

The City of Alamogordo is committed to comply with Section 3 of the Housing and Urban Development Act of 1968. This Act encourages the use of small local businesses and the hiring of low income residents of the community.

The City of Alamogordo has appointed Debbie Osborne as the Section 3 Coordinator, to advise and assist key personnel and staff on Section 3, to officially serve as focal point for Section 3 complaints, and as the on-site monitor of prime contractors and sub-contractors to insure the implementation and enforcement of their Section 3 plans. The approval or disapproval of the Section 3 plan is the ultimate responsibility of the City of Alamogordo. Documentation of efforts will be retained on file for monitoring by the state.

Therefore, the City of Alamogordo shall:

1. Hiring
 - a. Advertise for all City of Alamogordo positions in local newspapers
 - b. List all City of Alamogordo job opportunities with the State Employment Service
 - c. Give preference in hiring to lower income persons residing in the City of Alamogordo. This means that if two equally qualified persons apply and one is a resident of the City of Alamogordo and one is not, the resident will be hired
 - d. Maintain records of City of Alamogordo hiring as specified in the Annual CDBG Resolutions (Exhibit 1-Y). Note: Chart for Section 3 Plan MUST be filled out in its entirety and updated on an annual basis.
2. Contracting
 - a. The City of Alamogordo will compile a list of businesses, suppliers and contractors located in the City of Alamogordo.
 - b. These vendors will be contacted for bid or quotes whenever the City of Alamogordo requires supplies, services or construction.
 - c. Preference will be given to small local businesses. This means if identical bids/quotes are received from a small business located within the City of Alamogordo and one from outside the City of Alamogordo, the contract will be awarded to the business located within the community.

3. Training

The City of Alamogordo shall maintain a list of all training programs operated by the City of Alamogordo and its agencies and will direct them to give preference to City of Alamogordo residents. The City of Alamogordo will also direct all CDBG sponsored training to provide preference to City of Alamogordo residents.

4. CDBG Contracts

All CDBG bid proposals and contracts shall include the following Section 3 language.

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that the greatest extent feasible, opportunities for training and employment be given lower income residents of the project areas, and contracts for work in connection with the project be awarded to business concerns residing in the project area.
- b. The parties to this contract will comply with the provision of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR and all applicable rules and orders of the Department issued there-under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under the Section 3 clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135, and will not let any subcontract unless the subcontractor has first provided it with the requirements of these regulations.
- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of the Department, issued thereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.

The City of Alamogordo shall require each contractor to prepare a written Section 3 plan as a part of their bids on all jobs exceeding \$100,000. All Section 3 plans shall be reviewed and approved by the City's Equal Opportunity Section 3 Compliance Officer and retained for monitoring by the state.

The City of Alamogordo will maintain all necessary reports and will insure that all contractors and subcontractors submit required reports.

LOWER INCOME CLARIFICATION

A family who resides in City of Alamogordo and whose income does not exceed the income limit for the size of family as per the attached Section 8 Income Limit for City of Alamogordo. Information contained in our Section 3 Plan reflects the status of the City of Alamogordo employees regarding lower income considerations based on their salary paid by the City of Alamogordo.

Certification

This Federal Requirements Plan hereby incorporates all of the State of New Mexico CDBG requirements to include Citizen Participation, Fair Housing, Residential Anti-Displacement & Relocation as well as Section 3. The City of Alamogordo herewith certifies to follow the CDBG Federal Requirements Plan described above and adopt the plan by resolution annually.

PASSED AND ADOPTED BY THE Governing Body of the City
of Alamogordo on this 28th day of January, 2020

ATTEST:


Rachel Hughes, City Clerk

Plan Adoption Date:

1-28-2020

Adoption Instrument:

1-28-2020 Resolution 2020-02

Certified By:



Richard A. Boss

Mayor

1-30-2020

Date

Copy to Local Government Division with attachments

EXHIBIT 1-O-2

Fair Housing Self-Assessment

COMMUNITY OF: City of Alamogordo

1. To the best of your knowledge has your community been involved in any complaints regarding discrimination the sale or rental of housing on the basis of race, color, religion, sex, national origin, familial status or handicap?

☐ Yes ☒ No

2. If yes, give a brief description of the nature of any complaints and resolutions.

☐ Yes ☒ No

3. Has your community adopted a Fair Housing Program to help local citizens be aware of their rights regarding fair housing under federal and state law, and in filing a complaint if discrimination is suspected?

☒ Yes ☐ No

4. What do you perceive as the most potentially serious problem areas regarding discrimination in fair housing in your community?

Problem Area	Severity
Color	Not a Problem
Familial Status	Not a Problem
Handicap	Not a Problem
National Origin	Not a Problem
Race	Not a Problem
Religion	Not a Problem
Sex	Not a Problem

5. Does your community contain any subsidized housing units?

☒ Yes ☐ No

6. As best as can be determined, do relevant public policies/practices regarding zoning and building codes have an adverse impact on the achievement of fair housing choice?

☐ Yes ☒ No

7. Are you aware of any practices in the local real estate community as it relates to buying, selling and house rentals that may adversely affect the achievement of fair housing choice in your community?

☐ Yes ☒ No

8. Do your community records contain data on the actual number and percentage of persons residing in the community by race, color, religion, sex, national origin, age, handicap and familial status, as well as income characteristics by group?

☒ Yes ☐ No

9. Is information available to you that list major local employers by type and the number of people employed within your community by salary and racial group?

☐ Yes ☒ No

10. Is there public transportation available in your community?

☒ Yes ☐ No

11. Do your community records contain data on the total number of housing units in the community by type, and the number of vacant units?

☒ Yes ☐ No

12. Does your community contain any housing for the handicapped such as group homes, independent living complexes, etc.?

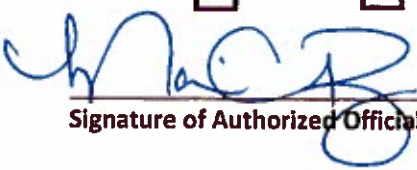
☒ Yes ☐ No

13. Has your community participated in the CDBG program prior to 1993?

☐ Yes ☐ No

14. Has your community been involved with any other state or federal programs that required the reporting of specific fair housing information?

☒ Yes ☐ No


Signature of Authorized Official

1/15/2019
Date

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 1/26/2021

Report Date: 1/19/2021

Report No: 3.

Submitted By: Evelyn Huff

Subject: Consider, and act upon, Resolution 2021-04 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 January 26, 2021 (*Evelyn Huff, Finance Director*) **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact: Beginning Cash Balances \$0

Revenues 142,707 Increase

Expenditures 314,969 Increase

Transfers In 0

Transfers Out 0

Net Impact (172,262)

Recommendation: Approve the resolution

Background: The City Commission adopted the FY 2020-2021 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 2021-04 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
1,188,128
1/12TH REQ RSRV
0
Fund Reserve Policy
462,900
Bal. Remaining
4,568,971

FY21 BUDGET - RESOLUTION 2021-04 (#6) JANUARY 26, 2021

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	16,410,376	310,000	7,094,352	(6,784,352)	14,257,534	6,219,999	1,651,028	4,568,971
12	INTERNAL SERVICE FUND	75,354	419,050	2,793,751	41,528	2,752,223	3,179,967	66,660		\$66,660
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	258,247	58,000	61,971	(3,971)	225,931	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	2,107,736	20,000	0	20,000	2,119,813	73,803		\$73,803
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	618,488	4,170,500	616,285	3,554,215	3,754,482	427,433		\$427,433
33	FIRE PROTECTION	560,664	687,650	0	0	0	1,033,361	214,953		\$214,953
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	69,645	0	0	0	53,581	158,836		\$158,836
38	TRAFFIC SAFETY FUND	77,841	23,684	0	0	0	36,000	65,525		\$65,525
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	1,128,346	1,429,337	162,308	1,267,029	2,939,265	8,562		\$8,562
48	NEW MEXICO C.D.B.G.	0	500,000	806,305	0	806,305	1,306,305	0		\$0
49	1986 GROSS RECEIPTS TAX	5,367,554	1,493,467	0	3,041,333	(3,041,333)	321,190	3,498,498	269,505	\$3,228,993
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	884,087	39,283	844,804	843,181	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	864,098	606,718	1,081	605,637	1,443,170	33,796		\$33,796
74	ALAMO SENIOR CENTER GIFT	140,663	25,797	0	0	0	80,365	86,095		\$86,095
75	RETIRED & SENIOR VOL. PROGRAM	382	242,606	69,500	18,496	51,004	293,576	416		\$416
81	WATER/SEWER OPERATING	8,703,658	15,439,902	2,744,578	1,998,892	745,686	21,353,450	3,535,796	1,359,965	\$2,175,831
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
1,188,128
1/12TH REQ RSRV
0
Fund Reserve Policy
462,900
Bal. Remaining
4,568,971

FY21 BUDGET - RESOLUTION 2021-04 (#6) JANUARY 26, 2021

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	729,793	100,000	45,966	54,034	848,065	56,194		\$56,194
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	346,208	4,175,600		\$4,175,600
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	4,043,365	(4,043,365)	7,893,347	4,843,329	533,704	\$4,309,625
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	822,806	0	50	(50)	1,134,440	818,990	86,881	\$732,109
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	57,365,513	23,549,895	23,549,895	0	83,112,610	40,817,097	5,413,901	35,403,196

ALL FUNDS SUMMARY

BUDGET 2020-2021

1/12TH REQ RSRV
1,188,128
1/12TH REQ RSRV
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Bal. Remaining
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FY21 BUDGET - RESOLUTION 2021-04 (#6) JANUARY 26, 2021

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	16,410,376	310,000	7,094,352	(6,784,352)	14,257,534	6,219,999	1,651,028	4,568,971
	Total Revised Fund 11	10,851,509	16,410,376	310,000	7,094,352	(6,784,352)	14,257,534	6,219,999	1,651,028	4,568,971
12	INTERNAL SERVICE FUND	75,354	419,049	2,793,751	41,528	2,752,223	3,179,967	66,659		\$66,659
	Revision #7		1			0		1		\$1
	Total Revised Fund 12	75,354	419,050	2,793,751	41,528	2,752,223	3,179,967	66,660		66,660
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	258,247	58,000	61,971	(3,971)	225,931	67,532		\$67,532
	Total Revised Fund 20	39,187	258,247	58,000	61,971	(3,971)	225,931	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	2,107,736	20,000	0	20,000	2,119,813	73,803		\$73,803
	Total Revised Fund 24	65,880	2,107,736	20,000	0	20,000	2,119,813	73,803		73,803
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	615,933	4,170,500	616,285	3,554,215	3,752,178	427,182		\$427,182
	Revision #3		250			0		250		\$250
	Revision #7		1,160			0	1,159	1		\$1
	Revision #8		1,145			0	1,145	0		\$0
	Total Revised Fund 32	9,212	618,488	4,170,500	616,285	3,554,215	3,754,482	427,433		427,433
33	FIRE PROTECTION	560,664	687,650	0	0	0	955,288	293,026		\$293,026
	Revision #5					0	78,073	(78,073)		(\$78,073)
	Total Revised Fund 33	560,664	687,650	0	0	0	1,033,361	214,953	0	214,953
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	69,645	0	0	0	53,581	158,836		\$158,836
	Total Revised Fund 37	142,772	69,645	0	0	0	53,581	158,836		158,836
38	TRAFFIC SAFETY FUND	77,841	23,684	0	0	0	36,000	65,525		\$65,525
	Total Revised Fund 38	77,841	23,684	0	0	0	36,000	65,525		65,525
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	1,127,643	1,429,337	162,308	1,267,029	2,938,562	8,562		\$8,562
	Revision #7		703			0	703	0		\$0
	Total Revised Fund 44	552,452	1,128,346	1,429,337	162,308	1,267,029	2,939,265	8,562		8,562
48	NEW MEXICO C.D.B.G.	0	500,000	806,305	0	806,305	1,306,305	0		\$0
	Total Revised Fund 48	0	500,000	806,305	0	806,305	1,306,305	0		0
49	1986 GROSS RECEIPTS TAX	5,367,554	1,493,467	0	3,041,333	(3,041,333)	321,190	3,498,498	269,505	\$3,228,993
	Total Revised Fund 49	5,367,554	1,493,467	0	3,041,333	(3,041,333)	321,190	3,498,498	269,505	3,228,993
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	884,087	39,283	844,804	843,181	3,923		\$3,923
	Total Revised Fund 63	2,300	0	884,087	39,283	844,804	843,181	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
	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	852,100	606,718	1,081	605,637	1,431,172	33,796		\$33,796
	Revision #2		11,998			0	11,998	0		\$0
	Total Revised Fund 71	7,231	864,098	606,718	1,081	605,637	1,443,170	33,796		33,796
74	ALAMO SENIOR CENTER GIFT	140,663	25,797	0	0	0	80,365	86,095		\$86,095
	Total Revised Fund 74	140,663	25,797	0	0	0	80,365	86,095		86,095
75	RETIRED & SENIOR VOL. PROGRAM	382	232,414	69,500	18,496	51,004	283,384	416		\$416
	Revision #9		10,192			0	10,192	0		\$0
	Total Revised Fund 75	382	242,606	69,500	18,496	51,004	293,576	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
	Revision #6					0	4,320	(4,320)		(\$4,320)
	Revision #7		243			0	243	0		\$0
	Total Revised Fund 81	8,703,658	15,439,902	2,744,578	1,998,892	745,686	21,353,450	3,535,796	1,359,965	2,175,831
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	4,000	393,603		\$393,603
	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	612,793	100,000	45,966	54,034	731,065	56,194	0	\$56,194
	Revision #10		117,000			0	117,000	0		\$0
	Total Revised Fund 91	120,432	729,793	100,000	45,966	54,034	848,065	56,194	0	56,194
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
	Revision #4					0	15,136	(15,136)		(\$15,136)
	Total Revised Fund 105	3,704,019	817,789	0	0	0	346,208	4,175,600		4,175,600
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	4,043,365	(4,043,365)	7,893,347	4,843,329	533,704	\$4,309,625
	Total Revised Fund 109	13,782,068	2,997,973	0	4,043,365	(4,043,365)	7,893,347	4,843,329	533,704	4,309,625
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
	Revision #1					0	75,000	(75,000)		(\$75,000)
	Revision #7		15			0		15		\$15
	Total Revised Fund 901	1,130,674	822,806	0	50	(50)	1,134,440	818,990	86,881	732,109
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	57,365,513	23,549,895	23,549,895	0	83,112,610	40,817,097	5,413,901	35,403,196

Resolution # 2021-04 January 26, 2021

RECURRING/ NON RECURRING	FUND NO.	LINE ITEM NO.	LINE ITEM DESCRIPTION	ORIGINAL BUDGET AMOUNT	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
REVISION #1						
This revision adds fund to the pest control line at the Housing Authority. Plaza Hacienda will require a termite treatment on every building						
	901	HOUSING LOW RENT OPERATING				
		<i>Expenditures</i>				
		901-0107-463.44-30	Pest Control	13,500	75,000	88,500
			Total Expenditures	13,500	75,000	88,500
REVISION #2						
This revision adds the NM CARES Foundation Grant received by the Senior Center						
	71	SENIOR CENTER				
		<i>Revenue</i>				
		071-8023-317.16-59	Senior Center/Other Grants	0	11,998	11,998
			Total Revenues	0	11,998	11,998
		<i>Expenditures</i>				
		071-8023-445.32-60	Food Purchases	104,168	8,000	112,168
		071-8023-445.32-75	Program Supplies	35,766	3,998	39,764
			Total Expenditures	139,934	11,998	151,932
REVISION #3						
This revision brings the Otero County Library Aid up to the actual amount						
	32	COMMUNITY SERVICES				
		<i>Revenue</i>				
		032-7101-316.15-30	Otero County Library JPA	24,750	250	25,000
			Total Revenues	24,750	250	25,000
REVISION #4						
This revision corrects the OCEDC budget to 10% of the FY2021 GRT and the amounts pay in FY2021 for FY2020						
	105	ECONOMIC DEVELOPMENT				
		<i>Expenditures</i>				
		105-2401-450.56-95	Marketing Plan OCEDC	124,571	15,136	139,707
			Total Expenditures	124,571	15,136	139,707
REVISION #5						
This revision corrects the expenses in the Fire Protection Fund to the amount actually available per the state documents						
	33	FIRE PROTECTION				
		<i>Expenditures</i>				
		033-0000-421.63-91	Building Improvements	133,200	78,073	211,273
			Total Expenditures	133,200	78,073	211,273
REVISION #6						
This revision is to correct the telephone service line to the actual amount projected during the budget process						
	81	WATER/SEWER				
		<i>Expenditures</i>				
		081-5703-461.47-40	Telephone Service	4,341	4,320	8,661
			Total Expenditures	4,341	4,320	8,661
REVISION #7						
This revision adjusts Sale of Scrap revenue and expense lines for the sale of scrap proceeds from September and October						
	12	INTERNAL SERVICES				
		<i>Revenue</i>				
		012-3402-316.15-05	Sale of Scrap	0	1	1
			Total Revenues	0	1	1
	32	COMMUNITY SERVICES				
		<i>Revenue</i>				
		032-6306-316.15-05	Sale of Scrap	100	1,159	1,259
		032-7101-316.15-05	Sale of Scrap	0	1	1
			Total Revenues	100	1,160	1,260
		<i>Expenditures</i>				
	CERZOO	032-6399-990.61-85	CER Equipment Replacement	0	1,159	1,159
			Total Expenditures	0	1,159	1,159
	44	TRANSPORTATION				
		<i>Revenue</i>				
		044-0000-316.15-05	Sale of Scrap	0	703	703
			Total Revenues	0	703	703
		<i>Expenditures</i>				
	CERSTR	044-5299-990.61-85	CER Equipment Replacement	0	703	703
			Total Expenditures	0	703	703
	81	WATER/SEWER				
		<i>Revenue</i>				
		081-5703-316.15-05	Sale of Scrap	0	243	243
			Total Revenues	0	243	243
		<i>Expenditures</i>				
	CERWFP	081-5703-461.61-85	CER Equipment Replacement	6,919	243	7,162
			Total Expenditures	6,919	243	7,162
	901	HOUSING LOW RENT OPERATING				
		<i>Revenue</i>				
		901-0000-316.15-05	Sale of Scrap	280	15	295
			Total Revenues	280	15	295

REVISION #8

This revision revises the State Library Aid to actual amounts

32 COMMUNITY SERVICES				
		<i>Revenue</i>		
LI2102	032-7101-317.16-01	Senior Center/Other Grants	7,000	1,145
		Total Revenues	7,000	1,145
		<i>Expenditures</i>		
LI2102	032-7101-455.32-05	Books, Periodicals, Audios	6,000	1,145
		Total Expenditures	6,000	1,145

REVISION #9

This revision adds the one-time federal funds received by the Senior Volunteer Programs

75 RSVP				
		<i>Revenue</i>		
	075-0000-317.16-73	Federal Grants	0	10,192
		Total Revenues	0	10,192
		<i>Expenditures</i>		
	075-8701-445.30-40	Office Supplies	200	916
	075-8701-445.57-53	Volunteer Travel	7,050	1,584
	075-8701-445.56-98	Volunteer Services	25,808	1,096
	075-8701-445.32-80	Volunteer Supplies	1,588	1,500
	075-8801-445.56-98	Volunteer Services	28,574	1,096
	075-8801-445.32-80	Volunteer Supplies	7,972	4,000
		Total Expenditures	71,192	10,192

REVISION #10

This revision adds the NM DOT grant awarded to the Airport to replace the current AWOS power cable

91 AIRPORT				
		<i>Revenue</i>		
AP2102	091-0000-317.16-13	State Grant	0	117,000
		Total Revenues	0	117,000
		<i>Expenditures</i>		
	091-0006-459.57-57	Consultant Fees	305,407	(13,000)
AP2102	091-0006-459.63-91	Building Improvements	0	13,000
AP2102	091-0006-459.63-91	Building Improvements	0	117,000
		Total Expenditures	305,407	117,000

RESOLUTION NO. 2021-04

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 January 26, 2021 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 January 26, 2021 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 26th day of January 2021.

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: 1/26/2021

Report Date: 1/19/2021

Report No: 4.

Submitted By:

Subject: Consider, and act upon, Case V-2020-0002(A) to allow the placement of a 14x46 manufactured home that has been placed in the rear yard of the property located at 818 8th Street, within an R-3 Zoning District (Two Family Dwelling District). (*Stella Rael, City Planner*) **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Deny Case V-2020-0002(A)

Background: The property owner placed a 14x46 manufactured home in the rear yard of 818 8th Street without proper permits. The property owner also has tied into the existing water and sewer on the property that services the existing single family dwelling that is at this location without proper permits.

**PLANNING AND ZONING COMMISSION
REGULARLY SCHEDULED MEETING
VIA ZOOM
December 3, 2020**

Members Present: Andrew “JR” Gomolak, Vice-Chair
Beth Crabbe, Commissioner
Gerald Dodd, Commissioner
Raymond Nejerer, Commissioner

Members Absent: Eddie Kemp, Chair

Staff Present: Stella Rael, City Planner

1. Call to Order

First Chair Andrew Gomolak called the meeting to order at 6:08 pm.

2. Approval of Minutes

First Chair Gomolak asked for a motion to approve the minutes from the November 19, 2020 meeting. Commissioner Beth Crabbe made a motion, Commissioner Raymond Nejerer seconded the motion and the motion passed 4-0-0.

3. V-2020-0002(A)

**Pedro Perez
818 8th Street**

City Planner Stella Rael presented a slideshow and stated that the property owner has placed a 14x46 manufactured home in the rear of his property located at 818 8th St. and is requesting a variance to be allowed to keep the manufactured home placed at this location. City Planner Rael informed the board that this home is placed within a R-3 zoning district (Two-Family Dwelling) which does not allow manufactured homes. Planner Rael stated that a legal ad had been placed in the Alamogordo Daily News on October 15, 2020 and that twenty-three (23) letters were mailed by first class mail to property owners within two hundred (200) feet of the property in question, she stated that as of November 30, 2020 she had not received any letters of opposition but had received two (2) phone calls of opposition.

Mr. Armando Ortega spoke on behalf of Mr. Perez and stated that he had spoken to the Planning and Zoning department and had obtained permission to place the home in the rear yard and that the home was going to be used as a shop. Planner Rael confirmed that Mr. Ortega had contacted the Planning and Zoning department regarding the placement of a 12x40 accessory building but never completed the process and did not obtain zoning approval. Planner Rael also indicated that the plumbing to the manufactured home has already been tied into the water line to the existing residence on this lot. Mr. Ortega indicated that the plumbing had been completed by a licensed plumber. Planner Rael indicated that the City of Alamogordo does not issue permits, but she would contact Construction Industries Division to confirm that a permit was issued. Ms. Crabbe made a motion to approve the variance with a condition that the manufactured home be used as an accessory building. Mr. Gomolak second the motion. Motion failed by a vote of 2-2-0. After further discussion Ms. Crabbe made a motion to deny the variance request. Mr. Nejerer seconded the motion and motion was passed 4-0-0.

4. Discussion of increasing property owner notification area

Planner Rael suggested that this item be moved to the January Planning and Zoning meeting due to Chair being absent. All members agreed.

5. 2021 Meeting Calendar

Planner Rael presented the upcoming 2021 meeting calendar and asked the board to review and it would be presented at the January meeting.

6. City Commission Update

Planner Rael informed board that Map Amendment cases that had been presented to the Planning and Zoning Board at the November meeting had been presented to the City Commission and both cases had been approved.

7. Otero County Liaison Report

No updates

8. Holloman Air Force Base Report

No updates

9. Unscheduled Public Communications

No updates

10. Adjournment

Mr. Gomolak made a motion to adjourn, Mr. Nejerer seconded the motion and meeting was adjourned at 7:04 pm.

APPROVED:

(Date)

First Vice Chair

ATTEST:

Shelbe Abbott-Leyva, Recording Secretary

Copies of the recorded Planning and Zoning meeting audio may be obtained at no cost to Commissioners. A fee will be charged to the public.

From: Salazar, Kimberly, RLD <Kimberly.Salazar3@state.nm.us>
Sent: Tuesday, January 5, 2021 5:28 PM
To: Stella Rael <srael@ci.alamogordo.nm.us>
Subject: RE: HAS ZONING BEEN APPROVED- 1115 Indiana Ave

Hi Stella,

There was an electrical permit from 3/42019 that was pulled by Alamo Electric. Permit was for a service change as the service was tampered with. Permit was pulled online. Let me know if you have any other questions

From: Stella Rael <srael@ci.alamogordo.nm.us>
Sent: Tuesday, January 5, 2021 4:37 PM
To: Salazar, Kimberly, RLD <Kimberly.Salazar3@state.nm.us>
Subject: [EXT] RE: HAS ZONING BEEN APPROVED- 1115 Indiana Ave

Kim,

Has there been any plumbing/mechanical or electrical permits issued for 818 8th Street?

Thanks



City of Alamogordo

City Commission



V-2020-0002(A)

Stella Rael, City Planner
January 26, 2021

Variance Request Case: V-2020-0002(A)

Request:

The applicant has placed a 14x46 manufactured home in the rear of his property and is requesting a variance to be allowed to keep the home placed at this location

Applicant:

Pedro Perez

818 8th Street

Alamogordo, NM 88310

USE REGULATIONS

29-03-010

3

29-03-190. - Use regulations—District R-3.

A building or premises shall be used only for the following purposes in the two-family dwelling district:

- (a) Any use permitted in the single-family dwelling district ([section 29-03-010](#)).
- (b) Two-family dwellings, the same being buildings designed for occupancy by two (2) families, the word "family" being previously defined in_

29-03-010. - Use regulations—District R-1.

(1) Single-family dwellings, they being buildings designed for occupancy by one (1) family. The word "family" is hereby defined as one or more persons occupying the premises and living as a single housekeeping unit as distinguished from a group occupying a boarding house, lodging house or hotel.

(2) Churches, synagogues, temples.

(3)

USE REGULATIONS CONTINUED

- (3) Farming and truck gardening, including the usual farm buildings and structure
- (4.) Nurseries and greenhouses.
- (5) Municipal parks and playgrounds.
- (6) Municipal or community buildings.
- (7) Telephone exchanges, provided that no public business office or no repair or storage facilities are maintained
- (8) Fire stations
- (9) (9) Water supply reservoirs or wells.
- 10) Public schools and other educational institutions having a curriculum (similar to that ordinarily given in public schools.

USE REGULATIONS CONTINUED

5

(11) Golf courses, except miniature courses and driving ranges operated for commercial purposes.

29-03-480.

Use regulations—District MH-1.

A building or premises shall be used for the following purposes:

- (a) Any use permitted in the single-family dwelling district.
- (b) Individual manufactured housing units used for residential purposes; provided, not more than one (1) manufactured housing unit shall be situated on any one (1) residential lot, and provided, further, that all regulations of the state department of public health and of the city shall be observed and complied with and provided, further, that only one (1) manufactured housing unit or one (1) residence shall be permitted to be occupied on any one (1) residential lot, but not both.

29-03-520

Use regulations—District MH-2.

A building or premises in the manufactured housing/recreational vehicle park district may be used only for the following purposes:

(B) Any use permitted in the single-family dwelling district (section [29-03-010](#)).

(b) Parking of one (1) or more individual manufactured housing units or recreational vehicles used for residential purposes; provided that all regulations of the state department of public health and of the city shall be observed and complied with.

Findings of Fact

1. The property is located at 818 8TH Street within the R-3 Two Family Dwelling District.
2. The request is for a variance to allow a 14x46 manufactured home which has been placed in the rear of his property. Property owner is requesting a variance to be allowed to keep the home placed at this location
3. The application was filed on October 15, 2020
4. The legal notice was published on November 15, 2020
5. Twenty-Three(23) letters were mailed by first class mail to all property owners of record within two hundred (200) feet from the property excluding public right-of-way, of the property for which the variance is sought.

Findings of Fact Continued

6. As of January 19, 2021 I have not received any written letters of opposition. I have received four (4) phone calls voicing opposition which I asked callers to submit letters of opposition to make part of the record. No written letters of opposition have been received.

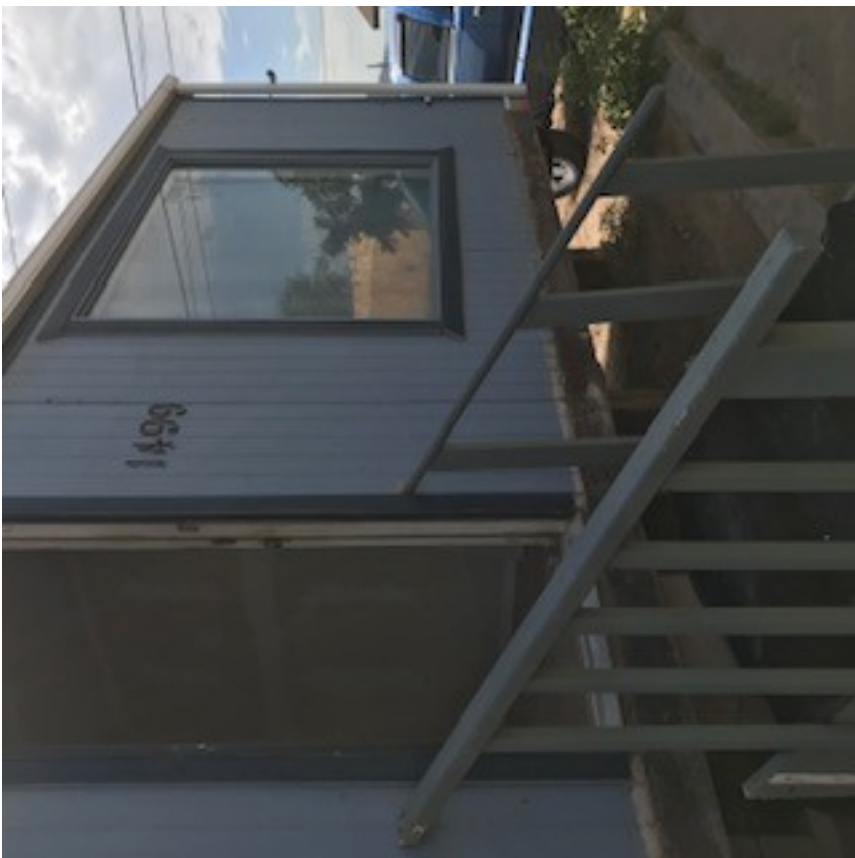
7. This item was presented to the Planning & Zoning Board on December 3, 2021. The Planning & Zoning Board recommended denial by a vote of 4-0-0.

STAFF RECOMMENDATION

10

- ▶ Staff recommends denial of Case V-2020-0002 (A). The placement of the manufactured home does not comply with the current zoning requirements within an R-3 Zoning District.







AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 1/26/2021

Report Date: 1/21/2021

Report No: 5.

Submitted By: Evelyn Huff

Subject: Consider, and act upon, the budget process and documents for the FY2021 - FY2022 preliminary budget. *(Evelyn Huff, Finance Director)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Provide direction to Staff.

Background:

The budget planning calendar is included for your review. Please notice the budget public hearings with the commission are scheduled for May 4 - May 6.

Over the years, the commission has been provided with several different items at the budget public hearings. These have included summary budget books, detail budget books and other presentations. Staff is looking for direction on what format the commission would like the budget presented in this year.

MISSION STATEMENT

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.

Adopted by the City Commission on March 24, 1995

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1

INTRODUCTION

Welcome to the City of Alamogordo budget process! Whether you are a new employee or a seasoned budget veteran, this manual will provide you with instructions and documents to help prepare your FY21, FY22, FY23 and FY24 budgets. I will be here to help you every step of the way, so please make sure to ask me questions. We will be learning this process together.

Please take a moment to review this document as it is different from last year. You will find the following resources in this manual:

- Explanation of the budget process
- Schedule for this year's process
- Guidelines for FY21, FY22, FY23 and FY24 Entry
- A List of Lines that Departments do not enter
- What Capital Outlay Lines to use and when
- Do's and Don't's of Budgeting
- Chart of Budget Forms and their uses
- Sample Budget Forms
- Set by step entry instructions for the software
- Helpful calendars

It is very important that you look through all the sections of this manual. The guidelines listed here are going to be used to review your budget. You will be expected to know them and follow them! Also please refer to the manual as you are preparing your budget; it may answer your questions and save valuable time.

The whole Finance staff is looking forward to a rewarding budget season. Please feel free to call me, email me or stop by and I will help you with your budget preparation.

Evelyn Huff
Finance Director
Ext. 4268
ehuff@ci.alamogordo.nm.us

2

BUDGET PROCESS

Do you ever wonder what meeting you are at? Or what you should have prepared for the meeting? The budget process and the terms associated with it can be confusing. Here is a quick explanation of how the budget will flow from start to finish and who is involved in each step.

Step 1 – Department Entry Starts

The Budget Analyst opens up the budget levels so the departments can begin entering their budget. Departments are required to enter certain lines and asked not to enter other lines. Each department is responsible for using their specialized knowledge to develop budget estimates. **Make sure to refer to each year's guidelines to verify that you are following all the guidance issued about budget amounts (i.e. no increases, % increases, % cuts).** It is also important to include notes in any line where the guidance indicates. Individuals in charge of entering the budget should review the list of lines departments do not enter and the chart of budget forms to make sure all bases are covered. **This step is completed solely by the departments.**

Step 2 – Department Entry Ends

Once the allotted entry time is complete, the Budget Analyst will close the budget levels so the departments will no longer be able to access them. Departments need to make sure all required forms are turned in by the correct deadlines and to the correct people.

Step 3 – Budget Compilation Begins

Once the budget is closed, the Finance and Human Resources departments will start compiling the budget. This process includes rolling over the payroll budget and calculating the internal allocations. **Departments may be asked for further information at this time, but will not be able to enter anything into the system.**

Step 4 – Distribution of the Preliminary Packets

After the initial compilation phase is completed, Finance will distribute preliminary packets to the Department Directors. These packets will contain the budget worksheets which have all the budgets and notes that were entered during the department entry phase plus any entries and notes from Finance. **Departments should review these worksheets closely and identify any discrepancies or items that they want to change.**

Step 5 – City Manager/Directors Meeting

Now that the budget has been distributed to the departments, each department's Director will meet with the City Manager to review the budget. Directors will determine which managers and support staff they would like to have attend these meetings as well. Departments will have the opportunity to discuss their budget and any requested changes directly with the City Manager and his staff. Any changes made in these meetings will be entered into the budget by Finance. **Departments should be prepared to answer questions about their budget estimates and provide backup. It is important to bring any relevant backup documentation to these meetings. Departments may be split over more than one day depending on the available schedule.**

Step 6 – Budget Compilation and Review Continues

After the City Manager/Director meetings, Finance will enter all of the changes discussed at the meetings. There will continue to be further discussions and reviews completed by the City Manager, Finance and Human Resources. This includes capital allocations, personnel decisions and other changes. The City Manager will complete the final review of the budget before Finance prepares the items for the City Commission. **Departments may be asked for asked for further information at this time, and further meetings could be arranged to discuss items.**

Step 7 – City Commission Public Budget Hearings

Once all the reviews are completed, a preliminary budget summary is distributed to the Commissioners, the City Manager and the Department Directors. Public budget hearings are held for the Commissioners and the public to review the proposed budget. Department Directors are asked to present information about their department's roles along with their proposed budget. Power Point presentations are used to convey information about each department's requests. **Departments should be prepared to present their budgets and answer questions related to all aspects of their budget.**

Step 8 – Final Approval and Submission

Finance makes any final changes from the public hearings and submits the budget for approval at a regular City Commission meeting. Once the Commission has approved the budget, it is submitted to the State of New Mexico Department of Finance and Administration. The budget is revised in July to correct the beginning cash balances and to carry over prior year budget amounts.

Then the process starts all over again!!!

3

CURRENT YEAR BUDGET PLANNING CALENDAR

Date	Description
12/21/2020	Department Entry Begins
1/19/2021	DEADLINE FOR OVERTIME & MISC ENTRY FORMS TO PAYROLL
1/24/2021	DEADLINE FOR DEPARTMENT BUDGET ENTRY
1/25/21 - 2/16/21	Budget Compilation
2/16/2021	Distribute Preliminary Packets to City Manager and Department Directors
2/22/21 - 2/26/21	CITY MANAGER/DIRECTOR MEETINGS
2/27/21 - 3/19/21	Finance Compilation
3/22/21 - 3/24/21	Review meetings on personnel, capital, any additional changes.
3/25/21 - 3/30/21	Finance Compilation
3/31/2021	Final Budget Review/Changes by City Manager
4/1/21 - 4/19/21	Finance Compiles and Produces Summary Budget Books
4/20/2021	Distribute Preliminary Budget Summary to Commission, City Manager and Department Directors
<i>Week of May 4-6</i>	BUDGET PUBLIC HEARINGS
5/11/2021 or 5/25/2021	Resolution Adoption of Preliminary FY22 Budget
5/31/2021	Submit Annual Budget to State of New Mexico DFA by June 1st
7/31/2021	Resolution for Final Budget Approval Adjusting FY2022 Budget with Actual Beginning Cast Balances - Due July 31st

4

GUIDELINES AND INSTRUCTIONS

FY21 Re-Projection Guidelines

Current Year (July 1, 2020 to June 30, 2021)

- Level 150 – FY21 Year-End Projection. The current amounts entered are the adjusted FY21 budget.
- **FLAT BUDGET – Do not increase your bottom line. You may move money from line to line, but they must offset. Do not increase a line without decreasing another line. You must be able to justify any revenue increase used to offset an expense increase.**
- Any changes must have a note explaining the reason for the change. See the instructions later in this manual on how to enter budget notes.
- Use the YTD column on the budget worksheet and the information in the system to re-project your FY21 numbers. Keep a look out for anomalies (i.e. large one time payments, decreased/increased fees). Make sure to keep all the backup for your numbers to help when you are asked questions.
- DO NOT re-project your salaries and benefit numbers. The Finance Department will be handling that this year.
- Look at all of your project budgets and make sure to re-project those as well. Talk to the Grants Coordinator about any grant issues you might have. Remember every grant must have a project budget.
- **Be realistic! Review every line even if you do not need to make a change! Know your budget!**

FY22 Preliminary Budget Guidelines

Next Fiscal Year (July 1, 2021 to June 30, 2022)

- Level 250 – FY22 Prelim Budget. The current amounts entered are the **adjusted FY21 budget**.
- **FLAT BUDGET** – **Do not increase your bottom line. You may move money from line to line, but they must offset. Do not increase a line without decreasing another line. You must be able to justify any revenue increase used to offset an expense increase.**
- **PERSONNEL CHANGE REQUESTS** – **All personnel change requests must be brought to your City Manager meeting the week of February 22-25. If your request will increase your budget, you must be prepared to show where the funding will come from every year.**
- **CAPITAL REQUESTS** – **All capital requests must be brought to your City Manager meeting the week of February 22-25. DO NOT ENTER ANY CAPITAL REQUESTS IN LEVEL 250. Be prepared to discuss your capital requests at the City Manager meeting (ie cost, need, timeframe). Please make sure to use the new Capital Outlay Request form.**
- **MIS CAPITAL REQUESTS** – **All MIS capital request forms must be brought to your City Manager meeting the week of February 22-25. DO NOT ENTER ANY CAPITAL REQUESTS IN LEVEL 250.**
- Remember every grant must have a project budget. Talk to the Grants Coordinator about grant issues you might have.
- Notes are required on **every line**. Include as much detail as possible to help in management review. **If you move money into a line you must note where you moved it from.**
- **Know your budget! Be ready to explain your decisions and provide backup!**

FY23 and FY24 Preliminary Budget Guidelines

Fiscal Year 2023 (July 1, 2022 to June 30, 2023)

Fiscal Year 2024 (July 1, 2023 to June 30, 2024)

- Level 350 – FY23 Prelim Budget. The current amounts entered are the **FY23 budget entered last year.**
- Level 450 – FY24 Prelim Budget. The current amounts entered are the **FY23 budget entered las year.**
- In these years, you are allowed to show increases in your numbers.
- Any changes must have a note explaining the reason for the change. See the instructions later in this manual on how to enter budget notes.
- Remember every grant must have a project budget. Talk to the Grants Coordinator about any grant issues you might have.
- Include notes to help you and staff review your budget.
- **Be realistic! Know your budget! Be ready to explain your decisions and provide backup!**

5

RESTRICTED LINES

There are several specialty expenses that are entered by the departments that handle their contracts, maintenance or allocations. If you are a department that enters into these lines, please make sure that you provide notes and have backup for your calculations.

Departments will have to review these lines after they are entered to determine their overall effect on their flat budget. For example, an increase in property insurance cost may have to be offset by a decrease elsewhere in the budget. These discussions will be held at the City Manager/Director meetings.

Do Not Enter Amounts Into:

- Finance Enters:
 - Administration Fees (57-15)
 - Fleet Maintenance Allocations (44-20)
 - Facility Maintenance Allocations (44-24)
 - MIS Allocations (57-21)
 - Safety/Personnel Allocations (57-23)
 - Purchasing Allocations (57-41)
 - Audit Services (57-15)
- MIS Enters:
 - Basic Telephone (47-40)
 - Computer Hardware (50-22)
 - Computer Software (50-23)
 - Capital Outlay – Computer Hardware (60-22)
 - Capital Outlay – Computer Software (60-23)
- Purchasing Enters:
 - General Liability Insurance (58-01)
 - Commercial Property Insurance (58-07)
 - Flood Insurance (Fund 20 56-45)
 - Airport Liability Insurance (56-79)
 - Volunteer Firefighter Insurance (Fund 33 56-78)
 - Law Enforcement Liability Insurance (Fund 11-4104 56-77)
 - Underground Storage Tanks Insurance (Fund 11--2400 & Fund 81 58-20)
 - Civil Rights – Errors & Omissions Insurance (Fund 11--2400 & Fund 81 58-03)
- Fleet Enters:
 - Fleet Insurance (58-02)
- Facility Maintenance Enters:
 - Heating and Cooling (44-25)
 - Buildings and Structures (44-45)
 - Communications Maintenance (44-52)
- Human Resources Enters:
 - All Salary and Benefit Lines except for FY21 Re-projection
- Payroll Enters:
 - Overtime, Standby, Certification Pay, Incentives

6

CAPITAL OUTLAY LINES

Each department has several capital outlay lines at their disposal. These lines are used for major purchases that will eventually become fixed assets for the department. It is very important that only capital outlay items are budgeted in these lines. Items that are not going to become fixed assets need to be budgeted in regular equipment and service lines. Below are some guidelines to help you decide where to budget your items.

Capital line numbers are designated with a series of “60” in the element.

For example, 20-0006-454⁶⁰22 is a capital outlay account because the boxed number is “60”

Equipment

Capital Equipment is defined as non-consumable items with an anticipated useful life greater than two years with a cost of more than \$5,000 (except computer equipment and software). These items will be entered as assets on your department inventory listings.

ALL CAPITAL REQUESTS ARE SUBJECT TO CITY MANAGER APPROVAL. YOU ARE REQUIRED TO SUBMIT A CAPITAL OUTLAY REQUEST FORM FOR THESE ITEMS. FINANCE WILL ENTER THEM IF THEY ARE APPROVED.

Budget for these items will be in the department’s Capital Outlay/Capital Equipment, Capital Outlay/CER Equipment Replacement or similar lines. Make sure to include any taxes or shipping that will be associated with the item in these lines as well.

Controlled Property are items that must be secured and tracked and whose value is below the capitalization threshold with a cost of \$250 – \$4,999 EACH. Some of these items are:

- Computer equipment and software
- Cameras-Portable-Digital
- Shop Equipment
- Power Tools
- Measuring & Metering Devices
- Small but expensive tools
- Radios
- Weapons
- Scientific equipment

Budget for these items in the Other Expense/Equipment (50-50) line. Make sure you include notes that detail what the items are in this line.

Other Equipment are items that are \$250 or less. All items under the threshold should be budgeted in the Operational lines.

Improvements

ALL CAPITAL REQUESTS ARE SUBJECT TO CITY MANAGER APPROVAL. YOU ARE REQUIRED TO SUBMIT A CAPITAL OUTLAY REQUEST FORM FOR THESE ITEMS. FINANCE WILL ENTER THEM IF THEY ARE APPROVED.

NO CAPITAL OUTLAY REQUESTS WILL BE CONSIDERED UNTIL AFTER THE CITY MANAGER/DIRECTOR MEETINGS. SUBMITTING A FORM DOES NOT MEAN YOU HAVE BEEN APPROVED.

All facility improvements, new construction and other projects that are greater than \$5,000 are considered capital improvements that will eventually be listed on the departments fixed asset listing. These improvements may be completed in a fiscal year or they might stretch over several years. These items are recorded in capital outlay lines. Examples of these capital outlay lines are:

Facility Improvements (62-35)

Building Improvements (63-91)

Construction (61-13)

There may also be specific lines set up for certain activities. Examples of these capital outlay lines are:

Bike/Walking Path (020-0006-454-65-50)

Library Building (032-7101-455-62-05)

Bonito Lake Restoration (081-0008-461-60-79)

When filling out your Capital Outlay Request Form, make sure to look through all your lines and choose the correct one for your project. If you do not have the right Capital Outlay line, please submit a line item request form to Finance.

Please, please do not budget non-capital outlay expenses in these lines. If you currently need funds from these lines to for non-capital expenditures, please complete a budget adjustment request form to move these funds to an operating account. This will make the Fixed Assets employee's life a lot easier.

DEPARTMENTS WILL BE INFORMED IF THEIR CAPITAL OUTLAY HAS BEEN APPROVED. CAPITAL OUTLAY FUNDS WILL THEN BE RELEASED NO SOONER THAN JULY 31.

7

BUDGET DO'S AND DON'T'S

- **DO** keep all your backup documentation for your re-projections and estimates. This will help you answer any questions in the meetings
- **DON'T** use a one time savings to budget a recurring expense. One time savings (i.e. savings from position vacancies) and any increased expenditures can only be included in the year the one-time event happened. For example, your department receives a large one settlement payment and you want to use that money for a new position. You cannot do this because that position will incur expenditures in future years, whereas the settlement only happens once
- **DO** know your grant rules and regulations. Be sure to know about allowed expenditures, deadlines and amounts. Talk to Debbie if you are unsure about anything
- **DON'T** budget for a grant unless you have a signed award agreement in place. This makes sure that only verified revenues and expenditures are included in the budget
- **DO** make sure you have a project set up for every item that requires one. Projects must be set up before a budget can be entered in them
- **DON'T** include numbers just because they have always been there. Each department really needs to look at their actual expenditures and needs. If you do a lot of budget adjustments throughout the year, take a close look at the lines you are changing. These may need to be budgeted differently
- **DO** talk to your regular vendors about possible rate increases. This can affect everything from supplies to membership dues. This is especially important if you have not seen a rate increase in several years
- **DO** start thinking about your carry over requests. These have major effect on the budget. We will have a separate training for carry over requests in June.
- **DO** make sure to ask for any help and questions that you need. I am here to assist you in making the best budget possible

8

CHART OF BUDGET FORMS AND SAMPLES

FORM	WHAT'S IT FOR?	WHEN IS IT DUE?	WHO GETS IT?
Budget Worksheet	Used to review your FY19 actuals, FY20 original budget, YTD actuals, FY20 adjusted budget, FY21, FY22 and FY3 prelim budget	Keep for your records	Keep for your records
Payroll Projection Form	Used to project your FY20 Salary and benefits lines	NOT USED THIS YEAR	NOT USED THIS YEAR
Capital Outlay Request Form	Used to provide spending estimates for construction and other capital projects across all years -OR- To provide a description and justification for capital purchases not included in the Capital Improvement Plan or Grants.	Bring to City Manager Meeting	Discussed at Meeting
MIS Capital Outlay Request Form	Used to request new computer hardware or new computer software. Also used to request replacement of hardware and software	Bring to City Manager Meeting	Discussed at Meeting
Budget Personnel Status Request Form	Used to request additional full-time, part-time, seasonal, temporary staff or an increase in current staff hours or overtime.	Bring to City Manager Meeting	Discussed at Meeting
Budget Overtime-Misc Entry Request Form	Used to request overtime, standby, incentive/certification, etc.	1/19/2021	Payroll
Request for Budget Adjustments	Used to request revisions and adjustments to your current year budget	Ongoing	Budget Analyst
Line Item Request Form	Used to request new line item numbers	Email Sue with requested line	Sue Ashe

CITY OF ALAMOGORDO
CAPITAL OUTLAY REQUEST FORM

Fiscal Year	ICIP Request (Y/N)	Date

Instructions
Enter Fiscal Year above and then complete all fields and answer all questions below. Please submit a request for each capital item, i.e. do not combine multiple requests into a single submission, unless they cannot be procured individually. When complete, submit the request to the Budget Analyst along with any necessary documents. To justify the costs, please provide documentation such as written estimates, state contract copies, online research, architect or engineer's statement of reasonable costs or any other documentation. Management may require further information during the decision process. Failure to complete the form may result in the request not being considered.

Project Name	
---------------------	---

Department	
-------------------	---

Requester(s)	
---------------------	---

Director Signature	
---------------------------	---

Project Description: (What are you requesting to build, repair or purchase? Where will the project be located? Provide an overview of the expenditure and the department(s) you expect will use it.)

Expected useful life (years)		End of life replacement expected?	☐ Yes	☐ No
-------------------------------------	---	--	------------------------------	-----------------------------

Project Capital Costs									
FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030

Project Operation and Maintenance Costs (Any future costs associated with this request?)									
FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030

Project Justification and Purpose

The following questions must be answered completely prior to submitting for consideration.

Define the Need

Would the project, if not approved, impact the **health and safety** of the City or its citizens? If yes, provide explanation.

Is the expenditure required under **Local, State or Federal Laws** or regulations? If yes, provide explanation of which laws, regulations, or mandates and how non-compliance impacts the City.

Is the project/expenditure **critical to the function** of the requesting department and its mission? If yes, provide explanation.

What are the **functional requirements** of this project? Does the proposed solution meet or exceed all requirements? Are there gaps in capability that prevent this solution from scaling to meet future needs?

Explain the Benefit

Does the expenditure provide a meaningful **improvement to the City's infrastructure**? Describe in detail infrastructure improvement and how it will improve the delivery of town services.

Will the expenditure **improve productivity and potentially reduce costs**? Describe the process improvements that lead to increased productivity and how it will improve delivery of city services. Describe the expected cost reductions and provide estimates of the budget impact.

Will the expenditure **alleviate an overtaxed/overburdened situation** and allow the Town to make better use of its assets. If yes, provide explanation of the current situation and how this expenditure will help.

If the request is funded now, will it **avoid a more costly expenditure** in the future? If yes, provide explanation.



Describe the Costs and Procurement

How will this expenditure be **procured**? Is it a competitive bid, state contract, etc.? Provide an explanation of the procurement process.

Can the project be **self-funding** through the collection of user fees and/or the reduction of current expenditures? If yes, provide a detailed forecast of expected revenues or cost reductions.

Is the project/expenditure a candidate for a private/public partnership? Who is private partner and what is their commitment?

Have all potential **grant** opportunities been pursued? If yes, who is responsible for applying for the grant(s)?

Does the project or expenditure take advantage of **economies of scale** by coordinating a group purchase of the asset across City departments? Describe economies and departments affected and how it effects each department.



Explain the Implementation

Does this expenditure require **implementation**? If yes, please provide a detailed implementation plan.

What are the costs of **implementation**? Provide estimates for training, additional personnel, project management, etc.

Does the successful implementation of this project have **external dependencies**? If yes, provide explanation of the dependencies and describe the coordination that has occurred.

Supplemental Information

Are there **alternatives** to the proposed product that have been considered? If yes, provide an explanation of the available alternatives and why they were not selected. If no, provide an explanation why no alternatives were considered.

Supplemental Information

Please provide any **additional details or documentation** that could help management better understand the proposed expenditure.



City of Alamogordo
MIS Capital Outlay Requests Form

Date: 11/7/2019

Department/Division:

[Example: Finance/MIS]

Fund Line Item:

[Example: 011-3402-419.50.2x]

[illegible][illegible]

MIS Use Only

City of Alamogordo
Budget Personnel Status Request Form
Fiscal Year 2020-2021

Department: _____ Date: _____

TYPE OF REQUEST: ☐ Leave Vacant ☐ Change In Annual Work Hours ☐ New Position
☐ Position Elimination ☐ Reclassification

POSITION DESCRIPTION: *(Position As Is Currently)* **Position Title:** _____
☐ Full-Time ☐ Part-Time ☐ Regular ☐ Seasonal ☐ Temp Budgeted Amount: _____

Hours Worked Per Week: _____ Hours Worked Per Year: _____ Pay Grade: _____ Hourly Rate: _____

CHANGE IN ANNUAL WORK HOURS: Requested work hours: _____
Reason for changes in annual work hours: _____

Consequences if request not approved: _____

Where will the additional funds come from, if applicable? _____

RECLASSIFICATION: Reason for reclassification: *(I.E. New Fed/State Mandates, Customer Demands, etc.)* _____

Consequences if request not approved: _____

Where will the additional funds come from, if applicable? _____

Requested Change- ☐ Seasonal ☐ Temp

☐ Full-Time Regular (2,080 hours per year, 40 hours per week)

☐ Part-Time Regular (1,508 maximum hours per year, 29 maximum hours per week)

Hours Worked Per Week: _____ Number Of Weeks: _____

NOTE: Requests for a new proposed Pay Grade **must** have a job description attached.

NEW POSITION: Reason for new position: *(I.E. New Fed/State Mandates, Customer Demands, etc.)* _____

Consequences if request not approved: _____

Where will the additional funds come from? _____

Position Title: _____ Work Location: _____

☐ Full-Time Regular (2,080 hours per year, 40 hours per week)

☐ Part-Time Regular (1,664 maximum hours per year, 32 maximum hours per week)

☐ Seasonal ☐ Temp

Hours Worked Per Week: _____ Hours Worked Per Year: _____

NOTE: Request for new personnel **must** have a job description attached.

PERSONNEL USE ONLY

LEAVE VACANT: Reason for leaving position vacant:

Consequences if request not approved:

POSITION ELIMINATION: Reason for eliminating this position:

Consequences if request not approved:

Other:

Explain your request here:

Personnel Use Only:

Will the budget request require an increase from you previous year's funds?

☐ Yes

☐ No

List the line items that will be affected by the above request.

Department/Division Line Item Number	Percentage or Amount

Supervisor: _____

Date: _____

Department Director: _____

Date: _____

Human Resources Director: _____

Date: _____

TO BE COMPLETED BY HUMAN RESOURCES

Payroll Entry Date:

() Job Description Completed

() FLSA Test

() Market/Internal Analysis

Budget Entry Date:

Total Compensation Value

Denied By/Date:

City Manager Approval/Date:

CITY PAYROLL DEPARTMENT BUDGET OVERTIME-MISC ENTRY REQUEST FORM

DEPARTMENT	FISCAL YEAR	2021
DATE REQUESTED	11/7/2019	
DEPARTMENT/FUND		
REQUESTED BY		
DIRECTOR		
SIGNATURE		

I am requesting the following expenses be budgeted for my department. Attach additional sheets if necessary.

Field		
Training/Specialty/Incentive		
Pay	20-02	0.00
Overtime	20-04	0.00
Holiday Overtime	20-05	0.00
Training Overtime	20-06	0.00
Standby Pay	20-07	0.00
New Hire Certification	20-17	0.00
Volunteer Fire Pay	20-18	0.00
Volunteer Fire		
Calls/Training	20-19	0.00
Education Incentive	20-38	0.00

Failure to submit this sheet will result in the funds not being budgeted.

Budget Entry: _____

Budget Entered BY: _____

*****PLEASE NOTE - REQUEST DEADLINE IS JANUARY 7, 2020.*****

City of Alamogordo				<i>Fund</i> _____		
Request for Budget Adjustments				Department _____		
Item included in department's original budget Yes				Director _____		
Type of Expenditure: Non-Recurring				Fiscal Year _____		
LINE ITEM NO.	Project No.	LINE ITEM DESCRIPTION	CURRENT BUDGET AMOUNT	REQUESTED BUDGET AMOUNT	INCREASE/ (DECREASE)	Un-Encumbered Balance
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
TOTAL REVENUES			\$0	\$0	\$0	\$0
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
TOTAL EXPENDITURES			\$0	\$0	\$0	\$0
Reasons for Adjustment Request: Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which transfer is made. -----						
Requested By: _____				Date: _____		
Department Director/Manager Approval: _____				Date: _____		
<i>Portion below is for Finance Use Only</i>						
_____ Within Division/Category - Requires Finance Approval. _____ Transfer Budget from one Category to another - Requires Finance and Management Approval. _____ Any amount effecting the Fund Balance - Requires Finance, Management and Commission Approval.						
Approvals						
Budget Analyst _____				Date _____		
Finance Director _____				Date _____		
City Manager _____				Date _____		
DOC # _____ BATCH # _____						
DATE ADJUSTED HTE: _____						
REVISION # _____ RESOLUTION # _____						

Revised 6/4/19

Line Item Request Form

Finance and Accounting

Request new line numbers for the new fiscal year.

Complete applicable sections and submit to Budget Analyst.

Fund / Department _____

Fiscal Year _____

REVENUES

Revenue source (I.E. State, Federal)	Line-Item Number (To be assigned by Accounting)	Requested Budget Amount	Date Finance Entered
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EXPENDITURES

Expenditure & Purpose	Line-Item Number (To be assigned by Accounting)	Requested Budget Amount	Date Finance Entered
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Prepared by: _____

Manager/Director Approval _____

Date: _____

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STEP BY STEP ENTRY INSTRUCTIONS

Budgeting Application Guidelines

The following directions are to serve as a “**quick reference**” for the HTE Budgeting Application. IF you are having trouble with entry, please call me and I will help you through the process.

Budget Entry

Sign On: User: Type in user name **Press Field Exit** Password: Type in password **Press Enter**

Select Option 7 GMBA (Accounting) **Press Enter**

Select Option 9 Budgeting Menu **Press Enter**

Select Option 4 Budget Estimate Entry **Press Enter**

Select Budget Level - Departmental Entry

Budget Level 150 FY21 Yearend Projection

Budget Level 250 Prelim FY22 Budget Entry

Budget Level 350 Prelim FY23 Budget Entry

Budget Level 450 Prelim FY24 Budget Entry

Press Enter

To enter the budget for a single line item for one account: Select the line number by using “1”. In the budget/estimate amount field, type the budget estimate for the line items that is displayed. Press the field enter and then enter.

To enter budgets for multiple accounts with account information displaying use the “All accounts from this point” option, **select** the line number by using “2”. In the budget/estimate amount field, type the budget estimate for the line item that displays, press enter. Repeat until all estimates are entered.

To enter for multiple accounts without displaying account information: Use the **Multi entry** function by using “F6”. Click the line next to an account you want to enter an estimate for and type the estimate for the account. Press the field enter key to go to the next line. If you do not want to enter the line you are on, press the tab key to move to the next account you want to enter an estimate for. Repeat until all estimates are entered. Page down to display more accounts. Press enter twice to exit. **Do not use this option if you want to view account details or budget history, enter miscellaneous information or enter project account estimates.**

Enter the dollar amount **without** dollar signs, commas, or decimal points. Do not include cents.

Attaching justification to account –

The Misc Info Entry option (F8) should be used to provide explanations for significant changes in line item budgets from one year to the next and is mandatory for any budget amounts that reflect a \$5,000 +/- change. It is recommended that you utilize this option to make any notes regarding your line items to assist you in discussions with the City Manager, Commission and Finance. You are strongly encouraged to provide notes for each line item so that the City Manager can understand the details of those line items. No notes may result in the budgets being lowered.

1. On the GMBA Main Menu, select Budgeting Menu (9). Then select Budget/estimate entry (4).
2. Select the level you want to work with.
3. Select the account line you want to add justification/miscellaneous information to.
4. Use the F8 Misc. Info Entry function.
5. Tab to the first empty Freeform Information line.
NOTE: If you use the Field Exit key to move the cursor past sequence numbers, it deletes the numbers. All lines must have sequence numbers before you can leave the screen.
6. Type the text you want to add. Then press the tab key.
7. Do you want to attach an amount to the line of text?
 - If yes: In the Amount field, type the amount. Then press the tab key.
 - If no: Press the tab key.
8. Do you want GMBA to use the total of the justification amounts as the estimate for the account?
 - If yes: Use the F7 Update function **twice**.
Result: If no estimate exists for the account, GMBA uses the total of the justification amounts as the estimate. If an estimate exists for the account, GMBA replaces that estimate with the total of the combined amounts.
 - If no: Proceed to step 9.
9. Press Enter twice.
Result: GMBA saves the justification information, but does not change the budget estimate to match the amount totals. If you set up amounts that do not equal a previous total, GMBA displays the message: **Total of misc. info amounts is not equal to the budget amount entered.**

Project Budgeting – FY21, FY22, FY23 Project Budget Proposals

Capital appropriations of the current fiscal year shall be purchased by May 1, 2021, if not purchased by this date, the capital item(s) will have to go through as a new request in FY22.

***Mandatory – Any Grant must have a “Project Budget”, unless otherwise approved by the Finance Director.** Project numbers for the new fiscal year (FY22) must first be established before attempting to enter FY20 information. Through the project budgeting option, you will be prompted to select the appropriate project for budget entry. Line item budgets must correspond to project budgets. If changes are necessary, those changes must be reflected in both the line item entry as well as the project budget entry.

Project Budgeting

Projects for the new fiscal year must be set up prior to starting Project Budget Entry.

Project Budget Entry

Sign On: User: Type in user name **Press Field Exit** Password: Type in password **Press Enter**

Select Option 7 GMBA (Accounting) **Press Enter**

Select Option 9 Budgeting Menu **Press Enter**

Select Option 12 Project Budget Maintenance **Press Enter**

Select Budget Level - Departmental Entry

Budget Level 150 FY21 Yearend Projection

Budget Level 250 Prelim FY22 Budget Entry

Budget Level 350 Prelim FY23 Budget Entry

Budget Level 450 Prelim FY24 Budget Entry

Press Enter

To enter the budget for a single line item for one account: Select the line number. In the budget/estimate amount field, type the budget estimate for the line items that displays.

To enter budgets for multiple accounts with account information displaying use the **All accounts from this point** option, **Select** the line number. In the budget/estimate amount field, type the budget estimate for the line item that displays, Click OK or press enter. Repeat until all estimates are entered.

To enter for multiple accounts without displaying account information: Use the **Multi entry** function. Click the amount column next to an account you want to enter an estimate for and type the estimate for the account. Press the tab key to move to the next account you want to enter an estimate for. Repeat until all estimates are entered. Scroll or page down to display more accounts. Click OK or press enter. Do not use this option if you want to view account details or budget history, enter miscellaneous information or enter project account estimates.

Enter the dollar amount without dollar signs, commas, or decimal points. Do not include cents.

Budget Worksheets

The following information comprises the budget worksheet:

Column 1: Account Number

Column 2: Account Description

Column 3: FY2020 Actual

Column 4: FY2021 Adjusted Budget

Column 5: FY2021 YTD Actual

Column 6: FY2021 Yearend Projection – budget level 150

Column 7: Preliminary FY2022 Budget – budget level 250

Column 8: Preliminary FY2023 Budget – budget level 350

Column 9: Preliminary FY2024 Budget – budget level 450

To print budget worksheets:

Select Option 9 Budgeting Menu **Press Enter**

Select Option 10 Print Worksheets **Press Enter**

Select the worksheet you want to print with a 1 **Press Enter**

Select/enter the printer you want to print on (**default printer you will see is Pfinx which prints at City Hall**).

Enter department's line-item range **Press Enter**

Note: Worksheet spool file will hold and you will need to release.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 1/26/2021

Report Date: 1/21/2021

Report No: 6.

Submitted By: Teresa Gutierrez

Subject: Appointments to Boards and Committees. (*Richard Boss, Mayor*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Appoint to the Alamogordo Public Library Board and the Senior Volunteer Programs Advisory Council.

Background: Airport Zoning Board - One (1) city vacancy. Staff Liaison - Cheryl Otero-Baker
No applications received.

Alamogordo Public Library Board. Two (2) city vacancies. This vacancy is due to the expiring terms of Audrey Hukari and Ryan Sanders. Staff Liaison - Melissa Garcia.
Mr. Sanders is interested in serving another term, and if reappointed, this would be his 2nd term.

Cemetery Board - Two (2) city or county vacancy. Staff Liaison - Tony Gonzales.
No applications received.

Housing Authority Advisory Board. One (1) vacancy. Staff Liaison - Marissa Ruiz.
No applications received.

Senior Volunteer Programs Advisory Council. One (1) vacancy. This vacancy is due to the expiring term of Dr. Kaye L. Ekman. Staff Liaison: Neil McFarland.
The following individual is interested in being reappointed:
Dr. Kaye L. Ekman, PhD. - If appointed, this will be her 2nd term.

If anyone is interested in serving on a board or committee you may apply with the City Clerk's office.

RECEIVED

JAN 19 2020

CITY CLERK

City of Alamogordo
**APPLICATION TO SERVE ON A
CITY BOARD/COMMITTEE**

Name: Ryan Sanders
Home Phone: 575-491-6996 Work Phone: 505-906-6180 EXT. 2016
Cell Phone: Same as home ph. Fax No:
E-mail address: ryguy992010@hotmail.com
Physical Address: 2511 Pecan Drive Apartment C, Alamogordo, NM, 88310
Is the above address within City limits? Yes X No
Mailing Address: Same as physical address
Present Employer: Stride Inc. (Formerly K12, Inc.) Job Title: Advisor (Grades 9-12)

Board/Committee you wish to serve on:

First choice: Public Library

Second choice: N/A

Are you related to anyone who is presently employed by the City of Alamogordo?

Yes No X If so, what is their relation to you?

Are you related to any Elected Official of the City of Alamogordo?

Yes No X If so, what is their relation to you?

Experience and education relating to the Board/Committee: I've been on the Public Library Board since February 2019. One of my former jobs was a Librarian at Alamogordo Public Schools. I have a Bachelor of Arts in Educational Studies from Western Governors University. I have been a licensed teacher where I taught reading, letter comprehension, phonemic awareness, and other Language Arts skills to Kindergarten-aged children, and I have knowledge of Children's Literature.

Please indicate your interest in serving on a City Board/ Committee: I am interested in serving on the Library Board because the library provides vital services to the citizens of Alamogordo and I want to ensure that the library continues to thrive. The Library needs to be maintained and safeguarded to the highest degree so that our citizens in Alamogordo can continue to use its valuable services.

Please return completed application to:

City Clerk's Office
1376 E. Ninth Street
Alamogordo, NM 88310
PHONE: (575) 439-4100
FAX: (575) 439-4396

RECEIVED

JAN 12 2021

CITY CLERK

City of Alamogordo
APPLICATION TO SERVE ON A
CITY BOARD/COMMITTEE

Name: Kaye L. Ekman, PhD
Home Phone: 575 489-4693 Work Phone:
Cell Phone: 850-960-2194 Fax No:
E-mail address: drekmanKL@yahoo.com
Physical Address: 133 Eagle Dr Alamogordo, NM 88310
Is the above address within City limits? Yes ☒ No ☐
Mailing Address: 133 Eagle Dr Alamogordo, NM 88310
Present Employer: Retired Job Title:

Board/Committee you wish to serve on:

First choice: Senior Volunteer Council
Second choice:

Are you related to anyone who is presently employed by the City of Alamogordo?

Yes ☐ No ☒ If so, what is their relation to you?

Are you related to any Elected Official of the City of Alamogordo?

Yes ☐ No ☒ If so, what is their relation to you?

Experience and education relating to the Board/Committee: 2019 →

- served on the Sr Volunteer Council 2021
and wish to continue helping to meet
the needs of community senior citizens

Please indicate your interest in serving on a City Board/ Committee:

I have experienced the dedication of the
RVP staff and Council, and I wish to
support those important efforts.

Please return completed application to:

City Clerk's Office
1376 E. Ninth Street
Alamogordo, NM 88310
PHONE: (575)439-4100
FAX: (575)439-4396