



Alamogordo City Commission

NOTICE OF MEETING

Regular Meeting Agenda

August 9, 2016 - 6:30 PM
City Hall, City Commission Chambers
1376 E. Ninth St.

Richard Boss Mayor
Al Hernandez Mayor Pro-Tem, District 5
Jason Baldwin District 1
Nadia Sikes District 2
Susan Payne District 3
Jenny Turnbull District 4
Erica Martin District 6

Maggie Paluch Acting City Manager
Canon P. Stevens Interim City Attorney
Nancy Jacobs City Clerk

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

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

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

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

The Mayor and City Commission request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Commission Chambers to respond to or to conduct a phone conversation. The Alamogordo Commission Chambers is wheelchair accessible. Other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 575-439-4205.

CALL TO ORDER & ROLL CALL

Announce the presence of a Quorum.

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PRESENTATIONS

1. Presentation to update the Commission concerning possible flood control for the northern areas of Alamogordo by the Corps of Engineers. *(Keith Clements, presenter)*

2. Presentation of complaint related to water drainage on the 800 block of New York Ave. (*Marilyn Kite, presenter*)

PUBLIC COMMENT

Residents must sign up with the City Clerk to address the City Commission. Comments are limited to 3 Minutes, and there will be a maximum of 21 Minutes allowed for Public Comment.

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.

3. Approve the minutes for the July 26, 2016 Regular Meeting. (*Nancy Jacobs, City Clerk*)
4. Approve the statements related to the Executive Sessions held on July 26, July 29 and August 2, 2016. (*Nancy Jacobs, City Clerk*)
5. Consider, and act upon, a waiver of permit fee for the Alamo Senior Center New Year's Party fireworks display to be held on December 30, 2016. (*Margaret Lucero, Senior Center Manager*)

ITEMS REMOVED FROM CONSENT AGENDA

NEW BUSINESS

6. Consider, and act upon, selecting a Voting Delegate and Alternate Delegate for the New Mexico Municipal League Annual Conference Business Meeting being held August 31-September 2, 2016 in Hobbs, NM. (*Nancy Jacobs, City Clerk*)
7. Consider, and act upon, first publication of Ordinance No. 1527 amending Section 11-05-070 of the City of Alamogordo Code of Ordinances regarding Concealing Identity. (*Lauren Truitt, Asst. City Attorney*)
8. Approve Resolution No. 2016-32 authorizing the Mayor to execute the agreement for membership in the Southeastern New Mexico Economic Development District/Council of Governments (SNMEDD/COG). (*Nancy Jacobs, City Clerk*) **(Roll Call Vote required)**
9. Consider and act upon, approval of Resolution 2016-34 relating to the City of Alamogordo Ordinance No. 1521 and Ordinance 1522 authorizing loan agreements and intercept agreements with the New Mexico Finance Authority; establishing the details of the loan agreements and intercept agreements in accordance with City Ordinance 1521 and Ordinance 1522. (*Julianne Hall, Acting Finance Director*) **(Roll Call Vote required)**
10. Approve Resolution No. 2016-33 designating the City Clerk as the Custodian of Records and including the method of destruction for City records as witnessed shredding. (*Nancy Jacobs, City Clerk*) **(Roll Call Vote required)**
11. Appointments to Boards and Committees. (*Richard Boss, Mayor*)

EXECUTIVE SESSION (Roll Call Vote Required)

12. Adjourn into Executive Session in compliance with Section 10-15-1(H), NMSA 1978 (as amended), to discuss: bargaining strategy preliminary to collective bargaining negotiations (AFSCME & APSOA), and purchase, acquisition or disposal of real property (First & Florida project). **(Roll Call Vote required)**

ADJOURNMENT

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/4/2016

Report No: 1.

Submitted By: Nancy Jacobs, City Clerk

Subject: Presentation to update the Commission concerning possible flood control for the northern areas of Alamogordo by the Corps of Engineers. (*Keith Clements, presenter*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Background: Mr. Keith Clements, Chairman of the North Alamogordo Flood Control Committee, will apprise the City Commission of the possible plans for flood control in the northern section of Alamogordo.



RECEIVED
JUL 20 2016
CITY CLERK

City of Alamogordo City Commission Meeting

AGENDA REQUEST FORM

Date: 7-20-2016

Date of Meeting:

Aug 9 2016

Name:

Kinda Plummer

Address:

18 Cobblestone Rd

Alamogordo ZIP 88337

Phone Number:

505-430-7359

E-Mail Address:

WKC@Tularosa.net

Item requested will be for: (Please check one)

☐ Information only

☐ Action Item

☒ Discussion/Action

☐ Public Hearing

☐ Report

☐ Other: _____

Brief description of topic to be discussed:

Please attach one original of any documents pertaining to the topic -

We do not allow handouts at the meeting

Flood Control

Signature: Kinda Plummer

Please return to:

Nancy Jacobs, CMC, City Clerk
City of Alamogordo
1376 E. 9th Street
Alamogordo, NM 88310

Phone: (575) 439-4205

Fax: (575) 439-4396

E-mail: njacobs@ci.alamogordo.nm.us



US Army Corps of Engineers

ALBUQUERQUE DISTRICT

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Latest District Fact Sheets

Española Valley, Rio Grande and Tributaries

Southwest Valley Flood Damage Reduction

Middle Rio Grande Ecosystem Restoration Project, New Mexico

Las Cruces Dam Environmental Restoration

Ecosystem Revitalization-Route 66 Project

Alamogordo, NM



SHARE



Email Print

AUTHORIZATION: Flood Control Act of 1962

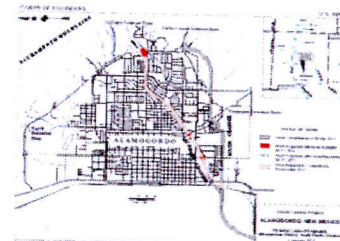
TYPE OF PROJECT: Flood Risk Management

PROJECT PHASE: Construction

NON-FEDERAL SPONSOR: City of Alamogordo, NM

Photos

◀ 1 of 2 ▶



ALAMOGORDO, N.M.- Map (Photo by US Army Corps of Engineers)

[Download HiRes](#)

BACKGROUND: The project is located in Otero County, in and near the city of Alamogordo in south-central New Mexico. The city is located at the foot of the Sacramento Mountains near the eastern edge of the Tularosa Basin. There are no well-defined water courses in the Tularosa Basin; flooding in arroyos on the west slope of the Sacramento Mountains flow through the city of Alamogordo, causing extensive damage to residential, business and public property. The authorized project consists of two concrete and rip-rap lined diversion channels with 100-year capacity that will intercept flood flows from the Sacramento Mountains.

Alamogordo has been flooded 13 times since 1935. Two major floods in 2006, which were considered to be 100-year and 250-year events, caused an estimated \$7,000,000 in damages to residences, businesses and public infrastructure. The estimated total value of property in the floodplain is \$618,000,000. The non-federal sponsor is the City of Alamogordo. Construction of the project has been staged to meet the city's funding stream.

STATUS: This Project was unbudgeted in Fiscal Year 2012.



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AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/5/2016

Report No: 2.

Submitted By: Nancy Jacobs, City Clerk

Subject: Presentation of complaint related to water drainage on the 800 block of New York Ave. (*Marilyn Kite, presenter*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Background: Marilyn Kite owns a business at 802 New York Avenue and has difficulties each time it rains. Rain water, mud and oil accumulate in front of her business and the businesses next to her, causing customers to walk through the water and/or muck in order to reach these businesses.



RECEIVED
JUL 20 2016
CITY CLERK

City of Alamogordo City Commission Meeting

AGENDA REQUEST FORM

Date: July 20, 2016

Date of Meeting: August 9, 2016

Name: MARILYN M KITE

Address: 31 MONTANA VISTA

ALAMOGORDO, NM ZIP 88310

Phone Number: 575-439-8999

E-Mail Address: gakmmk@tularosa.net

Item requested will be for: (Please check one)

☐ Information only

☒ Action Item

☐ Discussion/Action

☐ Public Hearing

☐ Report

☐ Other: _____

Brief description of topic to be discussed:

Please attach one original of any documents pertaining to the topic -

We do not allow handouts at the meeting

Drainage of rain water / water leaks in
front of business at 802 New York.

Signature: Marilyn M. Kite

Please return to: Nancy Jacobs, CMC, City Clerk
City of Alamogordo
1376 E. 9th Street
Alamogordo, NM 88310

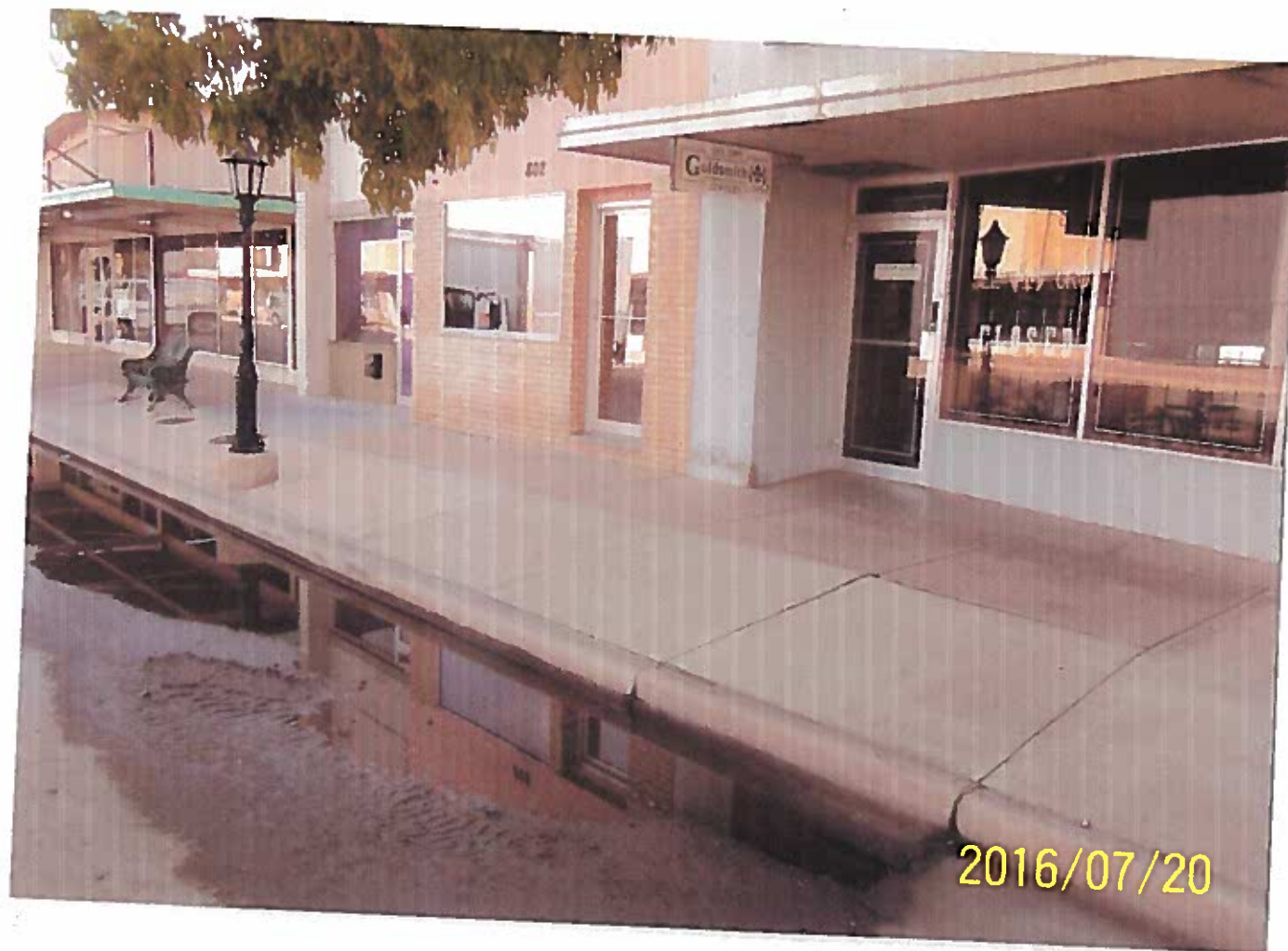
Phone: (575) 439-4205

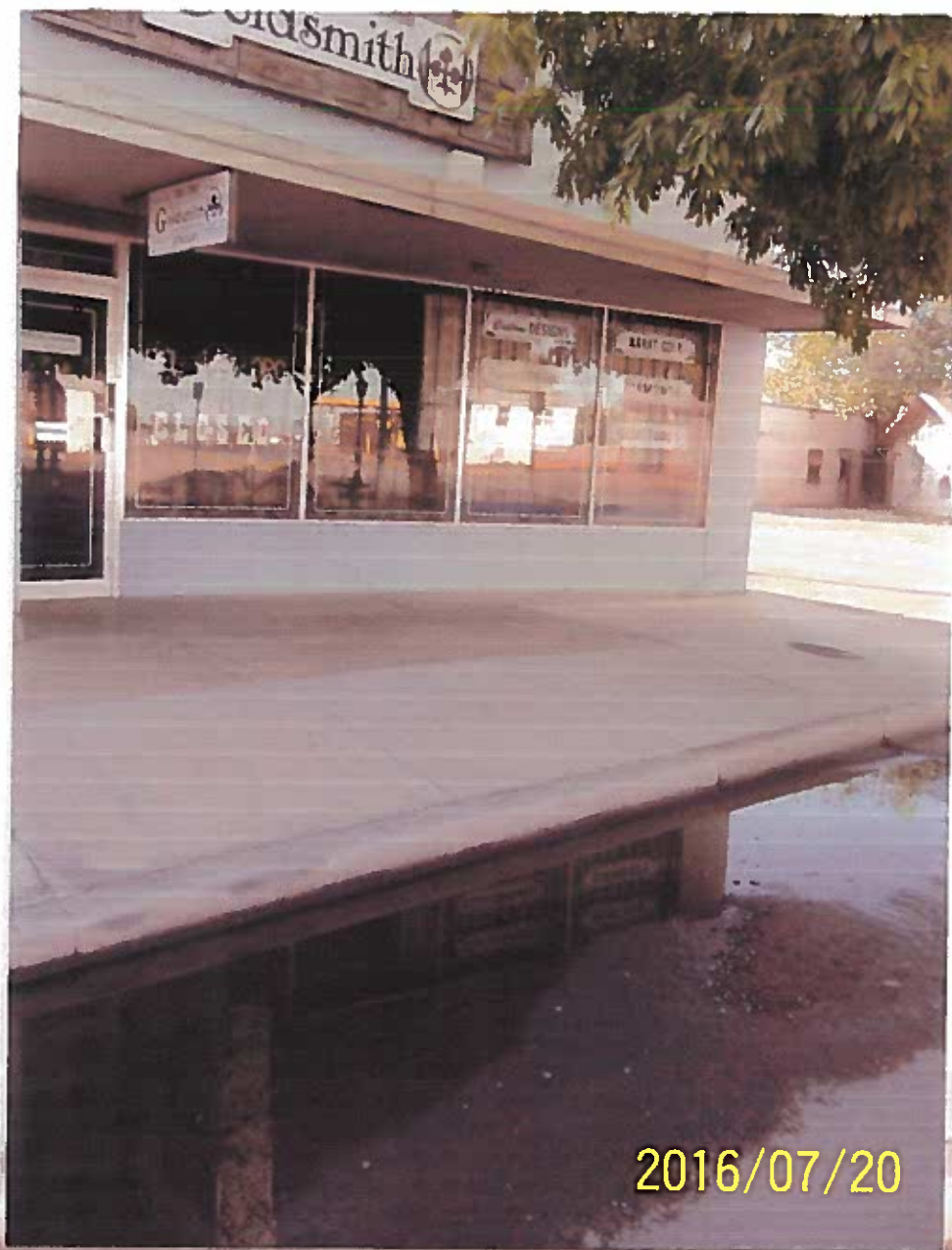
Fax: (575) 439-4396

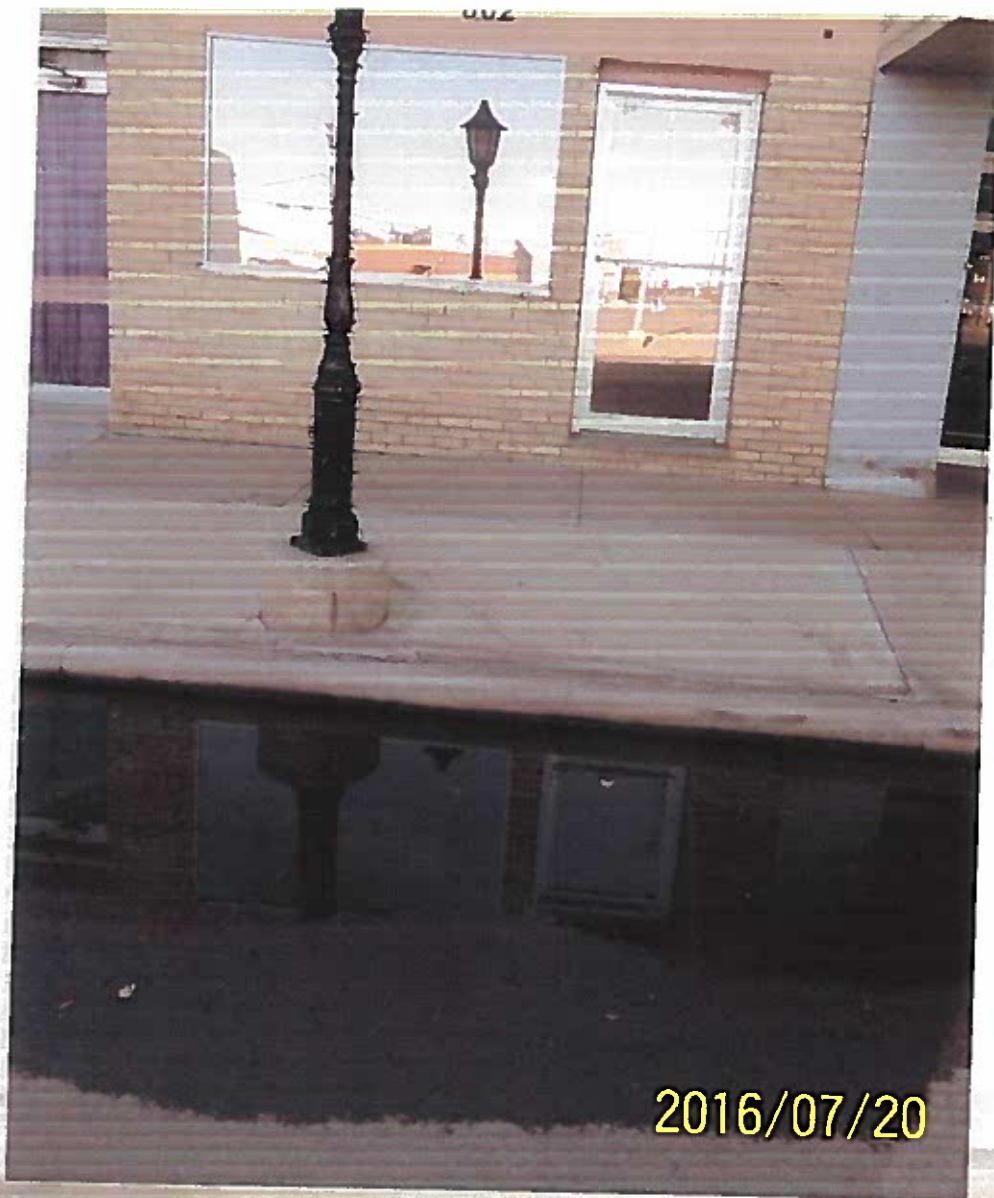
E-mail: njacobs@ci.alamogordo.nm.us

Revised 3/2/2016

7/26 - called (no answer)
emailed - attached















Please do not walk through the water. There is grease, oil & dirt in it. I do not want it tracked into my office.

Thank you.

Zimbra

njacobs@ci.alamogordo.nm.us

Fwd: agenda item

From : Nancy Jacobs <njacobs@ci.alamogordo.nm.us> Thu, Jul 28, 2016 04:17 PM
Subject : Fwd: agenda item 1 attachment
To : Robert Blanton <rblanton@ci.alamogordo.nm.us>

Robert-

I just got off the phone with Mrs. Kite. Here's the history:

They bought building in 2007 (802 New York - next to the Goldsmith)
City repaired or replaced the main water line in front of her building at about that time.

The road continues to sink

Oil/mud collects there after each rain - tracked into the stores and she has seen people fall after slipping on this stuff

Street sweeper used to come every week - no longer

Mayor Pro-Tem Hernandez has come by to look at this in the past (I haven't heard anything from him on this)

Ms. Kite feels that if the street tilted to the west, all muck would go into the parking lot instead of in front of the stores.

Mrs. Kite's phone number is 439-8999 if you would like to contact her. If there's nothing you can do or it is an issue already addressed and we've done all we can do, I will put her on the agenda to plead her case to the commission on August 9th. Let me know what you think.

Thanks-
nj

From : Robert Blanton Thu, Jul 28, 2016 05:11 PM
<rblanton@ci.alamogordo.nm.us>
Subject : Re: agenda item
To : Nancy Jacobs <njacobs@ci.alamogordo.nm.us>

Nancy,

We will need to let her go to Commission. Brian and I are both very familiar with this issue and made the determination that without a major street overhaul which will have to be contracted and need Commission approval there is nothing more maintenance can do. The street tilted to the west will cost hundreds of thousands just to solve an issue that is not limited to in front of her store. The whole downtown area has this same problem. We have redone the area twice. The whole downtown area is too flat and was designed many moons ago without proper drainage.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 7/27/2016

Report No: 3.

Submitted By: Nancy Jacobs, City Clerk

Subject: Approve the minutes for the July 26, 2016 Regular Meeting. *(Nancy Jacobs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the minutes.

Background: This is required by the Open Meetings Act.

**CITY OF ALAMOGORDO, NEW MEXICO
CITY COMMISSION REGULAR MEETING MINUTES
6:30 P.M., COMMISSION CHAMBERS
JULY 26, 2016**

**RICHARD BOSS, MAYOR
JASON BALDWIN, COMMISSIONER
NADIA SIKES, COMMISSIONER
JENNY TURNBULL, COMMISSIONER
SUSAN PAYNE, COMMISSIONER**

**AL HERNANDEZ, MAYOR PRO-TEM
ERICA MARTIN, COMMISSIONER
MAGGIE PALUCH, ACTING CITY MANAGER
CANON P. STEVENS, INTERIM CITY ATTORNEY
NANCY JACOBS, CITY CLERK**

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

Mayor Boss called the meeting to order at 6:30 p.m. Roll Call was taken by the City Clerk. Clerk Jacobs announced there was a quorum present. Invocation was given by Pastor Jeff Sowers and the Pledge of Allegiance and Pledge to the New Mexico Flag were led by Commissioner Turnbull.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Harv Hamilton commented on the following:

Mr. Hamilton told the Commission he felt the Planning & Zoning ordinance should be revisited. At the last P&Z meeting, those commissioners were not able to discuss the new Mesa Verde subdivision because of the change in the ordinance made in 2004. He felt other areas of the city had water pressure problems that had not been resolved, and the Mesa Verde subdivision would have the same water problems.

Raymond Vincent commented on the following:

Mr. Vincent introduced himself as the chairman of the Alamogordo Parks and Recreation Advisory Board. This board had been given information at their July meeting that city management decided not to build a structure over the Rec. Center pool, and would not be installing the bubble cover over the pool this coming winter; they had been told at the previous meeting the bubble cover was good enough to be used one more time. They had been told the money would instead be used to get automatic thermal covers, build offices for the aquatic supervisor and other changes. He knew the money was budgeted and questioned where the money would be spent. He felt an open-air facility would not be acceptable to those wanting to use the pool during the winter months, and he asked if management was planning on closing the pool during the winter months. He requested the city commission reconsider not building a permanent structure over the only public pool in Alamogordo.

CITY MANAGER'S REPORT

Acting City Manager Maggie Paluch made the following remarks:

1. Ms. Paluch welcomed Ms. Canon Stevens as Acting City Attorney and Mrs. Lauren Truitt as Assistant City Attorney.
2. She updated the Commission on the Sahara Apartments - the lien case was not continued and a new trial date had not been set; the dilapidated structure case was set for August 11, 2016, but she felt this one might also be continued.
3. The Acting City Manager said the Effluent Ponds project at the golf course was moving forward. The City Commission would see it on the August 23rd agenda, and the start date would be on October 3, 2016.
4. She told commissioners the shade structures at the parks were being constructed at Alameda and Washington Parks, as well as Hooser and Griggs ball fields.
5. Ms. Paluch noted the Playing for James Softball Tourney brought in 55 teams from across New Mexico and Texas, generating GRT for our community. City Staff was considering hosting our own tourney, and these were great revenue sources for the City.

6. Holloman Air Force Base's BIG GIVE would be working on some of the city parks soon. Kid's Kingdom would be closed on July 23rd, 31st, and August 6th so the team could waterproof the wood structures; Alameda Park gazebo and restrooms would also be worked on and be closed on July 23rd; Paiute Park would be closed on July 23rd in order to spread material under the playground structures. She thanked HAFB BIG GIVE for this help.

REMARKS AND INQUIRIES BY THE CITY COMMISSION

None

CONSENT AGENDA

1. Approve the minutes for the July 12, 2016 Regular Meeting. *(Nancy Jacobs, City Clerk)*
2. Consider, and act upon, an Agreement with Alamogordo Public Schools related to School Resource Officers for the 2016-2017 school year. *(Daron Syling, Police Chief)*
3. Consider, and act upon, Resolution No. 2016-31 approving the DFA Quarterly Report for the period ending June 30, 2016. *(Julianne Hall, Acting Finance Director)* (Roll Call Vote required)
4. Accept the Investment Report for the Quarter ending June 30, 2016, in accordance with the City of Alamogordo Investment Ordinance. *(Julianne Hall, Acting Finance Director)*
6. Consider, and act upon, grant funding from the Non Metro Area Agency on Aging FY 17 contract for Direct Purchase of Services for Senior programs. *(Veronica Ortega, Community Services Director)*
7. Consider, and act upon, grant funding from Non Metro Area Agency on Aging FY17 contract for Nutrition Service Incentive Program (NSIP). *(Veronica Ortega, Community Services Director)*
8. Consider, and act upon, the Lodger's Tax Expenditures for Tourism & Travel. *(Jan Wafful, Special Events Manager)*
9. Consider, and act upon, renewal of Civil Air Patrol Airport Lease for Area E12-C at Alamogordo-White Sands Regional Airport. *(Canon Stevens, Interim City Attorney)*
10. Consider, and act upon, the approval of the Land Lease renewal by Lewis Jollett for Hangar E6-A at Alamogordo-White Sands Regional Airport. *(Canon Stevens, Interim City Attorney)*

City Clerk Jacobs asked to remove Item 5 from the Consent Calendar.

Mayor Pro-Tem Hernandez moved to approve items 1, 2, 3, 4, 6, 7, 8, 9 & 10 of the consent calendar. Commissioner Baldwin seconded the motion. Roll call was taken for Item No. 3. Motion carried with a vote of 7-0-0.

ITEMS REMOVED FROM CONSENT AGENDA

5. Consider, and act upon, Resolution No. 2016-29 amending the Preliminary FY 2016-2017 Budget with carry-over fund balances, and adopting the Final budget for FY 2016-2017. *(Kathy Gilsdorf, Budget Analyst)* (Roll call vote required)

Budget Analyst Kathy Gilsdorf explained to the Commissioners this item had been pulled in order for her to point out the following change: Net Impact figure listed on the agenda report should be changed from \$8,714,260 to \$8,694,260.

Mayor Pro-Tem Hernandez moved to approve Resolution No. 2016-29 amending the Preliminary FY 2016-2017 Budget with carry-over fund balances, and adopting the Final budget for FY 2016-2017. Commissioner Baldwin seconded the motion. Roll call vote was taken. Motion carried with a vote of 7-0-0.

NEW BUSINESS

11. Consider, and act upon, first publication of Ordinance No. 1525 amending Section 18-01-030 of the Code of Ordinances concerning Municipal Court conditional discharge. (*Canon Stevens, Interim City Attorney*)

Acting City Attorney Stevens deferred to Assistant City Attorney Lauren Truitt to explain this amendment to the Code of Ordinances. Ms. Truitt explained this would add a sentencing tool to Municipal Court.

Mayor Pro-Tem Hernandez moved to approve first publication of Ordinance No. 1525 amending Section 18-01-030 of the Code of Ordinances concerning Municipal Court conditional discharge. Commissioner Baldwin seconded the motion. Motion carried with a vote of 7-0-0.

12. Consider, and act upon, first publication of Ordinance No. 1526 amending Section 24-01-020 of the Code of Ordinances pertaining to reckless driving, by strengthening the penalty for such crime. (*Canon Stevens, Interim City Attorney*)

Acting City Attorney Stevens deferred to Assistant City Attorney Truitt to explain this amendment to the Code of Ordinances. She said this would simplify the reckless driving penalties, and noted Municipal Judge Lee brought this to her for consideration to amend. This proposed amendment would give more latitude to the judge for sentencing. It was noted it had been some time since any increase in penalties had been made.

Mayor Pro-Tem Hernandez said officers had the discretion of whether to give a reckless or careless citation, and he was concerned that young people might receive too tough of a citation. Asst. City Attorney Truitt answered his concern by stating that as the prosecutor, she reviewed the citation to ascertain if it was truly a reckless offence, and had the option to amend to careless or to dismiss altogether. Also, she could recommend to the judge if it was a first offense and the individual was sorry for what had happened.

Commissioner Payne asked for clarification between careless and reckless driving. Ms. Truitt explained careless driving was operating a vehicle without giving full time and entire attention to the operation of the vehicle. The City had a texting while driving ordinance, but it could fit under careless, as well. Careless citations were given most often when an accident occurred. Reckless driving was defined as carelessly, heedlessly and willful or wanton disregard of the rights and safety of others without due caution and circumspection; to endanger a person or property. Commissioner Payne felt there was a lot of room for interpretation, and that concerned her. Asst. City Attorney Truitt noted you cannot legislate every possible situation, and it was important to build in discretion.

Commissioner Turnbull moved to approve first publication of Ordinance No. 1526 amending Section 24-01-020 of the Code of Ordinances pertaining to reckless driving, by strengthening the penalty for such crime. Mayor Pro-Tem Hernandez seconded the motion. Motion carried with a vote of 7-0-0.

13. Consider, and act upon, the transfer of quitclaim deed to Betty Dare Good Samaritan Center. (*Lauren Truitt, Asst. City Attorney*)

Acting City Attorney Stevens explained the City had, at one point in the past, taken an easement and never returned it to Betty Dare. This deed would allow us to do that.

Mayor Pro-Tem Hernandez moved to approve the transfer of quitclaim deed to Betty Dare Good Samaritan Center. Commissioner Baldwin seconded the motion. Motion carried with a vote of 7-0-0.

14. Consider, and act upon, request by Mr. Joseph Vincent to release liens placed on 1504 Utah Avenue. (Lauren Truitt, Asst. City Attorney)

Acting City Attorney Stevens explained there were three weed liens that had passed the statute of limitations, and Mr. Vincent who was buying the property, was asking to have them dismissed. The other three liens that were still current would be paid by the title company involved with this sale of property.

Mayor Boss clarified the title company would pay the \$2,082.63 for the current liens, and we would be forgiving the older liens totaling \$4,080.74. Ms. Stevens affirmed.

Commissioner Turnbull moved to approve request by Mr. Joseph Vincent to release the three (3) liens that are past the statute of limitations placed on 1504 Utah Avenue. Commissioner Sikes seconded the motion. Motion carried with a vote of 7-0-0.

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

Mayor Boss read the openings and reappointed Nina Walker-Saenz to the Senior Volunteer Programs Advisory Council. No one was opposed.

Mr. Bill Dennis made the following comments:

He stated he was secretary of the Library Board, and invited all the commissioners to attend a meeting, second Wednesday of every month in the General Purpose Room of the Library, and also take a tour of the library. He invited them to attend any meetings of the various City Boards and Committees. Mr. Dennis also said he would like to see the reinstatement of Fireside Chats after a new city manager was hired.

EXECUTIVE SESSION (Roll Call Vote Required)

16. Adjourn into Executive Session in compliance with Section 10-15-1(H), NMSA 1978 (as amended), to discuss: bargaining strategy preliminary to collective bargaining negotiations (AFSCME), and threatened or pending litigation (Agnew et al vs. COA/Molzen Corbin). (Roll Call Vote required)

Commissioner Turnbull moved to adjourn into Executive Session in compliance with Section 10-15-1(H), NMSA 1978 (as amended), to discuss: bargaining strategy preliminary to collective bargaining negotiations (AFSCME), and threatened or pending litigation (Agnew et al vs. COA/Molzen Corbin) at 7:13 p.m. Mayor Pro-Tem Hernandez seconded the motion. Roll call vote was taken. Motion carried with a vote of 7-0-0.

ADJOURNMENT

Mayor Richard Boss

ATTEST:

City Clerk Nancy E. Jacobs

(Prepared by Nancy E. Jacobs, City Clerk)
Approved at the Regular Meeting held on August 9, 2016.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 7/31/2016

Report No: 4.

Submitted By: Nancy Jacobs, City Clerk

Subject: Approve the statements related to the Executive Sessions held on July 26, July 29 and August 2, 2016. *(Nancy Jacobs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the following statements and authorize them to be included in the minutes of August 9, 2016: "The Governing Body of the City of Alamogordo, New Mexico, hereby states that on July 26, 2016, a Closed Executive Session was held and matters discussed in the closed meeting were limited only to: bargaining strategy preliminary to collective bargaining negotiations (AFSCME), and threatened or pending litigation (Agnew et al vs. COA/Molzen Corbin), as posted on the agenda, and that on July 29, 2016, a closed Executive Session was held and matters discussed in the closed meeting were limited only to: limited personnel matters (final interviews of city manager applicants), and that on August 2, 2016 a closed Executive Session was held and matters discussed in the closed meeting were limited only to: limited personnel matters (City Manager applicant negotiations)" , as posted on the meeting notices.

Background:

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/4/2016

Report No: 5.

Submitted By: Veronica Ortega,
Community Services Director

Subject: Consider, and act upon, a waiver of permit fee for the Alamo Senior Center New Year's Party fireworks display to be held on December 30, 2016. *(Margaret Lucero, Senior Center Manager)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the special fireworks display permit and the waiver of fee.

Background: The Alamo Senior Center (ASC) is requesting to have their seventh annual fireworks display. The plan is to have 'ground fireworks' and 'hand-held sparklers' ONLY - nothing in the pyrotechnic design will go over 10 ft.

The ASC, as the sponsoring agency for this display, requests the \$25.00 permit fee be waived.

RECEIVED

JUL 13 2016

Applicant's full name: Violet Norman

Applicant's name of business: Alamo Senior Center

Applicant's business address: 2201 Puerto Rico Ave. Alamogordo, N.M.

Applicant=s business telephone number: 575-439-4150

Applicant's Social Security No.: NA Date of Birth: August 07, 1964

Describe Applicant's qualifications to sell fireworks or to display fireworks: minimal

Location (street address or legal description of property) where Applicant wishes to sell or display fireworks:

2201 Puerto Rico Ave.

Identify the type of structure at the location where Applicant wishes to sell fireworks or to display fireworks, i.e. permanent structure or portable stand: Permanent Structure

ates and times when Applicant wishes to sell fireworks or to display fireworks (Permits are issued for one year beginning on February 1 of each year and no application is processed from May 10 through July 10 of each year): December 30th 2016

display at approx. 8:00 pm.

Describe the type of fireworks to be sold or to be displayed by Applicant: Ground Fireworks
Nothing in the pyrotechnic design going over 10' in height No aerials

Identify the supplier of the fireworks to be sold or to be displayed by Applicant: Local Vendors

Does supplier of fireworks to be sold or to be displayed by Applicant possess a valid license from the State of New Mexico for the handling and sale of fireworks? X YES NO If YES, provide the following information:

Number and type of license(s) Bowling Running Indian # 13-5-004

Address of supplier: 7164 US Highway 70 N. Alamogordo NM 88310

Is Applicant qualified to do business in the State of New Mexico? YES NO If YES, provide Applicant's New Mexico Tax

Identification Number

Does Applicant possess a license from the State of New Mexico for the handling and sale of fireworks? ☐ YES ☒ NO If YES, provide number and type of license: _____

Does Applicant possess a valid business registration issued by the City of Alamogordo, New Mexico? ☐ YES ☒ NO If YES, provide number of the business registration: _____

Applicant hereby agrees to observe and obey all laws, Ordinances, rules and regulations of the governments of the United States, the State of New Mexico and the City of Alamogordo, New Mexico, as may be amended from time to time, which are applicable to the sale or display of fireworks.

Applicant acknowledges receipt of the City of Alamogordo's Ordinance governing sale/display of fireworks, which was effective at the time this application was submitted.

APPLICANT

Violet Norman

(Full name of Applicant)

City of Alamogordo ASC

(Name of Business)

By: Violet Norman

(Signature of Authorized Representative)

(Full name of Authorized Representative)

ACKNOWLEDGMENT

STATE OF NEW MEXICO)
) ss.
COUNTY OF OTERO)

The foregoing Application for Permit to Sell or Display Fireworks was acknowledged before me this _____ day of _____, 20____, by (name) _____, (title) _____, of (name of business) _____, a (corporation, a limited partnership or partnership) _____, on behalf of the (corporation, a limited partnership or partnership) _____.

My Commission Expires: _____

Notary Public

A non-refundable fee in the amount of Twenty-five Dollars (\$25.00) shall accompany this application.

CITY CLERK'S OFFICE USE ONLY

LICENSING YEAR: February 1, 20 14 through January 31, 20 17

City License No. _____ Date \$25.00 fee Paid: _____ Renewal _____ Initial _____

[REVISED 2008]

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/4/2016

Report No: 6.

Submitted By: Nancy Jacobs, City Clerk

Subject: Consider, and act upon, selecting a Voting Delegate and Alternate Delegate for the New Mexico Municipal League Annual Conference Business Meeting being held August 31-September 2, 2016 in Hobbs, NM. *(Nancy Jacobs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Select Voting Delegate and Alternate Delegate.

Background: The City Commission needs to select a voting delegate and an alternate delegate for the NMML Annual conference Business Meeting. Attached are the Policy Process Outline & Annual Business Meeting Rules and Procedures. The delegate must be someone planning to attend the Conference.

Those who are attending the conference are: Mayor Boss



**MUNICIPAL CLERKS: PLEASE DISTRIBUTE COPIES TO YOUR
ENTIRE GOVERNING BODY**

TO: MAYORS/ GOVERNING BODY MEMBERS
FROM: William F. Fulginiti, Executive Director
SUBJECT: 2016 ANNUAL CONFERENCE VOTING DELEGATES
DATE: July 14, 2016

The 59th Annual Conference of the NM Municipal League will be held August 31st through September 2nd in Hobbs.

At the Annual Business Meeting on Thursday, September 1st, a President Elect, Vice President, Treasurer and three Directors-at-Large (2-Year Term) will be elected. Also, the *Annual Statement of Municipal Policy* and *Annual Conference Resolutions* will be adopted.

Each member municipality in good standing that is registered and attending the Annual Conference shall be entitled to one delegate vote in electing officers, deciding municipal policy and voting upon all other questions at the Annual Business Meeting. A municipality in good standing means that at least one-half of the municipality's current League annual dues must have been paid prior to or at the Conference. The vote of the municipality is cast by the Voting Delegate (or in her/his absence, the Alternate) who is selected by the governing body of the municipality.

The Annual Business Meeting will be conducted in accordance with Robert's Rules of Order Revised, and the Annual Business Meeting Rules and Procedures, which shall govern the actions and deliberations of the League membership assembled in convention. Attached for your information are the *Policy Process Outline* and the *Annual Business Meeting Rules and Procedures*.

Please place the selection of a Voting Delegate and Alternate on the agenda of your next official governing body meeting. **The Voting Delegate and Alternate must be persons planning to attend the Conference.** Once they are selected, enter the names and titles of the Voting Delegate and Alternate for your municipality and **return this form to the League Office no later than Friday, August 26, 2016.**

This is not an official registration form for the Annual Conference for either the Voting Delegate or the Alternate. Delegates must register for the Conference on the form provided in the Conference information you have already received.

Voting Delegates and Alternates must check in with NMML Staff at the Credential's Desk at Conference Registration.



Municipality: _____

Voting Delegate: _____ Title: _____

Alternate: _____ Title: _____

Approved By: _____

RETURN BY OR BEFORE AUGUST 26, 2016 to:

Jackie Portillo, Support Services Coordinator
NM Municipal League
P.O. Box 846 - Santa Fe, NM 87504
jportillo@nmml.org
Fax: 505-984-1392



Annual Conference

POLICY PROCESS OUTLINE and ANNUAL BUSINESS MEETING RULES and PROCEDURES

**September 1, 2016
Hobbs, NM**

POLICY PROCESS OUTLINE

PRIOR TO ANNUAL CONFERENCE

1. Policy Committees meet to review previous year's conference Resolutions and Statement of Municipal Policy, as well as newly submitted Resolutions and statements to be added to Policy. Proposed Resolutions or proposed Policy Statement amendments may be submitted by Committee members, member municipalities or League subsections. Committee makes necessary amendments and adopts, rejects, refers to appropriate other committee or (if resolution is not germane to coming session) refers to following year's committee, all by simple majority of votes cast.

Committee prioritizes all Resolutions it adopts (including those staff is directed to draft) as "High," "Medium" or "Low" priority. Committee then ranks all "High" priority Resolutions in descending order, with "1" as highest rank.

Policy Committee recommendations go to the Resolutions Committee.

2. Resolutions Committee meets and reviews proposed Resolutions and proposed Statement of Municipal Policy amendments as submitted by Policy Committees. Additional proposed Resolutions or proposed Policy Statement amendments may be submitted by Committee members, member municipalities or League subsections. Resolutions Committee makes necessary amendments and adopts or rejects by simple majority of votes cast.

Resolutions Committee recommendations, adopted by simple majority of votes cast, go to Annual Business Meeting at the Annual Conference.

LEAGUE ANNUAL CONFERENCE

3. Resolutions Committee meets to consider additional proposed Resolutions or proposed Policy Statement amendments which have not been considered at its pre-conference meeting. Such proposals may be submitted by Committee members, member municipalities or League subsections. Resolutions Committee adopts or rejects by simple majority of votes cast, any new Resolutions or amended Policy Statement.

Resolutions Committee recommendations go to Annual Business Meeting.

4. The Annual Business Meeting reviews proposed Resolutions and proposed Statement of Municipal Policy amendments submitted by Resolutions Committee. The Annual Business Meeting makes necessary amendments and adopts or rejects by simple majority of votes cast.

Conference Resolutions and the Statement of Municipal Policy adopted by the Annual Business Meeting become the League's official documents for the year ending with the next Annual Business Meeting.

AFTER ANNUAL CONFERENCE

5. At a Fall meeting of the League Board of Directors, the Board reviews the Conference Resolutions and prioritizes them for action in the upcoming legislative session. The Board then selects its top priorities to become the League's primary legislative agenda.

* * * * *

In addition, at a joint meeting of the Boards of Directors of the League and the New Mexico Association of Counties, the two boards select those resolutions of the two associations which they jointly agree deserve joint association support in the legislative session.

ANNUAL BUSINESS MEETING

RULES AND PROCEDURES

1.0 **PRESIDING OFFICER**. The Presiding Officer of the Annual Business Meeting shall be the President who shall call the business meeting to order. If the President is absent from the meeting, the presiding officer will be determined in the following order:

- President-Elect
- Vice-President
- Treasurer
- A member of the Board of Directors selected by the Board.

2.0 **FLOOR RULES**. The Presiding Officer shall control the conduct of the meeting and all floor actions, subject to challenge from delegates or the parliamentarian, if any. The Presiding Officer will take motions and seconds from the floor on matters of business, will recognize the call for the question and ask for the official vote from voting delegates. The Presiding Officer will recognize those parties wishing to address the voting delegates.

The business on the floor shall be directed by the following requirements and guidelines:

2.1 **Quorum**. The presence of credentialed delegates representing a majority of the member cities registered at the Annual Conference shall constitute a quorum.

2.2 **Rules of Order**. Robert's Rules of Order Revised shall govern the conduct of the Business Meeting unless otherwise specified in the New Mexico Municipal League By-Laws or these official rules and procedures.

2.3 **Parliamentarian**. A qualified parliamentarian will be appointed to assist the Presiding Officer and delegates on matters of procedure at all times during the Annual Business Meeting.

3.0 **ACCESS TO THE FLOOR - GENERAL RULES**. Access to the Annual Business Meeting shall be governed by these rules:

3.1 **Separation of Floor From Gallery**. The site of the business meeting shall be divided into a floor section and a gallery section. The floor section shall be further separated into a rostrum and a section for voting delegates and alternates. No one shall be given access to the voting delegates section except as provided by these rules.

3.2 **Delegate and Staff Access to the Floor**. To gain access to the floor, voting delegates or alternates must wear a registration name tag bearing a Delegate or Alternate sticker. Only those staff necessary for conducting the meeting shall be permitted on the floor.

3.3 **News Media Access to the Floor**. Members of the news media may be allowed on the floor at the discretion of the Presiding Officer.

3.4 **Committee Access to the Floor**. Policy committee, task force, or special committee chairpersons and vice-chairpersons, not certified to vote, may be allowed on the floor and may be recognized to speak at the discretion of the Presiding Officer.

3.5 **Delegates, Guests and Observers**. Any Conference delegate will have access to the gallery. Guests and observers may have access to the gallery at the discretion of the Presiding Officer. Conference delegates, guests and observers may be recognized to speak at the discretion of the Presiding Officer.

4.0 **VOTING.** Voting at the Annual Business Meeting shall be governed by the following rules:

4.1 **Credentials Committee.** The Credentials Committee shall have the power to determine the right of any municipality to be represented at the Annual Business Meeting of the League.

4.2 **Entitlement to Vote.** Each member municipality in good standing, as determined by the Credentials Committee, registered and attending the Annual Conference shall be entitled to one vote by its delegate appointed by its governing body. **Voting by proxy is prohibited. The delegate must be present to cast a vote.**

In the event that a member municipality fails to appoint a delegate, such matter shall be referred to the Presiding Officer of the Annual Business Meeting who may designate a Voting Delegate from that member municipality.

4.3 **Method of Voting.** Where there is more than one nominee for office, the voting shall be only by written, printed or typed ballot, and shall be counted by the Canvassing Committee. In the case of the Director-At-Large positions, the candidates receiving the largest plurality shall be elected. All other voting shall be by a show of hands or voice vote, except that upon request of one-third of the delegates present, a roll call shall be called upon any question. Upon any vote, a majority of the delegates present and voting shall prevail, except upon questions which require more than a majority vote under any of the provisions of the By-Laws.

5.0 **ELECTIONS.** Elections for officers of the Municipal League and its Board of Directors shall be governed by these rules: Elections for the following positions shall take place at the Annual Business Meeting: President, (if no President-Elect is currently holding office), President-Elect, Vice-President, Treasurer and expired At-Large Board of Directors seats, including unexpired At-Large Directorships if any.

5.1 **Nominating Committee.** In the absence of any declaration of candidacy for a particular office or directorship, the League President shall appoint a Nominating Committee not less than fifty-nine (59) days before the Annual Conference and written notice of such appointment shall be given to all member municipalities. The Nominating Committee shall consist of the President, who shall serve as chair, and two persons from each of the League Districts. No declared candidate for any office or for directorship shall be a member of the Nominating Committee.

5.2 **Nominating Committee Meeting.** When necessary, the Nominating Committee will meet not later than twenty-one (21) days prior to the Annual Conference to recommend a candidate for any undeclared office. The Nominating Committee Report shall be sent to all members within five (5) days after the finalization of the Committee Report.

5.3 **Nominations from the Floor.** At the Annual Business Meeting, nominations from the floor may be made by any certified voting delegate in attendance, for any office or directorship to be filled.

5.4 **Election of Officers and Directors.** Voting shall be conducted as set out in Procedures 4.1, 4.2 and 4.3. The nominee(s) receiving the highest number of votes shall be elected. In the case of the Directorships At-Large positions, the candidates receiving the largest plurality shall be elected.

6.0 **ADOPTION OF THE STATEMENT OF MUNICIPAL POLICY & RESOLUTIONS**

Adoption of the Statement of Municipal Policy and Resolutions as outlined in the Annual Business Meeting preface of this document shall be by a majority of votes cast by the certified voting delegates present and voting.

7.0 **ADJOURNMENT OF THE ANNUAL BUSINESS MEETING**

After the Presiding Officer has determined all business has been concluded, the Annual Business Meeting shall be closed by a motion from the floor. A motion to adjourn requires approval by a voice vote of a majority of those voting delegates present and voting.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/4/2016

Report No: 7.

Submitted By: Lauren Truitt, Assistant
City Attorney

Subject: Consider, and act upon, first publication of Ordinance No. 1527 amending Section 11-05-070 of the City of Alamogordo Code of Ordinances regarding Concealing Identity. *(Lauren Truitt, Asst. City Attorney)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve Ordinance No. 1527 for first publication.

Background: Section 11-05-070 - Concealing Identity is being amended for the purposes of clarity. The proposed language closely reflects that of the corresponding state statute.

Staff recommends approval for first publication.

ORDINANCE NO. 1527
AN ORDINANCE AMENDING SECTION 11-05-070
THE CITY OF ALAMOGORDO CODE OF ORDINANCES
REGARDING CONCEALING IDENTITY

WHEREAS, the City Commission of the City of Alamogordo finds that for purposes of clarity, **Section 11-05-070. – Generally – Concealing identity** of the City of Alamogordo *Code of Ordinances* should be amended to reflect the language of the corresponding state statute, NMSA § 30-3-13.

BE IT ORDAINED by the City Commission of the City of Alamogordo New Mexico that Section 11-05-070 of Chapter Eleven of the *Code of Ordinances* be amended as follows:

11-05-070. – Generally – Concealing identity.

~~It shall be unlawful for any person to conceal his true name or identity or disguise himself by the use of a fictitious, altered or false voter's registration card, driver's license, or any instrument purported to be issued by any agency of the government of the United States, the state or its political subdivisions, the District of Columbia, or any state, territory, trusteeship or possession of the United States with the intent to obstruct due execution of the law or with the intent to intimidate, hinder, or interrupt any public official, peace officer or any other person in the legal performance of his duties.~~

It shall be unlawful for any person to conceal his true name or identity or otherwise disguise himself with intent to obstruct the due execution of law or with intent to intimidate, hinder, or interrupt any public officer or any other person in a legal performance of his duty or the exercise of his rights under the laws of the United States or of this state.

State law reference – Similar provisions, N.M.S.A. § ~~30-3-1, 30-3-4~~ 30-22-3.

DONE this _____ day of _____, 2016.

CITY OF ALAMOGORDO, NEW MEXICO
a New Mexico municipal corporation

By: _____
Richard A. Boss, Mayor

ATTEST:

Nancy E. Jacobs, City Clerk

APPROVED AS TO FORM:

Lauren Truitt, Assistant City Attorney

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/4/2016

Report No: 8.

Submitted By: Nancy Jacobs, City Clerk

Subject: Approve Resolution No. 2016-32 authorizing the Mayor to execute the agreement for membership in the Southeastern New Mexico Economic Development District/Council of Governments (SNMEDD/COG). *(Nancy Jacobs, City Clerk)* **(Roll Call Vote required)**

Fiscal Impact: \$9,121.00

Amount Budgeted: \$10,000.00

Fund: 011-2400-419-56-45

Additional Fiscal Impact:

Recommendation: Approve Resolution No. 2016-32. **(Roll Call Vote required)**

Background: The City is currently a member of SNMEDD/COG, and the proposed Resolution will continue the membership for the next fiscal year. The annual membership fee for the coming year is \$9,121. This is a standard resolution required by SNMEDD/COG and approved annually by the City Commission

RESOLUTION NO. 2016-32
APPROVING THE AGREEMENT BETWEEN THE CITY AND
SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT
DISTRICT/COG (SNMEDD)

WHEREAS, the City Commission for the City of Alamogordo, New Mexico, hereinafter referred to as the Municipality, is a member of and desires the services of the Southeastern New Mexico Economic Development District/COG; and,

WHEREAS, in accordance with Article 58, Section 4-58-1 to 4-58-6 NMSA 1978, an agreement setting forth the terms and conditions of active membership in the Southeastern New Mexico Economic Development District/COG is required; and,

WHEREAS, it is the desire of the Municipality to continue as an active member of the Southeastern New Mexico Economic Development District/COG.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION FOR THE CITY OF ALAMOGORDO, NEW MEXICO THAT:

1. The Agreement attached to this Resolution expresses the desires and intent of the Municipality.
2. The Agreement attached is hereby ratified and approved and the proper officials of the Municipality are hereby authorized and instructed to affix their signatures thereto.
3. A copy of this Resolution (together with the referenced Agreement) shall be filed with the State of New Mexico, Department of Finance and Administration, Local Government Division and the Southeastern New Mexico Economic Development District/COG; and shall be made a part of the budget documentation of the Municipality.

DONE THIS 9th day of August, 2016.

ALAMOGORDO, NEW MEXICO
a New Mexico municipal corporation

By _____
Richard Boss, Mayor

ATTEST:

APPROVED AS TO FORM:

Nancy Jacobs, City Clerk

Lauren Truitt, Assistant City Attorney

RECEIVED

JUL 14 2016

CITY CLERK

Phone: (575) 624-6131

Fax: (575) 624-6134

www.snmedd.com

**SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT**

COUNCIL OF GOVERNMENTS

1600 SE Main, Suite D-1
Roswell, NM 88203

Hubert H. Quintana
Executive Director

July 11, 2016

Dear SNMEDD/COG Member:

With regard to your annual membership in the District for the 2016/2017 fiscal year, we have enclosed the following:

- I. **AGREEMENT** – required by the Department of Finance and Administration for disbursement of local funds and which conforms to state regulations. Two copies are enclosed. After the Agreement has been executed, please keep one copy and return one to our office.
- II. **RESOLUTION** – upon approval by your council or commission, it is to be signed, attached to and distributed with the attached Agreement.
- III. **2016-2017 ASSESSMENT SCHEDULE AND BUDGET FOR 2016-2017** enclosed for your information.
- IV. **WORK PROGRAM FOR STATE APPROPRIATED FUNDS** – enclosed for your information.
- V. **INVOICE** – enclosed for billing and bookkeeping purposes. Please return one copy with your check.

The most recent audit and financial statements are available upon request.

As you know, we are in the process of finalizing the SNMEDD/COG budget for the coming year and your prompt attention is greatly appreciated.

If you have any questions or require further information, please feel free to contact me. Thank you for your support and letting us serve you.

Sincerely,



Hubert H. Quintana
Executive Director

HHQ/pm

Enclosures 011-2400-419.56-45

AGREEMENT

This Agreement, entered into by and between the Southeastern New Mexico Economic Development District/COG (hereinafter known as the "District") and the City of Alamogordo a member of said District (hereinafter known as the "Member") is as follows:

I. The District agrees to provide the following services to the Member upon request and final approval of the District budget:

- A. Undertake studies, collect data and develop regional plans and programs pertaining to such subjects as human and natural resource development, community facilities and the general improvement of living and working environments.
- B. Furnish technical and management assistance in the development of planning activities.
- C. Coordinate local planning with that of other Members of the District and the State.
- D. Assist in community and economic development, transportation and public works projects.
- E. Assist member governments with their legislative activities.
- F. Assist in the preparation of applications for funding under various state, federal and private grant programs. Contracts for administration may be entered into between Member and District if Member requires or desires District to administrate project.
- G. Provide a Comprehensive Economic Development Strategy at the direction of the Board.
- H. Engage in such other activities as are necessary to improve area development and address regional problems.

II. The Member agrees to the following:

- A. To remain an active member of the District.
- B. To make an annual contribution of \$ 9,121.00 to the District as recognition of active membership.

Entered into this _____ day of _____, 2016, at

New Mexico

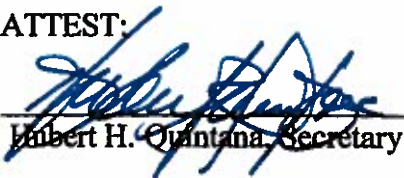
ATTEST:

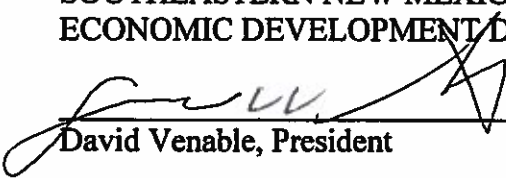
Clerk

Mayor/Commission Chairman

SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT/COG

ATTEST:


Hubert H. Quintana, Secretary


David Venable, President

SNMEDD APPROVED BUDGET 2016-2017

Ordinary Income/Expenses	16/17	
	Budget	Actual Preceived
INCOME		
Contracts & Fees Revenue	48,000	48,000
Fed. Govt	60,000	60,000
Grants	125,000	125,000
Interest Income	250	250
Member Dues	102,588.00	101,202
Reimbursement Income	500	500
State Gov Appropriation	91,586	91,588
Unbudgeted Revenue	0	0
Total Income	427,924	426,540
EXPENSES		
Advertising	1,000	1,000
Audit	17,000	17,000
Communications	12,000	12,000
Contract Services	55,000	55,000
Equip/Lelase/Repair	6,000	6,000
Equip Purhase	4,000	4,000
Fringe Benefits	55,000	55,000
Payroll Taxes/Expenses	14,000	14,000
Program Operations	50,000	50,000
Wages and Salaries	161,240	161,240
Travel	25,000	25,000
Vehicle Debt Service	6,000	6,000
Vehicle Replacement Fund	5,000	5,000
Total Expense	411,240	411,240

SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/COG

DUES STRUCTURE

MEMBER	<u>2015-2016</u>	<u>2016-2017</u> <u>CURRENT</u>
Chaves County	\$7,200	\$8,000
Eddy County	\$7,200	\$8,000
Lea County	\$7,200	\$8,000
Lincoln County	\$6,000	\$7,000
Otero County	\$7,200	\$8,000
Town of Dexter	\$750	\$1,000
Town of Hagerman	\$750	\$1,000
Town of Lake Arthur	\$500	\$1,000
City of Roswell	\$12,000	\$13,588
City of Artesia	\$2,994	\$3,450
City of Carlsbad	\$7,175	\$7,641
Village of Hope	\$500	\$1,000
Village of Loving	\$750	\$1,000
City of Eunice	\$1,000	\$1,000
City of Hobbs	\$8,024	\$10,237
City of Jal	\$1,000	\$1,000
City of Lovington	\$2,652	\$3,303
Town of Tatum	\$750	\$1,000
Village of Capitan	\$750	\$1,000
Town of Carrizozo	\$750	\$1,000
Village of Corona	\$500	\$1,000
Village of Ruidoso	\$2,155	\$2,450
City of Ruidoso Downs	\$1,000	\$1,000
City of Alamogordo	\$9,963	\$9,121
Village of Cloudcroft	\$750	\$1,000
Village of Tularosa	\$1,000	\$1,000
TOTALS:	\$90,513	\$102,790

1600 SE Main, Suite D-1
Roswell, NM 88203

**SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT
COUNCIL OF GOVERNMENTS**

Phone: (575) 624-6131
Fax: (575) 624-6134
www.snmedd.com

Hubert H. Quintana
Executive Director

Invoice

Invoice Date: July 12, 2016

Richard Boss, Mayor
City of Alamogordo
1376 E. Ninth Street
Alamogordo, NM 88310

DESCRIPTION

AMOUNT

FY 2016-2017 MEMBER GOVERNMENT CONTRIBUTION

\$9,121.00

Total Due \$9,121.00

- Please make checks payable to Southeastern New Mexico Economic Development District.

Thank You

**Southeastern New Mexico Economic Development District/
Council of Governments**

FY 2016-2017 ANNUAL WORK PLAN

**State of New Mexico
Grant-In-Aid Program**

July 8, 2016

The following are functions, measures, targets and tasks the Southeastern New Mexico Economic Development District/Council of Governments (SNMEDD/COG) will complete in fulfillment of its obligation to its member governments and the State of New Mexico Department of Finance and Administration-Local Government Division to provide planning, technical assistance and capacity building services to local governments in southeastern New Mexico.

Function 1. Submit reports, budgets and planning outcomes to the Local Government Division.

- Task 1.1 Prior to July 8, 2016 submit a Board approved Annual Work and Operations Budget to the Local Government Division.
- Task 1.2 Submit Quarterly Progress Reports and payment reimbursement invoices to the Local Government Division no later than the 15th day of the month (January, April, July, October) following the close of each quarter. Quarterly reports must be approved by the Board of Directors prior to submittal. The Annual Report will be submitted following the Annual Meeting in January, 2017.
- Task 1.3 Provide professional development training to staff at least once annually.
- Task 1.4 Schedule and include as an agenda item for each quarterly meeting of the Board of Directors a training component to benefit local elected officials.

- Task 1.5 Attend regularly scheduled meetings member government city and/or commission, special purpose meetings to which we are invited to provide technical assistance or conduct hearings and meetings of the New Mexico Association of Regional Councils.
- Task 1.6 Attend regularly scheduled Board Meetings of the Southwest Regional Executive Directors Association and the National Association of Development Organizations (NADO).
- Task 1.7 Conduct an internal strategic planning review with Board of Directors to analyze program progress, program service needs and future direction of the SNMEDD/COG. The review must be conducted prior to January, 2017.
- Task 1.9 Conduct Mayors' Summits to provide training to local elected and appointed officials on programs, services and current issues of interest once a year.

Benefit to New Mexico Citizens: Increased timeliness of reporting activities. Increased capacity of regional planning district. Better coordination between regional and state levels.

Function 2. Community Development Block Grant, Economic Development Public Works Assistance, Colonias Infrastructure Fund and other funding assistance programs—Provide local governments with application and general technical assistance

- Task 2.1 Inform all members of CDBG, EDA, USDA, CIF and other funding program rule changes and Notifications of Funding Assistance (NOFA) within 15 days of the adoptions of the rule changes or NOFA.
- Task 2.2 Prepare and complete funding assistance applications for members upon their request including the conducting of public hearings as may be necessary.
- Task 2.3 Provide Grant Administration and Technical Assistance to member governments upon approval of a contractual agreement between the local government and the funding agency.

Task 2.4 Coordinate presentations to the Community Development Council and Colonias Infrastructure Fund Board by our member governments seeking CDBG or CIF funding.

Task 2.5 Notify each CDBG or CIF grantee that their attendance is mandatory at the Grant Implementation Workshops.

Task 2.6 Assist local governments with the updating of the comprehensive plans

Benefit to New Mexico Citizens: Better prepared funding assistance applications and presentations. Well implemented and administered project grants.

Function 3. Infrastructure Planning—Coordinate the ICIP process regionally.

Task 3.1 Sponsor ICIP training session that will be presented to local governments and others by a member of the DFA/LGD staff.

Task 3.2 Assist and provide local governments technical assistance with the development and submittal of the ICIP.

Task 3.3 Encourage local municipal, county governments and other entities to include operation and maintenance costs in the ICIP.

Task 3.4 Encourage submission of ICIP to the State

Task 3.5 Encourage members to develop financing plans for each of their top five ICIP priorities, including a project description, secured sources of funding and, where applicable, utility rate structure and asset management plans.

Task 3.6 Have staff attend and assist local government members to attend, through the provision of scholarships, the annual New Mexico Infrastructure Finance Conference.

Task 3.7 Conduct regional clearinghouse review, as may be necessary for all applications submitted to funding agencies.

Benefits to New Mexico Citizens: Timely and meaningful local infrastructure planning connected to financing sources.

Function 4. Capital Outlay—Increase quality of project planning, legislative representation and administration.

- Task 4.1 Assist local entities seeking assistance in the preparation and submission of capital outlay request forms through informational workshops and direct application technical assistance.
- Task 4.2 Work with Legislators throughout the region on locally established capital improvement priorities by holding project vetting hearings on a county by county basis.
- Task 4.3 Assist with testimony or information as might be required during the legislative session.
- Task 4.4 Prepare a preliminary list of projects submitted by local entities and submit list to local legislators.
- Task 4.5 Track capital outlay legislation relevant to community development, infrastructure improvement projects and project planning and programming.
- Task 4.6 Work with local elected officials to complete on-going projects in a timely manner or recommend reauthorization, re-appropriation or reversion of grant funds as may be necessary.

Benefit to New Mexico Citizens: Better and more timely use of taxpayer funds to support local infrastructure projects

Function 5. Rural Support—Build capacity of local governments, rural water associations and other rural organizations.

- Task 5.1 Coordinate a minimum of one training session in planning, budgeting, finance, auditing and/or administration for District Officials and their staffs.

- Task 5.2 Work with rural water associations, community ditches, acequias and other non-members on capital project planning. Assistance may be based on a Board approved fee for service schedule.
- Task 5.3 Engage rural members and non-members requesting assistance in "project prospectus development", develop, review and vet projects seeking funding sources to meet specific project needs. Assistance may be based on a Board approved fee for service schedule.
- Task 5.4 Offer a training workshop to rural water associations and other non-member organizations in each county on the capital improvement project planning process.
- Task 5.5 Provide scholarships for local government staff and/or elected officials to attend capacity building training, workshops and conferences sponsored by state, regional and national planning and development organizations.
- Task 5.6 Provide US Census data information and support for the region as the US Census Bureau Affiliate.
- Task 5.7 Provide public relations for the SNMEDD and local governments through continuous media dissemination.
- Task 5.8 Meet with community elected and appointed officials and key community leaders to increase community capacity building foundation.
- Task 5.9 Educate and inform the general public, legislative and congressional law makers about the negative impact of regulatory constraints on local economies.
- Function 6. Transportation—Provide local governments with assistance to improve the region's transportation system for the efficient movement of goods, services, and people.**
- Task 6.1 Compile and maintain a database of transportation-related projects that may be contemplated or that are ready to be implemented for local governments within the region.

- Task 6.2 Maintain transportation-related technical information on the website, as available, to assist local governments and others in packaging applications that improve the infrastructure of the region.
- Task 6.3 Provide orientations or similar training to newly appointed RPO members representing local governments, preparing them in their roles on the Regional Transportation Policy and Technical Committees.
- Task 6.4 Meet with local elected officials, informing them of the transportation-related programs and activities available to them through the Southeastern Regional Planning Organization (SERPO) and encourage their input in regional transportation planning.
- Task 6.5 Maintain and provide the SERPO regional transportation planning function in concert with the New Mexico Department of Transportation.
- Task 6.6 Organize, schedule and host, as necessary, SERPO Policy Committee and Technical Committee meetings.

Benefit to New Mexico Citizens: Assist in the development of a comprehensive transportation network and infrastructure improvements plan to move people, goods and services efficiently.

Function 7. Provide resources toward the development of new business or business expansions to retain and create jobs.

- Task 7.1 Prepare a Comprehensive Economic Development Strategy update for submittal to our local government members and the Economic Development Administration (EDA) under the guidance and rules established by EDA.
- Task 7.2 Meet quarterly with the region's five economic development corporation/entities to gather and share information.
- Task 7.3 Support the energy industry in the region by attending energy related workshops and meeting quarterly with energy related professionals.

Task 7.4 Support and promote the local agriculture and related value added industries.

Task 7.5 Provide business counseling and training to prospective and existing small business owners through the operation of the Small Business Development Center with Eastern New Mexico University-Roswell.

Benefit to New Mexico Citizens: Develop regional resources to improve and strengthen the existing core for sustainable communities.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/3/2016

Report No: 9.

Submitted By: Julianne Hall, Acting
Finance Director

Subject: Consider and act upon, approval of Resolution 2016-34 relating to the City of Alamogordo Ordinance No. 1521 and Ordinance 1522 authorizing loan agreements and intercept agreements with the New Mexico Finance Authority; establishing the details of the loan agreements and intercept agreements in accordance with City Ordinance 1521 and Ordinance 1522. *(Julianne Hall, Acting Finance Director)* **(Roll Call Vote required)**

Fiscal Impact: \$7,920,000

Amount Budgeted: \$0.00

Fund:

Additional Fiscal Impact:

Recommendation: Approve Resolution 2016-34 **(Roll Call Vote required)**

Background: At the regular Commission meeting of July 12, 2016, the City Commission approved the final publication of Ordinance No. 1521 and Ordinance No. 1522 authorizing loan agreements and intercept agreements with the New Mexico Finance Authority.

Resolution 2016-34 establishes the details for the loan agreements and intercept agreements in accordance with City Ordinance No. 1521 and Ordinance No. 1522.

The aggregate principal amount of the SSGRT Loan is \$5,150,000 with a net effective interest rate of 1.570%. The aggregate principal amount of the MGRT Loan is \$2,770,000 with a net effective interest rate of 1.550%.

Chris Muirhead, Bond Counsel with Modrall Sperling will be present to answer any legal questions pertaining to the loan and intercept agreement.

STATE OF NEW MEXICO)
COUNTY OF OTERO) ss.
CITY OF ALAMOGORDO)

The City Commission (the “Governing Body”) of the City of Alamogordo, New Mexico, met in regular session in full conformity with the law and the rules and regulations of the Governing Body at Alamogordo Municipal Offices, 1376 East Ninth Street, Alamogordo, New Mexico, being the regular meeting place of the Governing Body, on the 9th day of August, 2016, at the hour of 6:30 p.m. Upon roll call, the following members were found to be present:

Present: Mayor Richard Boss
 Commissioner Nadia Sikes
 Commissioner Jason Baldwin
 Commissioner Erica Martin
 Commissioner Susan Payne

Absent: Mayor Pro-Tem Al Hernandez
 Commissioner Jenny Turnbull

Also Present: Acting City Manager Maggie Paluch
 Acting City Attorney Canon Stevens
 City Clerk Nancy Jacobs

Thereupon, there was officially filed with the Clerk a copy of a proposed resolution in final form.

CITY OF ALAMOGORDO, NEW MEXICO

RESOLUTION NO. 2016-34

**A RESOLUTION RELATING TO THE CITY OF ALAMOGORDO, NEW MEXICO
ORDINANCE NO. 1521 AND ORDINANCE NO. 1522 AUTHORIZING LOAN
AGREEMENTS AND INTERCEPT AGREEMENTS WITH THE NEW MEXICO
FINANCE AUTHORITY; ESTABLISHING THE DETAILS OF THE LOAN
AGREEMENTS AND INTERCEPT AGREEMENTS IN ACCORDANCE WITH CITY
ORDINANCE NO. 1521 AND ORDINANCE 1522.**

WHEREAS, unless otherwise defined in this Sale Resolution or the context requires otherwise, capitalized terms in this Sale Resolution have the same meaning assigned to those terms in Section 1 of City Ordinance No. 1521 (the “SSGRT Loan Ordinance”) and City Ordinance No. 1522 (the “MGRT Loan Ordinance” and collectively with the SSGRT Loan Ordinance, the “Loan Ordinances”) both adopted by the Governing Body of the City of Alamogordo (the “City”) on July 12, 2016; and

WHEREAS, this Sale Resolution is adopted pursuant to the Loan Ordinances in order to approve the terms and other matters with respect to the State-Shared Gross Receipts Tax Loan (the “SSGRT Loan”) and the Municipal Gross Receipts Tax Loan (the “MGRT Loan” and collectively with the SSGRT Loan, the “Loans”); and

WHEREAS, the Governing Body has adopted the Loan Ordinances which authorize the execution and delivery of the SSGRT Loan in a principal amount not to exceed \$5,500,000 and the MGRT Loan in a principal amount not to exceed \$2,800,000 and provides for the adoption of this Sale Resolution by the Governing Body to approve specific terms and documents relating to the execution and delivery of the Loan Agreements and Intercept Agreements, and this Sale Resolution is adopted by the Governing Body for those purposes; and

WHEREAS, it is in the best interests of the City to approve the final terms of the Loans as set forth in this Sale Resolution and the Loan Agreements and Intercept Agreements; and

WHEREAS, there have been presented to the Governing Body and there presently are on file with the City Clerk this Sale Resolution and the forms of the Loan Agreements, Intercept Agreements and Escrow Agreements, which are incorporated by reference and considered to be a part hereof; and

WHEREAS, all required authorizations, consents and approvals in connection with (i) the use and pledge of the Pledged Revenues to the Finance Authority (or its assigns) for the payment of the amounts due under the Loan Agreements, (ii) the use of the proceeds of the Loan Agreements to finance the Refunding Projects, and (iii) the authorization, execution and delivery of the Loan Agreements, Intercept Agreements and Escrow Agreements which are required to

have been obtained by the date of this Sale Resolution, have been obtained or are reasonably expected to be obtained.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ALAMOGORDO, NEW MEXICO:

Section 1. Ratification of Prior Actions. All action previously taken (not inconsistent with the provisions of this Sale Resolution or the Loan Ordinances) by the Governing Body and the officers of the City, directed toward the completion of the Refunding Projects and the execution and delivery of the Loan Agreements and the Intercept Agreements, be, and the same hereby are, ratified, approved and confirmed.

Section 2. Findings. The Governing Body declares that it has considered all relevant information and data and makes the following findings:

A. The execution and delivery of the Loan Agreements and Intercept Agreements under the Act to provide funds to for the Refunding Projects is necessary and in the interest of the public health, safety, and welfare of the residents of the City.

B. The aggregate principal amount of the SSGRT Loan is \$5,150,000, which is within the corresponding parameter established for the SSGRT Loan in the SSGRT Loan Ordinance.

C. The aggregate principal amount of the MGRT Loan is \$2,770,000, which is within the corresponding parameter established for the MGRT Loan in the MGRT Loan Ordinance.

D. The net effective interest rates of 1.570% on the SSGRT Loan and 1.550% on the MGRT Loan are reasonable under existing and anticipated bond market conditions, are less than the statutory maximum of 12% per annum, and are within the corresponding parameter established for the SSGRT Loan and MGRT Loan in the Loan Ordinances.

E. The final terms of the Loan Agreements and Intercept Agreements are within all other parameters established for the Loans in the Loan Ordinances.

Section 3. Loan Details.

A. Principal Amounts. The SSGRT Loan shall be in the aggregate principal amount of \$5,150,000 and the MGRT Loan shall be in the aggregate principal amount of \$2,770,000 to provide funds, together with other available funds of the City, if any, to defray the cost of the Refunding Projects and the payment of Expenses incidental thereto and in connection with the execution and delivery of the Loan Agreements and Intercept Agreements.

B. Interest Rates. The SSGRT Loan has a net effective interest rate of 1.570% and the MGRT Loan has a net effective interest rate of 1.550% with annual interest rates as set forth in the SSGRT Loan Agreement and MGRT Loan Agreement.

Section 4. Approval of Loan Agreements, Intercept Agreements and Escrow Agreements. The forms of the Loan Agreements, the Intercept Agreements and the Escrow Agreements in substantially the forms presented at the meeting of the Governing Body at which this Sale Resolution was adopted are hereby approved. Authorized Officers are hereby individually authorized to execute, acknowledge and deliver the Loan Agreements, the Intercept Agreements, the Escrow Agreements and such other documents and certificates as may be required and the Clerk is hereby authorized to affix the seal of the Governmental Unit on the Loan Agreements, the Intercept Agreements and the Escrow Agreements and attest the same. The execution of the Loan Agreements, the Intercept Agreements and the Escrow Agreements by an Authorized Officer shall be conclusive evidence of such approval.

Section 5. Loan Ordinances. Except with respect to the terms set forth in this Sale Resolution, the Loan Agreements and Intercept Agreements shall be governed by the Loan Ordinances. The adoption of this Sale Resolution, and all procedures undertaken incident thereto, are in full compliance and conformity with all applicable requirements, provisions and limitations prescribed by the Constitution and laws of the State of New Mexico.

Section 6. Severability Clause. If any section, paragraph, clause or provision of this Sale Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Sale Resolution.

Section 7. Repealer Clause. All bylaws, orders and resolutions, or parts thereof, inconsistent with this Sale Resolution are repealed to the extent of such inconsistency. This repealer shall not be construed to revive any bylaw, order or resolution, or part thereof, previously repealed.

Section 8. Effective Date and Publication. This Sale Resolution shall be in full force and effect immediately upon adoption and approval by the Governing Body and its execution and approval by the Mayor. A title and general summary of the subject matter contained in this Sale Resolution shall be published in substantially the following form after adoption of this Sale Resolution.

[Form of Summary of Sale Resolution for Publication]

City of Alamogordo, New Mexico

Notice of Adoption of Resolution

Notice is hereby given of the title and of a general summary of the subject matter contained in Resolution No. 2016-34 duly adopted and approved by the Governing Body of the City of Alamogordo, New Mexico, on August 9, 2016. A complete copy of the Resolution is available for public inspection during the normal and regular business hours of the City Clerk, 1376 East Ninth Street, Alamogordo, New Mexico.

The title of the Resolution is:

**A RESOLUTION RELATING TO THE CITY OF ALAMOGORDO, NEW MEXICO
ORDINANCE NO. 1521 AND ORDINANCE NO. 1522 AUTHORIZING LOAN
AGREEMENTS AND INTERCEPT AGREEMENTS WITH THE NEW MEXICO
FINANCE AUTHORITY; ESTABLISHING THE DETAILS OF THE LOAN
AGREEMENTS AND INTERCEPT AGREEMENTS IN ACCORDANCE WITH CITY
ORDINANCE NO. 1521 AND ORDINANCE 1522.**

[End of Form of Summary for Publication]

DONE AND APPROVED this 9th day of August, 2016.

CITY OF ALAMOGORDO, NEW MEXICO

Richard Boss, Mayor

ATTEST:

Nancy E. Jacobs, City Clerk

APPROVED AS TO FORM:

Lauren Truitt, Asst. City Attorney

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/4/2016

Report No: 10.

Submitted By: Nancy Jacobs, City Clerk

Subject: Approve Resolution No. 2016-33 designating the City Clerk as the Custodian of Records and including the method of destruction for City records as witnessed shredding. *(Nancy Jacobs, City Clerk)* **(Roll Call Vote required)**

Fiscal Impact: 1,586.52

Amount Budgeted: \$1,600.00

Fund: 011-2001-411.30-41 Records/Records Supplies

Additional Fiscal Impact:

Recommendation: Approve Resolution 2016-33 **(Roll Call Vote required)**

Background:

The process to get approval to proceed with destruction of records for the City of Alamogordo is to submit the list to the City Attorney to make sure there are no open legal cases that should be kept. It is no longer necessary to submit this list to the NM State Records Center & Archives (SRCA) for approval to proceed, as we have done in past years.

For the past 18 years, the City has used incineration as our method of destruction. The incinerator used was at the City Yard and also used for destruction of police evidence. After calculating the cost of gas used to incinerate, the time and manpower needed by numerous departments to move boxes to the incinerator from two locations, and maintenance of the incinerator by both the Clerk's office and the Police Department, we determined witnessed shredding by a bonded destruction vendor was the most efficient both time wise and financially. The number of records boxes destroyed this year was 226 and the cost was \$1,586.52.

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

RESOLUTION NO. 2016-33

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

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

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

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

WHEREAS, the City of Alamogordo desires to use witnessed shredding by a bonded destruction vendor as the approved method of destruction of records once they have been approved by the City Attorney for destruction.

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

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

PASSED, APPROVED AND ADOPTED this 9th day of August, 2016.

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

Richard Boss, Mayor

SEAL

ATTEST:

APPROVED AS TO FORM:

Nancy E. Jacobs, City Clerk

Lauren Truitt, Asst. City Attorney

Total Destruction, LLC

2600 Kelley Ave. • Alamogordo, NM 88310

575-434-1066 • 491-3402 • 491-3970

www.totaldestructioninc.com

INVOICE

152 15977

Purchase Order No. "Don't Chance It Shred It"

Customer: City of Alamogordo

Address: Alamogordo

City: Alamogordo Zip: _____ Phone: _____

Certified Destruction Services	Qty	Rate	Cost
Medium Container(s) - Paper	226	6.50 ea	1469.00
Small Container(s) - Paper			
Cd's & Floppy Disks		.25¢ ea	
License Plates		\$1.00 ea	
Hard Drives		\$15.00 ea	
226 Boxes = 27 Containers			

Non-Certified Destruction Services	Qty	Rate	Cost
Mini Container(s) - Pill Bottles			
VHS, Tapes		\$1.00 ea	
Reel to Reel		\$15.00 ea	
Other Service Fees:			
Recycle			
Fuel Surcharge			

Credit Card Info: ☐ Visa ☐ Mastercard Tax 117.52
Total Due \$ 1586.52

Card # _____ Exp: _____

Name: _____ Verification Code: _____

Address: _____ Zip #: _____

Picked Up #: _____ Dropped Off #: _____

Sunny J. Clay Time In: _____ Out: 7/20/16
TDI Service Representative Date

I certify that the records/documents will be destroyed in a secure manner, maintaining their confidentiality at all times.

Nancy E. Rosa 7/20/16
Customer Acknowledgement of Service Requested Date

I acknowledge notice and oral approval of any increase in the original estimated price. TERMS: Net 30 days unless otherwise specified. Past due charge is \$5.00 per month on unpaid balance. If necessary to institute legal action to enforce collection of the amount due under this invoice, buyer agrees to pay all necessary costs and attorney's fees. Transfer of Custody: Customer acknowledges that the materials being handed over are for the purpose of being destroyed. Any material in a designated "Recycle" bin will not be shredded and the Company will not be held responsible for any breach of federal or state regulations regarding the outcome of contents. Itemized lists or descriptions of contents of materials submitted by the Customer to the Company shall be generally considered for reference purposes only, and are not considered proof that said documents are in fact contained in the materials accepted.

Certificate of Destruction

Off-Site Destruction _____

A copy of this invoice & certificate of destruction will be sent to you once the materials have been destroyed at our facility. Facility address is 2600 Kelley Ave., Alamogordo, NM.

On-Site Destruction X

Total Destruction, LLC certifies that the records received on this date are considered confidential and will be processed and transported as such. As specified in the Terms and Conditions (of contract, service agreement, etc.) materials will be handled in a confidential manner.

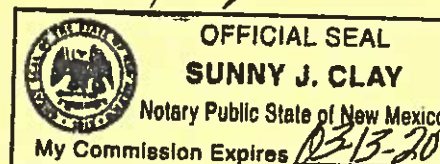
The documents were shredded and recycled in accordance with the standards of the National Association of Information Destruction (NAID) on this date: 7-20-16

Certified by: Sunny J. Clay
Chief Security Officer

Witness: (If Applicable) Nancy E. Rosa, CMC

Title: (If Applicable) City Clerk

Notarized by: Sunny J. Clay



SMALL SERVICES AGREEMENT
(\$1,000 - \$10,000)

THIS AGREEMENT made this 20 day of July, 2016, is between **Total Destruction, LLC** ("Consultant/Contractor") and the **City of Alamogordo**, a New Mexico municipal corporation ("City").

**WHEREAS THE CITY AND THE CONSULTANT/CONTRACTOR DO
MUTUALLY AGREE THAT:**

- 1. Scope of Work.** The Consultant/Contractor shall perform work as described in Exhibit "A" (the "Work"). The methods and manner Consultant/Contractor uses to accomplish that work are not specified by the City. All work product produced in performance of this agreement are the property of the City and shall be turned over to the City upon request. Nothing produced, in whole or in part, by the Consultant/Contractor under this agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Consultant/Contractor. Consultant/Contractor shall perform the Work in the manner as are customarily performed by one providing such Work in other, same, or similar businesses. Contact person within the City for the purpose of this agreement is: City Clerk.
- 2. Compensation.** The City shall pay the Consultant/Contractor for \$1,586.52 inclusive of NMGR (See Exhibit "A"). Said payment to be made by the City upon receipt and certification of an itemized invoice submitted on the Consultant/Contractor's usual billing form to the City Attorney. Payment is due within 30 days of receipt of invoice. The Consultant/Contractor, upon final payment of the amounts due under this Agreement, releases the City, its officers and employees, from all liabilities and obligations arising from or under this agreement, including but not limited to all damages, losses, costs, liability, and expenses, including but not limited to attorneys' fees and costs of litigation that the Consultant/Contractor may incur.
- 3. Term.** This agreement shall enter into force upon the date of the last signature by the authorized representatives of the parties (hereinafter referred to as the "Effective Date") and it shall remain in force until the parties fulfill all their obligations hereunder.
- 4. Time of Commencement and Completion.** The Work shall be commenced immediately within and completed within 30 days unless otherwise agreed to by the parties.
- 5. Status of Consultant/Contractor.** The Consultant/Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City of Alamogordo. The Consultant/Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this agreement. The Consultant/Contractor acknowledges that all sums received hereunder are reportable by the Consultant/Contractor for tax purposes, including without limitation, self-employment and business income tax. The Consultant/Contractor agrees not to purport to bind the City unless the Consultant/Contractor has express written authority to do so, and then only within the strict limits of that authority. The Consultant/Contractor will be responsible for compliance with all applicable laws, rules and

regulations involving, but not limited to, employment, labor hours of work, working conditions, payment of wages, payment of taxes, such as unemployment, social security and other payroll taxes including other applicable contributions from such persons when required by law.

6. Indemnification. The Consultant/Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this agreement, caused by the negligent act or failure to act of the Consultant/Contractor, its officers, employees, servants, subcontractors or agents, resulting in injury or damage to persons or property during the time when the Consultant/Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this agreement.

7. Immunity. The parties acknowledge and agree that nothing in the solicitation or this agreement shall be construed as a modification, compromise or waiver by the City of any rights or defenses of any immunities provided by Federal law or the laws of the State of New Mexico to the City or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitation of the New Mexico Tort Claims Act.

8. Equal Opportunity Compliance. In accordance with all such laws of the State of New Mexico, the Consultant/Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this agreement. If the Consultant/Contractor is found not to be in compliance with these requirements during the life of this agreement, Consultant/Contractor agrees to take appropriate steps to correct these deficiencies.

9. Confidentiality. Any confidential information provided to or developed by the Consultant/Contractor in the performance of this agreement shall be kept confidential and shall not be made available to any individual or organization by the Consultant/Contractor without the prior written approval of the City.

10. Conflict of Interest. The Consultant/Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Consultant/Contractor certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer, state employee or former state employee have been followed.

11. Miscellaneous Provisions.

- a. This agreement shall be governed by the laws of the State of New Mexico as to interpretation and performance.
- b. This agreement may be amended only in writing signed by both parties.
- c. This agreement may not be assigned in whole or in part without written consent of the City.

IN WITNESS WHEREOF, the City and the Consultant/Contractor have executed this Agreement as of the dates indicated below.

Consultant/Contractor
Total Destruction, LLC

Date: 7/21/16

By: Crystal Sampson, President

NM Taxpayer Identification Number: 03-142467-008
Federal Taxpayer Identification Number: 26-3110871

CITY OF ALAMOGORDO, NEW MEXICO
a New Mexico municipal corporation

Date: 7-21-16

By: [Signature]
Maggie Paluch, Acting City Manager

ATTEST:

[Signature]
Nancy Jacobs, City Clerk

APPROVED AS TO FORM:

[Signature]
Lauren Truitt, Assistant City Attorney

CITY OF ALAMOGORDO, NEW MEXICO

Office of the City Clerk
1376 E. Ninth Street, Alamogordo, NM 88310
(575) 439-4205 (575) 439-4396 fax
njasobs@ci.alamogordo.nm.us

2016**NOTIFICATION OF RECORDS DESTRUCTION**

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

DEPT. WHERE RECORD ORIGINATED	DESCRIPTION OF RECORD	YEAR OF RECORD	ITEM# AUTHORIZING DESTRUCTION	Archive Box Number	DESTROY DATE
Legal	LEGAL CASE FILE: closed (2000 – 2005)	2000 - 05	1.15.3.401(1)	2016-1	07-20-2016
Finance	BANK STATEMENTS: (Jul. 2008 – Feb. 2009)	2008 - 09	1.15.5.508	2016-2	2016
Finance	PAYMENT INVOICE FILES: (Dec. 2008 – Jun. 2009)	2008 - 09	1.15.5.204(1)	2016-3	2016
Finance	PAYMENT INVOICE FILES: (May – Dec. 2008)	2008	1.15.5.204(1)	2016-4	2016
Finance	VOUCHERS (JOURNAL): (Jul. 2008 – Jun. 2009)	2008 - 09	1.15.5.505(1)	2016-5	2016
Finance	BANK STATEMENTS: (Mar. – Jun. 2009)	2009	1.15.5.508	2016-6	2016
Finance	RECONCILIATION OF CASH TRANSACTIONS, MONTHLY: (Jul. 2008 – Jun. 2009)	2008 - 09	1.15.5.506(1)	2016-7	2016
Finance	REVENUE CONTRACTS AND GRANTS: (Jan. 2009 Terminated)	2009	1.15.5.208	2016-8	2016
Senior Center	RECEIPTS- ASC LEDGERS, GEN.-ACS:Mileage reimburs. PHONE LOGS-ACS	2006-2008 5/08-6/09 5/08-4/09	1.15.5.203 1.15.5.502 1.15.3.132	2016-9	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs July 1-15, 2011	2012	1.15.5.203	2016-10	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs July 16-30, 2011	2012	1.15.5.203	2016-11	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Aug. 1-15, 2011	2012	1.15.5.203	2016-12	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

NOTIFICATION OF RECORDS DESTRUCTION

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

Finance	UTILITY BILLING RECEIPTS – Water Stubs Aug. 16-31, 2011	2012	1.15.5.203	2016-13	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Sept. 1-15, 2011	2012	1.15.5.203	2016-14	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Sept. 16-30, 2011	2012	1.15.5.203	2016-15	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Oct. 1-15, 2011	2012	1.15.5.203	2016-16	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Oct. 16-31, 2011	2012	1.15.5.203	2016-17	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Nov. 1-15, 2011	2012	1.15.5.203	2016-18	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Nov. 16-31, 2011	2012	1.15.5.203	2016-19	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Dec. 1-15, 2011	2012	1.15.5.203	2016-20	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Dec. 15-31, 2011	2012	1.15.5.203	2016-21	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Jan. 1-15, 2012	2012	1.15.5.203	2016-22	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Jan. 16-31, 2012	2012	1.15.5.203	2016-23	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Feb. 1-12, 2012	2012	1.15.5.203	2016-24	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs Feb. 16-29, 2012	2012	1.15.5.203	2016-25	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs March 1-15, 2012	2012	1.15.5.203	2016-26	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs March 16-30, 2012	2012	1.15.5.203	2016-27	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

NOTIFICATION OF RECORDS DESTRUCTION

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

Finance	UTILITY BILLING RECEIPTS – Water Stubs April 1-15, 2012	2012	1.15.5.203	2016-28	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs April 16-30, 2012	2012	1.15.5.203	2016-29	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs May 1-15, 2012	2012	1.15.5.203	2016-30	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs May 16-31, 2012	2012	1.15.5.203	2016-31	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs June 1-15, 2012	2012	1.15.5.203	2016-32	2016
Finance	UTILITY BILLING RECEIPTS – Water Stubs June 16-30, 2012	2012	1.15.5.203	2016-33	2016
Finance	UTILITY BILLING Cash Reports July 2011 – Aug. 2011	2011	1.15.5.207	2016-34	2016
Finance	UTILITY BILLING Cash Reports Sept. 2011- Oct. 2011	2012	1.15.5.207	2016-35	2016
Finance	UTILITY BILLING Cash Reports Nov. 2011 – Dec. 2011	2012	1.15.5.207	2016-36	2016
Finance	UTILITY BILLING Cash Reports Jan. 2012- Feb. 2012	2012	1.15.5.207	2016-37	2016
Finance	UTILITY BILLING Cash Reports March 2012 – April 2012	2012	1.15.5.207	2016-38	2016
Finance	UTILITY BILLING Cash Reports May 2012 – June 2012	2012	1.15.5.207	2016-39	2016
Finance	UTILITY BILLING Cash Reports – End of Day Cash Updates June 2010-May 2011	2011	1.15.5.207	2016-40	2016
Finance	UTILITY BILLING Cash Reports – EOD, EOM, Dep Log, AR Reports July 2011-June 2012	2012	1.15.5.207	2016-41	2016
Finance	UTILITY BILLING Cash Reports – Daily Cashiers List July/Aug. 2011	2012	1.15.5.207	2016-42	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

NOTIFICATION OF RECORDS DESTRUCTION

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

Finance	UTILITY BILLING Cash Reports – Daily Cashiers List Sept./Oct. 2011	2012	1.15.5.207	2016-43	2016
Finance	UTILITY BILLING Cash Reports – Daily Cashiers List Nov./Dec. 2011	2012	1.15.5.207	2016-44	2016
Finance	UTILITY BILLING Cash Reports - Daily Jan. – Feb. 2012	2012	1.15.5.207	2016-45	2016
Finance	UTILITY BILLING Cash Reports - Daily March – April 2012	2012	1.15.5.207	2016-46	2016
Finance	UTILITY BILLING Cash Reports - Daily May – June 2012	2012	1.15.5.207	2016-47	2016
Finance	UTILITY BILLING Receipts Aug. 2011	2012	1.15.5.203	2016-48	2016
Finance	UTILITY BILLING Receipts Sept. 2011	2012	1.15.5.203	2016-49	2016
Finance	UTILITY BILLING Receipts April – June 2012	2012	1.15.5.203	2016-50	2016
Finance	UTILITY BILLING Receipts July – Nov. 2011	2012	1.15.5.203	2016-51	2016
Finance	UTILITY BILLING Yellow Tape Receipts Nov. 2011 – Feb. 2012	2012	1.15.5.203	2016-52	2016
Finance	UTILITY BILLING Receipts March – June 2012	2012	1.15.5.203	2016-53	2016
Finance	UTILITY BILLING Cycle Billing Receipts 1-13 July 2011	2012	1.19.8.557	2016-54	2016
Finance	UTILITY BILLING Cycle billing Registers 1-13 August 2011	2012	1.19.8.557	2016-55	2016
Finance	UTILITY BILLING Registers –Cash update Jan. 2011- Dec. 2011	2012	1.19.8.557	2016-56	2016
Finance	UTILITY BILLING T-on/ Misc. Jan. – Dec. 2011	2012	1.19.8.557	2016-57	2016
Finance	UTILITY BILLING Workorder (Misc.) Jan. – Dec. 2011	2012	1.19.8.555	2016-58	2016
Finance	UTILITY BILLING Final Work order Jan. – Dec. 2011	2012	1.19.8.555	2016-59	2016
Finance	UTILITY BILLING Receipts (Misc.) July 2011 – June 2012	2012	1.15.5.203	2016-60	2016
Finance	UTILITY BILLING Receipts (Return Ck. Payments & Receipt Books) July 2011 – June 2012	2012	1.15.5.203	2016-61	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

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Finance	Payroll – Warrants – PR liability check rpts., PR insurance check rpts. 2009	2009	1.15.5.311 D-1	2016-62	2016
Municipal Court	Money Transaction Rpts. Payroll / Comm. Serv. / NSF / Bonds – Jan.-Dec. 2010 Payroll / Comm. Serv. / NSF / Bonds - Jan.-Dec. 2011 Cash Rpts. Oct.-Dec. 2011	2012	1.19.9.101	2016-63	2016
Municipal Court	Money Transaction Rpts. June – Sept. 2011	2012	1.19.9.101	2016-64	2016
Municipal Court	Money Transaction Rpts. Jan-Feb. 2012 Cash Rpts. & ARS Collection Folders 2007 – 2010	2012	1.19.9.101	2016-65	2016
Municipal Court	Money Transactn Rpts & Cash Receipts March – June 2012	2012	1.19.9.101	2016-66	2016
Community Svcs: Rec Center	Dash Reports Daily: Deposits 09/2011-07/2012	2011-2012	1.15.5.207	2016-67	2016
Administration	Time Cards: FY11-12 Kronos Hourly & Salary; Exception Rpts; Direct Deposit; Info. & Instruction	FY 11-12	1.15.5.401	2016-68	2016
Finance	Purchasing/Central Rec.: AP/CR/PP Inventories FY07-08 & FY08-09	2007-2009	1.15.5.204	2016-69	2016
Finance	Purchasing/Central Rec.: CR/PP Building PO's 7/08-6/09	2008-2009	1.15.5.204	2016-70	2016
Finance	Cash Reports,Daily Jul & Aug 2011	2012	1.15.5.207(1)	2016-71	2016
Finance	Cash Reports,Daily Sept & Oct. 2011	2012	1.15.5.207(1)	2016-72	2016
Finance	Cash Reports,Daily Nov. & Dec. 2011	2012	1.15.5.207(1)	2016-73	2016
Finance	Cash Reports,Daily Jan. & Feb. 2012	2012	1.15.5.207(1)	2016-74	2016
Finance	Cash Reports,Daily Mar. & Apr. 2012	2012	1.15.5.207(1)	2016-75	2016
Finance	Cash Reports,Daily May & Jun. 2012	2012	1.15.5.207(1)	2016-76	2016
Finance	Cash Reports Daily July & August 2012	2012	1.15.5.207(1)	2016-77	2016
Finance	Cash Reports Daily 9/1/12 to 10/31/12	2012	1.15.5.207(1)	2016-78	2016
Finance	Cash Reports Daily 11/1/12 to 12/31/12	2012	1.15.5.207(1)	2016-79	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

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Finance	Cash Reports Daily 1/1/13 to 2/28/13	2013	1.15.5.207(1)	2016-80	2016
Finance	Cash Reports Daily 3/1/13 to 4/30/13	2013	1.15.5.207(1)	2016-81	2016
Finance	Cash Reports Daily 5/1/13 to 6/30/13	2013	1.15.5.207(1)	2016-82	2016
Finance	Cash Reports Daily Nov & Dec 2012	2012	1.15.5.207(1)	2016-83	2016
Finance	Cash Reports Daily 7/2012 to 8/2012	2012	1.15.5.207(1)	2016-84	2016
Finance	Daily Checklist Sept to Oct 2012	2012	1.15.5.207(1)	2016-85	2016
Finance	Cash Report Daily July 2012 to June 2013	2013	1.15.5.207(1)	2016-86	2016
Finance	Daily Checklist Jan 2013 to Feb 2013	2012	1.15.5.207(1)	2016-87	2016
Finance	Cash Report Daily March 1 to April 2013	2012	1.15.5.207(1)	2016-88	2016
Finance	Cash Report Daily May to June 2013	2012	1.15.5.207(1)	2016-89	2016
Clerk's Office	Board and Committee Files –Nutrition Advisory Council; Parks & Recreation; Planning & Zoning; Library Board; Promotion Board; Housing Authority; Senior Volunteer; Retired Senior Volunteer; and Solid Waste Authority	2008	1.15.3.113	2016-90	2016
Clerk's Office	Request for Public Records	2012	1.15.3.708	2016-91	2016
Clerk's Office	Board and Committee Files – Airport Advisory; Airport Zoning; Animal Control; Alamogordo disability Council; Cemetery Board; Community Development; Advisory Council; Hall of Fame; and Mayors Committee on Aging	2008	1.15.3.113	2016-92	2016
Clerk's Office	Travel Reconciliation	2010	1.15.5.314	2016-93	2016
Finance (UB)	Revenue Reports	2011	1.19.8.557	2016-94	2016
Finance (UB)	Revenue Reports	2010	1.19.8.557	2016-95	2016
Finance	Deposit Book	FY2012	1.15.5.205	2016-96	2016
Personnel	Education & Training files 1/2010-5/2012	2012	1.15.7.128	2016-97	2016
Personnel	Rejected Applications 1/2011-12/2011 (detailed list with RSI form)	2012	1.15.7.102	2016-98	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

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

Personnel	Rejected Applications 1/2011-12/2011 (detailed list with RSI form)	2012	1.15.7.102	2016-99	2016
Personnel	Rejected Applications 2/2011-12/2011 (detailed list with RSI form)	2012	1.15.7.102	2016-100	2016
Personnel	Rejected Applications 2/2011-12/2011 (detailed list with RSI form)	2012	1.15.7.102	2016-101	2016
Personnel	Rejected Applications 2/2011-12/2011 (detailed list with RSI form)	2012	1.15.7.102	2016-102	2016
Personnel	HR budget work papers (copies) 7/2005-6/20012	2012	1.15.5.101	2016-103	2016
Personnel	Rejected Applications 1/2012-12/2012 (detailed list with RSI form)	2012	1.15.7.102	2016-104	2016
Personnel	Rejected Applications 1/2012-12/2012 (detailed list with RSI form)	2012	1.15.7.102	2016-105	2016
Personnel	Rejected Applications 1/2012-12/2012 (detailed list with RSI form)	2012	1.15.7.102	2016-106	2016
Personnel	Rejected Applications 1/2012-12/2012 (detailed list with RSI form)	2012	1.15.7.102	2016-107	2016
Personnel	Rejected Applications 1/2012-12/2012 (detailed list with RSI form)	2012	1.15.7.102	2016-108	2016
Personnel	Rejected Applications 1/2012-12/2012 (detailed list with RSI form)	2012	1.15.7.102	2016-109	2016
Personnel	Rejected Applications 1/2012-12/2012 (detailed list with RSI form)	2012	1.15.7.102	2016-110	2016
Finance	Budget Work Papers FY11-FY12	2012	1.15.5.101	2016-111	2016
Finance	Revenue/Lodger's Tax Recpts. July 2011-June 2012	2012	1.15.5.203	2016-112	2016
Muni Court	Money Trans Rpts/Non-DUI & Non-Domestic Violence Criminal Case files Jan 2012-Dec 2012 Alphabetical	2013	1.19.9.103 1.19.9.101	2016-113	2016
Muni Court	Money Trans Rpts/Non-DUI & Non-Domestic Violence Criminal Case files Jan 2011-Dec 2011 Alphabetical	2012	1.19.9.103 1.19.9.101	2016-114	2016
Comm. Services	AFRC Recreation program Files March 2013-Nov. 26, 2013	2014	1.19.8.652	2016-115	2016
Comm. Services	AFRC Recreation program Files Nov. 2012-Aug. 2013	2014	1.19.8.652	2016-116	2016
Code Enforcement	Notification of Violations June 2010 – July 2010 Case#10-6235 – 10-9219	2010	1.15.3.501	2016-117	2016

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2016

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Code Enforcement	Notification of Violations Jan 2010 – May 2010 Case#10-223 – 10-5849	2010	1.15.3.501	2016-118	2016
Code Enforcement	Notification of Violations Sept 2010 – Dec 2010 Case#10-12015 – 10-16639	2010	1.15.3.501	2016-119	2016
Code Enforcement	Notification of Violations July 2010 – Sept 2010 Case#10-9220 – 10-12014	2010	1.15.3.501	2016-120	2016
Code Enforcement	Notification of Violations May 2010 Case#10-5850 – 10-6187 (See attached list)	2010	1.15.3.501	2016-121	2016
Legal	Legal Case Files Mr. W Fireworks v. City CV-2003-139 SMWRC v. City, et al. US District Court CV-03-01110	2004 2005	1.15.3.401(1)	2016-122	2016
Legal	Closed Dist. Court Appeals 1/2002-12/2005	2006	1.15.3.401(1)	2016-123	2016
Legal	Closed Dist. Court Appeals 2005 A-M	2005	1.15.3.401(1)	2016-124	2016
Legal	Closed Dist. Court Appeals 2005 N-Z	2005	1.15.3.401(1)	2016-125	2016
Legal	Closed Muni court files A-CL 1/2005-12/2005	2006	1.15.3.401(1)	2016-126	2016
Legal	Closed Muni Court Case files CO- GO 1/2005-12/2005	2006	1.15.3.401(1)	2016-127	2016
Legal	Closed Muni Court Case files GR-K 1/2005-12/2005	2006	1.15.3.401(1)	2016-128	2016
Legal	Closed Muni court Case files L-MI 1/2005-12/2005	2006	1.15.3.401(1)	2016-129	2016
Legal	Closed Muni court Case files RO-V	2005	1.15.3.401(1)	2016-130	2016
Legal	Muni court W-Z 1/2005-12/2005	2006	1.15.3.401(1)	2016-131	2016
Legal	Closed Muni court Case Files MO-RI	2005	1.15.3.401(1)	2016-132	2016
Finance	UB-Cash Postings-Cashiers Jan.2014	2014	1.15.5.207	2016-133	2016
Finance	UB-Daily Checklist-Cashiers 10/1/2013-12/31/2013	2014	1.15.5.207	2016-134	2016
Finance	UB-End of Day/Deposit Logs	2014	1.15.5.207	2016-135	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

NOTIFICATION OF RECORDS DESTRUCTION

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

Finance	UB-Cash Post Listings-Cashiers 12/2013	2014	1.15.5.207	2016-136	2016
Finance	UB-Daily Cash Reports 7/1/2013-08/30/2013	2014	1.15.5.207	2016-137	2016
Finance	UB-Cash Post Listings-Cashiers 09/2013-10/2013	2014	1.15.5.207	2016-138	2016
Finance	UB-Daily Checklist-Cashiers 03/2014-04/2014	2014	1.15.5.207	2016-139	2016
Finance	UB-Cash post Listings-Cashiers 02/2014	2014	1.15.5.207	2016-140	2016
Finance	UB-Cash Post Listings-Cashiers 11/2013	2014	1.15.5.207	2016-141	2016
Finance	UB-Daily Checklist 07/1/2013-08/31/2013	2014	1.15.5.207	2016-142	2016
Finance	UB-Cash Post Listings-Cashiers 03/2014-04/2014	2014	1.15.5.207	2016-143	2016
Finance	UB-Daily Checklist-Cashiers 01/2014-02/2014	2014	1.15.5.207	2016-144	2016
Finance	UB-Cash Post Listings-Cashiers 05/2014	2014	1.15.5.207	2016-145	2016
Finance	UB-Deposit Slips 2014	2014	1.15.5.205	2016-146	2016
ASC	MOW – rt. sheets/monthly donations/phone records/sign-in sheets/drivers schedules/meal reports 10/2011-12/2011	2012	1.15.5.207(3) 1.15.3.132 1.19.8.941(2)	2016-147	2016
ASC	MOW – phone messages/home maker worksheets/client sheets/drivers info. 7/2011-6/2012	2012	1.15.3.132 1.15.3.109 1.15.7.113(1)	2016-148	2016
ASC	CS – Trans. Route Pkt. 2011-2012	2012	1.19.8.941(2)	2016-149	2016
ASC	MOW – Rt. Sheets/schedule of acnts/cash rpts/phone msgs/reports/donation sheets/phone messages 1/2012-4/2012	2012	1.19.8.941(2) 1.15.3.135 1.15.5.207 1.15.3.132	2016-150	2016
ASC	MOW – Rt. sheets/Cong Donation/phone messages 6/2011 – 8/2011	2012	1.15.3.109 1.19.8.941(2) 1.15.3.132	2016-151	2016
ASC	MOW – Gen. corresp/employee listing/schedule of daily activities/phone logs/route sheets/temp logs 1/2011- 6/2012	2012	1.15.3.109 1.15.7.113(1) 1.15.3.135 1.15.3.132	2016-152	2016
ASC	Sr. Services – Deposits/Gen. Corresp/Receipt books 2011-2012	2012	1.15.5.207 1.15.3.109 1.15.5.203	2016-153	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

NOTIFICATION OF RECORDS DESTRUCTION

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

ASC	Sr. Services – Transportation 2011-2012	2012	1.19.8.942	2016-154	2016
ASC	Sr. Services – Transportation & Gen. Corresp. 2011-2012	2012	1.19.8.942 1.15.3.109	2016-155	2016
ASC	MOW – Route sheets/schedules/donation sheets/monthly rpts/phone messages 10/2012-1/2013	2013	1.19.8.941(2) 1.15.5.207 1.15.3.135 1.15.3.132	2016-156	2016
PURCHASING	Accts Payable Invoices	2009	1.15.5.304(1)	2016-157	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-158	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-159	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-160	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-161	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-162	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-163	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-164	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-165	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-166	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-167	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-168	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-169	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-170	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-171	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-172	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-173	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-174	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-175	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

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PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-176	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-177	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-178	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-179	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-180	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-181	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-182	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-183	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-184	2016
PURCHASING	ACCTS PAYABLE INVOICES	2009	1.15.5.304(1)	2016-185	2016
City Clerk	Business License Files – Commercial Sol. 2008-2012	2012	1.19.8.105	2016-186	2016
City Clerk	Gen. Correspondence Files IPRA requests 1/1/2013-12/31/2013	2014	1.15.3.109	2016-187	2016
City Clerk	Gen. Correspondence Files IPRA requests 1/1/2013-12/31/2013	2014	1.15.3.109	2016-188	2016
	ADDED TO 2017 LIST			2016-189	
	ADDED TO 2017 LIST			2016-190	
	ADDED TO 2017 LIST			2016-191	
MIS	Vendor files/vendor invoices 1999-2013	2013	1.15.5.301 1.15.5.304(2)	2016-192	2016
MIS	Vendor files/vendor invoices 1994-2013	2013	1.15.5.301 1.15.5.304(2)	2016-193	2016
MIS	Vendor files/vendor invoices 2003-2013	2013	1.15.5.301 1.15.5.304(2)	2016-194	2016
MIS	Vendor files/vendor invoices 2005-2013	2014	1.15.5.301 1.15.5.304(2)	2016-195	2016
Clerk	Election files – Test Ballots and Election Documents 2007-2009	2009	1.19.8.153	2016-196 ✓	2016
City Clerk	BUSINESS REGISTRATIONS:	1970 - 81	1.19.8.106	BUS- (1)	2016

CITY OF ALAMOGORDO, NEW MEXICO

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2016

NOTIFICATION OF RECORDS DESTRUCTION

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City Clerk	BUSINESS REGISTRATIONS:	1981	1.19.8.106	BUS-R (2)	2016
City Clerk	BUSINESS REGISTRATIONS:	1982 - 83	1.19.8.106	BUS-R (3)	2016
City Clerk	BUSINESS REGISTRATIONS:	1984	1.19.8.106	BUS-R (4)	2016
City Clerk	BUSINESS REGISTRATIONS:	1985	1.19.8.106	BUS-R (5)	2016
City Clerk	BUSINESS REGISTRATIONS:	1986	1.19.8.106	BUS-R (6)	2016
City Clerk	BUSINESS REGISTRATIONS:	1987	1.19.8.106	BUS-R (7)	2016
City Clerk	BUSINESS REGISTRATIONS:	1988	1.19.8.106	BUS-R (8)	2016
City Clerk	BUSINESS REGISTRATIONS:	1989	1.19.8.106	BUS-R (9)	2016
City Clerk	BUSINESS REGISTRATIONS:	1990	1.19.8.106	BUS-R (10)	2016
City Clerk	BUSINESS REGISTRATIONS:	1991 - 92	1.19.8.106	BUS-R (11)	2016
City Clerk	BUSINESS REGISTRATIONS: (Discontinued)	1981 - 93	1.19.8.106	BUS-R (12)	2016
City Clerk	BUSINESS REGISTRATIONS:	1992 - 97	1.19.8.106	BUS-R (13)	2016
City Clerk	BUSINESS REGISTRATIONS:	1994 - 97	1.19.8.106	BUS-R (14)	2016
City Clerk	BUSINESS REGISTRATIONS: (A - L)	1993 - 98	1.19.8.106	BUS-R (15)	2016
City Clerk	BUSINESS REGISTRATIONS: (M - Z)	1993 - 98	1.19.8.106	BUS-R (16)	2016
City Clerk	BUSINESS REGISTRATIONS: (A - L)	1999	1.19.8.106	BUS-R (17)	2016
City Clerk	BUSINESS REGISTRATIONS: (M - Z)	1999	1.19.8.106	BUS-R (18)	2016
APD	Admin Records 1994-1999	2000	1.15.3.123 1.15.3.109 1.15.3.107 1.15.3.106	✓ 2015-205	2016

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2016

NOTIFICATION OF RECORDS DESTRUCTION

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

APD	Admin Records 2001	2002	1.15.3.123 1.15.3.109 1.15.3.107 1.15.3.106	2015-214 ✓	2016
APD	Admin Records 2002	2003	1.15.3.213 1.15.3.109 1.15.3.107 1.15.3.106	2015-218 ✓	2016
APD	Admin Records 2003-2004	2005	1.15.3.123 1.15.3.109 1.15.3.107 1.15.3.106	2015-219 ✓	2016
APD	Admin Records 2005-2006	2007	1.15.3.123 1.15.3.109 1.15.3.107 1.15.3.106	2015-221 ✓	2016
APD	Admin Records 2000	2001	1.15.3.123 1.15.3.109 1.15.3.107 1.15.3.106	2015-222 ✓	2016
MIS	Software – outdated/non-transferable	1993-2016	1.15.2.306.D.2	2016-197	2016
MIS	Software – outdated/non-transferable	1993-2016	1.15.2.306.D.2	2016-198 ¹⁹⁸	2016
MIS	Software – outdated/non-transferable	1993-2016	1.15.2.306.D.2	2016-197 ¹⁹⁹	2016
MIS	Software – outdated/non-transferable	1993-2016	1.15.2.306.D.2	2016-197 ²⁰⁰	2016
MIS	Software – outdated/non-transferable	1993-2016	1.15.2.306.D.2	2016-197 ²⁰¹	2016
MIS	Software – outdated/non-transferable	1993-2016	1.15.2.306.D.2	2016-197 ²⁰²	2016
MIS	Software – outdated/non-transferable	1993-2016	1.15.2.306.D.2	2016-197 ²⁰³	2016
MIS	Software – outdated/non-transferable	1993-2016	1.15.2.306.D.2	2016-197 ²⁰⁴	2016

CITY OF ALAMOGORDO, NEW MEXICO

Office of the City Clerk
1376 E. Ninth Street, Alamogordo, NM 88310
(575) 439-4205 (575) 439-4396 fax
njacobs@ci.alamogordo.nm.us

2016

NOTIFICATION OF RECORDS DESTRUCTION

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

MIS	Software – outdated/non-transferable	1993-2016	1.15.2.306.D.2	2016- 197 205	2016
	TOTAL BOXES FOR 2016 DESTRUCTION				226

All above shredded by Total Destruction

On-site

July 20, 2016

Naughton, J. J. CMC
City Clerk

Earlier in year () I shredded box 2016-206
2016 Election Ballots
NP 7/20/2016
Naughton, J. J.

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2016

NOTIFICATION OF RECORDS DESTRUCTION

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

[illegible]

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/4/2016

Report No: 11.

Submitted By: Nancy Jacobs, City Clerk

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

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Appoint to the Mayor's Committee On Aging.

Background:

Airport Zoning Board. Three (3) vacancies. Staff Liaison -Veronica Ortega
(Opening due to the expiring term of Darron Williams and the resignation of Frank Nelson and Paul Vigneault.) No nominations received.

Alamogordo Disability Council. One (1) vacancy. Staff Liaison - Edward Balderrama
(Openings due to the expiring term of Rita Martinez) No nominations received.

Community Development Advisory Committee. Four (4) vacancies. Staff Liaison - Stella Rael
(Opening due to the expiring term of Bruce Knee and Tony Alger, and the resignation of Eddie Kemp and Arthur Alterson) No nominations received.

Housing Authority Advisory Board. Two (2) vacancies. Staff Liaison - Evelyn Huff
(Opening due to the expiring term of Kandace Daugherty and the resignation of Angela Mauldin) No nominations received.

Mayors Committee on Aging. Four (4) vacancies. Staff Liaison – Britney Courtier
(Openings due to the expiring term of Blaza Madrid, and the resignation of Dawn Lewis, David Day and Josephine Chavez) The following individual is interested in being appointed: Blaza Madrid - if appointed this will be her second term.

Parks and Recreation Board. One (1) vacancy. Staff Liaison - Veronica Ortega
(Opening due to the resignation of Michael Elliott) No nominations received.

Promotion Board. One (1) tourism related vacancy. Staff Liaison - Jan Waffull (Opening due to the resignation of Kathleen Beall) No nominations received.

Public Library Board. One (1) vacancy. Staff Liaison – Melissa Garcia
(Opening due to the expiring term of Joann Reynolds) No nominations received.

Senior Volunteer Programs Advisory Council. Three (3) vacancies. Staff Liaison - Julie Baker (Openings due to the resignations of Laura L Blackmon, William Whitley and Thomas Rich V.) No nominations received.

MAYOR'S COMMITTEE ON AGING

RECEIVED

JUL 25 2016

CITY CLERK

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

Name: Blaza Madrid
Home Phone: 575 224 1564 Work Phone: _____
Cell Phone: " " " Fax No: _____
e-mail address: blazamadrid36@yahoo.com
Physical Address: 1825 Crescent Alamogordo 88310
Is the above address within City limits? Yes ☒ No _____
Mailing Address: same as above
Present Employer: _____ Job Title: _____

Board/Committee you wish to serve on:

First choice: Mayers Committee
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: I have served on the MCoA for the past two years.

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

Please return completed application to:

City Clerk's Office
1376 E. Ninth Street
Alamogordo, NM 88310
PHONE: (505)439-4205
FAX: (505)439-4396

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 08/09/2016

Report Date: 8/1/2016

Report No: 12.

Submitted By: Nancy Jacobs, City Clerk

Subject: Adjourn into Executive Session in compliance with Section 10-15-1(H), NMSA 1978 (as amended), to discuss: bargaining strategy preliminary to collective bargaining negotiations (AFSCME & APSOA), and purchase, acquisition or disposal of real property (First & Florida project). **(Roll Call Vote required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Background: