



Alamogordo City Commission

NOTICE OF MEETING

Regular Meeting Agenda

May 23, 2017 - 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
Lauren Truitt City Attorney
Rachel Hughs City Clerk

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

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

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

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

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

CALL TO ORDER & ROLL CALL

Announce the presence of a Quorum.

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PRESENTATIONS

1. Presentation on Holloman's Big Give 10th Anniversary. (Sargent Warren Spearman)

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.

2. Approve the minutes for the May 9, 2017 Regular meeting. *(Rachel Hughs, City Clerk)*
3. Approve the minutes for the May 10, 2017 Preliminary Budget Hearing meeting. *(Rachel Hughs, City Clerk)*
4. Hold a public hearing and consider Resolution No. 2017-14 adopting the Fiscal Year 2017-2018 Preliminary Budget. *(Kathy Gilsdorf, Budget Analyst)* **(Roll Call Required)**
5. Consider, and act upon, Resolution No. 2017-13 removing uncollectible and unsecured Utility, Library, Recreation Center, Public Housing Authority, other miscellaneous accounts from the City's accounts receivable and returned checks. *(Julianne Hall, Finance Director)* **(Roll Call Required)**
6. Consider, and act upon, Ordinance 1537 for a map amendment to the official zoning map of the City of Alamogordo to rezone the properties located at 2310 & 2400 Collins Ave. from M-2 Industrial District to R-4 Multiple Family Dwelling District. Case Z-2017-001(A) *(Darron Williams, City Planner)* **(Roll Call Required)**

ITEMS REMOVED FROM CONSENT AGENDA

UNFINISHED BUSINESS

WORK SESSION

7. Workshop and update on Alamogordo Main Street Program. *(Darron Williams, City Planner)*

EXECUTIVE SESSION (Roll Call Vote Required)

8. Adjourn into Executive Session in compliance with Section 10-15-1(H), NMSA 1978 (as amended), to discuss Pending Litigation (1507 Rockwood and 1201 Monroe). **(Roll Call Required)**

ADJOURNMENT

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 05/23/2017

Report Date: 05/04/2017

Report No: 1.

Submitted By: Rachel Hughs

Subject: Presentation on Holloman's Big Give 10th Anniversary. (*Sargent Warren Spearman*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Background: Mr. Spearman will present Holloman's Big Give 10th Anniversary.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 05/23/2017

Report Date: 05/18/2017

Report No: 2.

Submitted By: Rachel Hughs

Subject: Approve the minutes for the May 9, 2017 Regular meeting. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Approve the minutes.

Background: This is required by the Open Meetings Act.

**CITY OF ALAMOGORDO, NEW MEXICO
CITY COMMISSION REGULAR MEETING MINUTES
6:30 P.M., COMMISSION CHAMBERS
May 9, 2017**

**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
LAUREN TRUITT, CITY ATTORNEY
RACHEL HUGHS, CITY CLERK**

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

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

APPROVAL OF AGENDA

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

Mayor Boss reminded everyone making a presentation of a 15 to 20 minute time limit. He also reminded everyone that a presentation is not a question and answer session and at the end of each presentation each Commissioner will have an opportunity to make a comment or ask a question.

PRESENTATIONS

**1. Presentation on Consensus Planning, Inc. concerning the Comprehensive Plan update.
(Jackie Fishman, Principle)**

City Planner Williams introduced Jackie Fishman as the consultant for the Comprehensive Plan update. Consensus Planning Principle Fishman said they will do a complete overhaul of the existing Comprehensive Plan. This will be a nine to twelve month planning process. They will look to involve the public throughout the process. She said their sub-consultant on the project is Smith Engineering.

2. Presentation on Ultra Health, medical cannabis. (Leonard Salgado, Ultra Health Vice President)

Ultra Health Vice President Salgado said they are opening a business located at 601 N. White Sands Blvd. They are looking to hire at least six staff members here in Otero County. This Alamogordo location will introduce new medicine to Otero County and probably New Mexico. Ultra Health will be offering sublingual tablets, transdermal adhesive patches, and suppositories. They will be having an open house in the next couple of weeks and would like to invite everyone to visit. He said Otero County has 834 registered medical patients. (see Blue Book for power Point)

Commissioner Sikes asked if the cannabis medicines are FDA approved. Mr. Salgado said they are not. Commissioner Sikes asked how one gets a medical marijuana card. Mr. Salgado said there is an application you can obtain from the medical cannabis program through the Department of Health website. You take that form to your primary care physician and there is no fee for the card. The Department of Health has never denied anyone a medical cannabis card who qualifies for one.

Mayor Pro-Tem Hernandez asked if there was a way to test for PTSD. Mr. Salgado said there is a series of psychological questions. There are many veterans that qualify for that condition. Normally a psychiatrist would have to be involved. Mayor Pro-Tem Hernandez said I understand the use of it and

there are actual people that need it, but I've known people that know the right answers to the questions for PTSD. Mr. Salgado said most veterans qualify for 2 or 3 medical conditions, not just PTSD.

Commissioner Payne asked how people pay for this. Mr. Salgado said they pay out of pocket. This is a non-reimbursable medication. Commissioner Payne asked if he had any kind of statistics of the socioeconomic classes that you serve or what their income is. Mr. Salgado said many of their patients are on a fixed income and many are military veterans. Their patients are primarily between the age of 45 and 65. Commissioner Payne said she is more interested in their income levels and how hard it is for them to pay for it and gave an example, the new pills that will be introduced, how much will that cost. Mr. Salgado said it will range from \$25 to \$40. Commissioner Payne asked how long they will last. Mr. Salgado said it will depend on the actual amount. They will come in packages of 20 and 25. Commissioner Payne said I am assuming they will take it more than once a day. Mr. Salgado said they can, it just depends on their threshold level. Commissioner Payne asked if what he is saying is this is non addictive. Mr. Salgado said I am not a Doctor, but I will say it does not have those addictive qualities that you would find in opioids or pain killers. Commissioner Payne asked if they will build up a tolerance. Mr. Salgado said you can build up a tolerance just like any other medication.

Mayor Boss stated he and Acting City Manager Paluch had a meeting on March 9, 2017 at the request of Abe Moore, Building Contractors Association President. The topic of the meeting was to discuss fees charged on vacant properties, specifically Ordinance 28-03-005 and 28-03-085. He stated, he and Acting City Manager Paluch explained why they thought the rationale behind the monthly fee to vacant property was appropriate. Mayor Boss referenced a letter provided on May 2, 2017 in which he gave reasons in support of the Ordinance. He sent the letter not knowing that a response was expected from this meeting. In that meeting I expressed my concern as to whether or not the dollar amount charged was reasonable. He informed Mr. Moore that City staff would be going into budget season soon and that would be the perfect time to analyze the amount charged. Acting City Manager Paluch agreed and said she and Finance Director Julianne Hall will develop a report for the Commission to evaluate after the preliminary budget preparations. He also informed Mr. Moore that the Commission had decided to table the issue until our Preliminary Budget was being discussed. He said your presentation tonight is very much appreciated. Your information helps us in making decisions. He reminded everyone again that the presentations portion of the agenda is not a question and answer session. Please direct your comments to myself and Commissioners. As I previously stated Commissioners and City Manager will have an opportunity to comment after the presentation.

3. Building Contractors Association of Otero County will be speaking on COA Ordinance 28-03-085 and 28-03-005. (Josh Rardin, Contractor)

Mr. Josh Rardin spoke on behalf of the Building Contractors Association to discuss Ordinance 1506. He said they specifically have problems with sections 28-03-005 and 28-03-085 of the Ordinance. The Ordinance states that any subdivision that was already established prior to this being passed in December 15, 2015 has a two year grace period. They have two developers that have 80 vacant lots each right now and come this December those developers will have a \$29.63 base rate charge on each of those lots. This will be a \$2,370.40 bill each month on those subdivision lots. He gave a couple more of examples that this Ordinance would have on developers. We feel this is really going to hinder development. If they are going to be charged this kind of fee on those vacant lots, they are not going to subdivide anymore. It is in the City's best interest to have them subdivide these one acre tracts. I am guessing, but on a one acre tract you are probably getting \$20,000 a year on property taxes. If they go ahead and subdivide, you will have 3 to 4 lots that you are going to get your tax revenue, gross receipts on the sale of the home, and the sale of water and water meters on all of those homes. One of the questions that I have for the Commission is how much revenue is this generating for you and where do you plan on using on it. We have a big issue with section 28-03-005 item 8 of this Ordinance. This section states if you want to disconnect from the system you have to pay 24 times the base rate. He asked the Commission to put Ordinance 1506 on the agenda for the next City Commission meeting for public discussion.

Mayor Boss said with out a doubt we have a problem here. I think everybody agrees with that, it's just that we do not know what the problem is and what the effect will be. We can't just arbitrarily say to throw those Ordinances aside. Believe me, I understand exactly what you are saying and I think everybody on this Commission does. Something has to be done and we are at the time that we plan to look at that right now, during the budget season. Everybody knows that Alamogordo has had problems with the budget and the General Fund. Also, the State of New Mexico is having severe problems, so we are very cautious. When you come in and say we don't like this, we can't just say we'll set aside the \$29 fee. We've got to look at it, see what the ramifications might be. There is no doubt in my mind that we do have to do that and do it quickly.

Mayor Pro-Tem Hernandez said we operated fine prior to this Ordinance being enforced.

Mr. Rardin said over and above your one-twelfth operating reserves that you need to keep in the account, you are rolling over almost 2.7 million dollars. He said according to your website, you guys rolled over 14 million last year in that account. I am assuming you had a grant or a large project because that looks a little extraordinary, but the year before that it was 22 million dollars and the year before that it was almost 8 million dollars. We wanted to voice some of our concerns and point out some of the impact that it is having on our industry and the real estate industry and have the Commission look at it and see if we can make the change.

Mayor Pro-Tem Hernandez said when this Ordinance was passed I actually voted for the Ordinance because that was the recommendation to the City. At that time I did make a comment that this would happen here today. Mayor Boss said it is obvious that we are going to have to do something and we are going to have to do it ASAP. As I said, we are in the process of preparing the preliminary budget. This is the time for us to look at that and have staff put together some data together for us, present it to us and we will go from there

Mr. Rardin said the revenue you are generating from this, if we can nip it before you get used to having that little extra money in there. He asked if they can give them the numbers of how much of an impact it has. Mayor Boss said I don't know what projects are planned in that fund, some of that may be earmarked.

PUBLIC COMMENT

None.

CITY MANAGER'S REPORT

Acting City Manager Maggie Paluch made the following remarks:

1. She said staff is in the final stages of receiving estimates for the cost to rebuild Kid's Kingdom. At the Commission meeting on June 27, 2017, staff will present a couple of different options for discussion and direction from the Commission.
2. She said the bid for the Management for Basin Lanes was advertised on May 7, 2017 and will stay open until June 8, 2017. The bid is to manage the entire operation of the facility.
3. The Zoo Parameter Fence bid opening is scheduled for June 14, 2017. The project will be a 45 day contract once awarded. The award will go before the Commission on the second meeting in June.
4. She said there are two new primate exhibits at the zoo. The first one is complete and the Capuchin Monkeys are in their new home. The second one is about 95 percent complete, and Zoo staff is excited to get the porcupines and the other monkeys moved into that exhibit.
5. Staff is working on the budget. The budget hearings are scheduled for Wednesday and Thursday of this week from 6 to 9 p.m. at Fire Station #5. The public is welcomed to attend.
6. Military Appreciation Day at the Zoo is Saturday May 13, 2017. The registration fee is \$40 for a team of four, for Our American Hero Obstacle Course and will start at 7:30 in the morning. There is a cash prize of \$400 for first place, \$300 for second place, and \$200 for third place.

Opening Ceremonies kick off at 11:00 a.m. Families will be able to experience Arts and Crafts, food vendors, military displays, dance groups, various kid activities, pet adoptions and a DJ. The day is free for everyone.

REMARKS AND INQUIRIES BY THE CITY COMMISSION

None.

CONSENT AGENDA

- 4. Approve the minutes for the April 25, 2017 Regular meetings.** *(Rachel Hughs, City Clerk)*
- 5. Consider, and act upon, approval of the State of New Mexico Audit Contract for FY2017, to be performed by RPC CPA's & Consultants, LLP.** *(Julianne Hall, Finance Director)*
- 6. Consider, and act upon, approval of Change Order 1 in the amount of \$29,889, including NMGR, to Preslar's Dirtworks LLC related to the FEMA 4197 Debris Removal project.** *(Nancy Beshaler, Project Manager)*
- 7. Consider, and act upon, the Investment Report for the quarter ending March 31, 2017, in accordance with the City of Alamogordo Investment Ordinance.** *(Julianne Hall, Finance Director)*
- 8. Consider, and act upon, approval of the DFA Quarterly Report for the period ending March 31, 2017.** *(Julianne Hall, Finance Director)*
- 9. Consider and act upon Ordinance No. 1536 for final publication creating a law prohibiting Public Affray.** *(Lauren Truitt, City Attorney)* **(Roll Call Required)**

Mayor Pro-Tem Hernandez moved to approve items 4, 5, 6, 7, 8, 9 of the consent calendar.

Commissioner Baldwin seconded the motion.

Roll call was taken for items No. 9

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

NEW BUSINESS

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

Mayor Boss read the openings and appointed Christopher Orwell to the Alamogordo Promotion Board. No one was opposed. He said the Planning and Zoning Commission has one vacancy, but two applicants, Michael Elliott and Jake Roberts. Mayor Boss asked for discussion and ideas on the candidates.

Commissioner Sikes stated Mike Elliott is really interested in the City of Alamogordo. I think that can be attested to by the fact that only does he show up to the Commission meetings, but he keeps in close touch with me. He is very concerned with goes on not only in the neighborhood, but with the things we talk about in the Commission meetings. It would be my recommendation to appoint Mike Elliott.

Commissioner Payne said she knows Jake Roberts, and just for a point of reference, he would be equally qualified for that position.

Commissioner Baldwin said he knew them both and they are both qualified.

Mayor Boss appointed Mike Elliott to the Planning and Zoning Commission.

ADJOURNMENT

Mayor Pro-Tem Hernandez moved to adjourn at 7:23 p.m.

Commissioner Martin seconded the motion.

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

Mayor Richard Boss

ATTEST:

City Clerk Rachel Hughs

(Prepared by Eric Barraza, Deputy City Clerk)

Approved at the Regular Meeting held on May 23, 2017.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 05/23/2017

Report Date: 05/19/2017

Report No: 3.

Submitted By: Rachel Hughs

Subject: Approve the minutes for the May 10, 2017 Preliminary Budget Hearing meeting. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Approve the minutes.

Background: This is required by the Open Meetings Act.

**CITY OF ALAMOGORDO, NEW MEXICO
CITY COMMISSION BUDGET WORK SESSION
6:00 P.M.,
FIRE STATION 5, 1492 S. FLORIDA AVE
May 10, 2017**

**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
LAUREN TRUITT, CITY ATTORNEY
RACHEL HUGHS, CITY CLERK**

CALL TO ORDER & ROLL CALL

Mayor Boss called the meeting to order at 6: 03 p.m. Roll Call was taken by the City Clerk. Commissioner Baldwin and Commissioner Sikes were as absent. City Clerk Hughs announced there was a quorum present.

**Mayor Pro-Tem Hernandez approved the agenda.
Commissioner Turnbull second the motion.
Motion carried with a vote of 5-0-0.**

PRESENTATIONS

1. The Finance Staff will present the preliminary FY 17-18 City of Alamogordo Budget. (*Julianne Hall, Finance Director*)

Acting City Manager Paluch said Finance Director Hall will give an overview of the Budget for FY 17-18. and the Directors will present their requests.

Finance Director Hall described the various sections in the Budget Book. She said the preliminary budget adoption will be at the regular Commission meeting on May 23, 2017 and the preliminary budget is due to the New Mexico Department of Finance Administration by June 1st. The final budget revisions will be done the first couple of weeks in July. The final budget adoption will be at the regular Commission meeting on July 25th and due to the New Mexico Department of Finance Administration no later than July 31st.

She went over the budgets and revenues for the funds and what they are projecting. Mayor Boss asked why other services for FY 17 was much higher, almost double. She said she would get more information and find out for him. She spoke on changes in the General Fund. She showed the FY18 savings of \$1,413,884 with a new reserve of \$1,090,052. She explained the Gross Receipts Tax and the breakdown of the gross receipts tax rates. She spoke on Hold Harmless, Implementation and the Redirect Municipal GRT. She went over the Special Revenue Funds list and the Debt Service Funds 53, 59, and 82. Finance Director Hall spoke on Capital Project Funds and the various funds. She described the changes for the Capital Projects Funds. She pointed out taxes are the main revenue in the Capital Projects Funds. She explained the Enterprise Funds and stated the User fees are where most of the revenue comes from in this Fund. She said the expenditures area higher than the revenues in these Funds.

Finance Director Finance Director Hall spoke on the Trust and Agency Funds. She said Fund 22 will be moved to various Departments. She said the largest changes are in maintenance. Finance Director Hall summarized the Outside Agency Funding. For the Chamber of Commerce the recommendation was to combine the tourism contract and the operational & maintenance contract not to exceed \$30,000. Mike Espiritu expressed his concern and stated that would be a big hit to them.

Finance Director Hall spoke on OCEDC and said the recommendation is to discontinue Operating Expenses but increase the Economic Development Services contract not to exceed \$80,000. Mike Espiritu said he sees a challenge because OCDEC helps the community by using their reserve funds. Mayor Boss told Mr. Espiritu they have more in reserves and total assets than the City by far and the City has contributed \$100,000 over many years. He said they have built up their fund balance while the City barley breaks even. Mayor Boss stated he has not seen a great benefit that the City is receiving. He said OCDEC has spent over \$50,000 in travel expenses and the City does not even spend that much money in travel expenses. Commissioner Martin asked how much was in the OCDEC reserves Mr. Espiritu answered \$40,000.

Mayor Boss asked Mr. Espiritu what the write off of \$849,999 was for, he answered it was for the OCDEC property that was donated by Presto Corporation. Mayor Boss asked who originally owned that property, Mr. Espiritu said he did not know, but could find out. Mr. Espiritu said that was the portion that was allocated for the Cookie Company from Presto was \$150,000. He said they were third in line for the lien on the property, behind the bank and the City. Mayor Boss asked if the four brothers from Guadalajara, Mexico still owned the property. Mr. Espiritu explained the City had a lien on the property according to the previous City Attorney. Mr. Espiritu said when Western Baking took over, there was never any documents. Mayor Boss asked if the City never filed any liens, he answered, the previous City Attorney said OCDEC did not have any rights, the City does. City Attorney Truitt said she just asked their paralegal and said she recalled it had been taken care of, the amount had been satisfied. Mayor Pro-Tem Hernandez said he remembers there was over a million dollars owed to the City and they never got. Mayor Boss stated when a transaction like that takes place you perfect a title and that is why he couldn't understand how the land slipped away and he wrote off \$849,000.

Mayor Boss asked Mr. Espiritu why \$25,000 was submitted by OCDEC to advance technology for drones. He stated OCDEC does not advance money to any company, the money he was speaking about was money the Commission granted in the form of LEDA dollars GRT to that company and that money does not go to OCEDC, it goes to the City. Mayor Boss said there was \$25,000 owed that was not going to be paid back. Mr. Espiritu explained that was a contract that OCEDC had with a company to hire a marketing person to market their company and they were going to reimburse OCDEC. They hired a person and the company refused to pay them back, but that was their money. Mayor Boss said he does not have a problem with the recommendation made. Acting City Manager Paluch said the reason why the recommendation is coming from Julianne and herself is neither one of them believe they should be funding an outside agency with the General Fund money and that is why they want to reduce from that fund and OCDEC should be funded by Fund 105. Mayor Boss agreed with her. Commissioner Payne asked how long the City has been funding the \$100,000 out of the General Fund. Mayor Pro-Tem Hernandez said it was around 1998. Mr. Espiritu said he does not believe so, it was a much less amount, so it had been around five years.

Mayor Boss said he thinks it would be prudent for OCDEC to have an audit. Mr. Espiritu said that would be costly and cannot pay for it unless the City pays for it. Acting City Manager Paluch said that was within the contract for operating. Me Espiritu said the Chamber had its last audit about five years ago and cost \$6,000.

Acting City Manager Paluch asked if he Commission had any comments on the recommendations. Mayor Pro-Tem Hernandez said they should find a way to fund them, but if they are going to ask OCDEC for an audit that they ask the other agencies they fund for one too. Mr. Espiritu said their annual budget is around \$180,000. Commissioner Payne said they should have an audit for OCEDC every other year or three years. Mr. Espiritu asked if they require an audit for every board they give

money to them. Acting City Manager Paluch stated Zia Transportation is the other board the City gives money to and they do have audits. Mayor Boss said the amount of funding and looking at the financial statements is why the audit should be done, but he would like all seven Commissioners should be there when they decide. Acting City Manager Paluch said she has the financial statements Mr. Espiritu provided in case any of the Commissioners would like a copy.

Finance Director Hall continued speaking on the Outside Agency Funding. She stated the other outside agency is Zia Transportation with the contract of \$110,000 and it will be paid out of Fund 44. Acting City Manager Paluch stated they will be reducing the fair to \$1.

Directors spoke about their departments and requests.

Acting City Manager Paluch made the following comments:

She requested a Communications & Marketing Position. She explained what this position will be responsible for including the press releases and the City Facebook. The total cost of the new position is \$67, 474.52. She said the public information job description would be removed from the Executive Assistant position and the pay scale will be reduced from the Executive Assistant position. She said the Executive Assistant for the City manager would also be working for the Assistant City Manager. Mayor Pro-Tem Hernandez asked her what the cost is without the benefits, she answered the annual would be around \$49,000. He asked what the Executive Assistant's salary was, she said it would be the exact same salary and it would be reduced, so the starting pay for the Executive Assistant/PIO for the City Manager is \$23 an hour. The Executive Assistant supporting two people, the starting rate would drop to \$14.63 an hour. She stated the current employee is interested in this job. She also spoke on the various projects the City Manager's department is currently working on.

City Attorney Truitt made the following comments:

She requested a new full time administrative assistant. She said their current paralegal has a lot of tasks, including liens and would benefit if they had an administrative assistant. She spoke on the various projects the City Attorney's department is working on, liens, increase Municipal Court cases, code violations, policy and ordinances.

Acting City Manager Paluch stated the City Clerk's department had no changes for FY18.

Finance Director Hall made the following comments:

She stated they had no change in personal and spoke on the Finance department Capital Projects.

Human Resources Director Josselyn made the following comments:

She spoke on what the Human Resources department is working on and new projects. She requested a new safety and benefits position with the cost of about \$63,000. She explained how this position would save money for the City. She went over safety training and employee benefits. She asked to add Veteran's Day to the holidays observed and for part-time employees to be paid for holidays, which the City already budgets for. Commissioner Payne asked if job descriptions are being updated, Acting City Manager Paluch said that goes with the evaluation program. Commissioner Payne asked when the insurance was last reviewed because they do not seem affordable. HR Director Josselyn said she was working on that because the benefits are being diminished and the premiums are going higher. Mayor Pro-Tem Hernandez expressed insurance is one of his concerns.

Police Chief Syling made the following comments:

He spoke on changes in the Police department and open positions. He stated there would be no increases in personnel. He requested a new speed radar trailer to enforce traffic and have people slow down. The other capital project is the handicap stripping in their parking lot in order meet ADA compliance. He also explained the hiring process for police officers.

Fire Chief Deputy of Operations Ramirez made the following comments:

He spoke on behalf of Fire Chief LeClair. He spoke on the Fire Department accomplishments and what they are currently working on. He spoke on their goals and requested to do away with the Deputy Chief of Administration position to create two additional firefighter positions that are needed to alleviate the stress associated with fire staff that have worked 3-5 days straight. He spoke on the new Code Enforcement Abatement position and what a positive impact this position has been to the community.

Community Services Director Ortega made the following comments:

She was absent, Acting City Manager Paluch spoke on her behalf. She requested a full-time parks laborer position, a Zookeeper position, and reclassify two part-time positions to one full-time position.

Public Works Director Cesar made the following comments:

He spoke on capital and personal requests. He asked to have two new positions in Facility Maintenance for the Family Fun Center. He requested to reclassify levels of mechanics in Fleet, in Weeds and Drainage reclassify two seasonal employees to one full time employee and to hire three entry level positions in the Waste Water Treatment Plant. He also requested one entry position for the Water Filter Plant. He went over his requests for Capital projects. He spoke on the Street Maintenance Program and the Vehicle Replacement policy.

Engineering Manager Johnson made the following comments:

He announced the notice to proceed for the Desal Plant is one week from Monday. He said for the Bonito Lake Restoration Project, the engineer is scheduled to stamp 100 percent drawing designs on Monday. He spoke on smaller projects and the completion dates.

Finance Director Hall gave an overview of the Budget Plan Report for net recurring revenue and expenditures. She gave a PNM update. The preliminary budget will be approved at the next Commission meeting.

ADJOURNMENT

Commissioner Turnbull moved to adjourn at 10:11 p.m.

Commissioner Martin seconded the motion.

Motion carried with a vote of 5-0-0.

Mayor Richard Boss

ATTEST:

City Clerk Rachel Hughs

(Prepared by Rachel Hughs, City Clerk)

Approved at the Regular Meeting held on May 23, 2017.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 05/23/2017

Report Date: 05/15/2017

Report No: 4.

Submitted By: Kathy Gilsdorf

Subject: Hold a public hearing and consider Resolution No. 2017-14 adopting the Fiscal Year 2017-2018 Preliminary Budget. (*Kathy Gilsdorf, Budget Analyst*) **(Roll Call Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Beginning Cash Balances \$38,046,205
Revenues \$50,190,394
Expenditures \$56,289,835
Transfers In/Out \$0
Net Impact \$31,946,764

Recommendation: Approve Resolution 2017-14 **(Roll Call vote required)**

Background: The City is required to hold a public hearing on the budget before adopting the preliminary budget for the new fiscal year (2017-2018).

The preliminary budget is due to the Department of Finance and Administration (DFA) by June 1, and DFA is required to send the City's its interim approval of the preliminary budget prior to July 1, 2017.

The final budget will come before the City Commission at their regular meeting of July 25, 2017 and will include the true carry over fund balances and any other adjustments required. The final budget is due to DFA by July 30. DFA usually sends the approval of the final budget for the fiscal year no later than September 1.

The City Commission held a budget workshop on May 10, 2017 at the Fire Station 5 and no adjustments were made to the preliminary budget as a result of the workshops .

**STATE OF NEW MEXICO
CITY OF ALAMOGORDO, NEW MEXICO
RESOLUTION NO. 2017-14
2017-2018 ANNUAL BUDGET ADOPTION
(106th FISCAL YEAR)**

WHEREAS, the governing body of the City of Alamogordo, New Mexico, a New Mexico Municipal Corporation (hereinafter referred to as the "City"), has developed a preliminary Annual Budget for fiscal year 2017-2018, and

WHEREAS, the Preliminary Annual Budget was developed on the basis of need and through cooperation with all user departments, elected officials, and other department supervisors; and,

WHEREAS, the official Notice of Meeting for the review of the Annual Budget was duly posted on May 3, 2017 in compliance with the City of Alamogordo Open Meetings Act Resolution; and,

WHEREAS, it is the majority opinion of the governing body of the City that the Annual Budget meets the requirements as currently determined for fiscal year 2017-2018.

WHEREAS, the Department of Finance and Administration, State of New Mexico, is requested to give its interim approval to the City of Alamogordo, New Mexico's annual budget for fiscal year 2017-2018.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the governing body of the City of Alamogordo, New Mexico, hereby adopts the attached Annual Preliminary Budget and respectfully requests approval of these documents from the Local Government Division of the Department of Finance and Administration.

PASSED, APPROVED AND ADOPTED this 23rd day of May, 2017.

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

Mayor Richard Boss

Mayor Pro-Tem Al Hernandez

Commissioner Jason Baldwin

Commissioner Nadia Sikes

Commissioner Jenny Turnbull

Commissioner Erica Martin

Commissioner Susan Payne

(SEAL)

Rachel Hughs, City Clerk

REVIEWED FOR LEGAL SUFFICIENCY:

Lauren Truitt, City Attorney

**ALL FUNDS SUMMARY
PRELIMARY 2017-2018**

1/12TH REQ RSRV
1,324,289
Fund Reserve Policy
487,127
Bal. Remaining
2,955,085

FY18 Preliminary

FUND NO.	FY 2017-2018 FUND DESCRIPTION	UNAUDITED BEGINNING CASH BALANCE	ESTIMATED REVENUES	TRANSFERS IN	TRANSFERS OUT	NET CASH TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
11	GENERAL OPERATING FUND	6,257,018	18,338,613	847,505	4,785,167	(3,937,662)	15,891,468	4,766,501	1,811,416	2,955,085
15	CORRECTIONS-JAIL	5,000	81,072	26,344	0	26,344	107,416	5,000		\$5,000
16	LODGER'S TAX-PROMOTIONAL FUND	21,857	212,113	0	0	0	227,354	6,616		\$6,616
17	POLICE COURT BOND	6,338	0	0	0	0	0	6,338		\$6,338
19	COURT AUTOMATION FUND	30,418	81,688	0	0	0	93,077	19,029		\$19,029
20	LODGER'S TAX-CITY	120,761	402,858	0	1,720	(1,720)	455,874	66,025		\$66,025
21	D.A.R.E. DONATIONS FUND	8,120	4,102	0	0	0	7,309	4,913		\$4,913
22	DESIGNATED GIFT FUND	18,496	0	0	0	0	0	18,496		\$18,496
24	GRANT CAPITAL IMPROVEMENT	3,862	10,000	0	0	0	10,000	3,862		\$3,862
27	MUNICIPAL COURT OPERATIONS	5,000	10,000	409,592	0	409,592	419,592	5,000		\$5,000
28	POLICE CONTINGENCY	46,151	3,927	0	0	0	7,700	42,378		\$42,378
31	CEMETERY-PERPETUAL CARE	806,781	20,666	0	0	0	0	827,447		\$827,447
32	COMMUNITY SERVICES	5,000	468,414	3,549,736	15,480	3,534,256	4,002,670	5,000		\$5,000
33	FIRE PROTECTION	114,984	460,218	0	0	0	530,146	45,056	45,056	\$0
36	LAW ENFORCEMENT FUND	8,643	110,128	0	0	0	113,586	5,185		\$5,185
37	STATE HIGHWAY FUND	117,476	39,417	0	0	0	31,460	125,433		\$125,433
38	TRAFFIC SAFETY FUND	52,903	23,420	0	0	0	28,000	48,323		\$48,323
39	STATE JUDICIAL	3,253	75,500	0	0	0	75,500	3,253		\$3,253
40	AIRPORT IMPROVEMENT PROJECTS	0	0	0	0	0	0	0		\$0
42	1984 GROSS RECEIPTS TAX	1,332,315	1,659,501	0	2,661,814	(2,661,814)	0	330,002	217,173	\$112,829
44	TRANSPORTATION FUND	5,000	990,358	1,227,470	17,200	1,210,270	2,200,628	5,000		\$5,000
48	NEW MEXICO C.D.B.G.	60,733	0	0	0	0	0	60,733		\$60,733
49	1986 GROSS RECEIPTS TAX	1,977,627	1,714,883	0	2,666,234	(2,666,234)	25,000	1,001,276	268,113	\$733,163
50	PROPERTY ACQUISITION	66,483	0	0	0	0	0	66,483		\$66,483
53	GENERAL OBLIGATION	887,518	1,040,227	0	0	0	1,034,106	893,639		\$893,639
54	REVERSE OSMOSIS PROJECT RSV	19,884	0	0	0	0	0	19,884		\$19,884
56	99 GRT FLOOD CONTROL BOND PROJ	1,956,975	1,254	1,350,000	0	1,350,000	3,009,000	299,229		\$299,229
59	REVENUE BOND P & I FUND	15,233	334	3,734,328	0	3,734,328	2,667,611	1,082,284		\$1,082,284
61	MUNICIPAL INFRASTRUCTURE .0625%	10,415	391,535	0	363,958	(363,958)	0	37,992		\$37,992
63	COMMUNITY DEVELOPMENT	17,176	75,690	427,916	0	427,916	502,557	18,225		\$18,225
69	1994 GROSS RECEIPTS	1,403,645	1,642,017	0	2,577,164	(2,577,164)	0	468,498	468,498	\$0
71	ALAMO SENIOR CENTER	5,000	705,486	424,027	0	424,027	1,129,513	5,000		\$5,000
74	ALAMO SENIOR CENTER GIFT	51,024	21,566	0	0	0	20,710	51,880		\$51,880
75	RETIRED & SENIOR VOL. PROGRAM	7,279	225,394	52,263	0	52,263	279,936	5,000		\$5,000
81	WATER/SEWER OPERATING	3,789,089	10,348,542	1,598,413	1,771,246	(172,833)	11,739,908	2,224,890	988,773	\$1,236,117
82	98 JT WATER/SEWER BOND P&I	1,593,532	14,714	2,007,217	0	2,007,217	1,932,478	1,682,985	1,545,100	\$137,885
86	SOLID WASTE COLLECTION SYS.	342,937	2,063,153	0	99,413	(99,413)	1,953,360	353,317	320,293	\$33,024
88	BONITO CAMPGROUND	378,263	823	0	0	0	0	379,086		\$379,086
89	ESGRT .0625%	1,628,521	399,387	0	0	0	0	2,027,908	230,180	\$1,797,728
90	GOLF COURSE	20,526	1,422,400	228,834	1,720	227,114	1,659,861	10,179		\$10,179
91	AIRPORT	92,876	170,390	61,371	0	61,371	238,944	85,693	35,858	\$49,835
94	OTERO GREENTREE REG LANDFILL	3,230,436	1,212,861	0	1,720	(1,720)	2,187,284	2,254,293	1,558,302	\$695,991
96	SELF-INSURED FUND	467,300	209,411	0	0	0	186,896	489,815		\$489,815

FY18 Preliminary

FUND NO.	FY 2017-2018 FUND DESCRIPTION	UNAUDITED BEGINNING CASH BALANCE	ESTIMATED REVENUES	TRANSFERS IN	TRANSFERS OUT	NET CASH TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
98	PAYROLL CLEARING	193,597	0	0	0	0	0	193,597		\$193,597
104	UTILITY DEPOSITS	739,804	0	0	0	0	0	739,804		\$739,804
105	ECONOMIC DEVELOPMENT	6,299,784	914,557	0	0	0	165,000	7,049,341		\$7,049,341
107	SELF INSURED/LIABILITY	473,023	4,865	140,640	0	140,640	190,000	428,528		\$428,528
109	2004 GRT CAPITAL OUTLAY	1,546,896	3,351,562	0	1,122,820	(1,122,820)	1,835,000	1,940,638	559,361	\$1,381,277
113	2009 G.O. BOND ACQ FUND	7,704	0	0	0	0	0	7,704		\$7,704
114	SIDEWALKS REVOLVING LOANS	102,768	1,465	0	0	0	32,360	71,873		\$71,873
116	REG WATER SUPPLY TRANS LN	2,886	0	0	0	0	0	2,886		\$2,886
117	2011 JT W/S REF/IMP REVBD	7,053	0	0	0	0	0	7,053		\$7,053
119	2012 GRT REF/IMP REVBD	145,661	21,970	0	0	0	0	167,631		\$167,631
121	2015 GO BONDS-FUN CENTER	56,436	64,297	0	0	0	0	120,733		\$120,733
122	2015 GO BONDS-STREETS	132,829	37,178	0	0	0	0	170,007		\$170,007
901	HOUSING LOW RENT OPERATING	826,719	831,551	0	0	0	935,701	722,569	197,289	\$525,280
903	HOUSING HOMEOWNERSHIP OPER	519,194	45,887	0	0	0	97,830	467,251	5,339	\$461,912
904	HOUSING CAPITAL FUND PROJECTS	0	265,000	0	0	0	265,000	0		\$0
TOTALS FY2018		38,046,205	50,190,394	16,085,656	16,085,656	0	56,289,835	31,946,764	8,250,751	23,696,013

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 05/23/2017

Report Date: 05/12/2017

Report No: 5.

Submitted By: Debbie Osborne

Subject: Consider, and act upon, Resolution No. 2017-13 removing uncollectible and unsecured Utility, Library, Recreation Center, Public Housing Authority, other miscellaneous accounts from the City's accounts receivable and returned checks. (*Julianne Hall, Finance Director*) **(Roll Call Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact: No Fiscal Impact.

Recommendation: Approve the Resolution.

Background: Background: Each year, in order to adjust the Accounts Receivable accounts for doubtful accounts; all City departments are responsible for reviewing outstanding accounts and reporting uncollectible Accounts Receivable accounts to the Director of Finance. The Accounts Receivable from Miscellaneous Accounts Receivable, Public Housing Authority, Utility Billing, Library, Recreation Department and Returned Checks has been reported as uncollectible and total \$48,505.43. All accounts have been deemed uncollectible for various reasons by the Director of Finance.

The City Commission is given authority in NMSA 1978 §3-37-7, to write-off uncollectible Accounts Receivable accounts provided the City's Director of Finance verifies the accounts to be uncollectible.

Note: The detailed uncollectible report is available for reviewing at the Finance Department. In addition, payment will still be accepted after the Accounts Receivable accounts are written-off.

UTILITY BILLING: \$18,466.63

The attached list represents outstanding accounts for Water/Sewer/Garbage. The attached list of outstanding Utility Billing includes accounts that have been outstanding and uncollectible for four (4) years or more. This represents delinquent accounts through June 30, 2013.

LIBRARY: \$15,876.56

The attached list represents outstanding accounts for Library fees and fines. The attached list of outstanding Library accounts includes accounts from 05/01/12 thru 06/30/13.

RECREATION CENTER: \$489.20

The attached list represents the outstanding accounts for the Recreation Center. This represents bad debt accounts through January, 2013.

PUBLIC HOUSING AUTHORITY: \$7,669.55

The attached list includes outstanding amounts left by tenants. This represents delinquent accounts through April 16, 2015.

Note: PHA tenant accounts allowable write-off after 1 year of uncollectible per HUD Standards.

MISCELLANEOUS A/R: \$5,830.61

These billings include: Reimbursement to City and Equipment Charges. Collection proved unsuccessful despite contacting different individuals and processing various notices. This represents delinquent accounts through June 30, 2013.

RETURNED CHECKS: \$172.88

The attached list represents the outstanding returned checks for the City from 06/25/12 thru 06/30/13.

GRAND TOTAL: \$48,505.43

RESOLUTION NO. 2017-13

A RESOLUTION REMOVING UNCOLLECTIBLE AND UNSECURED UTILITY, LIBRARY, HOUSING AUTHORITY, RECREATION CENTER AND OTHER MISCELLANEOUS ACCOUNTS FROM THE CITY'S ACCOUNTS RECEIVABLE

WHEREAS, there is approximately \$18,466.63 owed to the City from Utility accounts, \$15,876.56 owed to the City from Library accounts, \$489.20 owed to the City from Recreation Center, \$7,669.55 owed to the City from Public Housing Authority accounts, \$5,830.61 from other Accounts Receivable accounts, and \$172.88 in Return Checks that are uncollectible even after diligent collection efforts were initiated; and,

WHEREAS, said accounts have been owed and uncollectible to the City for more than four (4) years; and,

WHEREAS, Section 3-37-7 NMSA 1978, gives the governing body of a municipality the authority to remove certain accounts from its accounts receivable provided that the City's Director of Finance verifies the account to be uncollectible; and,

WHEREAS, pursuant to said Section 3-37-7 NMSA 1978, the Director of Finance of the City of Alamogordo has verified on the attached Affidavit that the accounts listed are uncollectible as well as the total amount to be removed from the City's accounts receivable.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Alamogordo that the City has complied with Section 3-37-7 NMSA 1978 (As Amended) which authorizes the governing body to write off uncollectible accounts.

BE IT FURTHER RESOLVED that after reviewing the attached Affidavit of the Director of Finance Julianne Hall, the City Commission of the City of Alamogordo does hereby authorize the removal from its accounts receivable uncollectible accounts in the amount of \$48,505.43 with reasonable adjustment allowance, as described on the Affidavit.

BE FURTHER RESOLVED that the City will consider a resolution addressing uncollectible account write-offs on an annual basis.

DONE this 23th day of May, 2017.

CITY OF ALAMOGORDO, NEW MEXICO
a New Mexico municipal corporation

By: _____
Richard Boss, Mayor

ATTEST:

Rachel Hughs, City Clerk

APPROVED AS TO FORM:

Lauren Truitt, City Attorney

AFFIDAVIT OF Julianne Hall

STATE OF NEW MEXICO)
) ss
COUNTY OF OTERO)

I, Julianne Hall , being duly sworn, depose and say:

1. I am the Director of Finance of the City of Alamogordo, and as Such I have supervision over the accounting and finance procedures for the City of Alamogordo.
2. The attached list is of Utility Billing/Library/Recreation Center/Public Housing Authority, Misc. Accounts Receivable accounts, and Return Checks that have been uncollectible and owed to the City of Alamogordo for more than four years.
3. Customers who received City of Alamogordo services and never paid them incurred the accounts.
4. The City has made diligent efforts to collect on the inactive accounts and to locate the debtors through in-house collection efforts, but have been unsuccessful.
5. It is my opinion that the attached accounts totaling \$48,505.43 are uncollectible.

Julianne Hall

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2017, by Julianne Hall, Director of Finance of the City of Alamogordo.

Notary Public

My commission expires:

WRITE OFFS

WRITE OFFS	Utility Billing	Library	Recreation	PHA	MISC. A/R	Return Checks	Civic Center	TOTAL
2013	\$9,533.59	\$18,551.62	\$86.00	\$7,344.72	\$5,250.53	\$0.00	\$0.00	\$40,766.46
2014	\$12,622.67	\$20,701.40	\$0.00	\$7,047.29	\$1,829.92	\$0.00	\$15.00	\$42,216.28
2015	\$23,718.59	\$19,138.20	\$56.00	\$11,815.66	\$1,743.26	\$1,190.69	\$0.00	\$57,662.40
2016	\$16,316.77	\$16,584.77	\$194.80	\$9,401.35	\$4,016.64	\$218.43	\$0.00	\$46,732.76
2017	\$18,466.63	\$15,876.56	\$489.20	\$7,669.55	\$5,830.61	\$172.88	\$0.00	\$48,505.43
TOTAL	\$80,658.25	\$90,852.55	\$826.00	\$43,278.57	\$18,670.96	\$1,582.00	\$15.00	\$235,883.33

Averages \$16,131.65 \$18,170.51 \$165.20 \$8,655.71 \$3,734.19 \$316.40 \$3.00 \$47,176.67

SAshe

Memorandum

To: Sue Ashe, Accountant
From: Nichole Sierra, Utility Billing Supervisor 
Thru: Mark Threadgill, Customer Service Manager
Date: May 10, 2017
Re: Utility Billing Write off Accounts

The amount of Utility Billing write off accounts submitted for City of Alamogordo Commission approval is \$18,466.63. This represents delinquent accounts through June 30, 2013. Please see attached for list.

City of Alamogordo
Utility Billing Collections Department
Write Off Listing
Fiscal Year 2017

Thru termination June 30, 2013

Customer #	Name	Location #	Service Address	Termination Date	Amount Owed
22793	James F Matthews	16432	1504 Utah	07/12/04	\$ 723.08
71049	George & Margaret Johnson	3622	404 Zia	06/23/08	\$ 239.66
23131	Paul Tapia	16674	1710 Alamo	05/28/09	\$ 669.99
80611	Michael Bustos	19750	1705 Dewey	10/19/09	\$ 474.08
88045	Gloria Jenkins	34073	311 Burnage Ln	07/02/12	\$ 72.38
58223	Laurie Morton	11492	1212 Paradise Ave	07/02/12	\$ 124.15
85605	Jill & Terry Coburn	16578	1616 Memory Ln	07/09/12	\$ 179.86
95343	Eduardo R Chavez	22460	1103 Lindberg Ave	07/25/12	\$ 2.77
81717	Alice Turner	18532	2401 Baylor Ave	07/25/12	\$ 47.96
47829	Edward L & Virginia Bell	6016	3206 Shawnee Tr	07/30/12	\$ 236.16
92889	Isidro Saldana	6452	1800 Arizona Ave	08/01/12	\$ 114.76
83365	Cynthia Whitmore	15852	1503 Puerto Rico Ave	08/01/12	\$ 59.11
89983	Willie Jenkins	17532	1011 Cauthen Ln	08/03/12	\$ 2.22
26199	Elmer Harder	18926	2513 Westminister Ave	08/06/12	\$ 85.11
67031	Lorezo Gore	18306	1309 19th St	08/09/12	\$ 30.73
92847	Richard Corman	13270	2100 Abbott Ave	08/13/12	\$ 119.62
77381	Dennis & Ruby Gregg Sr	11874	767 Brooks Ave	08/13/12	\$ 39.49
78155	Veronica Rodriguez	11272	1116 Lucky St	08/13/12	\$ 296.55
92815	Rose Marie Brown	16108	1206 Filipino Ave	08/20/12	\$ 170.82
88825	Gabriel Jr Magdaleno	3334	414 N Scenic Dr	08/22/12	\$ 186.35
83433	Santos Jr Moreno	20152	1729 Monte Vista Corte	08/27/12	\$ 392.85
81807	Michelle & Jame Bradburn	19680	2302 Nevada Dr	08/28/12	\$ 181.08
94171	Rigo Juarez	38072	1501 25th St C	08/28/12	\$ 115.43
64819	Odie Black	4340	807 Spruce Ave	08/29/12	\$ 152.91
92647	Armando L & April L Cruz	7168	3014 El Dorado	08/31/12	\$ 67.16
77589	Guadalupe B & Don Young	9654	703 Mercury Ave	08/31/12	\$ 96.47
94863	Gary Shockey	8536	370 Glacier Dr	09/04/12	\$ 71.96
73003	Steve Chavez	34706	2400 E 1st St A-2	09/05/12	\$ 5.75
93213	Autumn Vanoven	326	1508 Jefferson Ave	09/06/12	\$ 9.44
94831	Joyce X Parks	4404	1008 Spruce Ave	09/11/12	\$ 16.05
63525	John Sollner	24236	227 Grosvenor Ct	09/14/12	\$ 40.01
83499	Jennifer R. Sanders	5404	2803 Pontiac Dr	09/17/12	\$ 54.34
31135	Randy Reynolds	8584	3441 Shenandoah Pl	09/19/12	\$ 133.49
93157	Tom Herrington	12240	1445 Discovery Ave	09/25/12	\$ 180.34
68651	Susan & Vanruissen Lewis	6580	1818 Pontiac Dr	09/25/12	\$ 197.52
88737	William Harrison	34506	2669 Las Alturas Ct	09/26/12	\$ 70.42
90183	Kaalup L Edwards	33750	298 Bandalier	09/28/12	\$ 64.77
93989	Marlana Moreno	27280	851 Mimosa Ave	10/01/12	\$ 100.78
93093	Brisa D Or Humbert Perez	39040	400 1/2 Maryland Ave	10/02/12	\$ 56.32
96213	Monique Martinez	15522	723 E 12th St	10/09/12	\$ 42.18
83363	Jamaal Martin	4250	419 3rd St	10/15/12	\$ 96.26

Thru termination June 30, 2013

Customer #	Name	Location #	Service Address	Termination Date	Amount Owed
60157	Maria Pinon	9016	607 Texas Ave	10/15/12	\$ 395.72
95389	Dianna Sprayberry	9132	605 5th St	10/15/12	\$ 43.82
94319	Kenneth Broughton	22458	1101 Lindberg Ave	10/18/12	\$ 32.72
53001	Marvin Taylor	17686	1808 N Florida Ave	10/19/12	\$ 75.37
70951	Wanita Roddel	15682	1406 N Florida Ave	11/01/12	\$ 122.82
92209	Yvonne Sours	3682	406 Sunglow Ave	11/05/12	\$ 95.90
87425	Christine R Neureuther	19636	2232 Idaho Dr	11/06/12	\$ 170.73
95837	Valerie Delgado	12150	1106 Airport Ave	11/07/12	\$ 5.52
35379	Retta Bedenbaugh	622	1101 Adams Ave	11/19/12	\$ 891.69
88111	Michael Gonzalez	4408	1004 College Ave	11/19/12	\$ 17.61
65753	Thomas & Maritza Zima	7840	2509 Iowa Ave	11/19/12	\$ 35.72
90751	Juan Jose Cruz	5132	2308 Cherry Ln	12/03/12	\$ 160.07
49125	Sue Dinsdale	5130	2306 Cherry Ln	12/03/12	\$ 154.95
92085	Francisco Herrera	12156	1206 Airport Ave	12/03/12	\$ 110.79
86577	Nancy Stutz	6110	3210 Cherokee Tr	12/04/12	\$ 106.13
92271	Craig Zimmermann	38886	328 Bosque	12/04/12	\$ 185.25
85171	Jessica & Thomas Allison	5638	1518 N Scenic Dr	12/07/12	\$ 0.91
83851	Sandra Kay Caldwell	15406	1216 Vermont Ave	12/10/12	\$ 299.44
19899	Ricardo Chavez	14402	907 7th St	12/10/12	\$ 205.37
94931	Jr Automotive Repair Serv	16856	1600 N White Sands Blvd	12/10/12	\$ 169.05
23191	Konrad D Reitan	16710	1705 Alamo Ave	12/10/12	\$ 176.88
22807	Edgar Ulrich	16444	1314 E 16th St	12/10/12	\$ 101.57
92105	Dirk Flenker	25204	1102 Mimosa Ave	12/11/12	\$ 1.84
44725	Jim Baginski	756	1207 Spruce Ave	12/14/12	\$ 182.71
95715	Lisa Marie Silva	17842	907 E Dewey Ln	12/14/12	\$ 223.24
94225	Basilio Ultreras	19514	1507 White Oaks Ct	12/17/12	\$ 131.76
2177	Idavon Porter	1664	608 Madison Ave	12/17/12	\$ 105.15
95485	Carlos Saucedo	5024	1420 Juniper Dr	12/18/12	\$ 72.97
93909	Ariadna Matute	16976	507 E Dewey Ln	12/19/12	\$ 560.73
71451	Raul & Maria Romero	17654	905 E Catalina Ln	12/20/12	\$ 162.66
94271	Katarena Rodriguez	3172	1204 Ridgecrest Dr	12/26/12	\$ 118.11
93493	Shayla Or Jennifer Richards	24672	1385 Challenger Ave	01/02/13	\$ 327.86
93705	Rosario Corona	20344	1822 Washington Ave	01/08/13	\$ 29.92
25373	Billy Robertson	18290	1308 E Dewey Ln	01/14/13	\$ 139.91
19619	South Western Realty	14184	1106 E 10th St	01/14/13	\$ 276.86
85721	Miguel Leon	4104	216 Delaware Ave	01/22/13	\$ 31.79
49681	Beverly Ryse	7344	1302 22nd St	01/28/13	\$ 142.79
56335	Victor T Wilkerson	9472	427 Saturn Cr	01/28/13	\$ 84.42
96263	Tim Chance	5154	2309 Apache Ln	01/31/13	\$ 69.71
58475	Jeanne Gonzales	18198	1204 E Lovers Ln	02/01/13	\$ 113.76
80671	Robert E & S Northrup Jr	35684	912 26th St	02/04/13	\$ 265.38
86175	Mark D Thomas	3786	3001 Sunland Dr	02/08/13	\$ 97.38
95495	Jonathan Chelette or Jackie Ryan	13676	2115 Starlight Ct D	02/15/13	\$ 74.94
85321	Jimmy Fierro	4228	423 Maryland Ave	02/20/13	\$ 296.58
35103	Eluteria Gutierrez	10828	801 Miami Ave	02/20/13	\$ 221.55
94445	James P Tucker	9096	600 Maryland Ave	02/20/13	\$ 91.78

Thru termination June 30, 2013

Customer #	Name	Location #	Service Address	Termination Date	Amount Owed
96423	Kelly Laurendeau	260	1509 Jefferson Ave	02/22/13	\$ 97.48
93073	Ruben V Simental	308	1504 Circle Dr	02/27/13	\$ 231.58
75945	Eric Young	258	1511 Jefferson Ave	02/27/13	\$ 349.03
96437	Stephanie Blake	38442	2170 B Hickory Dr	03/18/13	\$ 142.54
87875	Joanne & David Monreal	10996	917 Indigo Loop	03/22/13	\$ 227.90
80729	Sara & Keith Conover	8700	210 Cottonwood Dr	03/25/13	\$ 230.72
57071	Linda Sperring	5040	1604 Juniper Dr	03/29/13	\$ 122.23
91851	Christopher Snodgrass	13628	2187 Starlight Ct C	04/01/13	\$ 97.07
94243	Kristen Walker	11262	1286 Municipal Ave	04/01/13	\$ 52.75
96003	Michael Boswell	16108	1206 Filipino Ave	04/08/13	\$ 162.67
13727	Catherine Hann	15598	1112 Hawaii Ave	04/08/13	\$ 180.73
68073	Joni Hooten	13610	2198 Starlight Ct C	04/08/13	\$ 15.53
74155	Jaclyn Humphrey	13786	209 Shadow Mountain Dr	04/08/13	\$ 40.76
46755	Regional Medical Supply	7926	700 Fairgrounds Rd	04/08/13	\$ 39.70
69579	Matthew Hill	10732	812 4th St	04/09/13	\$ 137.24
94427	Adam Jones & Laura Jones	20046	1726 Van Ct	04/15/13	\$ 485.37
96279	Michael Vaughan	2732	1201 Hendrix Ave	04/15/13	\$ 85.22
96987	Jessica L Montoya	14608	1408 N New York Ave	04/24/13	\$ 130.67
10777	Edward F Kohlhagen	7982	509 24th St	04/25/13	\$ 101.13
96613	Fran Voss	21678	2154 Charles	05/08/13	\$ 60.45
72627	Heather Connelly	13572	2138 Starlight Ct D	05/10/13	\$ 34.79
76633	Lawrence Silva	11230	1111 Mesquite	05/15/13	\$ 219.47
94573	Justin Cox	7530	2200 Oregon	05/20/13	\$ 43.03
40089	Frank Atencio	16566	1617 Memory	05/21/13	\$ 120.80
67719	Christina Luna	5124	2311 Cherry	05/29/13	\$ 130.77
76683	Deonta Bynum	7962	609 24th St	06/04/13	\$ 157.80
94681	Reanna Or Arturo Duran	7356	1312 22nd St	06/04/13	\$ 80.04
90795	Krystle Foster	12146	1100 Airport Ave	06/10/13	\$ 90.79
63547	Mark & Rosa Duran Andrade	16938	501 E Lovers Ln	06/11/13	\$ 265.89
92701	Gordon Armstrong	12518	502 S Canyon Rd	06/17/13	\$ 197.29
97583	Michael Telles	4034	515 Delaware Ave	06/24/13	\$ 112.08
83757	Joann Carroll	564	1306 Fillmore Ave	06/25/13	\$ 147.57
74025	Katrina & Robert Cruz	1142	722 Monroe Ave	06/25/13	\$ 197.91
96607	Maurize West	5534	1427 Rockwood	06/25/13	\$ 178.32
53993	George & Nancy Howard	16122	1304 Filipino Ave	06/28/13	\$ 82.34
96889	Jessica Huttenburg	22466	1109 Lindberg Ave	06/28/13	\$ 14.76

WRITE OFF TOTAL

\$ 18,466.63

Alamogordo Public Library Write Off Report

May 1st, 2012 through Jun 30th, 2013

686 patron accounts with damaged/lost fees and overdue fine with a total of \$15,876.56

50 patron accounts with damaged/lost fees and overdue fines of \$100.00 and up

146 patron accounts with damaged/lost fees and overdue fines of \$1.00 or less

162 patron accounts with lost books

513 lost books for a total of \$11,932.79

MAX number of lost books in one acct = 23 books

MIN number of lost books in one acct = 1 book

157 accounts with 1-10 lost items

4 accounts with 11-20 lost items

1 accounts with 21-30 lost items

Amounts in red reflects accounts of \$100.00 and up

	Post date	Late Fees	Lost books fees	Dmged	Total charges/PT	# of Books lost/PT
1	10/31/2012	\$1.40			\$1.40	
2	02/25/2013	\$9.20			\$9.20	
3	03/25/2013	\$6.30			\$6.30	
4	10/31/2012	\$3.90			\$3.90	
5	06/21/2013	\$0.60			\$0.60	
6	12/05/2012	\$0.40			\$0.40	
7	02/20/2013	\$4.50			\$4.50	
8	06/07/2012	\$5.00			\$5.00	
9	07/02/2012	\$4.70			\$4.70	
10	03/22/2013		\$21.00		\$21.00	1
11	05/14/2013		\$138.00		\$138.00	6
12	09/22/2012	\$6.40			\$6.40	
13	12/29/2012	\$38.40	\$25.00		\$63.40	2
14	08/30/2012		\$9.00		\$9.00	1
15	11/30/2012	\$2.00			\$2.00	
16	05/02/2013	\$10.00			\$10.00	
17	05/29/2012	\$0.70			\$0.70	
18	06/28/2012	\$0.90			\$0.90	
19	08/28/2012		\$101.00		\$101.00	5
20	08/28/2012		\$85.00		\$85.00	5
21	04/08/2013	\$26.80			\$26.80	
22	02/26/2013	\$1.70			\$1.70	
23	07/24/2012	\$4.60	\$5.00		\$9.60	1
24	05/23/2012	\$0.40			\$0.40	
25	09/12/2012	\$8.00			\$8.00	
26	10/30/2012		\$24.00		\$24.00	1
27	05/21/2012	\$5.00			\$5.00	
28	01/30/2013	\$2.20			\$2.20	
29	07/26/2012	\$8.40	\$9.00		\$17.40	1
30	06/20/2012		\$60.00		\$60.00	4
31	07/03/2012	\$2.80			\$2.80	
32	07/09/2012	\$7.00			\$7.00	

33	06/18/2012	\$3.00			\$3.00	
34	08/06/2012	\$13.50			\$13.50	
35	08/29/2012	\$3.70			\$3.70	
36	11/05/2012	\$1.40			\$1.40	
37	04/22/2013	\$4.00			\$4.00	
38	05/19/2013		\$281.00		\$281.00	7
39	01/09/2013	\$0.40			\$0.40	
40	10/15/2012	\$1.20			\$1.20	
41	10/15/2012	\$1.20			\$1.20	
42	02/01/2013	\$71.90			\$71.90	
43	02/01/2013	\$49.30			\$49.30	
44	09/27/2012	\$0.60			\$0.60	
45	09/27/2012	\$0.30			\$0.30	
46	05/11/2012		\$92.00		\$92.00	3
47	01/04/2013					
48	05/21/2012	\$2.50			\$2.50	
49	06/06/2013		\$17.00		\$17.00	1
50	06/06/2013	\$4.50			\$4.50	
51	10/15/2012	\$13.50			\$13.50	
52	03/07/2013	\$0.90			\$0.90	
53	01/07/2013	\$3.90			\$3.90	
54	07/25/2012	\$10.00			\$10.00	
55	07/23/2012	\$5.50			\$5.50	
56	04/18/2013	\$8.00			\$8.00	
57	05/15/2012	\$1.10			\$1.10	
58	04/01/2013	\$0.60			\$0.60	
59	06/30/2012	\$8.80			\$8.80	
60	06/30/2012	\$8.50			\$8.50	
61	07/12/2012	\$52.20			\$52.20	
62	08/15/2012	\$3.80			\$3.80	
63	05/16/2013	\$0.40			\$0.40	
64	03/29/2013	\$4.20			\$4.20	
65	02/05/2013	\$4.20			\$4.20	
66	01/08/2013		\$119.95		\$119.95	5
67	05/20/2013	\$5.00			\$5.00	
68	12/12/2012	\$7.00			\$7.00	

69	01/16/2013	\$6.00			\$6.00	
70	12/18/2012			\$29.00	\$29.00	
71	06/08/2012	\$0.30			\$0.30	
72	03/02/2013	\$0.70			\$0.70	
73	12/15/2012	\$0.50			\$0.50	
74	12/08/2012	\$0.50			\$0.50	
75	05/29/2012	\$9.20			\$9.20	
76	06/20/2013	\$0.80			\$0.80	
77	06/20/2013	\$1.00			\$1.00	
78	06/25/2013	\$10.40			\$10.40	
79	05/17/2012		\$30.25		\$30.25	2
80	05/07/2012	\$0.20			\$0.20	
81	10/23/2012	\$6.30			\$6.30	
82	03/20/2013	\$0.20			\$0.20	
83	04/30/2013	\$6.70			\$6.70	
84	02/25/2013	\$0.90			\$0.90	
85	09/19/2012	\$0.80			\$0.80	
86	05/28/2013	\$2.20			\$2.20	
87	07/25/2012		\$97.00		\$97.00	5
88	06/02/2012	\$4.50			\$4.50	
89	05/24/2013	\$3.00			\$3.00	
90	06/19/2012		\$11.00		\$11.00	1
91	06/23/2012	\$0.50			\$0.50	
92	11/13/2012	\$1.80			\$1.80	
93	01/22/2013	\$1.80			\$1.80	
94	02/07/2013		\$21.00		\$21.00	1
95	12/18/2012	\$5.00			\$5.00	
96	12/11/2012	\$3.30			\$3.30	
97	03/12/2013	\$0.60			\$0.60	
98	06/11/2012		\$354.00		\$354.00	15
99	05/17/2012	\$8.00			\$8.00	
100	07/17/2012	\$1.80			\$1.80	
101	02/07/2013	\$2.40			\$2.40	
102	05/29/2013	\$12.00			\$12.00	
103	06/26/2013	\$0.20			\$0.20	
104	12/18/2012	\$3.50			\$3.50	

105	12/18/2012	\$74.40	\$29.00		\$103.40	1
106	02/27/2013	\$75.80			\$75.80	
107	11/13/2012	\$0.60			\$0.60	
108	05/15/2013	\$0.30			\$0.30	
109	05/29/2012		\$96.00		\$96.00	4
110	05/29/2012	\$0.50			\$0.50	
111	09/24/2012	\$0.30			\$0.30	
112	06/01/2012	\$1.50			\$1.50	
113	02/05/2013	\$58.90		\$1.00	\$59.90	
114	07/17/2012	\$4.20	\$35.00		\$39.20	1
115	10/30/2012	\$1.50			\$1.50	
116	10/12/2012	\$1.20			\$1.20	
117	04/05/2013	\$0.60			\$0.60	
118	09/01/2012	\$5.60	\$77.00		\$82.60	3
119	02/14/2013		\$192.00		\$192.00	7
120	06/21/2013	\$1.50			\$1.50	
121	12/11/2012	\$8.40			\$8.40	
122	10/02/2012		\$167.00		\$167.00	6
123	01/16/2013		\$121.95		\$121.95	5
124	08/07/2012	\$17.00	\$66.00		\$83.00	2
125	05/14/2012	\$26.60			\$26.60	
126	06/12/2013	\$0.60			\$0.60	
127	06/03/2013	\$14.00	\$34.00		\$48.00	1
128	09/17/2012	\$30.00			\$30.00	
129	10/05/2012		\$18.00		\$18.00	1
130	04/01/2013	\$5.00			\$5.00	
131	07/26/2012		\$34.00		\$34.00	1
132	05/01/2012	\$34.93			\$34.93	
133	07/24/2012	\$14.98		\$14.00	\$28.98	
134	04/11/2013	\$28.50			\$28.50	
135	05/04/2013	\$1.20			\$1.20	
136	05/29/2012	\$2.30			\$2.30	
137	04/08/2013	\$0.40			\$0.40	
138	06/05/2013		\$42.00		\$42.00	2
139	07/06/2012	\$0.40			\$0.40	
140	12/19/2012	\$0.60			\$0.60	

141	06/22/2012	\$10.00			\$10.00	
142	11/29/2012	\$4.80			\$4.80	
143	04/10/2013	\$6.80			\$6.80	
144	05/14/2013		\$116.00		\$116.00	5
145	05/29/2012	\$4.20			\$4.20	
146	05/23/2013	\$3.10			\$3.10	
147	06/03/2013	\$34.80			\$34.80	
148	03/28/2013	\$5.70		\$21.00	\$26.70	
149	06/20/2013	\$0.90			\$0.90	
150	04/19/2013	\$15.90	\$145.00		\$160.90	6
151	08/17/2012	\$12.20	\$55.00		\$67.20	2
152	04/08/2013	\$7.40			\$7.40	
153	05/21/2013		\$63.00		\$63.00	3
154	12/18/2012	\$10.20	\$11.00		\$21.20	1
155	12/18/2012	\$20.00	\$12.00		\$32.00	1
156	12/18/2012	\$30.00			\$30.00	
157	08/30/2012		\$286.00		\$286.00	8
158	06/21/2013	\$20.00		\$1.50	\$21.50	
159	05/19/2012	\$7.20			\$7.20	
160	06/04/2012	\$5.00			\$5.00	
161	09/27/2012	\$9.20			\$9.20	
162	08/18/2012	\$0.70			\$0.70	
163	07/24/2012	\$1.30			\$1.30	
164	03/21/2013	\$0.20			\$0.20	
165	06/06/2013	\$32.00	\$28.00		\$60.00	2
166	10/22/2012	\$2.40			\$2.40	
167	12/08/2012	\$8.40	\$30.00		\$38.40	1
168	03/07/2013	\$15.20	\$71.00	\$1.30	\$87.50	2
169	05/01/2012		\$48.00		\$48.00	3
170	06/14/2013		\$30.00		\$30.00	1
171	06/07/2013		\$21.00		\$21.00	1
172	06/27/2013					
173	07/19/2012	\$3.90			\$3.90	
174	01/02/2013	\$1.00			\$1.00	
175	04/12/2013	\$10.50			\$10.50	
176	09/24/2012	\$1.80			\$1.80	

177	06/05/2012	\$20.00			\$20.00	
178	04/25/2013		\$59.00	\$5.00	\$64.00	1
179	02/19/2013	\$2.50			\$2.50	
180	06/23/2013	\$2.40			\$2.40	
181	04/19/2013	\$1.70		\$31.00	\$32.70	
182	05/29/2013	\$4.70	\$25.00		\$29.70	1
183	11/15/2012	\$40.20			\$40.20	
184	05/14/2012		\$141.00		\$141.00	14
185	07/07/2012	\$3.00			\$3.00	
186	01/07/2013	\$0.80			\$0.80	
187	03/26/2013	\$0.60			\$0.60	
188	07/20/2012	\$2.10			\$2.10	
189	05/03/2012	\$1.90			\$1.90	
190	03/12/2013	\$6.60			\$6.60	
191	03/18/2013	\$5.40			\$5.40	
192	07/02/2012	\$0.80			\$0.80	
193	07/02/2012	\$0.80			\$0.80	
194	07/02/2012	\$0.80			\$0.80	
195	04/15/2013	\$1.80			\$1.80	
196	07/20/2012	\$1.70			\$1.70	
197	05/01/2013	\$35.70	\$90.00		\$125.70	5
198	02/06/2013	\$1.00			\$1.00	
199	11/14/2012	\$0.60			\$0.60	
200	02/12/2013	\$19.50			\$19.50	
201	12/04/2012		\$124.00		\$124.00	2
202	12/11/2012		\$97.90		\$97.90	4
203	03/27/2013	\$2.10	\$18.00		\$20.10	1
204	05/03/2013	\$1.20			\$1.20	
205	05/29/2012	\$0.30			\$0.30	
206	06/29/2012	\$2.40			\$2.40	
207	05/31/2013	\$42.00	\$17.00		\$59.00	1
208	02/27/2013	\$0.20			\$0.20	
209	04/05/2013		\$32.00		\$32.00	1
210	08/23/2012	\$0.80	\$30.00		\$30.80	1
211	05/08/2012	\$12.80			\$12.80	
212	02/04/2013	\$3.20			\$3.20	

213	06/18/2013	\$11.50			\$11.50	
214	08/23/2012	\$9.60			\$9.60	
215	01/10/2013	\$2.80			\$2.80	
216	10/08/2012	\$1.80			\$1.80	
217	06/15/2012	\$5.00			\$5.00	
218	07/20/2012	\$0.70			\$0.70	
219	01/22/2013	\$1.80			\$1.80	
220	06/01/2012		\$95.00		\$95.00	4
221	01/02/2013	\$2.50			\$2.50	
222	07/06/2012	\$0.40			\$0.40	
223	06/28/2013	\$14.80	\$126.00		\$140.80	6
224	06/26/2013	\$3.40			\$3.40	
225	05/13/2013	\$6.60			\$6.60	
226	01/09/2013	\$3.40			\$3.40	
227	09/06/2012		\$111.00		\$111.00	5
228	06/26/2013	\$0.70			\$0.70	
229	08/14/2012	\$1.80			\$1.80	
230	01/22/2013	\$15.00			\$15.00	
231	02/12/2013	\$2.80			\$2.80	
232	12/18/2012	\$17.80			\$17.80	
233	10/29/2012	\$5.00			\$5.00	
234	02/12/2013	\$1.50			\$1.50	
235	08/15/2012	\$0.80			\$0.80	
236	06/08/2012	\$10.00			\$10.00	
237	05/19/2012	\$2.40			\$2.40	
238	11/03/2012	\$9.50	\$35.00		\$44.50	2
239	04/03/2013	\$7.40			\$7.40	
240	10/22/2012	\$2.00			\$2.00	
241	09/15/2012	\$3.20			\$3.20	
242	02/28/2013	\$2.80	\$38.00		\$40.80	2
243	06/20/2012		\$10.00		\$10.00	1
244	05/12/2012	\$14.97			\$14.97	
245	08/20/2012	\$11.40			\$11.40	
246	10/30/2012	\$10.60			\$10.60	
247	05/29/2012	\$0.30			\$0.30	
248	02/26/2013	\$4.50			\$4.50	

249	05/21/2013	\$2.30			\$2.30	
250	10/27/2012	\$10.00			\$10.00	
251	12/28/2012		\$54.00		\$54.00	3
252	06/10/2013	\$8.00			\$8.00	
253	05/20/2013	\$0.20			\$0.20	
254	07/09/2012	\$0.40			\$0.40	
255	01/11/2013	\$0.30	\$12.00		\$12.30	1
256	11/03/2012	\$34.00			\$34.00	
257	01/04/2013	\$0.70			\$0.70	
258	06/13/2013	\$5.70			\$5.70	
259	06/02/2012	\$0.40			\$0.40	
260	10/15/2012	\$5.00	\$38.00		\$43.00	2
261	05/17/2013	\$5.00			\$5.00	
262	10/31/2012		\$143.00		\$143.00	5
263	06/02/2012	\$0.80			\$0.80	
264	05/03/2013		\$25.00		\$25.00	1
265	04/25/2013	\$2.30			\$2.30	
266	06/29/2012			\$3.00	\$3.00	
267	11/07/2012	\$0.20			\$0.20	
268	04/17/2013	\$1.50			\$1.50	
269	11/03/2012	\$16.80	\$34.00		\$50.80	1
270	10/03/2012	\$1.00			\$1.00	
271	10/01/2012	\$3.40			\$3.40	
272	06/25/2013	\$1.00			\$1.00	
273	03/26/2013	\$1.20			\$1.20	
274	06/20/2012	\$0.60		\$5.00	\$5.60	
275	05/08/2013	\$8.70		\$6.00	\$14.70	
276	05/03/2012	\$4.99			\$4.99	
277	07/16/2012	\$0.30			\$0.30	
278	07/23/2012	\$19.10			\$19.10	
279	05/26/2012		\$52.00		\$52.00	2
280	04/04/2013	\$26.40			\$26.40	
281	03/19/2013	\$1.30			\$1.30	
282	04/09/2013	\$1.40			\$1.40	
283	10/03/2012	\$1.20			\$1.20	
284	11/30/2012	\$1.30	\$34.00		\$35.30	1

285	10/04/2012	\$2.60			\$2.60	
286	06/13/2013	\$4.60			\$4.60	
287	07/06/2012	\$0.80			\$0.80	
288	08/15/2012	\$1.60			\$1.60	
289	03/23/2013	\$0.90			\$0.90	
290	06/26/2013	\$15.20			\$15.20	
291	08/23/2012		\$171.00		\$171.00	7
292	05/09/2012	\$0.60			\$0.60	
293	05/02/2013	\$20.00			\$20.00	
294	11/06/2012	\$8.60			\$8.60	
295	06/01/2012	\$5.00			\$5.00	
296	07/02/2012	\$5.00			\$5.00	
297	09/04/2012	\$2.90			\$2.90	
298	11/05/2012	\$1.40			\$1.40	
299	10/09/2012	\$3.00			\$3.00	
300	08/11/2012		\$124.00		\$124.00	5
301	04/20/2013	\$3.40			\$3.40	
302	08/21/2012		\$131.50		\$131.50	5
303	11/27/2012	\$6.00			\$6.00	
304	06/18/2013		\$156.00		\$156.00	5
305	06/17/2013	\$1.40			\$1.40	
306	10/24/2012	\$27.15	\$216.00	\$12.00	\$255.15	23
307	09/04/2012	\$1.00			\$1.00	
308	06/22/2013	\$14.10	\$86.00		\$100.10	4
309	03/29/2013	\$2.00			\$2.00	
310	03/29/2013	\$1.50			\$1.50	
311	06/21/2013	\$0.20			\$0.20	
312	12/01/2012		\$140.00		\$140.00	6
313	10/16/2012	\$13.70			\$13.70	
314	01/28/2013	\$24.10	\$34.00		\$58.10	1
315	08/08/2012	\$1.80			\$1.80	
316	02/16/2013	\$1.30			\$1.30	
317	05/23/2013	\$4.00			\$4.00	
318	05/15/2012	\$0.40			\$0.40	
319	05/28/2013		\$112.00		\$112.00	5
320	03/09/2013	\$3.60			\$3.60	

321	03/09/2013	\$3.60			\$3.60	
322	12/28/2012		\$84.00		\$84.00	4
323	03/23/2013		\$30.00		\$30.00	1
324	06/24/2013	\$5.00			\$5.00	
325	04/03/2013	\$0.60			\$0.60	
326	12/03/2012	\$1.80			\$1.80	
327	12/10/2012	\$1.00			\$1.00	
328	07/28/2012	\$15.20	\$17.00		\$32.20	1
329	08/24/2012	\$1.60	\$25.00		\$26.60	1
330	07/21/2012	\$3.30			\$3.30	
331	01/07/2013	\$0.40			\$0.40	
332	03/05/2013	\$1.50	\$340.00		\$341.50	8
333	01/31/2013	\$1.20			\$1.20	
334	07/12/2012	\$0.60			\$0.60	
335	11/05/2012	\$1.80			\$1.80	
336	03/23/2013	\$5.00			\$5.00	
337	09/10/2012	\$0.20			\$0.20	
338	04/18/2013		\$135.00		\$135.00	10
339	10/25/2012	\$0.60			\$0.60	
340	05/23/2013	\$1.40			\$1.40	
341	05/15/2012	\$1.50			\$1.50	
342	06/07/2013	\$2.40			\$2.40	
343	11/21/2012	\$4.60	\$130.00		\$134.60	6
344	05/29/2012	\$2.00			\$2.00	
345	09/18/2012	\$10.00			\$10.00	
346	11/13/2012	\$2.40			\$2.40	
347	06/19/2013	\$1.00			\$1.00	
348	05/19/2012	\$5.40			\$5.40	
349	03/12/2013	\$0.60			\$0.60	
350	07/30/2012	\$8.80			\$8.80	
351	05/08/2012	\$2.80			\$2.80	
352	07/03/2012	\$29.20			\$29.20	
353	08/06/2012	\$13.00		\$5.00	\$18.00	
354	04/16/2013	\$13.80			\$13.80	
355	03/12/2013	\$0.90			\$0.90	
356	10/12/2012	\$0.80			\$0.80	

357	03/07/2013	\$0.80			\$0.80	
358	02/27/2013	\$1.70			\$1.70	
359	07/28/2012	\$10.20			\$10.20	
360	06/27/2013	\$23.50	\$55.00		\$78.50	1
361	07/25/2012	\$2.20			\$2.20	
362	05/16/2012	\$0.20			\$0.20	
363	04/25/2013	\$0.60			\$0.60	
364	10/26/2012	\$3.90			\$3.90	
365	09/13/2012	\$3.00			\$3.00	
366	01/09/2013		\$35.00		\$35.00	1
367	10/18/2012	\$1.50			\$1.50	
368	08/03/2012		\$24.00		\$24.00	1
369	06/12/2012	\$3.00			\$3.00	
370	03/13/2013	\$1.90			\$1.90	
371	12/27/2012	\$18.00			\$18.00	
372	11/06/2012		\$133.00		\$133.00	5
373	05/03/2012	\$3.70			\$3.70	
374	05/15/2013	\$4.10			\$4.10	
375	02/26/2013	\$1.40			\$1.40	
376	03/06/2013	\$0.40			\$0.40	
377	04/05/2013		\$45.00		\$45.00	1
378	01/21/2013		\$22.00		\$22.00	1
379	11/13/2012	\$3.10			\$3.10	
380	04/11/2013	\$3.80			\$3.80	
381	04/27/2013	\$1.00			\$1.00	
382	02/11/2013	\$3.40			\$3.40	
383	04/23/2013	\$2.00			\$2.00	
384	07/23/2012	\$5.70			\$5.70	
385	11/22/2012	\$0.70	\$19.95		\$20.65	1
386	06/28/2012		\$42.00		\$42.00	2
387	06/12/2013		\$33.00		\$33.00	2
388	03/25/2013	\$1.40			\$1.40	
389	12/20/2012	\$6.10			\$6.10	
390	06/17/2013	\$4.60			\$4.60	
391	06/29/2013	\$6.90	\$16.95		\$23.85	1
392	06/17/2013	\$16.00			\$16.00	

393	04/20/2013		\$20.00	\$20.00	1
394	08/09/2012	\$11.00		\$11.00	
395	03/21/2013		\$91.00	\$91.00	4
396	06/21/2013	\$7.20		\$7.20	
397	06/23/2012	\$1.60		\$1.60	
398	12/04/2012	\$7.00		\$7.00	
399	02/07/2013		\$128.00	\$128.00	5
400	12/06/2012	\$2.90		\$2.90	
401	03/18/2013	\$5.50		\$5.50	
402	10/05/2012	\$5.80		\$5.80	
403	10/05/2012	\$5.80		\$5.80	
404	05/29/2013	\$0.90		\$0.90	
405	12/26/2012	\$1.80		\$1.80	
406	04/18/2013	\$4.20	\$35.00	\$39.20	1
407	12/13/2012	\$0.30		\$0.30	
408	04/29/2013	\$1.60		\$1.60	
409	07/17/2012		\$113.99	\$113.99	6
410	02/16/2013		\$150.00	\$150.00	6
411	02/20/2013		\$289.00	\$289.00	11
412	09/04/2012	\$0.40		\$0.40	
413	08/15/2012	\$3.80		\$3.80	
414	12/13/2012	\$25.00		\$25.00	
415	08/07/2012	\$12.00		\$12.00	
416	08/13/2012	\$2.80		\$2.80	
417	05/10/2012	\$2.40		\$2.40	
418	05/20/2013	\$40.00		\$40.00	
419	08/08/2012	\$3.90		\$3.90	
420	06/19/2013	\$5.50		\$5.50	
421	06/04/2012	\$3.20		\$3.20	
422	01/10/2013		\$82.00	\$82.00	4
423	08/04/2012	\$0.70	\$80.00	\$80.70	4
424	07/10/2012	\$1.60		\$1.60	
425	07/02/2012	\$1.50		\$1.50	
426	03/22/2013		\$36.00	\$36.00	2
427	03/22/2013		\$27.00	\$27.00	1
428	04/24/2013	\$0.30		\$0.30	

429	08/25/2012	\$0.50			\$0.50	
430	07/25/2012	\$1.00	\$76.00		\$77.00	4
431	05/17/2012	\$0.30			\$0.30	
432	09/25/2012	\$1.20			\$1.20	
433	05/13/2013	\$0.50			\$0.50	
434	02/28/2013	\$0.70			\$0.70	
435	02/25/2013	\$0.70			\$0.70	
436	06/13/2013	\$0.60			\$0.60	
437	03/23/2013		\$132.00		\$132.00	5
438	08/16/2012	\$15.00			\$15.00	
439	06/19/2012		\$30.00		\$30.00	1
440	03/21/2013	\$0.20			\$0.20	
441	05/31/2012	\$0.40			\$0.40	
442	01/26/2013	\$12.00			\$12.00	
443	10/05/2012	\$1.60			\$1.60	
444	05/06/2013	\$2.70			\$2.70	
445	12/29/2012	\$0.30			\$0.30	
446	06/20/2013	\$0.30			\$0.30	
447	03/12/2013	\$1.00			\$1.00	
448	02/13/2013	\$11.00			\$11.00	
449	12/06/2012	\$0.20			\$0.20	
450	10/11/2012	\$10.95			\$10.95	
451	06/07/2012	\$0.30			\$0.30	
452	11/23/2012	\$0.20			\$0.20	
453	07/10/2012	\$0.30			\$0.30	
454	05/03/2013	\$1.20			\$1.20	
455	08/23/2012		\$69.00		\$69.00	3
456	07/17/2012		\$126.95		\$126.95	3
457	07/02/2012	\$0.30			\$0.30	
458	04/13/2013	\$5.00			\$5.00	
459	05/08/2013	\$1.00			\$1.00	
460	01/01/2013	\$4.40	\$20.00		\$24.40	1
461	01/11/2013	\$3.20			\$3.20	
462	11/30/2012	\$1.90			\$1.90	
463	09/19/2012	\$0.20			\$0.20	
464	05/29/2012		\$15.00		\$15.00	1

465	02/08/2013	\$8.40	\$51.00		\$59.40	2
466	06/05/2013		\$117.00		\$117.00	6
467	11/05/2012	\$3.50			\$3.50	
468	07/17/2012		\$126.00		\$126.00	5
469	09/24/2012	\$0.40			\$0.40	
470	11/28/2012	\$18.10			\$18.10	
471	04/03/2013	\$13.80			\$13.80	
472	02/28/2013	\$31.60	\$67.00		\$98.60	2
473	05/29/2012		\$76.00		\$76.00	3
474	09/01/2012	\$11.50			\$11.50	
475	02/14/2013	\$20.00	\$13.00		\$33.00	1
476	02/11/2013	\$0.20			\$0.20	
477	12/27/2012	\$0.60			\$0.60	
478	04/24/2013	\$9.20			\$9.20	
479	05/25/2012	\$28.90	\$21.00		\$49.90	1
480	06/19/2012	\$5.00			\$5.00	
481	06/07/2012	\$2.40			\$2.40	
482	07/13/2012	\$2.30			\$2.30	
483	05/04/2012	\$3.90			\$3.90	
484	06/28/2013	\$0.50	\$58.50		\$59.00	2
485	05/26/2012	\$0.50	\$29.00		\$29.50	1
486	08/08/2012	\$25.00			\$25.00	
487	10/10/2012	\$1.80			\$1.80	
488	06/07/2012	\$1.00			\$1.00	
489	03/15/2013	\$28.00	\$19.00		\$47.00	1
490	05/02/2012	\$0.80			\$0.80	
491	07/25/2012	\$1.80			\$1.80	
492	07/26/2012		\$193.00		\$193.00	6
493	04/16/2013		\$50.00		\$50.00	6
494	07/10/2012	\$8.00		\$8.00	\$16.00	
495	05/30/2013	\$5.10			\$5.10	
496	08/14/2012	\$23.00			\$23.00	
497	04/23/2013	\$7.30			\$7.30	
498	05/06/2013	\$14.70			\$14.70	
499	12/17/2012	\$9.40	\$25.00		\$34.40	1
500	06/02/2012	\$3.00			\$3.00	

501	11/01/2012	\$0.60			\$0.60	
502	03/11/2013	\$0.30			\$0.30	
503	12/04/2012	\$1.20			\$1.20	
504	06/25/2012	\$16.50	\$9.00		\$25.50	1
505	06/28/2013	\$4.80			\$4.80	
506	06/14/2013	\$1.80			\$1.80	
507	11/28/2012	\$16.70	\$56.00		\$72.70	3
508	08/02/2012	\$0.50			\$0.50	
509	11/17/2012	\$5.00			\$5.00	
510	08/27/2012	\$0.60			\$0.60	
511	05/30/2012	\$3.10			\$3.10	
512	04/17/2013		\$63.00		\$63.00	3
513	04/23/2013	\$35.00	\$37.00		\$72.00	2
514	05/14/2012	\$8.00			\$8.00	
515	05/23/2012	\$0.20			\$0.20	
516	06/28/2013	\$5.70	\$61.00		\$66.70	2
517	12/26/2012	\$2.50			\$2.50	
518	06/13/2012	\$2.60			\$2.60	
519	11/11/2012		\$169.00		\$169.00	5
520	12/04/2012	\$1.20			\$1.20	
521	04/02/2013	\$0.50			\$0.50	
522	08/21/2012		\$39.00		\$39.00	2
523	03/12/2013	\$50.40			\$50.40	
524	10/24/2012	\$5.00			\$5.00	
525	11/09/2012	\$1.80	\$20.00		\$21.80	2
526	12/07/2012	\$2.00			\$2.00	
527	08/15/2012	\$1.80			\$1.80	
528	08/09/2012	\$7.00			\$7.00	
529	12/03/2012	\$1.00			\$1.00	
530	12/03/2012	\$0.60			\$0.60	
531	01/29/2013	\$4.00			\$4.00	
532	12/12/2012	\$0.40			\$0.40	
533	05/17/2012	\$1.80			\$1.80	
534	08/15/2012	\$2.40			\$2.40	
535	09/28/2012		\$28.95		\$28.95	2
536	11/15/2012	\$5.80			\$5.80	

537	07/13/2012	\$1.75			\$1.75	
538	06/11/2013	\$3.40			\$3.40	
539	06/24/2013	\$1.20			\$1.20	
540	09/24/2012	\$1.50			\$1.50	
541	06/06/2013	\$5.00			\$5.00	
542	04/24/2013	\$6.00			\$6.00	
543	04/03/2013	\$2.40			\$2.40	
544	04/30/2013	\$7.40			\$7.40	
545	10/02/2012	\$4.20			\$4.20	
546	01/14/2013	\$1.60	\$29.00		\$30.60	1
547	03/19/2013	\$0.80			\$0.80	
548	05/31/2013	\$1.50			\$1.50	
549	05/07/2013	\$1.80			\$1.80	
550	06/04/2012	\$3.00			\$3.00	
551	12/03/2012	\$3.60			\$3.60	
552	12/18/2012	\$0.80	\$66.00		\$66.80	3
553	01/14/2013	\$2.70			\$2.70	
554	10/11/2012	\$16.20			\$16.20	
555	11/27/2012	\$1.00	\$30.00		\$31.00	1
556	10/16/2012	\$0.60			\$0.60	
557	03/02/2013	\$2.00			\$2.00	
558	07/25/2012	\$5.60			\$5.60	
559	04/15/2013	\$5.30			\$5.30	
560	04/22/2013	\$36.60			\$36.60	
561	08/24/2012	\$5.00			\$5.00	
562	05/04/2013	\$0.65			\$0.65	
563	05/18/2013	\$2.60			\$2.60	
564	02/14/2013		\$310.00		\$310.00	14
565	10/17/2012	\$2.70			\$2.70	
566	06/05/2013	\$11.30			\$11.30	
567	05/28/2013	\$0.90			\$0.90	
568	10/16/2012	\$1.00			\$1.00	
569	06/26/2013	\$1.20			\$1.20	
570	07/02/2012	\$0.70			\$0.70	
571	03/30/2013		\$12.00		\$12.00	1
572	02/26/2013	\$0.70			\$0.70	

573	08/09/2012	\$3.20			\$3.20	
574	10/05/2012	\$2.00			\$2.00	
575	05/17/2013		\$10.95		\$10.95	1
576	01/07/2013	\$22.50			\$22.50	
577	11/20/2012	\$9.90			\$9.90	
578	09/08/2012	\$1.60			\$1.60	
579	02/20/2013	\$1.00			\$1.00	
580	11/27/2012	\$1.60			\$1.60	
581	02/13/2013	\$4.70			\$4.70	
582	12/10/2012	\$0.50			\$0.50	
583	01/16/2013	\$70.00	\$47.00		\$117.00	3
584	05/14/2012	\$0.50			\$0.50	
585	06/06/2013		\$165.00		\$165.00	5
586	06/16/2012	\$1.20			\$1.20	
587	05/27/2013	\$18.30			\$18.30	
588	05/21/2012	\$5.00			\$5.00	
589	03/04/2013	\$5.40			\$5.40	
590	06/13/2013	\$6.00			\$6.00	
591	07/12/2012	\$2.20			\$2.20	
592	12/17/2012	\$24.20		\$3.50	\$27.70	
593	10/01/2012	\$0.60			\$0.60	
594	02/21/2013	\$15.00			\$15.00	
595	03/23/2013	\$1.80			\$1.80	
596	01/08/2013	\$5.00			\$5.00	
597	05/09/2012	\$5.60			\$5.60	
598	12/19/2012	\$0.60			\$0.60	
599	07/21/2012	\$2.70			\$2.70	
600	06/28/2013	\$1.60			\$1.60	
601	04/29/2013	\$10.50			\$10.50	
602	06/06/2012	\$60.00		\$1.50	\$61.50	
603	07/16/2012	\$1.20			\$1.20	
604	07/25/2012	\$2.10			\$2.10	
605	06/25/2013		\$30.00		\$30.00	2
606	08/20/2012	\$5.80			\$5.80	
607	06/28/2012	\$1.60			\$1.60	
608	07/20/2012	\$3.80			\$3.80	

609	10/01/2012	\$1.20			\$1.20	
610	10/01/2012	\$3.60			\$3.60	
611	08/14/2012		\$32.00		\$32.00	1
612	05/13/2013	\$4.90			\$4.90	
613	08/27/2012	\$1.60			\$1.60	
614	08/20/2012	\$2.80			\$2.80	
615	07/28/2012	\$0.60			\$0.60	
616	07/18/2012	\$1.40			\$1.40	
617	04/05/2013	\$5.40			\$5.40	
618	11/07/2012	\$4.20			\$4.20	
619	05/25/2012	\$5.00			\$5.00	
620	06/18/2013	\$2.20			\$2.20	
621	06/04/2013	\$3.00			\$3.00	
622	05/22/2012	\$0.30			\$0.30	
623	08/21/2012	\$2.00			\$2.00	
624	01/12/2013	\$3.30			\$3.30	
625	10/29/2012	\$1.00			\$1.00	
626	05/10/2013	\$1.00			\$1.00	
627	11/09/2012	\$5.10			\$5.10	
628	11/12/2012	\$0.90			\$0.90	
629	05/29/2012					
629	11/20/2012	\$25.00	\$88.00		\$113.00	3
630	06/20/2013	\$6.40			\$6.40	
631	04/06/2013	\$2.40			\$2.40	
632	06/25/2012	\$7.90			\$7.90	
633	07/06/2012		\$43.00		\$43.00	2
634	06/25/2012	\$8.30			\$8.30	
635	03/23/2013	\$3.50			\$3.50	
636	06/25/2012	\$7.00			\$7.00	
637	07/27/2012	\$5.60			\$5.60	
638	01/08/2013	\$2.80	\$100.00		\$102.80	3
639	01/30/2013		\$33.00		\$33.00	1
640	06/26/2013	\$3.40			\$3.40	
641	07/10/2012	\$0.40			\$0.40	
642	06/14/2012	\$6.70			\$6.70	
643	11/03/2012	\$0.40			\$0.40	

644	03/15/2013	\$1.20	\$20.00		\$21.20	1
645	09/26/2012		\$161.00		\$161.00	8
646	08/07/2012	\$5.10			\$5.10	
647	04/27/2013	\$20.20	\$9.00		\$29.20	1
648	05/21/2013		\$133.00		\$133.00	5
649	05/21/2013	\$0.60	\$30.00		\$30.60	1
650	05/11/2012	\$0.30			\$0.30	
651	05/11/2012	\$1.00			\$1.00	
652	02/26/2013	\$0.90			\$0.90	
653	05/17/2012	\$0.20			\$0.20	
654	08/15/2012	\$15.00			\$15.00	
655	09/19/2012		\$30.00		\$30.00	1
656	08/13/2012	\$4.20			\$4.20	
657	05/29/2012	\$0.20			\$0.20	
658	06/23/2013	\$9.60	\$125.00		\$134.60	6
659	08/20/2012	\$1.50			\$1.50	
660	12/26/2012		\$50.00		\$50.00	2
661	01/08/2013		\$155.00		\$155.00	5
662	10/15/2012	\$4.60			\$4.60	
663	04/03/2013	\$6.30			\$6.30	
664	08/06/2012	\$1.20			\$1.20	
665	05/07/2012	\$0.30			\$0.30	
666	07/19/2012	\$12.00			\$12.00	
667	11/21/2012	\$1.80	\$130.00	\$25.50	\$157.30	2
668	03/06/2013	\$0.20			\$0.20	
669	09/22/2012	\$1.60			\$1.60	
670	05/16/2012	\$5.40			\$5.40	
671	01/10/2013	\$5.80			\$5.80	
672	06/14/2013					
672	06/14/2013	\$1.00			\$1.00	
673	06/02/2012	\$3.00			\$3.00	
674	06/18/2013	\$2.50	\$46.00		\$48.50	3
675	07/11/2012	\$4.80			\$4.80	
676	07/11/2012	\$4.80			\$4.80	
677	06/19/2013	\$5.00			\$5.00	
678	09/08/2012	\$15.00	\$17.00		\$32.00	1

678	07/07/2012	\$0.60			\$0.60	
680	06/29/2013	\$0.60			\$0.60	
681	06/06/2013	\$30.00			\$30.00	
682	02/02/2013	\$0.50	\$45.00		\$45.50	1
683	08/30/2012	\$9.20			\$9.20	
684	08/30/2012	\$9.20			\$9.20	
685	08/30/2012	\$4.60	\$10.00		\$14.60	1
686	08/30/2012	\$13.80			\$13.80	
TOTALS		\$3,770.47	\$11,932.79	\$173.30	\$15,876.56	513
	Post date	Late Fees	Lost books fees	Dmged	Total charges/PT	# of Books lost/PT

Alamogordo Family Recreation Center

Name	Date of Service	Amount	Bad Debt Date	Write Off Date
Barragan, Melinda	Jul-12	210.70	Jul-16	May-17
Bodily, Chrystal	Jul-12	210.75	Jul-16	May-17
Kaiewalu, Lisa	Jan-13	67.75	Jan-17	May-17

Total 489.20

Alamogordo Family Recreation Center

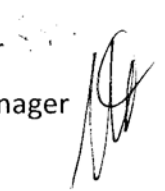
Name	Date of Service	Amount	Line #	Bad Debt Date	Write Off Date
Melinda Barragan	Jul-12	\$210.70	032-1340	Jul-16	May-17
Chrystal Bodily	Jul-12	\$210.75	032-1340	Jul-16	May-17
Lisa Kaiewalu	Jan-13	\$67.75	032-1340	Jan-17	May-17

PHA Write-Off's 2017

<u>Name</u>		Amount	Balance	Comments
Last	First			
Salamone	Tracey	5.30		1/19/2016
Ayala	Raquel	759.77		9/30/2015
Simpson	James	8.30		9/30/2015
Lueras	DeAna	147.09		8/6/2015
Chavez	Samantha	202.98		5/1/2015
Telles	Renee	91.90		8/6/2015
Cropper	Brandon	492.90		10/31/2015
Austin	Sara	271.28		11/11/2015
Lopes	Julie	398.66		12/10/2015
Pena	Fernando	1,059.24		6/1/2015
Chavez	Jessica	721.92		8/6/2015
Valencia	Brenda	3,033.00		7/16/2015
Barela	Samantha	182.74		5/6/2015
White	Susan	96.00		10/31/2015
Howey	Kevin	164.47		7/14/2015
Stancil	Thomas	34.00		11/22/2015
TOTAL		7,669.55		

Memorandum

To: Sue Ashe, Accountant
From: Nichole Sierra, Utility Billing Supervisor
Thru: Mark Threadgill, Customer Service Manager
Date: May 10, 2017
Re: Accounts Receivable Write off Accounts



The amount of Accounts Receivable write off accounts submitted for City of Alamogordo Commission approval is \$5,830.61. This represents delinquent accounts through June 30, 2013. Please see attached for list.

**CITY OF ALAMOGORDO
ACCOUNTS RECEIVABLE
WRITE OFF LISTING
FISCAL YEAR 2017**

Thru June 30, 2013

CUSTOMER NAME	CUSTOMER ID	CUSTOMER TYPE DESCRIPTION	INVOICE DATE	AMOUNT UNPAID
HAGLER, JENNIFER	3476	CONVENIENCE CENTER (86)	07/26/12	\$ 22.68
ALCALA, ANNA	3503	CONVENIENCE CENTER (86)	08/24/12	\$ 30.24
ANDERSON, JERAMIA & SHAWNA	3519	CONVENIENCE CENTER (86)	09/24/12	\$ 7.14
FEGURGUR, JOSEPH	3522	CONVENIENCE CENTER (86)	09/24/12	\$ 20.16
ORTEGA, JOSEPH	3537	CONVENIENCE CENTER (86)	10/16/12	\$ 11.34
WAUGH, JOHN	3534	CONVENIENCE CENTER (86)	10/16/12	\$ 2.52
PACHECO, FRANCES	3634	CONVENIENCE CENTER (86)	06/21/13	\$ 312.48
PYSKOWSKI, STEPHEN W	3632	CONVENIENCE CENTER (86)	06/21/13	\$ 39.86
CHAVEZ, RAYMOND	3602	MISCELLANEOUS	02/26/13	\$ 30.00
GONZALES, GABRIEL	3404	GOLF COURSE/UNIFORMS	04/29/13	\$ 40.13
OSBORNE, RICHARD	1971	WRITE OFF (LIEN RELEASED)	05/07/01	\$ 175.52
GALLEGOS, CHRIS	2018	WRITE OFF (LIEN RELEASED)	10/31/01	\$ 169.14
PLATT, ROBERT C	2036	ABATEMENT ACTIONS (LIEN RELEASED)	11/09/01	\$ 173.39
QUIRMBACH, ARTHUR H	2189	WRITE OFF (LIEN RELEASED)	05/15/03	\$ 174.98
ATWOOD, DOUGLAS W & NANCY N	2382	WRITE OFF (LIEN RELEASED)	04/14/05	\$ 389.91
SANCHEZ, MARY ANN	2448	WRITE OFF (LIEN RELEASED)	09/08/05	\$ 310.88
MATHEWS, GLORIA	2459	WRITE OFF (LIEN RELEASED)	10/07/05	\$ 545.75
BRUSUELAS, MANUEL & ROSANN	2558	WRITE OFF (LIEN RELEASED)	07/18/06	\$ 325.00
MIRABAL, BILLY & AMY	2557	WRITE OFF (LIEN RELEASED)	07/18/06	\$ 285.00
PROCTOR, JAMES & GERTRUDE	2656	WRITE OFF (LIEN RELEASED)	04/10/07	\$ 302.01
REYNOLDS, DENISE A	2649	WRITE OFF (LIEN RELEASED)	04/10/07	\$ 525.00
SALDANA, AGUSTINE & MARIA	2657	WRITE OFF (LIEN RELEASED)	04/10/07	\$ 248.45
QUIRMBACH, ARTHUR H	2189	WRITE OFF (LIEN RELEASED)	04/25/07	\$ 337.68
MATHEWS, GLORIA	2459	WRITE OFF (LIEN RELEASED)	04/08/10	\$ 325.00
BUSTOS, MICHAEL	2958	WRITE OFF (LIEN RELEASED)	01/31/12	\$ 576.03
BUSTOS, MICHAEL	2958	WRITE OFF (LIEN RELEASED)	01/31/12	\$ 450.32

WRITE OFF TOTAL	\$ 5,830.61
------------------------	--------------------

OUTSTANDING RETURNED CHECKS TO BE WRITTEN OFF FY2017

Date	Drawn By	Type	Amount
6/25/12	Cobos, Adrienne	Bonito	33.00
Total Outstanding FY12			33.00
12/6/12	FMIC Federated Mutual Insurance C	DPS	3.15
6/4/13	Quiroga, Patricia	Animal Control	136.73
Total Outstanding FY13			139.88

Total Outstanding FY12 & FY13 through 6/30/13

172.88 greater than 4 years old

011-0000-115-0175

484.80 3/30/2017

(311.92) FY14 to FY17

less than 4 years old

FY12 from 6/25/12 and FY13 through 6/30/13

DPS	011-0000-314-1302	Printing & Copying	3.15
Gen	011-0000-314-1321	Adoption Fee	136.73
Bonito	088-0000-316-1501	Refunds & Collections	33.00
			172.88

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 05/23/2017

Report Date: 05/18/2017

Report No: 6.

Submitted By: Stella Rael

Subject: Consider, and act upon, Ordinance 1537 for a map amendment to the official zoning map of the City of Alamogordo to rezone the properties located at 2310 & 2400 Collins Ave. from M-2 Industrial District to R-4 Multiple Family Dwelling District. Case Z-2017-001(A) (*Darron Williams, City Planner*) (**Roll Call Required**)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Staff recommends approval of Ordinance 1537.

Background: The Alamogordo Daily News published notice of first publication on April 30, 2017 and May 9, 2017. Staff mailed seven (7) letters by certified/return receipt mail to all property owners of record within two hundred (200) feet from the properties excluding public right-of-way, of the properties for which the rezoning is sought. As of this writing, staff has received one letter returned as undeliverable and no written responses to this office.

ORDINANCE No. 1537

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ALAMOGORDO, CHANGING THE CLASSIFICATION OF A CERTAIN PROPERTY COMMONLY KNOWN AS 2310 & 2400 COLLINS AVE. FROM THEIR PRESENT DESIGNATION AND ZONING DISTRICT OF M-2 INDUSTRIAL DISTRICT TO R-4 MULTIPLE FAMILY DWELLING DISTRICT, WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF ALAMOGORDO, OTERO COUNTY, NEW MEXICO.

WHEREAS, Clarence F. & Sharon K. Hertzner (hereinafter referred to as "the Owners") are the owners of certain real properties commonly known as 2310 Collings Ave. and 2400 Collins Ave. and legally described below (herein after referred to as "the Property") located within the corporate boundaries of the City of Alamogordo, New Mexico, (hereinafter referred to as "the City"); and

WHEREAS, an application has been filed in the Applicants names under Case No. **Z-2017-0001(A)** to change the zoning of the Property, and

WHEREAS, the Planning and Zoning Commission, after notice and hearing did recommend to the City Commission adoption of an ordinance amending the zoning map by removing the Property from the present designation and zoning district of M-2 Industrial District to R-4, Multiple Family Dwelling District; and

WHEREAS, the City Commission, after notice and hearing, finds and determines that the application for re-zoning of the Property is in the public interest and is consistent with proper development of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION, THAT the zoning of the Property, which is more fully described below:

**Sunflower Subdivision Lots 1 & 2, Alamogordo, Otero County,
New Mexico**

Is hereby changed from M-2 Industrial District to R-4, Multiple Family

Dwelling District; and; the official zoning map and comprehensive plan of the City are hereby amended to reflect this change.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2017

**CITY OF ALAMOGORDO, NEW MEXICO a
New Mexico municipal corporation**

By: _____
Richard Boss, Mayor

ATTEST:

Rachel Hughs, City Clerk

APPROVED AS TO FORM:

Lauren Truitt, Assistant City Attorney

Record of Decision
City of Alamogordo
A New Mexico Municipal Corporation

Case#: **Z-2017-0001(A)**

For the Subject Property as follows:

Commonly Known As: **2310 Collins Ave. & 2400 Collins Ave**

Uniform Property Code & Parcel Code: **01N-4-053-098-252-026 & 01N-4-053-098-252-053**

Legal Description: **SUNFLOWER SUBDIVISION LOTS 1 & 2, ALAMOGORDO, OTERO
COUNTY, NEW MEXICO**

The Alamogordo Planning & Zoning Commission considered this item on **April 6, 2017** and recommended the following action to the Alamogordo City Commission by a vote of 3-0-0

Approve the rezoning of the property detailed above for Case # **Z-2017-0001(A)**.

.....
The Alamogordo City Commission issued the following decision on **April 25, 2017**, by a vote of 7-0.

Approve as recommended for first publication Ordinance # 1537

.....
The Alamogordo City Commission issued the following decision on _____, by a vote of _____

Approve as recommended for final publication Ordinance #1537 .

Attest:

CITY OF ALAMOGORDO, New Mexico,
A New Mexico Municipal Corporation

Rachel Hughs, City Clerk

Richard Boss, Mayor



City of Alamogordo

City Commission



Rezoning Request Case:
Z-2017-0001(A)

Darron Williams, City Planner
April 25, 2017

Zoning Request Case: Z-2017-0001(A)



Request:

The applicants are requesting a map amendment to the official zoning map of the City of Alamogordo to rezone the properties located at 2310 & 2400 Collins Avenue from M-2 Industrial to R-4 Multiple Family Dwelling.

Owner(s)/Applicant:

Clarence F. & Sharon K. Hertzner
91 Calle de Paz
Alamogordo, NM 88310

Zoning Request Case: Z-2017-0001(A)



Section 29-01-020 - Amendments and Changes

Petition for amendment. From time to time, the city, after public notice and hearing, may amend the zoning regulations and established districts. Amendment may be initiated by motion of the city commission; by petition of the owners of the property to be affected; or by petition of one (1) or more agents, designated in an acknowledged power of attorney, or owner or owners of the property affected. Every such proposed amendment shall be considered by the planning and zoning commission before being considered by the city commission.

Zoning Request Case: Z-2017-0001(A)



Zoning Request Case: Z-2017-0001(A)



Zoning Request Case: Z-2017-0001(A)



Findings of Fact

- 1. The properties are located at 2310 & 2400 Collins Ave. within the M-2 Industrial District; more specifically identified as Tax Parcels #01-00328 & 01-12049
- 2. The request is for a map amendment to rezone the property to R-4 (Multiple Family Dwelling).
- 3. The application was filed on March 6, 2017
- 4. The legal notice was published on March 12, 2017
- 5. Seven (7) letters were mailed by certified/return receipt mail to all property owners of record within two hundred (200) feet from the property excluding public right-of-way, of the property for which the rezoning is sought.
- 6. As of April 24, 2017 there was one letter returned undeliverable and no phone calls or letters of protest have been received from property owners within the two hundred radius of the proposed zoning.
- 7. Planning and Zoning Commission recommended approval by a vote of 3-0-0, at the regularly scheduled meeting of April 6, 2017.

Zoning Request Case: Z-2017-0001(A)



Staff Recommends:

To accept the finding of facts as presented and approve Zone Request Case:
Z-2017-0001(A).

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 05/23/2017

Report Date: 05/17/2017

Report No: 7.

Submitted By: Shelbe Abbott

Subject: Workshop and update on Alamogordo Main Street Program. *(Darron Williams, City Planner)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: None

Background: WORKSHOP AND UPDATE ON ALAMOGORDO MAIN STREET PROGRAM.



ALAMOGORDO MAINSTREET PUBLIC/PRIVATE PARTNERSHIP with the CITY OF ALAMOGORDO

Claudia Powell, President, Alamogordo MainStreet

Cam Wilde, Executive Director, Alamogordo
MainStreet

Darron Williams, City Planner



ALAMOGORDO MAINSTREET PRESENTATION OVERVIEW

History of Alamogordo MainStreet

A brief review of the first two years of efforts and accomplishments.

Current Status

A summary of what is currently in the works with the program.

Way Forward

What you can expect to see from Alamogordo MainStreet in the next six months to a year.

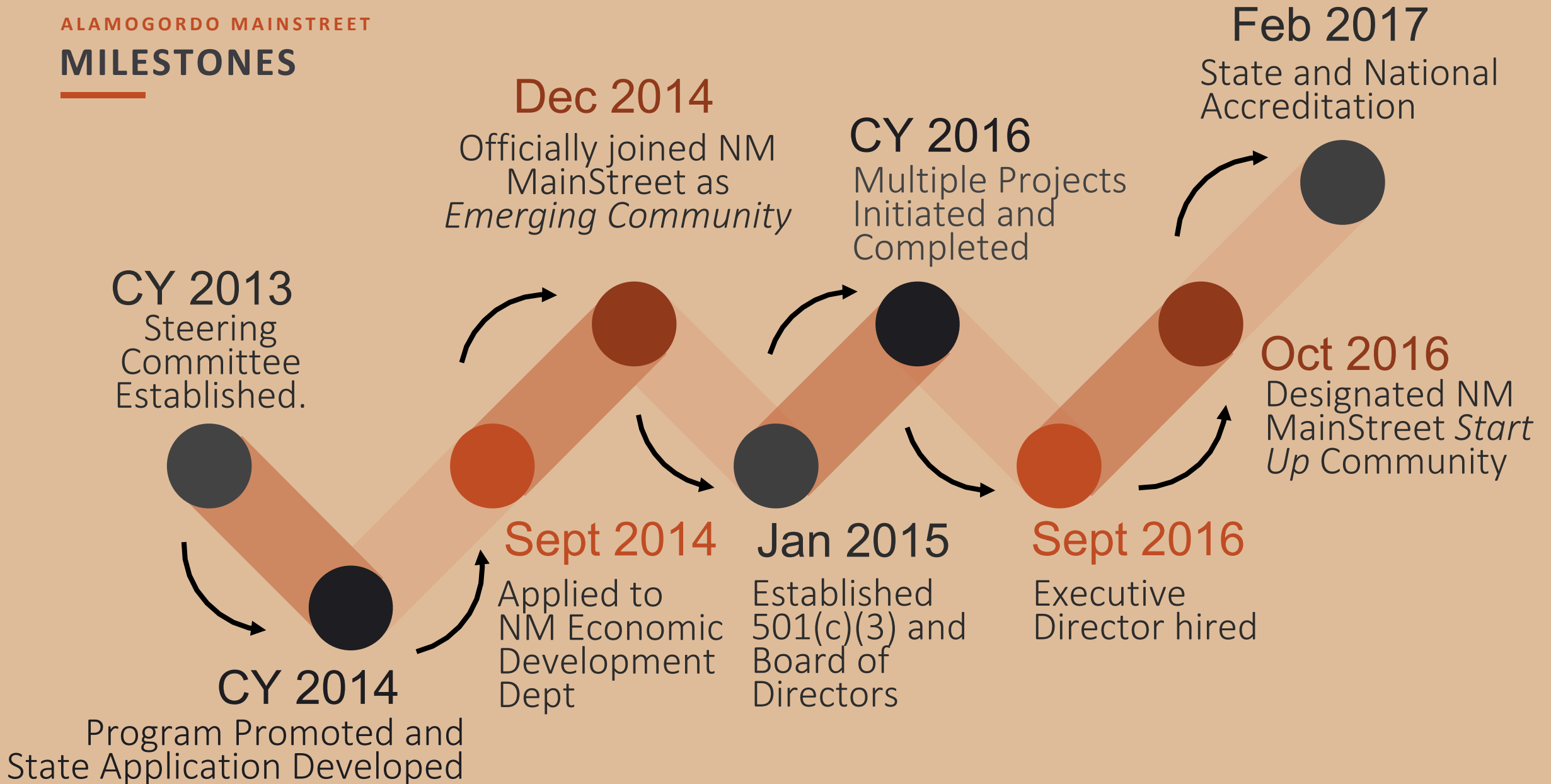




ALAMOGORDO MAINSTREET

A Bit of History -
Then and Now

MILESTONES



WHAT IS ALAMOGORDO MAINSTREET... REALLY?



Our goal is to continually economically develop Alamogordo's historic downtown by preserving, enhancing, and beautifying the area with total respect to our local heritage and culture.

- ✓ We are supported through services and assisted by the New Mexico MainStreet, a program of the state Economic Development Department.
- ✓ We are a non-profit and managed by a volunteer board of directors.



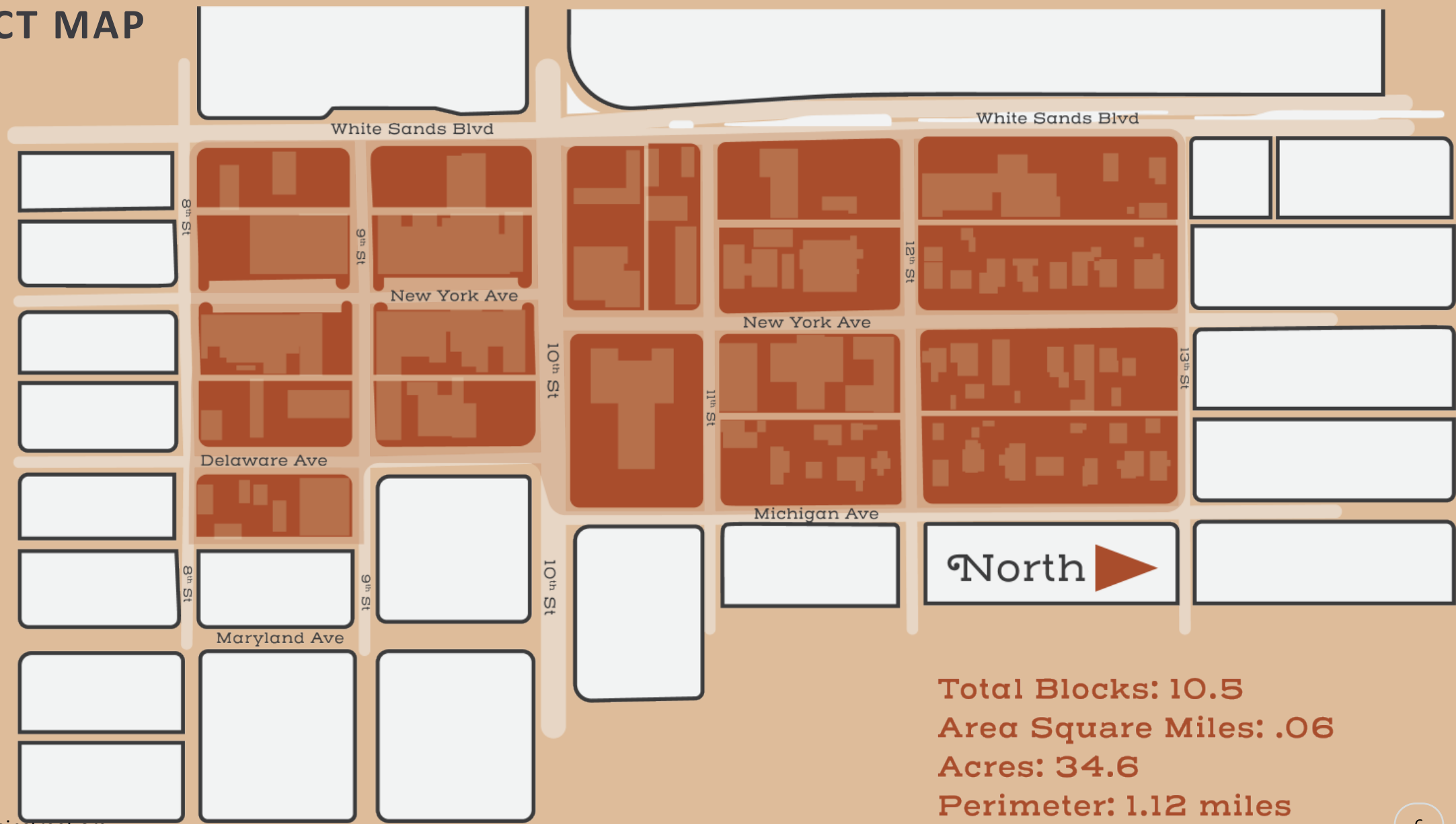
www.alamogordomainstreet.org

Initiated in 1985.
Now supports over
40 communities
throughout the state.



Alamogordo MainStreet, like all Main Street America™ Accredited programs, meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.

ALAMOGORDO MAINSTREET
DISTRICT MAP



Total Blocks: 10.5
Area Square Miles: .06
Acres: 34.6
Perimeter: 1.12 miles

BENEFITS OF AN ACCREDITED MAINSTREET



Local Business Improvement



Improved Commercial District



Increased GRT, Stronger Tax Base



New Mexico MainStreet Technical Assistance

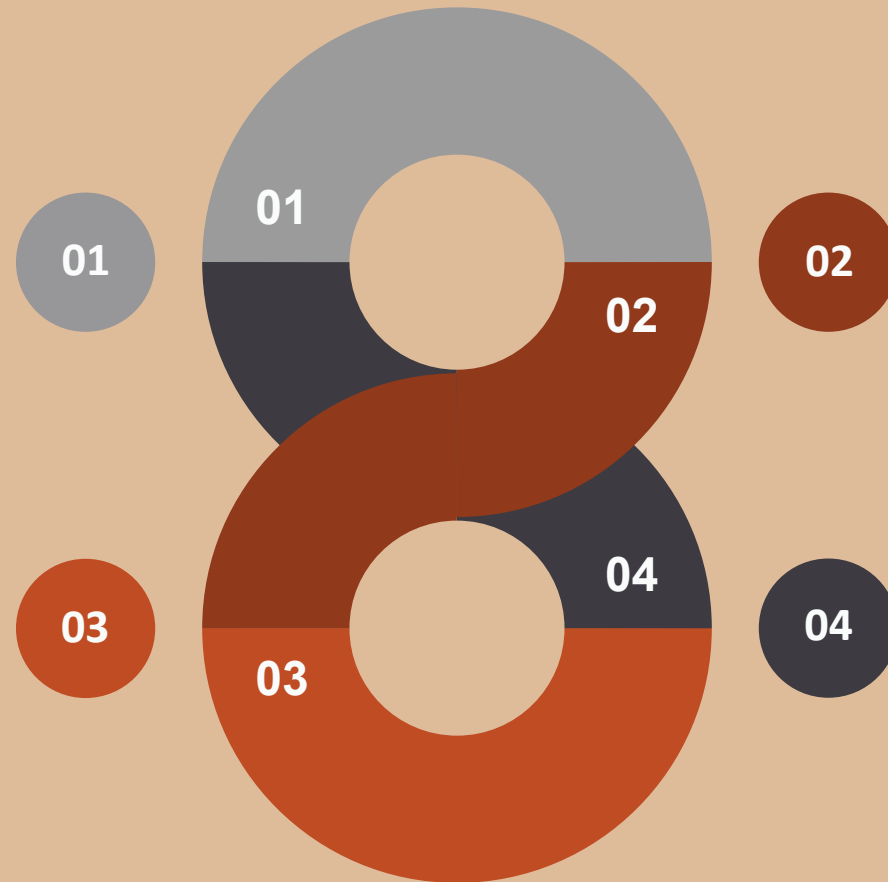
THE MAINSTREET FOUR-POINT APPROACH™

ORGANIZATION

Mobilize Resources;
Implement Community
Transformation Vision

DESIGN

Enhances Physical Elements;
Preserves Historic Character



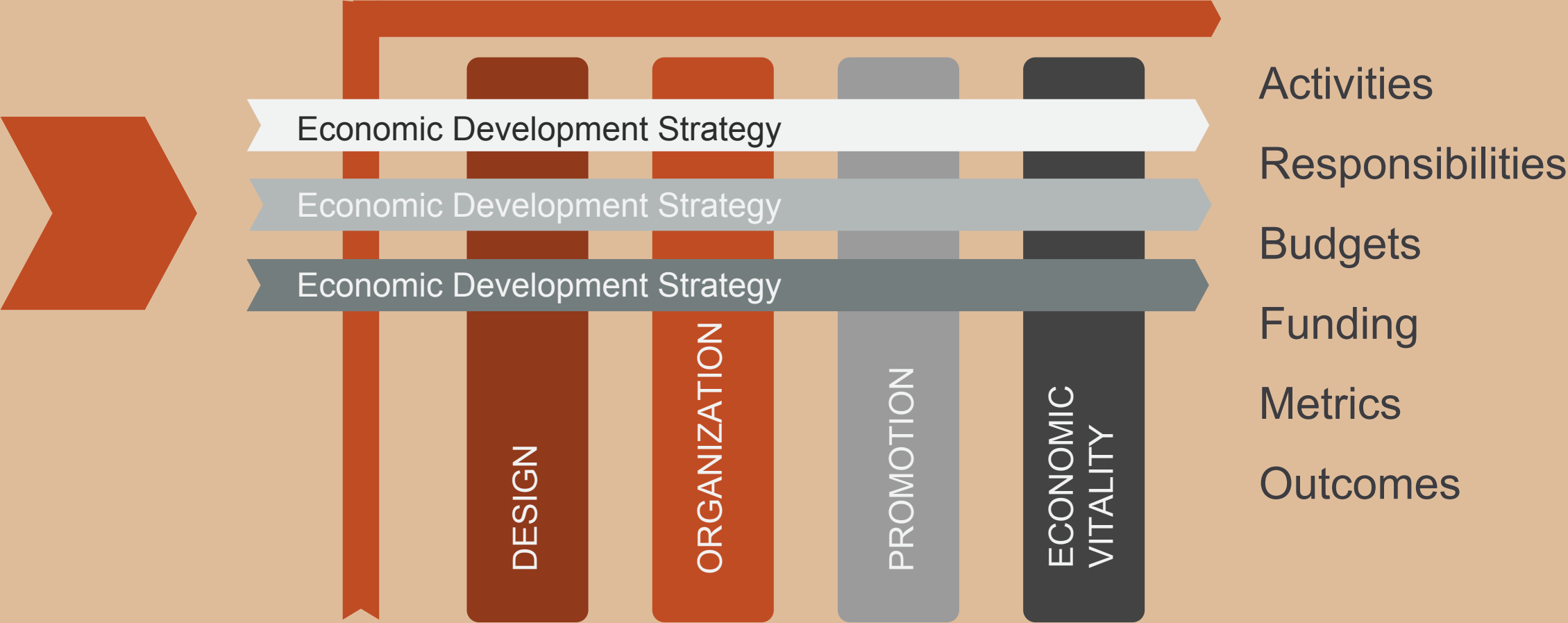
ECONOMIC VITALITY

Build opportunity;
Supportive Environment for
Entrepreneurs

PROMOTIONS

Center Hub of Activity;
Showcases Positive
Image

COMMUNITY TRANSFORMATION VISION



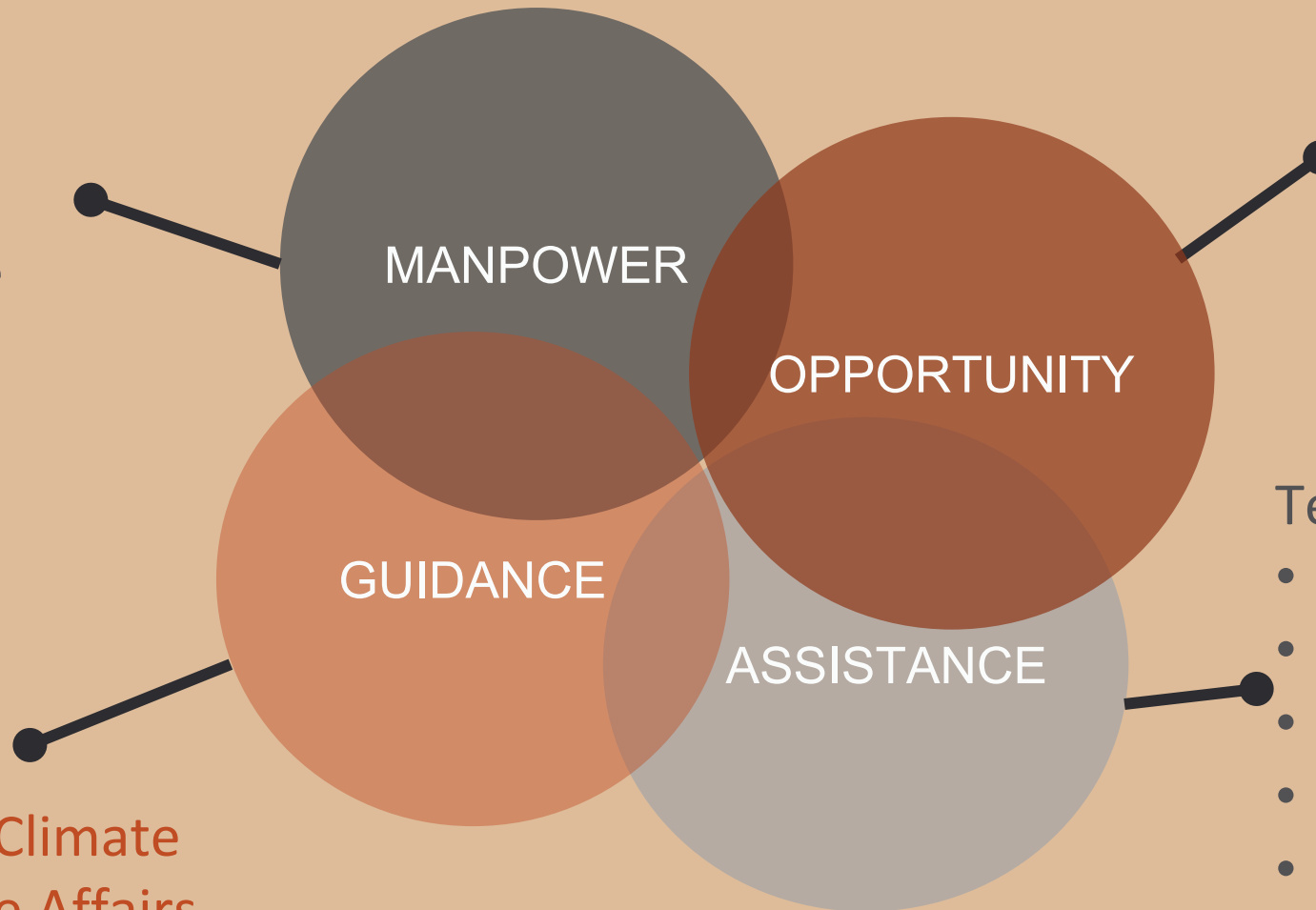
MainStreet Four-Points™

WHAT DOES MAINSTREET PROVIDE?

- Engagement
- Advocacy
- Volunteerism
- “Boots on the Ground”

Advice on:

- Projects
- Impacts
- Business Climate
- Legislative Affairs



Financial Resources

- Capital Outlay/LEDA
- Tax Credits
- Incentives

Technical Expertise

- Economic Development
- Planning/Design
- Promotion
- Historic Preservation
- Cultural/Creative

THE PUBLIC/PRIVATE PARTNERSHIP

City of Alamogordo

Commitment:
Philosophical and Financial
Coordination/Planning
Fiscal Agent

NM MainStreet

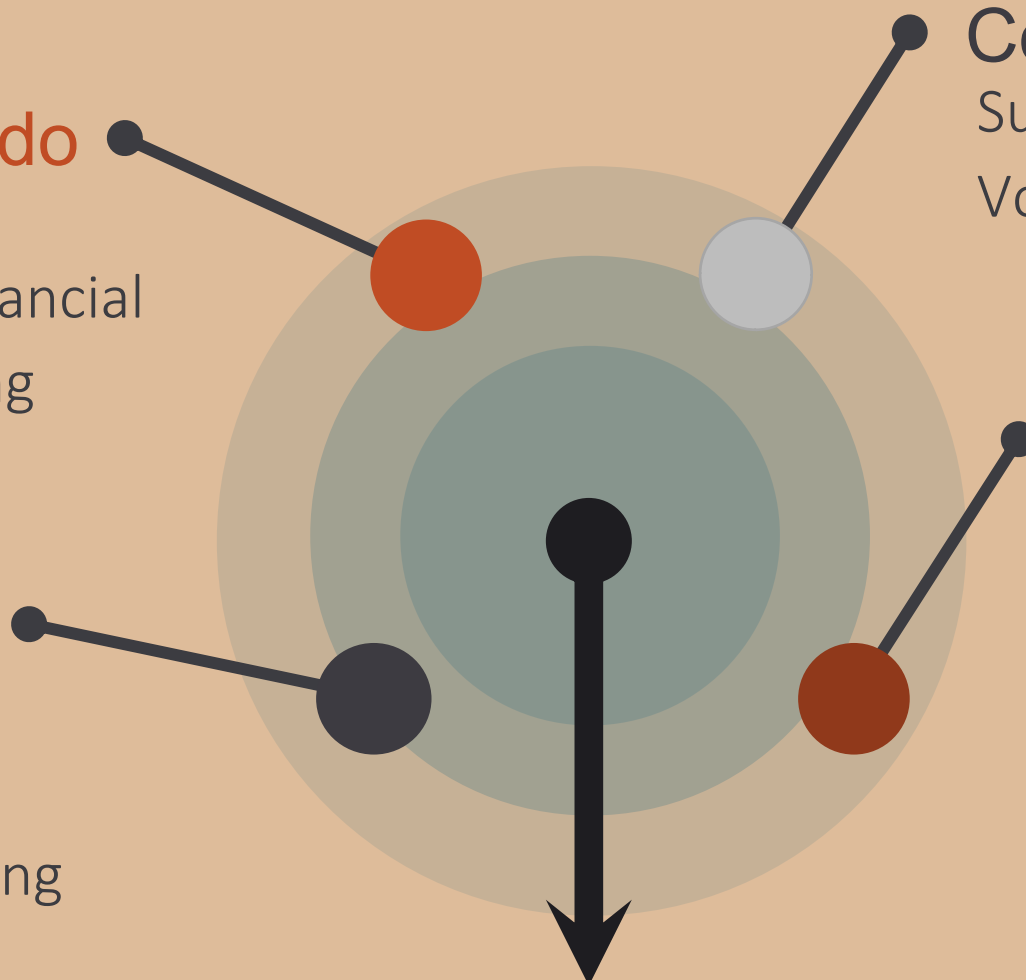
Technical Assistance
Capital Outlay
Coordination/Reporting
Compliance

Community Stakeholders

Support
Volunteerism

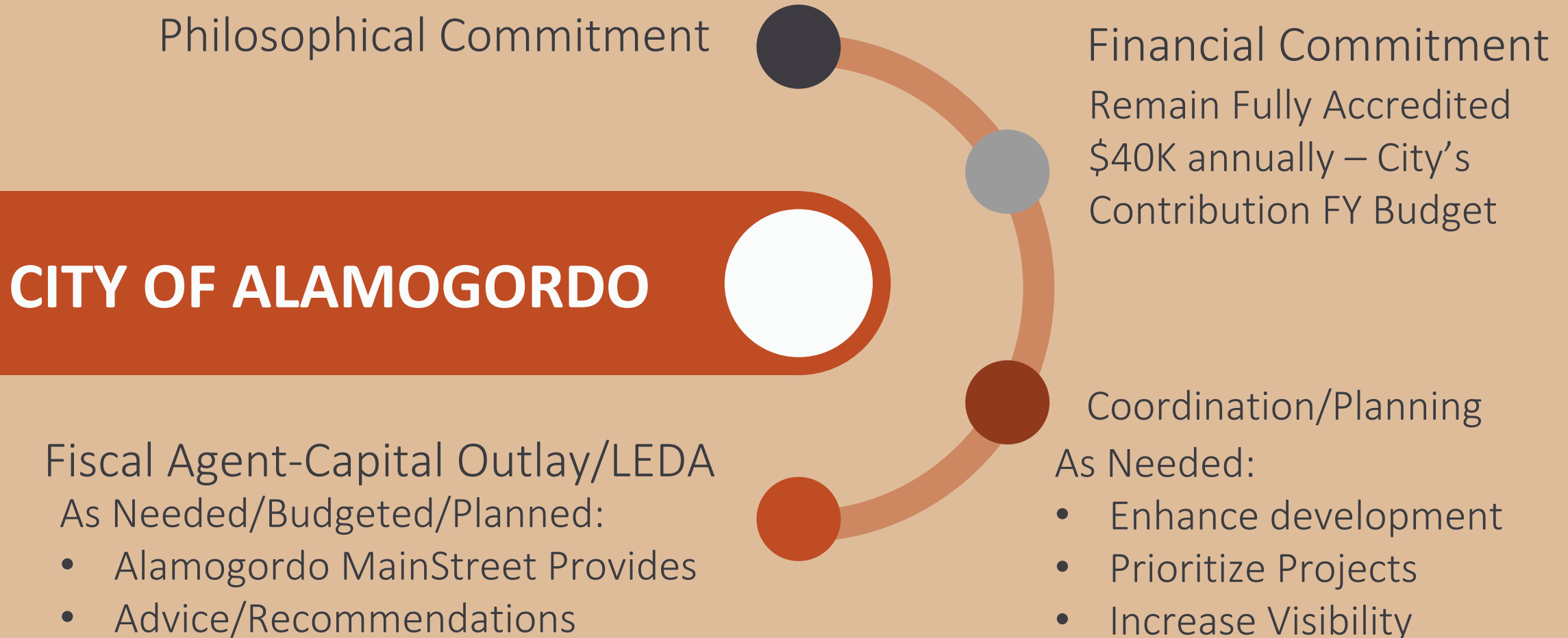
Alamogordo MainStreet

Implementer
Resource Developer
Statistical Reporting
Coordinates w/City and
State
Compliance



**INFRASTRUCTURE and REVITALIZATION
PROJECTS**

PARTICIPATION AND COMMITMENT – CITY’S ROLE IN FOCUS





You are Invited

Alamogordo MainStreet
cordially invites
you to the dedication of the mural,
Colors of Our Past
to the community of Alamogordo

204 9th Street
on
Thursday, November 10th
at 11:30am

ALAMOGORDO MAINSTREET | **PNM**

Partnership Project

Alamogordo MainStreet would like to thank
our Gold-Level Corporate Sponsors

Jack Wayte
Construction Company, Inc.

McDonald's

BOSS CONSULTING & TAX

Gerald Champion Regional Medical Center | **MARQUARDT EYE ASSOCIATES**

CURRENT STATUS

- District Business Engagement
- Analysis of Opportunity Areas
- Promotions
- Beautification Efforts

THE WAY FORWARD WITH ECONOMIC TRANSFORMATION STRATEGIES

Strategy #1

Improve/Enhance
Visual & Functional
Connectivity

Strategy #2

Retain/Strengthen Partners
Incubate New Ventures
Rehabilitate to
Sustain/ Enhance Character
Diversify/Expand Offerings

Support Projects

All Projects Tied to the
Two Strategies
Must Align w/Four-Point
Approach

Economic Transformation Strategies

Via Taskforce Model

MRA & Comp Plan Development

Partnered w/City Staff and Stakeholders

LEDA/Capital Outlay

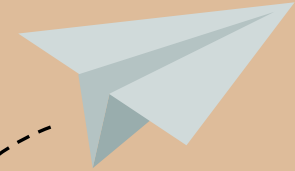
Not Anticipated FY 18
Door Not Shut

Grants

NM Resiliency Alliance Grant
Pursuing Additional Grants
Searching New Opportunities

Reaccreditation

Requires Annual Re-accreditation

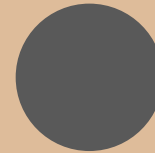


REPORTING PROGRESS & UPDATES



Recurring Updates

Will Provide Every Six Months



Annual Update/Report

Will Provide End of Calendar Year
Update on Finances, Projects & Activities
Discuss Upcoming (and Potential) Projects



Regular Updates

Refer to Website, Social Media, or the
MainStreet Program Team

QUESTIONS?



How else can we help?

TABLE OF CONTENTS

TAB 1: (Inside Cover)

- Presentation Slides

TAB 2: TOC/General Information

- Table of Contents
- Alamogordo MainStreet Board of Directors
- Alamogordo MainStreet District Map
- New Mexico MainStreet State Communities Map
- New Mexico MainStreet Ten Standards of Performance

TAB 3: Contract Information

- Memorandum of Understanding
- Contract
- Contract Clarification Letter
- Memorandum #BFB-10-01

TAB 4: Alamogordo MainStreet History

- History Timeline
- Alamogordo MainStreet Comprehensive Projects/Accomplishments 2015-2016
- 2016 New Mexico MainStreet Service Delivery Report
- New Mexico MainStreet 2015-2016 Reinvestment Statistics
- Alamogordo MainStreet 2015-2016 Quarterly Summary

TAB 5: Alamogordo MainStreet Current Initiatives

- Alamogordo MainStreet Comprehensive Projects/Accomplishments Jan 2017-May 2017
- New Mexico MainStreet FY2017 Combined Report – Q1-Q2
- Alamogordo MainStreet Accreditation Press Releases/Letters

TAB 6: Way Forward

- Alamogordo MainStreet Economic Transformation Strategies (Condensed)
- New Mexico MainStreet 2017 Design Initiative Application
- New Mexico Resiliency Alliance 2017 Grant and Funding Application
- Award letters for Design Initiative and Grant



Alamogordo MainStreet's mission is to preserve, enhance, beautify, and economically develop Alamogordo's historic downtown district with respect to local heritage and culture.



As a Main Street America™ Accredited program, Alamogordo MainStreet is a recognized leading program among the national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building stronger communities through preservation-based economic development. All Main Street America™ Accredited programs meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.



O: 919 ½ New York Ave., Suite G | Alamogordo, NM 88310
M: P.O. Box 2646 | Alamogordo, NM 88311
P: 575-446-3612 | E: director@AlamogordoMainStreet.org

BOARD OF DIRECTORS

Officers

Claudia Powell	President	claudia@tularosa.net
Keri Mack	Vice President	keri.mack@gmail.com
Lenora Stevens	Treasurer	vp@alamogordo.com
Laurie Anderson	Secretary	ocedc@alamogordo.com

Board Members

Josette Herrell	josetteherrell@yahoo.com
Claudia Loya	carolyna2021@yahoo.com
Pennie Espiritu	pennie47@lespirt-design.com

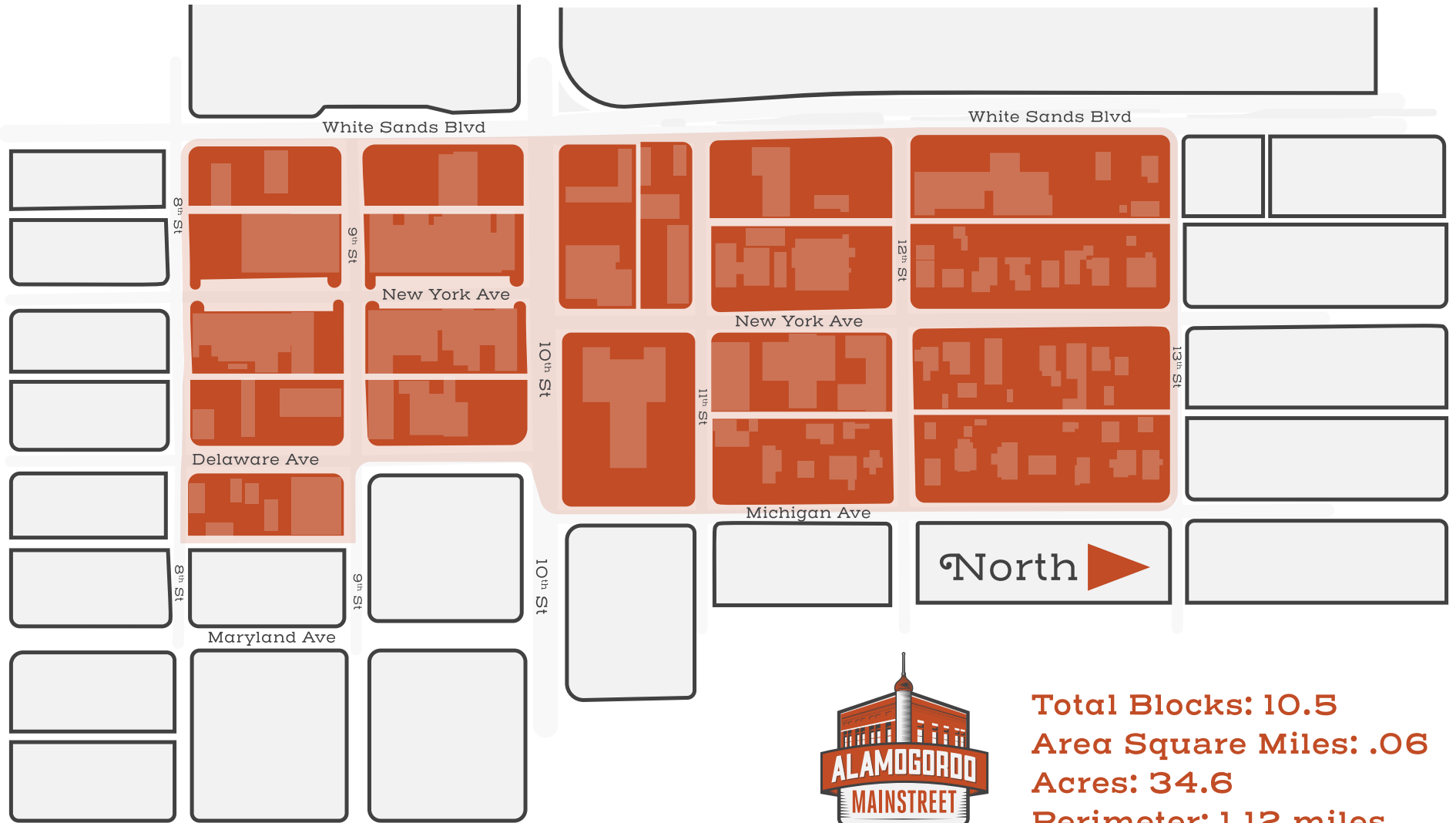
Ex-Officio Board Members

Pam Lee	leeem@earthlink.net
Terry Marquardt IPP	drterrymarquardt@gmail.com

Executive Director

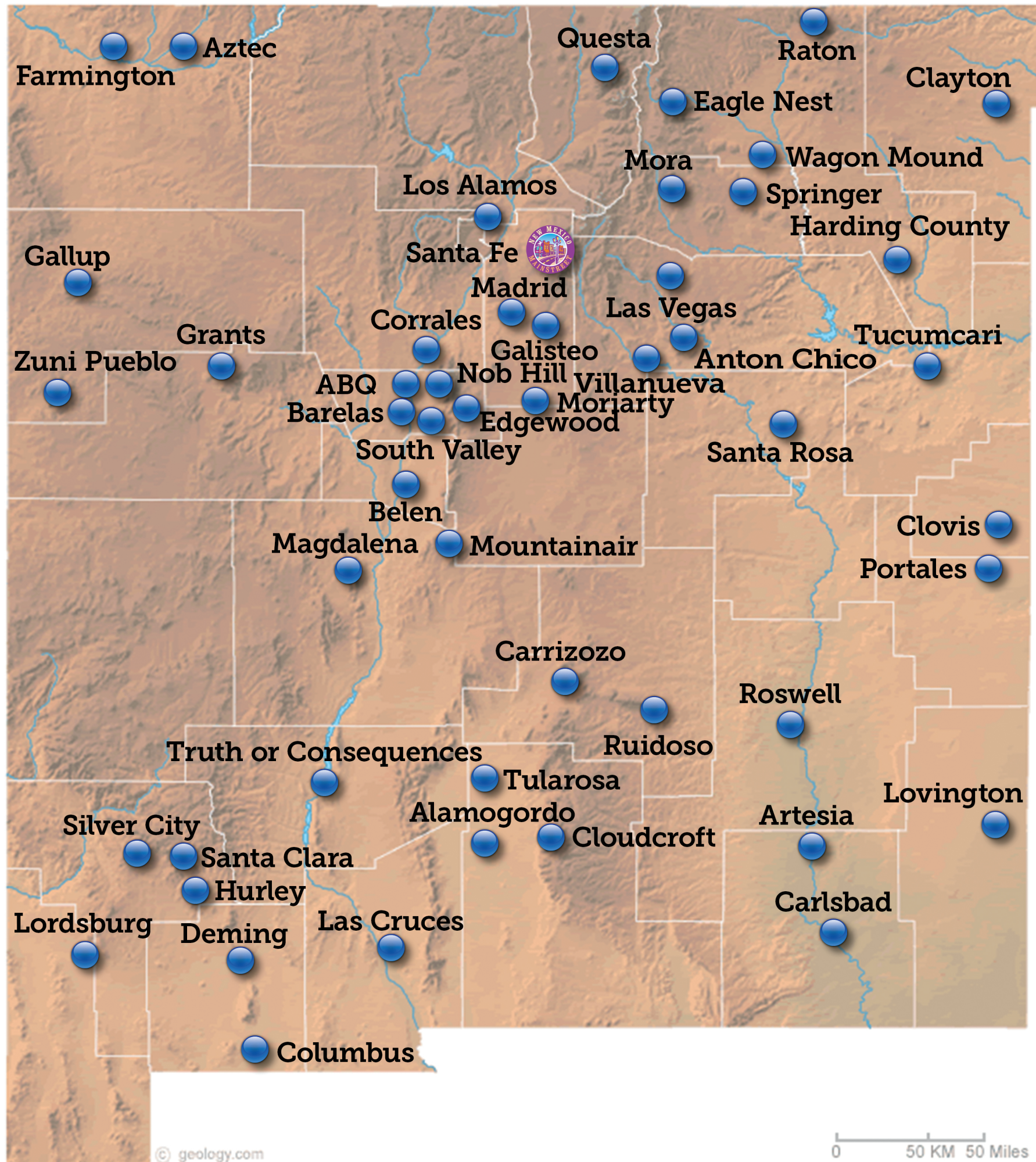
Camdon Wilde	director@alamogordomainstreet.org
--------------	--





Communities Served by New Mexico MainStreet

(As of July 2016)





The Ten Standards of Performance

Community: Alamogordo MainStreet

The Ten Standards of Performance are established by the National Trust Main Street Center for Main Street America Coordinating Programs and local MainStreet programs. The New Mexico MainStreet Program (NM Economic Development Department) structures its annual review and Accreditation processes around the Ten Standards to assess progress made by the board in the past year in redevelopment and economic growth of the district.

1. Local MainStreet program has a comprehensive Main Street Work Plan.

A comprehensive annual work plan provides a detailed blueprint for the Main Street program's activities. It reinforces the program's accountability both within the organization and also in the broader community and provides measurable objectives by which the program can track its progress.

Guidelines:

- ☒ Organization has a written FY 2017 annual work plan that includes activities in each of the 4 Points (design, organization, promotion, and economic vitality) that supports the two Economic Transformation Strategies (ETS) for the district.
- ☒ Organization has identified (and implements) an overarching Capacity-Building Strategy to support operational success and sustainability.
- ☒ The annual work plan contains measurable objectives, including timelines, budgets, desired outcomes, and specific responsibilities.
- ☒ Annual work plan is reviewed and updated annually. The board and committees/taskforces are involved in developing and adopting the annual work plan.
- ☒ The annual work plan distributes activities and tasks to a broad range of volunteers and program participants.
- ☒ There has been significant progress in each of the Four Points based on the work plan submitted for the previous year.

Identify the process used for developing and implementing work plans. Describe who was involved in implementing project tasks and how the board conducts regular reviews of progress of work plan commitments: **Alamogordo MainStreet implemented Executive Director-led dedicated ETS/planning committee meetings in order to develop initial strategies, outcomes, and capacity-building initiatives. Executive Director and 3 volunteer committee members participated in four one-hour long ETS meetings to develop initial plan. Full board of directors (eight members) reviewed plan and will be participating in two working sessions to refine goals and establish project implementation plans in January 2017.**

2. Local MainStreet program has an adequate operating budget.

A sustainable Main Street program has financial resources to carry out its annual and evolving program of work. The size of a program's budget will change as the program matures (in its early years, it may need less money than in its growth years). Programs administering Public Infrastructure, Federal or large Foundation grants especially need to have the enhanced financial capacity and staff to successfully implement projects funded by large grants.

Guidelines:

- ☒ The Main Street program's budget should be adequate to achieve the program's goals.

- ☐ Organization and its local government partner meets guidelines for a minimum operations budget relative to community size (\$25,000 for population less than 5,000; \$45,000 for population between 5,000 and 15,000; \$60,000 for population between 15,000 and 50,000; \$100,000 for population over 50,000).
- ☒ Budget contains funds adequate to cover the salary and benefits of staff, office expenses, travel, professional development, and committee activities. (Full time staff minimum, \$40,000 for communities >5,000 residents. Built in bonuses or raises based on tenure and successful implementation of programs in the annual work plan as delegated by the board and upon board performance review)
- ☒ Revenue sources are varied and broad-based, including appropriate support from the local government partner.
- ☒ Maintains an annual service agreement with the local government partner based on the Economic Transformation Strategies.
- ☒ The organization has a strategy in place to help maintain stable funding.
- ☒ Organization has processes in place for financial oversight and management.
- ☒ Regular financial reports are made by the Treasurer to the board (no less than quarterly).

Describe your broad-based revenue streams and identify the organization's strategies to ensuring stable funding for operations and projects. Please list any grants applied for and/or received in the last 12 months. Identify any other successful resource development activities: **City and county support totals \$45,000 annual at this time (\$35K from city, \$10K from county). Corporate sponsorships are anticipated to be approximately \$6000. General fundraising initiatives are currently ramping up with a goal of \$10K for 2017. A beautification project PNM grant of \$35,000 was obtained and fully utilized in 2016.**

3. Local MainStreet program maintains an active board of directors and committees or taskforces.

Main Street revitalization by nature is a community-driven process. Therefore, community members must take an active role in leading and implementing positive change. While the executive director is responsible for facilitating the work of volunteers, this staff member is not tasked with single-handedly revitalizing the commercial district. The direct involvement of an active board of directors and committees are keys to success.

If a Main Street organization is housed within another entity (e.g., a community development corporation), it is still important to have its own board of directors and committee structure.

Guidelines:

- ☒ Organization has dedicated governing body, its own rules of operation, its own budget, and its own bylaws, and is empowered to carry out the MainStreet mission, even if the MainStreet program is part of a larger organization.
- ☒ Board is a working, functional board that understands its roles and responsibilities and is willing to put forth effort to make the program succeed.
- ☒ The Board implements appropriate advocacy and fundraising activities to ensure operational sustainability of the organization; board members assume leadership roles with respect to advocacy and fundraising activities.
- ☒ Board has well-managed, regular meetings with an advance agenda and regular distribution of minutes.
- ☒ Committee or Taskforce members assume responsibility for the implementation of the work plan; taskforces have regularly scheduled meetings that address the committee work plan.
- ☒ The Board conducts an annual review of progress toward expected outcomes as well as adherence to executed MOU's and scope of services contract.
- ☒ Economic Development goals/strategies established; organization demonstrates activity in Economic Vitality Point.
- ☒ Demonstrated activity in Organization Point in the advancement of Economic Transformation and Capacity-Building Strategies.
- ☒ Demonstrated activity in Design Point in the advancement of Economic Transformation Strategies.
- ☒ Demonstrated activity in Promotions Point in the advancement of Economic Transformation Strategies.

Describe progress or achievement with the Four Points projects in your work plan during the last 12 months. List key outcomes or successes and describe how teams or taskforces are used to implement projects. Identify any challenges that impacted project timelines and costs. Identify specific activities that board members engaged with respect to fundraising activities or advocacy efforts (e.g., engagement with local government to advocate for program goals and funding): **Little taskforce activity by board members has taken place over the past 7 months, however, a fresh resurgence in board member energy and dedication is progressing. Taskforce chairs have been renewed (Organization taskforce is still open, however), and dedicated taskforce meetings are being held. Currently, a weekly taskforce meeting for Promotions is the most active through planning of the Flickinger Film premiere/fundraiser (February 2017). New initiatives in place with Economic Vitality taskforce and asset-mapping and district districts visits are taking place regularly.**

4. Local MainStreet program has a paid, professional Executive Director.

Coordinating a Main Street program requires a trained, professional staff person. Ideally, the Main Street executive director's position is full time (generally 40+ hours per week). In small towns without the resources to hire a full-time executive director, a part-time director may be acceptable (generally 20+ hours per week).

Guidelines:

- ☒ Salary is at minimum \$40,000 annually consistent with those of other economic development professionals in the state or region (*note: MainStreet programs in communities <5,000 residents are only required to maintain a total operating budget of \$25,000 with a half-time Executive Director*).
- ☒ Minimum amount of time the MS executive director works each week is consistent with NMSC requirements for Accreditation.
- ☒ Executive director is adequately trained by NMMS and continues to learn about redevelopment, economic growth and revitalization techniques.
- ☒ Executive director has a written job description.
- ☒ Organization has a formal process in place for evaluating the performance of the executive director on an annual basis.
- ☒ Organization maintains adequate staff management policies and procedures in place.

Describe the process for guiding and reviewing Director performance. How are annual performance goals for the Executive Director set and monitored? Has the organization established any incentives or merit raises for high performance? **No formal guidance or review processes in place at this time.**

5. Local MainStreet program reports key statistics.

Tracking statistics — reinvestment, job and business creation, and so on — provides a tangible measurement of the local Main Street program's progress and is crucial to garnering financial and programmatic support for the revitalization effort. Statistics must be collected on a regular, ongoing basis.

Guidelines:

- ☒ Organization collects and tallies statistics related to revitalization movement; data is kept from year to year; information is distributed regularly to constituents and in the annual report.
- ☒ Organization submits regular and timely reports to the state coordinating program, including:
 - ✓ Community population size;
 - ✓ Net of all gains and losses in jobs;
 - ✓ Net of all gains and losses in new businesses;
 - ✓ Number of building rehabilitation projects;
 - ✓ Number of public improvement projects;
 - ✓ Number of new construction projects;
 - ✓ Number of housing units created: upper floor or other;

- ✓ Monetary value of public or private investment spent in above projects (*i.e., city, county, state, or federal money spent on building rehabs, public improvements, or new construction; individuals or private sources of money spent on building rehabs, public improvements, or new construction*);
- ✓ Ground-floor vacancy rate when your program started vs. now
- ✓ Rental rate per square foot when program started vs. now;
- ✓ Your program's annual operating budget and volunteer hours

Describe the process that staff or volunteers use to collect and report quarterly statistics of your district's economic growth and revitalization. Identify any challenges with data collection that NMMS may assist with: **Currently, Executive Director gathers information for the Quarterly Economic Vitality report and it is anticipated that prior data collection will have to be re-accomplished for year-end reporting. With no formal taskforce to assist (in the past), data collection has been somewhat slow and frequently interrupted. However, the previously mentioned renewed Economic Vitality taskforce formation, data collection is anticipated to be fully functional in the near future.**

6. Local MainStreet program has broad-based community support for the commercial district revitalization process, with strong support from both the public and private sectors.

At its best, a local Main Street program represents and involves organizations, agencies, businesses, and individuals from throughout the community — not just those who own property or businesses in the commercial district or who have a direct economic tie to it, but all members of the community who are interested in the district's overall health. By actively involving a broad range of interests and perspectives from the public and private sectors in the revitalization process, the Main Street program leverages the community's collective skills and resources to maximum advantage.

Guidelines:

- ☒ The Main Street organization should have the active participation of various stakeholders at the committee and board levels, including such constituents as:

✓ local government ✓ civic groups ✓ regional planning groups ✓ community development organizations ✓ real estate agents ✓ consumers ✓ property owners ✓ religious institutions ✓ business owners	✓ historic preservation organizations ✓ local industries ✓ school groups and students ✓ financial institutions ✓ architects and building contractors ✓ transportation authorities ✓ parking authorities ✓ developers ✓ district/neighborhood resident
--	---
- ☒ Participants contribute financial, in-kind and volunteer support for economic redevelopment projects.
- ☒ Participants look for, and act on, opportunities to make connections between other programs with which they are involved and the Main Street revitalization effort.
- ☒ Organization has ongoing process for volunteer recruitment, orientation, and recognition.
- ☒ Municipal government demonstrates a philosophical and financial commitment to commercial district revitalization and economic growth.

Identify how the organization establishes opportunities for engagement from stakeholders, residents or volunteers. Describe efforts to recruit, train and utilize volunteers for the board and Four Points projects. Identify any partners that provide financial or in-kind supports for implementation of your MainStreet projects: **Currently, board and committee members are actively recruited by "word of mouth" and personal invitations by Executive Director and one or two active board members. Training is currently informal one-on-one by Executive Director.**

7. Local MainStreet program has developed vision and mission statements relevant to community conditions and to the local Main Street program's organizational stage.

A *mission statement* communicates the Main Street organization's sense of purpose and overall direction. A *vision statement* communicates the organization's long-term hopes and intentions for the commercial district. Both should be developed with broad participation by the board, committees, volunteers, and community input.

At a *minimum*, the Main Street organization should have a mission statement in place, reviewed annually (and updated, if appropriate). If the organization does not have a vision statement at the beginning of the revitalization process, it should develop one prior to the organization's transition from the catalyst phase to the growth phase.

Guidelines:

- ☒ Organization has an appropriate written mission statement that is reviewed annually and updated as needed.
- ☒ Organization has an appropriate written vision statement.

Please list your vision and mission statements and indicate if they have changed recently. Describe how and when the organization reviews and updates vision and mission statements:

Mission: Preserve, enhance, beautify, and economically develop Alamogordo's historic downtown district with respect to local heritage and culture.

Vision: The vision of Alamogordo MainStreet is to improve historic downtown Alamogordo's economic, cultural, and community development through public-private partnerships in full participation with – and development of – the community, state, and national MainStreet program.

Annual review of the mission and vision statements will next occur during the January 2017 board of director's meeting.

8. Local MainStreet program possesses an historic preservation ethic.

Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places. Historic preservation involves saving, rehabilitating, and finding new uses for existing buildings, as well as intensifying the uses of the existing buildings, through building improvement projects and policy and regulatory changes that make it easier to develop property within the commercial district.

Guidelines:

- ☒ Organization has, or is working toward, an active and effective design management program (may include financial incentives, design assistance, regulatory relief, design review, education, and other forms of management).
- ☒ Organization encourages appropriate building renovation, restoration, and rehabilitation projects.
- ☒ When faced with potential demolition or substantial architectural alteration of a significant, historic, or traditional building in the MainStreet district, the organization actively works to prevent the demolition or alteration.
- ☒ Organization works to find creative adaptive use, financing, and physical rehabilitation solutions for preserving old buildings and bringing them back to productive use.
- ☒ Organization recognizes importance of planning and land use policies that support the revitalization of existing commercial centers and works toward putting planning and land-use policies in place that make it easy to develop property in the commercial district.
- ☒ Organization ensures that financing, technical assistance, and other incentives are available to facilitate the process of attracting investment to the historic commercial district.
- ☒ Organization builds public awareness for the commercial district's historic and traditional buildings and for good design.

Describe your historic preservation activities. Identify specific efforts to ensure adaptive reuse of historic buildings and your efforts to connect financing tools to support historic preservation projects in your district: **Currently unaware of specific information/past examples that directly apply to this guideline. However, the Alamogordo MainStreet board of directors is unanimous in the understanding that historic preservation and/or reuse is paramount in future district projects. A 2016 PNM grant was specifically utilized to beautify and make repairs on an aged (but not historical) set of buildings through a contracted mural (on the back) and awning/glass repair (on the front).**

9. Local MainStreet program conducts program of ongoing training for staff and volunteers.

As the Main Street program evolves, staff and volunteers will need to sharpen their skills to meet new challenges. In the catalyst phase, new staff and volunteers will need basic training. This is true as well as throughout the life of the organization because there will be turnover. As the program matures, new skills will need to be cultivated to tackle more complex projects. Program staff and volunteers should stay current on issues that affect traditional commercial districts and on new revitalization techniques and models.

Guidelines:

- ☒ Organization staff and board members develop leadership capacity through the following:
 - ✓ Attending all NMMS quarterly meetings
 - ✓ Attending recommended NMMS Institutes
 - ✓ Board attending webinars provided through NMMS
 - ✓ Attending National Main Street conference
 - ✓ Making training materials available locally and using them
 - ✓ Providing training when appropriate, including annual MS 101 training, annual orientation for board members, and annual committee training

Describe how your staff, board members and other volunteers are being trained/educating themselves on the MainStreet approach and developing leadership capacity via ongoing training activities: **Executive Director has attended ALL quarterly meetings, training sessions, institutes and conferences available since formally hired. Board members are encouraged to attend conferences and quarterly meetings and most of the time, at least one board member attends a specific training session or meeting.**

10. Local MainStreet program is a current member of the National Trust National Main Street Network.

Participation in the National Trust Main Street Network membership program connects local programs to their counterparts throughout the nation, providing them with valuable information resources and creating a sense of community.

Guideline:

- ☒ The organization is a current member of the National Trust Main Street Center network.

New Mexico MainStreet currently covers the cost of membership to the National Main Street Center network for Main Street American Affiliate and Accredited programs. No additional narrative required.



Biennial Memorandum of Understanding (MOU)

July 1, 2017 – June 30, 2019

Between

New Mexico MainStreet Program, Economic Development Department

The City of Alamogordo and Alamogordo MainStreet, Inc.

The state of New Mexico's Economic Development Department seeks to increase the number of jobs and businesses, sustain and expand existing businesses, mitigate commercial leakage, support local entrepreneurs in start-ups, and improve property values within traditional and historic commercial districts. To that end, it has dedicated resources, professional assistance and services to partnering municipalities and a local non-profit organization representing stakeholders within the designated commercial district through the New Mexico MainStreet, New Mexico Arts & Cultural District, Frontier Communities Initiative and Historic Theaters Initiative programs. The partners of this MOU agree to dedicate collaborative resources, adopt local governing body economic growth and revitalization tools, and establish economic development funding for operations and program implementation to restore economic vitality within the MainStreet economic redevelopment district.

New Mexico MainStreet (NMMS) is a designated "Main Street America Coordinating Program" of the National Main Street Center, Inc. (NMSC), a program of the National Trust for Historic Preservation. The New Mexico Economic Development Department (NMEDD) is licensed and accredited annually to administer the NMSC's *Main Street Four-Point Approach*® downtown revitalization. It does so through NMSC's "Economic Transformation Strategies." The New Mexico MainStreet (NMMS) program is an economic development partnership program with local, eligible communities. NMEDD, by New Mexico State Statute (3-60B-1 to 3-60B-4 NMSA 1978, as amended 2013), is authorized to select programs to participate in the Accelerator Process based on the standards and principles set forth by the NMSC and when legislative appropriation allows. Local partners (the local revitalization organization and the local governing body), join their resources (human, social and financial) to directly support the economic development of the district.

As a NMSC Main Street America Coordinating Program, NMMS provides local designated state MainStreet organizations, revitalization partners and local governing body partners with resources, training, and technical services that enhance local culture and heritage, and build the economic vitality of each participating community's downtown, village plaza, town center, courthouse square, historic commercial corridor or traditional neighborhood central business district.

The local government partner (municipal, county or tribal government) financially supports the work of community economic development partnership within the dedicated MainStreet district for both operations and program implementation through a services contract with the local, state-designated MainStreet organization.

The local MainStreet organization is an economic development organization comprised of downtown stakeholders, whose programs, projects, and activities enhance the local downtown economy and contribute to the quality of life of its citizens. The organization builds local partnerships to leverage resources and buy-in for the revitalization of the district.

This MOU commits partners to the criteria defined in New Mexico MainStreet Program Guidelines (Attachment 1).

NMMS is responsible for coordinating and orchestrating resources, services and professional technical assistance to state designated local MainStreet organizations and revitalization partners through the following programs and initiatives:

- A. New Mexico MainStreet Revitalization Program Tiers. As local state designated MainStreet organizations build capacity, and are able to take on more complex revitalization projects, additional resources become available for their economic development projects.
 - 1) NMMS Revitalization Partner, designated by New Mexico MainStreet
 - 2) NMMS Accelerator Process, designated by New Mexico MainStreet
 - 3) Main Street America Affiliate Program, designated by New Mexico MainStreet
 - 4) Main Street America Accredited Program, designated by New Mexico MainStreet
- B. New Mexico State-Authorized Arts & Cultural District Program
 - 1) State Authorized Start-Up Arts & Cultural District/Compound
 - 2) State Authorized State-Certified Arts & Cultural District/Compound
- C. Frontier Communities Initiative
- D. Historic Theaters Initiative
- E. New Mexico Cultural & Heritage Corridors Initiative

This MOU covers a period of two years beginning July 1, 2017. Once fully executed by all parties on the signature page below, it replaces any previous Letters of Agreement (LOA) or MOU related to the NMMS program of the NMEDD.

I. PARTICIPATION AND COMMITMENT UNDER THIS MEMORANDUM OF UNDERSTANDING

The local Governing body of Alamogordo and Alamogordo MainStreet, Inc. agree to abide by the eligibility and participation requirements as set forth below. The local governing body's official representative and the steering committee or board of the local MainStreet organization have read and understand the Accreditation requirements of the NMMS Program and the NMSC's "Ten Accreditation Standards" as set forth in Attachment 1.

II. REQUIREMENTS OF THE LOCAL MAINSTREET ORGANIZATION

- A. Provide community economic growth revitalization services to the property and business owners and residents of the district through the Main Street Four-Point Approach®, and in alignment with the guidelines of the NMSC.
- B. The organization has a fully executed Memorandum of Understanding (MOU) with the Economic Development Department.
- C. The organization has a separate annual contract of services with the municipality and/or county government to do community development work within the designated district. The organization must supply NMMS with a copy of the executed agreement annually.
- D. Work with the local government partner (municipal, county, or tribal government) to ensure that appropriate financial revitalization tools, created through state statute for economic development (inclusive of any statutory changes), are adopted by the local government partner for the MainStreet District. These tools include the Local Economic Development Act (LEDA), a Metropolitan

Redevelopment Area (MRA) and related finance mechanisms, a Tax Increment Finance District (TIF), a Tax Increment Development District (TIDD) and/or a Business Improvement District (BID).

- E. The organization must maintain compliance with all annual nonprofit registration and reporting requirements of the New Mexico Secretary of State's Corporations Bureau, the New Mexico Attorney General's Office (Charitable Organizations Division) and Internal Revenue Service (IRS). The organization files all compliance and related documents to the NMMS Digital Dashboard.
- F. The organization in partnership with the local government, maintains the minimum required operating budget relevant to the size of the community, neighborhood or district served (Attachment 1, Table 1).
- G. The organization must have a Board of Directors with oversight of the organization's performance.
 - 1) The Board of Directors agrees to raise matching funds for operations per the specifications (Attachment 1, Table 1)
 - 2) The organization must maintain an adequate budget to support training for board members in nonprofit management and leadership and ensure board attendance requirements are met.
- H. The organization is required to establish two (2) NMMS approved Economic Transformation Strategies for the district and implement the work of the Main Street Four-Point Approach® and provide evidence of annual progress towards implementation.
 - 1) The organization must also establish up to one additional organizational development strategy that accommodates capacity-building activities not directly related to specific economic development goals.
 - 2) The organization is required to have a written work plan adopted by the Board of Directors that reflects projects and activities in each of the Four Points towards realization of outcomes of the three (3) Economic Transformation Strategies.
- I. The organization has adopted, and abides by, the following organizational policies as recommended by the IRS and the New Mexico Attorney General's office:
 - 1) Conflict of Interest policy
 - a) All members of the Board of Directors or Steering Committee must sign an annual Conflict of Interest Disclosure statement in accordance with the adopted Conflict of Interest policy.
 - 2) Records and Retention and Destruction policy,
 - 3) Whistleblower Protections policy, and
 - 4) Fiscal Controls/Financial Management policy.
- J. Upon revision to the local MainStreet organization's operational by-laws and/or amendment of its Articles of Incorporation, the local organization will provide NMMS with updated copies.
- K. The organization hires an Executive Director to oversee day-to-day operations of the nonprofit (see Attachment 1, Table 1), to provide outreach and support to the MainStreet District's constituents, attend required meetings and trainings and support the board and its committees in meeting the goals, projects, and activities the board has established.
 - 1) The Board of Directors provides the Executive Director with a written job description; an appropriate annual staff work plan based on the organization's annual work plan; and at minimum an annual job performance review.
 - 2) The Board of Directors ensures the Executive Director has an office equipped to conduct the work of the program.

- 3) Maintains adequate funding for the Executive Director's expenses in building skills knowledge and expertise to assist the organization through the trainings and programs offered by NMMS and NMSC.
- L. Meet all ten of the NMSC Accreditation Standards needed to maintain status as a Main Street America Accredited program. Provide evidence of annual compliance with all programmatic requirements of the NMMS program including legal compliance documents, annual work plans, operating budgets, assessment surveys and adoption of required policies.
- M. The organization agrees to meet all reporting requirements for NMMS.
 - 1) The organization agrees to submit Quarterly Reports to NMMS as established by the state legislature, tracking performance measures for the program. Reports are submitted according to the following schedule:
 - a) The First Quarter Report, July 1 through September 30 is due October 10.
 - b) The Second Quarter Report, Oct 1 through December 31 is due December 10
 - c) The Third Quarter Report, January through March 31 is due April 10
 - d) The Fourth Quarter Report, April 1 through June 30 is due June 10.
 - 2) The organization ensures the timely filing of all other reports and surveys required by the NMSC, the State Legislature, the NMEDD, and, where applicable, municipal and governmental partners.
- N. The organization's Staff and Board members participate in an annual NMMS assessment to review organization and staff performance.
- O. The organization will notify NMMS of any changes to contact information for the local program office, Executive Director, Board President, Board Members and Committee Chairs.

III. REQUIREMENTS OF THE LOCAL GOVERNMENT PARTNER – CITY OF ALAMOGORDO

The Main Street Four-Point Approach® for comprehensive economic growth and revitalization of historic and traditional commercial neighborhood districts requires a cooperative, working partnership of the public and private sectors to succeed.

- A. With the execution of this MOU, the NMMS program requires each local MainStreet program to have in place an annual resolution of financial support adopted by the local government stating its support and funding commitment to the local MainStreet organization. Each year, the annual resolution by the governing body will need to be approved and delivered to the NMMS office as a condition of receiving services or funding from NMMS. Failure to adopt such resolution of financial support, or to provide the required financial resources, may result in the suspension of the services provided by NMMS and designation of the local organization as "inactive."
- B. NMMS requires the local government partner to enter into an annual contract (or similar procurement mechanism in accordance with local policies and standards) for such financial support based on the adopted District Cultural Economic Development Plan, District Master Plan or Metropolitan Redevelopment Area Plan and the ETS, with the local MainStreet organization. Contracts should specify the commitment of resources in accordance with the *New Mexico MainStreet Program Guidelines* (minimum funding contributions by the local government partner are described Attachment 1, Table 1) and shall include deliverables and/or services relevant to the revitalization of the downtown MainStreet district under the specifications of a adopted District Cultural Economic Development Plan, District Master Plan or Metropolitan Redevelopment Area Plan for the MainStreet District, and in alignment with the selected ETS for the district
- C. Coordinate planning and implementation of revitalization projects through designated/appointed liaisons (local government Manager, Administrator, or Planning Director).

- D. Where applicable, adopt appropriate ordinances, tools (LEDA, etc.), plans (District Cultural Economic Development Plan, District Master Plan or Metropolitan Redevelopment Area Plan) and include projects on local infrastructure capital improvement plans (ICIP) to support the district revitalization. The local government partner will dedicate economic development funding to priority economic development projects identified in adopted ordinances, tools, and plans, and agrees to administer state and federal funds with the MainStreet organization partner.
- E. Partner in Public Infrastructure reinvestment in the District by administering funds in a timely manner, coordinating projects and managing capital outlay or other state or federal funds dedicated to revitalization projects.
- F. Assist the local Accelerator Steering Committee or MainStreet organization, where applicable, with collection and dissemination of relevant information, plans and statistics that support the district economic revitalization or reporting to the New Mexico State Legislature through the NMMS program.

IV. REQUIREMENTS OF THE NEW MEXICO MAINSTREET PROGRAM

NMMS, in consideration of financial resources established annually through the New Mexico State Legislature, will provide the following services to the Steering Committee participating in the Accelerator process or MainStreet communities (inclusive of the local government partner and local MainStreet organization):

- A. Through its staff or contractors, provide technical assistance relevant to the *Main Street Four-Point Approach*® and other commercial district economic growth, revitalization and management topics. Each local organization may request services from NMMS, through submission of a Service Request Form to the NMMS Director. (Attachment 1, Section IV.)
- B. Provide trainings, institutes, workshops and conferences to support the community revitalization work of organizations and local government partners, and the professional development of Executive Directors and Board Members, including Executive Director State-Certification. (Attachment 1, Section IV.)
- C. Conduct annual Accreditation Review of the local MainStreet organization, a comprehensive assessment of the program's accomplishments under the Main Street Four-Point Approach® with recommendations required of the organization as a State-Designated Revitalization Partner.
- D. Seek, manage and coordinate public resources (capital outlay, public infrastructure or other state/federal funds, and partnership grants) for the implementation of local revitalization projects.
- E. Supplies NMSC network dues, discounted registration fees for trainings, institutes, workshops and conferences, as funding is available.

V. SUBLICENSES

Designated Main Street America Affiliate and Accredited Programs must sign an annual sublicensing agreement established by the NMSC and implemented through the NMMS State Coordinating Program. The sublicensing agreements establish guidelines for participation and use of Main Street America Logos and Branding.

VI. MAIN STREET AMERICA ACCREDITATION

Consideration for Accreditation by the National Main Street Center (NMSC) applies only to organizations who implement their Economic Transformation Strategies, track and fulfill performance measures, and meet the Ten Standards of Performance established by the NMSC (Attachment 1, Section III, C).

VII. NONCOMPLIANCE

An organization that is unable to meet its programs requirements, especially organizations with minimum budget and staff salaries, or does not follow the Main Street Four-Point Approach® may be re-designated and NMMS

services may be suspended. The Economic Development Department may also notify programs of termination of the MOU at the New Mexico MainStreet Director's recommendation. Upon cancellation of the MOU, NMMS will no longer provide services to the organization and local government partner and they will be ineligible to apply for NMMS funding opportunities. The organization may be prohibited from using the Main Street name, a trademark of the National Main Street Center, Inc. Inactive programs must reapply to NMMS for designation through the NMMS Accelerator Process.

V. AGREEMENT

The parties hereunder do mutually agree that they have read and fully understand the obligations and responsibilities in operating as a partner with the New Mexico Economic Development Department's New Mexico MainStreet program as a MainStreet organization with the New Mexico MainStreet Program as stated herein and in Attachment 1 (*New Mexico MainStreet Program Guidelines*) accompanying this MOU. The parties further agree to abide by the terms of this MOU, implementing it to the best of their ability, with the assistance of services provided through the New Mexico MainStreet program, and in accordance with the Main Street Four-Point Approach® as defined by the National Main Street Center, Inc.

The local MainStreet organization, local government partner and New Mexico MainStreet program hereby mutually agree to support the revitalization of the designated MainStreet and/or Arts & Cultural District under the specifications listed herein and in Attachment 1 (*New Mexico MainStreet Program Guidelines*) accompanying this MOU.

We do hereby sign:

On behalf of New Mexico MainStreet Program, a program of the New Mexico Economic Development Department:

Director, New Mexico MainStreet Program Date

Division Director, Economic Development Division Date

On behalf of the Local MainStreet Organization:

President of Alamogordo MainStreet, Inc. Date

Address	City	State	Zip
---------	------	-------	-----

On behalf of the Local Government Partner:

Mayor or City/County Manager of the City of Alamogordo Date

Other City Representative Date

Please enclose the annual resolution of the City Council, County Commission or Tribal Council identifying financial support for the MainStreet organization. Also attach any other working agreements or contracts between the local governing body and the local MainStreet organization.



Attachment 1

New Mexico MainStreet Program Guidelines for July 1, 2017 through June 30, 2019

I. Background

Mission: The New Mexico MainStreet Program fosters economic development in the state by supporting local MainStreet revitalization organizations and their local government partner and their economic work in downtowns and the adjacent neighborhoods. The Program provides resources, education, training and services for asset-based economic growth that builds local knowledge and skills based on the MainStreet Four Point Approach, which preserves and enhances the built environment, supports district businesses and entrepreneur development, and conserves and interprets local culture and heritage resulting in increased economic vitality of each participating partnerships local MainStreet district.

New Mexico MainStreet (NMMS) is a designated "Main Street America Coordinating Program" of the National Main Street Center, Inc. (NMSC), a subsidiary of the National Trust for Historic Preservation. The New Mexico Economic Development Department (NMEDD) is licensed and accredited annually by NMSC to administer and manage the Main Street Center's registered trademark revitalization program in New Mexico providing services, resources and technical assistance to help implement the *Main Street Four-Point Approach®* to local organizations.

NMMS is delegated by state statute (NMSA 1978, 3-60B-1 to 3-60B-4), and through NMEDD, to assist communities in building capacity in community economic development that creates jobs, supports commercial property owners, mitigates leakage, grows businesses, encourages entrepreneurs, benefits the local economy, and raises the quality of life for its residents. The NMMS program was launched in 1984 and accepted its first designated organizations in 1985. NMMS is responsible for coordinating and orchestrating resources, services, and professional technical assistance to its organizations via several programs and initiatives. For more information, visit the NMMS website: www.nmmainstreet.org.

II. New Mexico MainStreet Network Members & Benefits

The MainStreet program, and the other programs housed inside NMMS, are established as public-private, community economic development partnership programs dedicated to revitalization and economic growth of traditional and/or historic commercial centers. NMMS has established several tiers of participation for organizations. Designation as a MainStreet community is through application to NMMS and successful completion of a Readiness Assessment by the state program. NMMS provides technical assistance and support to communities concurrent with their program designation or authorization. Those include:

1. **NMMS Revitalization Partner:** A NMMS Revitalization Partner may consist of an organization, coordinating council, or association focused on asset-based community economic development in a traditional or historic commercial area with a specific priority around creative economy work, a cultural facility, cultural corridor, revitalization planning, and/or economic development catalytic project. This includes NMMS "State Authorized" or "Municipally Designated" Arts & Cultural Districts, and communities

under the Frontier, Historic Theaters and Cultural & Heritage Corridor Initiatives, or other programs that NMEDD or the New Mexico State Legislature may delegate under the NMMS umbrella. Communities with more than 7,500 residents that do not qualify for Frontier Community designation may apply to be a Revitalization Partner. Generally, Arts & Cultural Districts/Compounds and Historic Theaters projects may exist in perpetuity as long as the program maintains good standing with NMMS in programmatic performance and compliance areas. Duration of the membership for all other Revitalization Partners recognized by NMMS, including Frontier Community Initiatives, is for the length of the revitalization project, while maintaining the benchmarks appropriate to the tier and/or program requirements.

Benefits available to NMMS Revitalization Partners:

- Access to the e-Newsletter and network list serves for the appropriate project or initiative.
- Discounted basic registration for appropriate network meetings for up to 2 leadership members (meal or other ancillary costs may be assessed). Additional attendees may be charged a registration fee.
- Discounted basic registration for the biannual Building Creative Communities Conference.
- Technical professional assistance for one project as identified in a Letter of Agreement (LOA), MOU or Scope of Services for the program or initiative executed with NMMS; Arts & Cultural Districts/Compounds qualify for one technical assistance service each year. Services to Arts & Cultural Districts and Historic Theaters are requested via appropriate Service Request Form.

Limitations:

- Revitalization Partners are not registered as members with the NMSC.
- Other NMSC/NMMS network benefits and/or scholarships for conferences or workshops are not available.

2. ***NMMS Accelerator Process Designate:*** When Legislative funding to NMMS allows for new communities to be considered in the Main Street America program, a competitive application process will be opened by NMMS for a community revitalization group or steering committee to apply, receive a Readiness Assessment conducted by NMMS staff and consultants, be reviewed and ranked, and if eligibility criteria are met, may be selected for participation in the Accelerator process as a pathway to Main Street America designation. Those aspiring revitalization programs that have a dedicated history of at least 6 months of attendance at NMMS workshops, webinars, trainings and quarterlies will be allowed to apply. Frontier Community participants are encouraged to apply for and successfully complete two successive Frontier Community projects prior to applying for participation in the Accelerator process.

Application for the Accelerator process must include a resolution of support by a local government partner indicating philosophical and financial support for the Accelerator, and if graduating, local MainStreet program. If selected, a stakeholder group will form a steering committee responsible for the process and that will receive Accelerator services, an intensive 18-month maximum capacity-building process establishing a pathway to the NMSC Main Street America program. Failure to complete Accelerator benchmarks within the maximum 18-month period may result in the organization being placed in the Revitalization Partner tier or given the option to leave the network. Accelerator process designees receive these additional benefits:

- Comprehensive education, coaching and capacity-building assistance to establish a nonprofit revitalization organization for the purpose of advancing economic revitalization of the traditional or historic commercial district.
- Technical professional assistance in identifying initial district Economic Transformation Strategies (ETS), and completing 2 small, incremental projects annually under the MainStreet America Four Point Approach®.
- One discounted basic registration scholarship available annually to local leadership for up to three in-state Network Leadership Meetings convened by NMMS.

- Discounted basic registration for the biennial Building Creative Communities Conference.
- One discounted basic registration for the NMSC Main Street Now Conference.
- Discounted basic registration to NMMS Basic, Intermediate and Advanced trainings, webinars, workshops, quarterlies for up to 4 local Accelerator designate leaders.
- All other conferences, institutes and advanced trainings at set fee cost to local Accelerator designate leaders and members.

Limitations:

- Accelerator Process Designees are not registered as members with the NMSC.

Upon successful completion of required Accelerator process benchmarks within an 18-month period, the organization may be designated a Main Street America Affiliate or Accredited program.

3. **Main Street America Affiliate™:** As the NMSC state licensed and accredited state coordinating program, NMMS may award the Main Street America Affiliate™ designation for programs that have demonstrated a commitment to comprehensive Main Street District economic growth and revitalization and are on the pathway to achieving meaningful economic, social, physical and organizational improvements in their downtown or commercial districts.

Affiliate status is for revitalization programs that have completed the NMMS Accelerator Process benchmarks and are building their organizational capacity utilizing their Economic Transformation Strategies (ETS) that engage the MainStreet Four Point Approach™ to develop their goals and annual implementation plans. Affiliate Programs are building their operational sophistication and their programmatic engagement with demonstrable economic performance toward completing goals of the ETS leading to Main Street America Accredited designation. Affiliates commit to:

- Broadly engaging community stakeholders in the economic growth and revitalization process
- Working with stakeholders to identify a unified vision, and to develop ETS, goals for district success, and appropriate organization and project performance measures
- Developing diverse and sustainable funding sources to support revitalization efforts
- Participating in available training, professional development, and networking opportunities to strengthen leadership capacity and deepen knowledge of the Main Street Approach®
- Maintaining membership with the National Main Street Center, Inc.

Benefits and Services available to Main Street America Affiliates:

- NMSC network dues and access to benefits paid by NMMS*.
- Access to the NMMS listserv and newsletters.
- Access to Intermediate NMMS Professional Assistance based on annual biennial MOU and via approved service requests.
- Discounted basic registration for Executive Director to NMMS network leadership meetings (3 per year, exclusive of meal costs and special fees), two intermediate-level professional development trainings per year and the annual NMSC Main Street Now Conference (early-bird registration).
- Discounted fee for registration for up to three board members at NMMS network meetings (3 per year).
- Discounted basic registration for Executive Director and/or board members to NMMS Specialty/Revitalization Institutes (exclusive of meal costs or special institute fees).
- Unlimited access by board members, staff and volunteers to NMMS training webinars.
- Access to New Mexico MainStreet Accelerator Process trainings, where applicable.
- Access to financial resources for district revitalization tied to the ETS, or MRA/Master Plan, and the annual work plan (competitive application; other eligibility requirements may apply); Public

Infrastructure funding may be available for planning if the organization does not does not qualify for an NMFA planning grant).

4. **Main Street America Accredited™:** NMMS may also designate Main Street America Accredited programs for communities that exhibit a commitment to comprehensive economic growth, revitalization, community engagement, and rigorous outcome performance measurements.

Accredited status is for programs or organizations that demonstrate success in planning, implementing, and measuring successful Economic Transformation Strategies utilizing the Main Street Four-Point Approach®. Accredited programs have fully engaged boards, committees or task groups working in all Four Points and a full time paid Executive Director. Accredited programs establish rigorous outcome performance measurements and show achievement under all Ten Standards of Performance established by the National Main Street Center, Inc.

Main Street America Accredited Program Benefits:

- NMSC network dues and access to benefits paid by NMMS*
- Access to the NMMS listserv and newsletters.
- Access to Advanced NMMS Professional Technical Assistance based on the biennial MOU and via approved service requests.
- Bonus points in application process for advanced special projects such as Great Blocks on MainStreet, Community Initiated Development and Real Estate Development.
- Discounted basic registration for Executive Director to NMMS network leadership meetings (3 per year), three intermediate-level professional development trainings per year and the annual Main Street America Conference (early-bird registration).
- Discounted basic registration for up to three board members at NMMS network leadership meetings (3 per year).
- Discounted basic registration for one board member at the annual NMSC Main Street Now Conference (early-bird registration).
- Discounted registration for Executive Director and/or board members to NMMS Specialty/Revitalization Institutes (exclusive of meal costs or special institute fees).
- Unlimited access by board members, staff and volunteers to NMMS training webinars.
- Access to NMMS Accelerator Process trainings for new leaders, where applicable.
- Access to Public Infrastructure funds and other financial resources for district revitalization projects. Accredited programs receive bonus points in the competitive application process (other eligibility requirements may apply).
- Support by NMMS in application for the Great American Main Street Award (GAMSA).

* *National Main Street Center benefits:*

- Registration discounts for the Main Street Now Conference (Member early bird Basic) and the Main Street America Institute trainings at own cost.
- NMSC Weekly e-newsletter
- Access to the NMSC list serve
- Access to tier appropriate Main Street America Logo
- National Main Street Marketing campaigns based on NMSC logo and branding
- Free digital publications
- Online training
- Eligibility for NMSC Premier Program Recognition

5. ***MainStreet program with State-Authorized Arts & Cultural District (ACD):*** MainStreet programs having chosen and been state-authorized shall dedicate one of their ETS to ACD work.
- A fifth standing committee shall be designated as part of the MainStreet structure.
 - The fifth standing committee shall be recognized as the ACD Coordinating Council.
 - Shall meet all the statutory obligations of the Arts & Cultural District Act (2007).
 - Shall meet all policy requirements established by the State ACD Council.
 - The Coordinating Council will complete an ACD Cultural Economic Development Plan adopted by the local governing body.
 - The ACD Cultural Economic Development Plan will help guide the development of an ACD ETS to grow the District's Cultural Economy.
 - Goals of the ETS shall be integrated into the annual work plan and budget of the MainStreet organization.
 - The Cultural Economy shall include artists, artist organizations, cultural entrepreneurs, creative enterprises and industries and creative placemaking.
 - The MainStreet board is responsible for ensuring adequate staffing to the ACD Coordinating Council.
 - ACD staff and, when possible, ACD Coordinating Council members shall participate in state ACD Council programs, trainings.
 - The MainStreet board through its ACD Coordinating Council, shall ensure all creative economy benchmarks and performance measures are met.
 - Technical Assistance and services are accessed by the ACD Coordinating Council through a request for Services Form.
 - ACD Coordinating Councils may have access to grants made possible through the NM ACD Coordinator. Funding is made available from the partnering organization to the ACD Coordinating Council by application.
6. ***MainStreet Program with Historic Theater Initiative:*** MainStreet organizations that have received EDD funding for historic theaters within their district, shall develop one ETS that directly builds the district's economy around the state investment into the Theater.

III. Economic Transformation Strategies and Community Revitalization

The local MainStreet organization is required to set three (3) NMMS-approved Economic Transformation Strategies (ETS) for the District based on one of the adopted economic development plans. Of the three ETS, one should be dedicated to organizational capacity building and is not directly related to specific economic development goals. An annual work plan is developed based on the three (3) ETS. All work in the "MainStreet Four-Point Approach" (Organization, Design, Promotion, and Economic Vitality), should directly support outcomes established under the ETS strategies. Work teams, task forces or committees are established in each of the Four Points to implement projects that advance each strategy.

The prime focus of the annual performance assessment of each local organization will be based on the positive outcomes of the board and staff in meeting performance metrics in the annual work plan related to each ETS strategy and the engagement of each of the Four Points by the organization in meeting each strategy.

ETS strategies should be concrete, specifically defined, and doable with the existing resources of the local organization. Local resources include volunteers established as committees or work teams, funding, and adopted revitalization and redevelopment tools necessary for successful completion of each of the annual strategies.

Requests for NMMS services, resources and support are for achieving these annual economic development strategies.

Annual strategies are derived from:

- For communities admitted to the NMMS **Accelerator** process, the NMMS Readiness Assessment and/or Resource Team Report.
- For **Main Street America Affiliate or Accredited programs, or State Authorized Arts & Cultural Districts** having completed their Start-Up phase, the adopted District Cultural Economic Development Plan, District Master Plan or Metropolitan Redevelopment Area Plan.

Based on designation of the local organization as a MainStreet America Affiliate or MainStreet America Accredited program, NMMS will provide professional assistance and support through the Four-Point Approach® tied to an annual work plan and through a service request form submitted to NMMS. NMMS will work with the local governing body and the local organization to identify and apply for funding for planning and infrastructure/capital investments within the district identified as priority projects in adopted plans. Higher priority is given to those MainStreet projects on the Infrastructure Capital Improvement Plans; additional bonus points on competitive applications may also be considered.

III. Performance Requirements and Operating Standards

A. Requirements for Local MainStreet Organizations

Maintaining a Main Street America Affiliate or Accredited Program can lead to access to additional specialized technical support, incentive programs, and resources, and serves as a pre-requisite to apply for MainStreet Public Infrastructure funds and operations/project funding through NMMS Partners (MFA, NMFA, FundIt, and other federal, state and foundation grantors). Maintaining a Main Street America Accredited program also ensures access to scholarships and grants from the New Mexico Resiliency Alliance (NMRA) and its funding partners.

New Mexico MainStreet maintains a digital dashboard (www.nmmainstreet.org/dashboard/login.php) to track annual compliance filings and monitor progress toward state certification and national accreditation. Local MainStreet organizations are responsible for uploading compliance and other required filings on an annual basis.

A local MainStreet organization designated by NMMS of the NMEDD must meet or exceed the following requirements to maintain its designation:

1. *MOU*: The organization has a fully executed Memorandum of Understanding with the Economic Development Department.
2. *Contract/MOU/LOA with Local Government Partner*: It is required that the local MainStreet organization have a separate annual contract for services with the municipality and/or county to do community economic development work within the designated district, outlining expectations of the municipality and clearly defined deliverables for its financial support of the local MainStreet organization. The organization must provide NMMS with a copy of the executed agreement annually.
3. Resolution of Support and Funding by the Local Government Partner (City Council, County or Tribal Commission). Each Main Street America Affiliate or Accredited program must have in place a biennial MOU with NMEDD's NMMS program and the local governing body, along with an annual resolution adopted by the local government partner for the term of the MOU stating its support and funding commitment to the local MainStreet organization. If the resolution is for only the first year of this MOU, then a new resolution by the governing body will need to be approved and delivered to NMMS prior to services from NMMS continuing into the second year of the two-year MOU cycle. Failure to adopt such resolution of financial support, or to provide the operational resources to sustain the Public-Private Partnership may result in the suspension of the services provided by NMMS. The annual funding commitment required of the local government partner is described in Table 1 below.
4. The MainStreet organization is required to engage in fundraising and resource development activities needed to meet the minimum operational budget requirements for a Main Street America Program.

Table 1: Budget and staffing requirements for MainStreet organizations only (does not apply to Frontier Communities or Arts & Cultural districts).

	<i>Rural Community</i>	<i>Small Community</i>	<i>Mid-Size Community or Commercial Neighborhood</i>	<i>Large Community or Urban Program</i>
Population	< 5,000	5,001 - 15,000	15,001 - 50,000	> 50,000
Min. Operating Budget for Main Street America Affiliate program	\$25,000	\$45,000	\$60,000	\$100,000+
Min. Operating Budget for Main Street America Accredited Program	\$40,000	\$60,000		\$100,000+
Required Contribution to local MainStreet program by Local Gov’t Partner	\$20,000	\$35,000	\$40,000	\$60,000
Executive Director Staffing Requirement, MainStreet America Affiliate (hrs/wk)	20	30		
Executive Director Staffing Requirement, MainStreet America Accredited program (hrs/wk)	20	40		
NMMS Accelerator Process Designate	\$15,000 from local government; no staffing requirement			
NMMS Revitalization Partner (MainStreet only)	Communities unable to meet budget/staffing requirements for MainStreet America Affiliate or Accredited programs			

*Note: operating at minimum budget/staffing benchmarks is usually not adequate to advance Four Point projects.

B. Participation Requirements for Local MainStreet Organizations

The MainStreet Executive Director and/or appropriate staff should attend NMMS institute trainings to build their skills and knowledge. Task force and committee chairs are encouraged to attend their corresponding Main Street Four-Point Approach® Institute. Additionally, the board president, members of the board of directors, and other organization leaders should attend NMMS training and networking events.

1. **Requirements for Executive Directors:** The Executive Director attends *all three* state-produced NMMS Network Meetings (Winter/Summer/Fall Leadership Quarterlies, biannual Building Creative Communities Conference) in the calendar year. The organization's Executive Director must complete all required one-time trainings (basic, intermediate and advanced) provided by NMMS or NMMS-affiliated training partners. An Executive Director must attend a National Main Street Conference within the first two-years of employment and at least once every four years. The organization, through reimbursement or other schedule of payment, assumes the costs of the Executive Director's participation in all required trainings.

a) MainStreet Fundamentals are required for all NMMS Executive Directors: Fundamentals One-time requirements (Required within first year of employment)

- 1) **New Executive Director Orientation:** Fundamentals of the Main Street Four-Point Approach®, nonprofit management, and essential components of a MainStreet Executive Director's job.
- 2) **Introduction to Time Management:** Basic skills and techniques for effectively managing your time in the office, for special events and projects.
- 3) **Nonprofit Management/Leadership:** Skills for effectively leading and managing your MainStreet organization.

- 4) **Project and Event Management:** Advanced techniques for effectively managing and coordinating local MainStreet events and projects.
 - 5) **Volunteer Development:** Methods for effective volunteer recruitment, training and management.
 - b) **Intermediate One-time requirements** (*Required with the first two-years of employment*)
 6. Fundraising: Techniques and processes to adequately support the organization's efforts in resource development.
 7. Grant Writing: Training in the skills and techniques for effectively writing grants for MainStreet District events, activities and projects.
 - c) **Other requirements**
 - 8) National Main Street Conference: Attendance enables Executive Directors to keep up-to-date on the accomplishments and innovations of other MainStreet leaders nationally and attend advanced trainings in the Four Points. (All new directors must attend within first two-years of hire.)
 - 9) The Executive Director attends all three state-produced NMMS Leadership Network Meetings.
2. In addition to the basic requirements, State-Certified Directors must **complete annual training requirements** to include:
- a. **The Executive Director attends all three state-produced NMMS Leadership Network Meetings.**
 - b. **Attendance at one of the following one-day Intermediate Trainings:**
 1. New Mexico Infrastructure Conference
 2. Governor's Conference on Tourism and Hospitality
 3. A MainStreet Institute (as offered, e.g. Arts & Cultural Districts, Historic Theaters)
 4. *A comparable conference or training (prior approval required)
 - c. **Attendance at one of the following Advanced Trainings on an annual basis:**
 5. National Main Street Conference. (All Executive Directors must attend at least once every four years).
 6. **Building Creative Communities Conference (BCCC) (offered on a bi-annual basis)
 7. National Preservation's Past Forward Conference: attendance allows a unique opportunity to learn about the work of the National Trust for Historic Preservation and its national, statewide and local partners in spreading a holistic preservation ethic.
 8. Economic Development Course (Western NM University): Taken on a one-time basis, this internationally-certified course offers instruction on how to select the right combination of strategies to cost-effectively create jobs in your community.
 9. American Institute of Architects National Conference
 10. American Planning Association National Conference
 11. Urban Land Institute National Conference
 12. *A comparable conference or training (prior approval required).
- * Executive Directors wishing to substitute equivalent training courses must obtain prior written approval from NMMS and proper documentation must be provided when courses are completed.
 - **BCCC can serve either as an intermediate or advanced training the year it is offered.
3. Board President/Board Members: The local organization Board President must fully attend one of the following each year: NMMS network leadership meeting (winter or summer) or the Building Creative Communities conference. The Board President, or his/her designate must attend the NMSC conference at least once every four years. The Board President and other board members shall attend any required board member trainings established by NMMS.

C. Additional Operating Guidelines and Standards

1. *Sublicensing agreements for Main Street America Affiliate and Accredited programs:* Revitalization partners designated as a Main Street America Affiliate or Accredited program must sign an annual sublicensing agreement established by the NMSC and implemented through the NMMS Coordinating Program. The sub-licensing agreements establish guidelines for participation and requisite use of Main Street America Logos and Branding.
2. *Main Street America Accreditation:* Consideration for Accreditation by the National Main Street Center applies only to those local MainStreet organizations implementing their Economic Transformation

Strategies, tracking and fulfilling performance measures, and meeting the Ten Standards of Performance established by NMSC which are as follows:

- Has broad-based community and public-private sector support for the commercial district revitalization process:
 - Has vision and mission statements relevant to community conditions and organization organizational stage
 - Has, and follows, a comprehensive Main Street work plan each year
 - Maintains a historic preservation ethic
 - Has an active board of directors and committees
 - Maintains an adequate operating budget
 - Had a paid full-time professional Executive Director
 - Conducts a program of ongoing training for staff and volunteers
 - Monitors and reports key statistics
 - Is a current member of the National Main Street Center network
3. *Annual Report*: The local MainStreet organization will develop articles and images for the NMMS, monthly e-newsletter, Annual Report and the NMMS website.
 4. Executive Directors holding State Certification for two consecutive years may apply to the NMMS Director to apply for admittance to the National Main Street Executive Director Certification. NMMS may provide reimbursement for part of the costs of the training financial upon successful completion of the National program and National certification awarded.

IV. Resources Provided by New Mexico MainStreet

NMMS is funded through the New Mexico State Legislature and provides a variety of resources to designated communities including access to professional technical assistance, economic growth and revitalization supports, networking, and education as described in the following pages:

A. Technical Assistance Services

Through its staff or contractors, NMMS will provide technical assistance in a variety of subject areas relevant to the *Main Street Four-Point Approach*® and other commercial district economic growth, revitalization and management topics. Each local organization may request on-site, email, and/or telephone consultation(s) from NMMS. Access to Technical Assistance is initiated through submission of a Service Request Form to the NMMS Director. Upon receiving the service request, the NMMS Director will assign the appropriate Program Associate(s) to coordinate design and delivery of services, on-site visits and/or other communications. Service request forms, along with descriptions of available services are available online at: nmmainstreet.org/resources.php.

Technical Assistance services include, but are not limited to:

1. *Organization*: Organizational development consultants provide facilitation in strategic planning, visioning and mission statements, work plan development, fundraising, leadership and volunteer development, succession planning, non-profit management, committee training, staff training, and continuous quality improvement of the program.
2. *Marketing and Promotion*: Promotion, Marketing and Graphic Design specialists offer assistance with image development and branding, marketing strategies, logo design, promotional and collateral materials development, event planning, visual merchandising, media relationships, online/social media, publicity and advertising.
3. *Economic Vitality*: Economists and business development specialists provide technical assistance and training in market analysis, business strengthening and recruitment, real estate development, economic

development incentives, revitalization financing tools, placemaking, and program progress and impacts monitoring.

4. *Architectural and Design Services:* Architects and Planners provide conceptual design services for façade improvements, floor plans, parking, landscape, signage and interior improvements. Each local program is eligible to receive architectural services for two design projects per year.
5. *Design Intensives:* Specialized, local volunteer-driven, on-site design intensives are offered by the NMMS Design Team to an Accelerator Steering Committee or MainStreet organization through application in the following areas: MainStreet Interiors, MainStreet Placemaking, and MainStreet Façade Squad, and other architectural restoration. See the NMMS website for further information on these initiatives.
6. *Planning and Historic Preservation:* Planners and design professionals provide assistance in “placemaking,” historic preservation, community-based planning processes, streetscape design, vehicular and pedestrian circulation enhancements, parks, way-finding design, district master planning, metropolitan redevelopment plans, urban planning, and zoning.
7. *Arts & Cultural Resources Development:* Cultural Resource consultants, in partnership with staff and consultants from New Mexico Arts, offer technical assistance and services related to protection, development and promotion of arts and cultural resources, cultural facilities and historic properties to enhance the local creative economy supporting cultural entrepreneurs, creative enterprises and industries.

B. Trainings, Institutes, Workshops, and Conferences

1. *Leadership Orientation:* NMMS provides leadership orientation for MainStreet Executive Directors, Presidents and board members on coordinating, managing, guiding and building capacity, resiliency and sustainability of the MainStreet non-profit organization.
2. *Organization Orientation:* NMMS provides basic orientation on the Main Street Four-Point Approach® for local organization staff, new board and committee members, and other interested members of the community.
3. *Accelerator Process:* NMMS provides up to 18 months of comprehensive coaching and organizational development trainings for Revitalization Partners that have applied for MainStreet designation, successfully completed the Readiness Assessment, and been accepted into the Accelerator process.
4. *Executive Director Hiring:* A NMMS staff member and/or Program Associate is available to assist the local organizations hiring committee to review and make suggestions for job description, evaluation criteria, resume review, and final interview. NMMS staff/program associates will not recommend a specific candidate nor vote on selection of candidates.
5. *Board Development:* At the request of the local organization, NMMS can provide board facilitation services at an annual retreat, strategic planning session, visioning session and/or work plan development session, and/or training in roles and responsibilities, fundraising, volunteer development and more.
6. *Committee and Task Force Development:* At the request of the chair, NMMS provides an orientation session for committees and task squads, including roles and responsibilities and work plan development.
7. *NMMS Awards:* The local MainStreet organization will work with NMMS to nominate and select award recipients to celebrate local MainStreet organization successes across New Mexico.
8. *Network Meetings:* Up 3x per year, NMMS provides Leadership Network Meetings with educational sessions and networking events. The Executive Director is required to attend the network meetings on behalf of the board. The board is expected to budget adequately for travel, food and lodging for the Executive Director’s expenses.
9. *Workshops and Institutes:* Annually, NMMS identifies opportunities for intermediate and advanced-level trainings in specific areas of the Main Street Four-Point Approach® to strengthen and build skills for organizational and municipal leaders and partnering organizations. Workshops and Capacity-Building

Institutes will be provided at low or no cost for Presidents, board members, committee chairs, committee members, executive directors and other organization leaders. Intermediate level workshops include a four-part series on Grant Writing and a three-part series on Nonprofit Fundraising for local MainStreet leaders.

10. *Online trainings*: NMMS provides webinars, videos or other online training opportunities to build capacity of staff, community leaders and organization volunteers in support of the district economic growth and revitalization.
11. *Building Creative Communities Conference*: In November on biannual basis (funding permitted), the statewide interagency conference is convened for the purpose of sharing knowledge, best practices and developing cross-sector partnerships that integrate Arts, Historic Preservation, Tourism and asset-based community economic growth, placemaking and creative economy activities, projects and programs in New Mexico. The conference is implemented by the NMMS program of NMEDD in partnership with NM Arts and the Historic Preservation Division of the New Mexico Cultural Affairs Department. The Building Creative Communities Conference, like the National Main Streets Conference, is considered an advanced training for MainStreet professionals and local leaders.
12. *National Main Street Center Conference – Main Street Now*: Annually, NMMS provides discounted basic registration for Main Street America Affiliate and Accredited programs to help each Executive Director attend the Main Street Now conference sponsored by NMSC. Local organizations meeting all annual performance standards for Main Street America Accredited programs are provided one (1) additional discounted basic registration to the NMSC conference for a member of the Board of Directors.

C. Other Resources

New Mexico MainStreet provides a variety of resources and partnerships to assist local communities and organizations with the revitalization of their traditional or historic commercial district. These include:

1. *Information and Networking*: Through regular email, list serves, mailings, websites and meetings, NMMS provides timely notice on grant and partnership opportunities, guidance on innovative revitalization tools and techniques, and helps with addressing the multiple challenges that arise during the day-to-day course of each local organization's MainStreet efforts.
2. *Orientation and Training Materials*: NMMS provides local programs with a variety of downloadable materials to help train boards of directors and committees in the comprehensive Main Street Four-Point Approach® to revitalization (see www.nmmainstreet.org).
3. *Marketing*: NMMS through the NMEDD provides marketing of the State Program and its services through its website www.goNM.biz. NMMS also markets local initiatives through its websites (www.nmmainstreet.org, www.offtheroadnm.org), Facebook page, e-newsletters and other social media.
4. *Resource Team Service*: Start-Up MainStreet and Arts & Cultural districts receive a Resource Team visit by a group of specialists that look closely at the districts' needs and opportunities and recommend a series of activities that will provide a "blueprint" to guide revitalization projects and activities for a period of three to five years. Additionally, the team recommends organizational improvements that will help the local MainStreet team accomplish its work. The Resource Team service may include facilitation of one or more community input sessions and culminate in a comprehensive strategic planning activity with the Board of Directors of the local MainStreet organization.
5. *Certification Program for Executive Directors*: Executive Directors seeking to develop a professional career path within MainStreet may apply for the State-Certification program. Upon successful completion of the basic, intermediate and advance trainings, Directors receive status as a State-Certified Executive Director. Local organizations that maintain a State-Certified Executive Director shall receive bonus points in scoring of competitive grants for Public Infrastructure funds and partner grants and shall also receive a second discounted basic fee for registration to the NMSC conference.

6. *Accreditation Review*: Accreditation by NMSC recognizes achievement under the Ten Standards of Performance established by the National MainStreet Center, Inc. NMMS conducts an annual accreditation review – a comprehensive assessment of the program’s accomplishments under the Main Street Four-Point Approach™ for the previous calendar year. Participation in the Accreditation review is required and the NMMS director prepares recommendations for NMSC in the final quarter of each year, based on the performance of the previous 12 months. Main Street America Accreditation is also contingent upon meeting all compliance requirements identified in preceding sections.
7. *National Main Street Network Membership*: The state program pays each local organization’s annual network fee to NMSC. Membership benefits include the monthly *Main Street News*, discounted conference and workshop registration fees, access to members-only informational resources on the NMSC website, and member rates on publications.
8. *MainStreet Public Infrastructure*: Main Street America Affiliate and Accredited programs along with Arts & Cultural Districts and Frontier Community are eligible to apply for funds for economic development capital outlay and physical infrastructure projects from the New Mexico MainStreet Public Infrastructure fund, as funds are available through the State Legislature. NMEDD works with the State Legislature and Governor to appropriate Public Infrastructure funds, which are then awarded on a competitive basis with particular emphasis on construction ready projects and organizational commitment to leverage such funds for direct economic growth and private sector reinvestment. Applicant communities may be eligible for bonus points in Public Infrastructure grant requests (see information listed in *Table 2* below).
9. *MainStreet Partnership Grants and Resources*: NMMS works closely with several other state agencies including the Tourism Department, Historic Preservation Division, New Mexico Arts Division, and the Department of Transportation. Other statewide partnering organizations that share a common vision include the New Mexico Coalition of MainStreet Communities (NMCMS) and the New Mexico Resiliency Alliance (NMRA).

New Mexico MainStreet Revitalization Partners, as well as Main Street America Affiliate and Accredited Programs, Arts & Cultural Districts, and Frontier Community Initiatives, may be eligible for funding by the NMRA. Depending on funding and eligibility, local organizations may access educational offerings, grants and other financial resources provided by the NMRA. Eligibility requirements are established by the NMRA and its funding partners. For more information on the partner organizations and services, go to www.nmmainstreet.org.

Table 2: Summary of resources provided annually to MainStreet, ACD and Frontier Community affiliates

	NMMS Revitalization Partner	NMMS Accelerator Process	Main Street America Affiliate Program	Main Street America Accredited Program	State Certified Director	Frontier Community	Arts & Cultural District or Compound
Resource Team Service			Provided as part of transition from Accelerator Process				Provided during initial year of designation
Four Points Technical Assistance Services	One project/yr, plus organizational supports	Bi-monthly coaching sessions in 18 months	1 per year (Design, EP, Promotions), plus any approved Organization supports	2/year in each of the Main Street Four Points		One project in 12-18 month period	1/year with approved service request
Access to Public Infrastructure funds	No	No	Yes, for level-specific projects (master plans, etc.) by application+5 bonus pts if project on local gov't ICIP	Yes, by application; +5 bonus pts for accredited programs, +5 bonus pts if project on local gov't ICIP	+5 bonus pts. for affiliates with State-Certified director	Yes, by application. +5 bonus pts if project on local gov't ICIP plan;	Yes, by application. +5 bonus pts if project on local gov't ICIP plan;
Registration, National Main Street Center Conference	1 free registration/year paid by NMMS			+1 additional for a Board Chair/Member			
Network Leadership Meetings (up to 3x/year)	Discounted registration for staff and board members; Arts & Cultural District leadership invited to separate ACD semi-annual network meetings. Nominal fee for ancillary costs (meals, etc.)						
NM Building Creative Communities Conference	Limited number of registrations via scholarship by NMMS partners (NM Resiliency Alliance or other partner), depending on availability of funding. Requires application to NMMS.						
NMMS Prof. Development and Capacity Building Trainings	Discounted Registration to all NMMS affiliates						
NMMS online trainings and resources	Free to all NMMS affiliates and partners at no cost						
Specialized Institutes and Intensives	Provided at minimal cost, depending on institute						
Training for Director Certification	Free for MainStreet affiliate staff					N/A	
Affiliate Performance Reviews	Annually						
Partner grants (via NMRA)	Yes, depending on availability of funds. Eligibility criteria and applications guidelines established by NMRA in partnership with NMMS.						
Membership, Nat'l Main Street Center Network	No	Paid by New Mexico MainStreet			N/A		
List serves, marketing services and newsletters	Free to all MainStreet affiliates						

SUSANA MARTINEZ
GOVERNOR

JON BARELA
CABINET SECRETARY



August 18, 2016

RE: Clarification of contracts between local governments and nonprofit MainStreet programs

In light of recent questions about the procedural steps involved with New Mexico MainStreet, this letter serves to reaffirm the permissibility of a contractual relationship between a local government and the local, nonprofit MainStreet program.

A local government is permitted to contract with the local, nonprofit MainStreet program to provide public economic development funds so long as what the MainStreet program supplies in return to a development project represents fair-market value for the funds the MainStreet program received. When contractual language ensures that such an exchange takes place between a local government and the MainStreet program, the local government will not be in violation of the anti-donation clause of the New Mexico Constitution.

The spirit of the National Main Street America project requires a public-private partnership to foster economic growth in a community. This collaboration between a local government and the local MainStreet program is critical to the project's development and success.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen J. Clampett".

Stephen J. Clampett
Acting General Counsel



STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
Bataan Memorial Building, Ste 201 • Santa Fe, New Mexico 87501
Phone: (505) 827-4950 • FAX (505) 827-4948
www.nmdfa.state.nm.us

BILL RICHARDSON
GOVERNOR

MEMORANDUM # BFB-10-01

KATHERINE B. MILLER
CABINET SECRETARY

TO: Municipal and County Finance Officers

ROBERT M. APODACA
DIRECTOR

FROM: John A. Gallegos, Budget and Finance Bureau Chief
DFA, Local Government Division

DATE: July 22, 2009

SUBJECT: Memorandum #BFB-09-01, Section VI, Recommendations

The Economic Development Department's New Mexico MainStreet Program has received some inquiries from local MainStreet projects regarding the memo referenced above, specifically the "recommendation" on page five to discontinue "unappropriated" contributions to non-profit organizations to help avoid possible anti-donation violations.

The purpose of this memo is to clarify the intent of this recommendation as it relates to local New Mexico MainStreet projects.

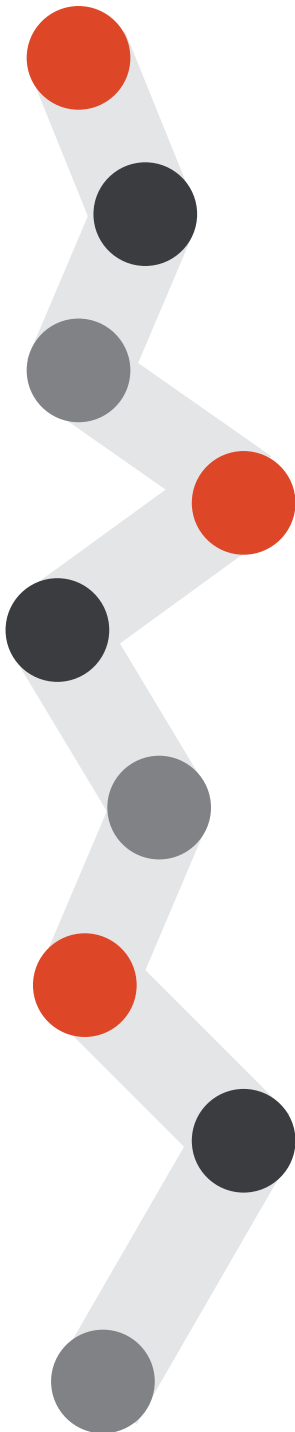
This recommendation does not apply to programs, such as MainStreet programs, that have legislative authorization and that provide specific services and value to assist municipalities and counties with economic development.

The New Mexico MainStreet Program was authorized by the New Mexico State Legislature in 1978. The program was formed to *"provide for the revitalization of central business districts in New Mexico communities based on the preservation and rehabilitation of existing structures of unique historical and architectural character and the development of progressive marketing and management techniques as an economic development strategy for local governments."* -3-60B-1 to 3-60B-4 NMSA 1978

The New Mexico MainStreet Program is an affiliated "state coordinating program" of the National Trust for Historic Preservation. The New Mexico MainStreet Program works cooperatively with locally designated MainStreet communities through the local MainStreet project, which is often a non-profit, 501c3 corporation. These local MainStreet projects have an exchange of value for the municipalities that fund them for economic development and historic preservation.

Municipalities and counties may continue to fund local MainStreet projects through a contract for services and deliverables and therefore, be in compliance with the state's anti-donation clause. Municipalities and counties may also continue to assist and partner in the administration of MainStreet Capital Outlay funds of the state legislature and with federally funded projects for downtown MainStreet revitalization.

HISTORY



February 2017

- Received full Accreditation from New Mexico MainStreet and Main Street America.

October 2016

- Received “Start Up” Community designation from New Mexico Economic Development Department and New Mexico MainStreet.

September 2016

- Full-time Executive Director hired

Spring/Summer 2016

- City/County partnership further developed.
- Multiple projects initiated/completed

2015

- Board of Directors and 501(c)(3) established.
- Organizational, Economic Vitality, and Design Projects initiated.

December 2014

- Alamogordo MainStreet officially designated as a New Mexico MainStreet “Emerging Community.”

September 2014

- Application submitted to the New Mexico Economic Development Department.

Spring/Summer 2014

- Presentations/Education on the program presented to multiple civic organization in order to gauge interest and further ideas.
- Application into the State Program developed.

Fall/Winter 2013

- Initial propositions to pursue Alamogordo’s application into the New Mexico MainStreet program.
- Public Interest Meetings
- Establishment of an Steering Committee



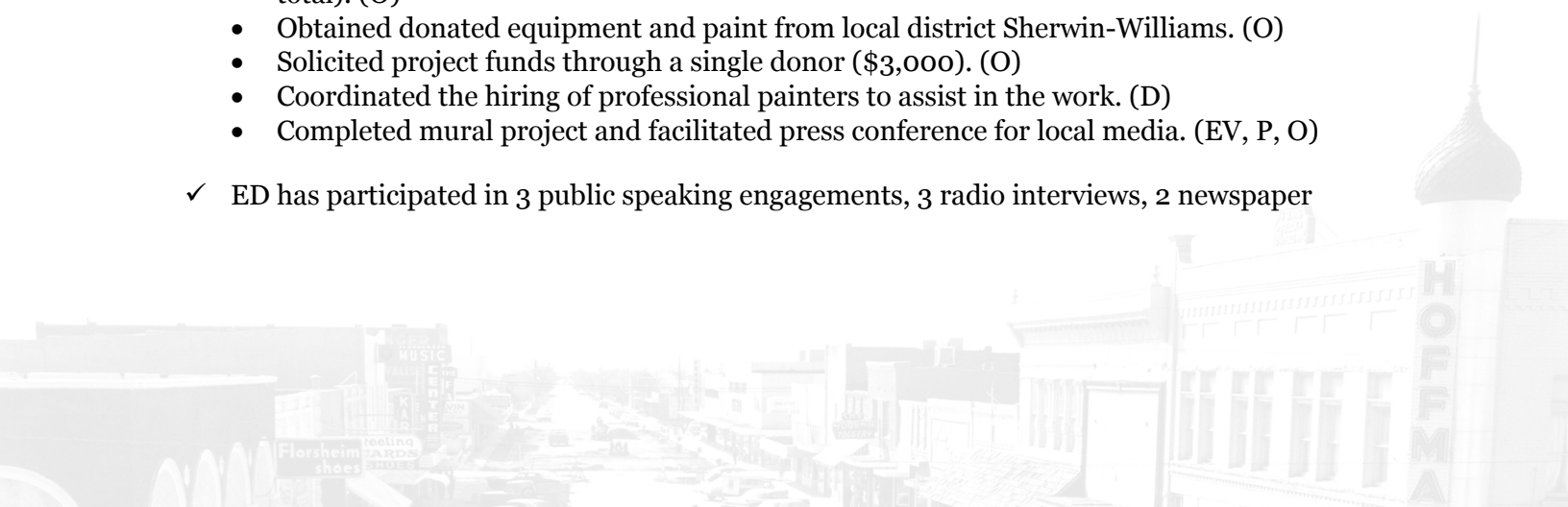
O: 919 ½ New York Ave., Suite G | Alamogordo, NM 88310
M: P.O. Box 2646 | Alamogordo, NM 88311
P: 575-446-3612 | E: director@AlamogordoMainStreet.org

Alamogordo MainStreet Projects, Oct 2015-Dec 2016

Note: Four-Point areas; D=design, P=promotion, O=organization, EV=economic vitality.

- ✓ Alamogordo Founders Park clean up/rehabilitation (D)
 - Coordinated and managed 15 volunteers from Holloman Air Force Base/Annual Big Give Project to clean/wax/refurbish twelve bronze statues and one large outdoor fine art oil painting. Organized original sculptor/painter's involvement to instruct volunteers on proper refurbishment of pieces. (O)
 - Project took 5 volunteer working days to complete; approximately 75 man-hours. (O)
 - Tree trimming, weed pulling, planting, decorative rock replacement and general clean up also achieved. (D)
 - Equipment and material donations coordinated through local Lowe's Home Improvement, RD Blankenship Dirt Work and Home Depot. (O)
- ✓ Branding town hall meeting hosted with Robyn Beaubien. 95 local interested townspeople in attendance. Finalized brand essence statement, slogan, approved logo. (P)
- ✓ 800 Block of New York Mural/Façade (D)
 - Secured PNM project grant of \$15,000 to facilitate 100'x25' historically themed mural. An additional \$600 privately invested by a local business owner to have an additional section of mural painted. (O)
 - Front of 800 Block awnings and windows repaired/painted. (D)
 - Project utilized approximately 30 volunteers, donated teams and equipment from local Home Depot, business owner investments in roof repair. Approximately 200 volunteer hours in total spent. (O)
 - Awning/Window replacement work based on report and guidance from Will Powell (D)
 - Dedication Ceremony for the mural coordinated and executed. Mayor, PNM representative, State Representative Yvette Harrell, city/county officials, and approximately 30 members of local public in attendance (P, O)
- ✓ A new, comprehensive District Asset Mapping strategy implemented. A new set of business interviews and complete asset map has been initiated with a great start already. 50 district business documented at this time; work in progress. (EV)
- ✓ LEDA funds (\$113.5K) for Flickinger Center theater secured for digital projection system. Installation is ongoing with a projected opening for the end of February. Alamogordo MainStreet/Flickinger Films partnership/fundraiser planned for film opening weekend. (EV)

- ✓ Partnered with Otero County Small Business Development Center and Downtown Merchants Association to promote and distribute materials for Small Business Saturday. Businesses reported an average of 200% sales increase compared to the 2015 Small Business Saturday and up to 1500% increase in sales compared to a “typical” day. (P, EV, O)
- ✓ Executive Director hired September 1, 2016. Director has attended all required training/webinars and leadership conferences available since hiring. (O)
- ✓ Permanent office set up for operational use – computer, desk, printer, organizational materials, etc. purchased and/or acquired through donations. (O)
- ✓ Temporary Economic Transformation Strategy committee formed and 2016 ETS draft accomplished through five dedicated working meetings. Follow up meetings facilitated by E. Martinez scheduled for 1/9-1/10, 2017. (EV, O).
- ✓ Transitioned ED from contracted status to full-time employee in compliance with IRS requirements/HR policies. (O)
- ✓ Transferred bank account to a new bank that offers more substantial benefits/corporate sponsorship for 2017/board meeting space for the organization. (O)
- ✓ Joined Alamogordo Chamber of Commerce. (EV, O, P)
- ✓ ED attending year-long Otero County Leadership course for 2017 in order to further promote Alamogordo MainStreet, develop networking opportunities, enhance leadership skill set. (O, EV)
- ✓ Task force chairs and volunteers realigned. All positions filled and separate meetings are happening. (O, D, P, EV)
- ✓ Renegotiated City/County service agreements and invoice procedures. Fully funded by City of Alamogordo (\$35K per year with anticipated \$40K for 2017); funded by Otero County (\$10K per year). (O)
- ✓ Executive Director designed/worked/supervised all stages of Patron’s Hall mural that markets the art gallery and ice cream/coffee shop. (D, EV, O, P)
 - Secured approval from Otero County for work to begin (building is county owned). (O)
 - Coordinated volunteers for initial base coat painting (five volunteers, 34 volunteer-hours total). (O)
 - Obtained donated equipment and paint from local district Sherwin-Williams. (O)
 - Solicited project funds through a single donor (\$3,000). (O)
 - Coordinated the hiring of professional painters to assist in the work. (D)
 - Completed mural project and facilitated press conference for local media. (EV, P, O)
- ✓ ED has participated in 3 public speaking engagements, 3 radio interviews, 2 newspaper



interviews in the first 3 months for public relations and marketing of Alamogordo MainStreet. (O, P)

- ✓ Coordinated feasibility and infrastructure assessment with local internet providers in order to facilitate free public wifi access within the district (ongoing project). (EV)
- ✓ Began complete overhaul of the Alamogordo MainStreet website/digital newsletter/online business directory. (P, EV, O)
- ✓ ED recruited three new board members to include a replacement board Vice President. (O)
- ✓ Design Service consultation from Will Powell for façade improvements to the Historical Sands Theater (D)
- ✓ National Day of Giving Fundraiser raised \$6000 through multiple corporate sponsorships (averaging \$1K each) plus an additional \$3K through the New Mexico Resiliency Alliance (Challenge Grant). (O)
- ✓ Design Service consultation from Will Powell to assess and make recommendations on ADA access points for Edward Jones building (Linda Schalk). (D)
- ✓ Design Service consultation from Will Powell and Charlie Deans to assess and make recommendations on County Courthouse project/parking lot area. (D, EV)
- ✓ Presentation made to First American Savings to take over yearly Winter Wonderland fundraiser event. (O, P)
- ✓ All quarterly Economic Vitality reports delivered to Keith Kjelstrom on time and thoroughly complete. (EV, O)
- ✓ Facilitated donated services from local accounting firm to handle ED payroll/Workforce Solutions requirements/taxes. (O)
- ✓ Partnered with Small Business Development Center to facilitate a free restaurant consultation for one district restaurant owner (Our County Kitchen). (O, P, EV)
- ✓ Economic Transformation Strategy report completed and delivered to New Mexico MainStreet associates. (O, EV)



SOME AMS REINVESTMENT STATS, 2016:

- Net Number of New Businesses: 13
- Number of Business Expansions: 4
- Number of Business Rehabilitations: 13
- Dollars of Private Reinvestment: \$133,850
- Dollars of Public Sector Grants: \$330,000
- Dollars Invested in Public/Private Projects: \$200,000
- Number of Net New Jobs: 36
- Number of Public Sector Grants: 2
- Dollars of Private Sector Grants: \$3,000
- Volunteer Hours: 852

2016 Market Value for Services Received from New Mexico MainStreet: \$164,586

ED Training Accomplished through NM MainStreet

- Executive Director Orientation
- Introduction to Non-Profit Management
- Time Management
- Volunteer Development
- Introduction to Project & Event Management
- Fundraising Institute
 - o Developing a Strategic Fundraising Plan from Start to Finish (3 workshops)
- Design Institute
- New Mexico Quarterly Leadership
 - o Financing Catalytic Building Projects
- Creating the Board You Need
- Engaging ALL Board Members in the Fundraising Process





2016 Service Delivery Report

Main Street America Affiliate Program: **Alamogordo MainStreet**



Technical Assistance Services Requested of New Mexico MainStreet

Market Value

Organization: 1. Follow up on Organization coaching benchmarks for "Emerging" communities · Assistance with development of fundraising plan · Assistance with grant development for NMRA challenge grant · Assistance with development of Board policies · Included one visit and off-site work in 2016 by one NMMS Revitalization Specialist at market value plus expenses	\$750
Design: 1. Document and develop renderings and technical documents for façade improvements on three buildings that comprise a full city block · Provide support and guidance to board and staff on facade improvement and grant process · Façade improvements funded by a PNM grant · Included three visits and off-site work in 2016 by one NMMS Revitalization Specialist at market value plus expenses	\$3,750
Promotions: 1. "Emerging" Community coaching, focused on finalization of brand essence statement and slogan, as well as review of other recommendations and · Included two visits and off-site work in 2016 by one NMMS Revitalization Specialist at market value plus expenses	\$1,250

New Mexico MainStreet Professional Development Institutes attended by Alamogordo MainStreet staff

New Executive Director Orientation (Half day)	\$500
Time Management (Half day)	\$500
Project & Event Management (Half day)	\$500
Fundraising Training Series (Three Sessions)	\$3,000

PNM Corporate & Foundation Power Up Grants

Façade Squad and Mural	\$15,000
------------------------	----------

New Mexico Resiliency Alliance Grant

Capacity Building for Operations	\$3,000
----------------------------------	---------

New Mexico Historic Theaters Initiative

LEDA Capital Outlay Grant for Digital Projection for Flickinger Center for Performing Arts	\$113,436
--	-----------

New Mexico MainStreet Professional Development Institutes attended by Alamogordo MainStreet staff

New Executive Director Orientation (Half Day)
Introduction to Time Management (Half Day)
Introduction to Project & Event Management (Half Day)
Fundraising Institute (Three Sessions)

New Mexico MainStreet Network Services Per Community

Local Organization Annual Assessment	\$2,000
Local Organization Annual Assessment Report	\$800
New Mexico MainStreet Leadership Network Meetings (3)*	\$12,000
New Mexico MainStreet Webinar Series (5)	\$625
New Mexico MainStreet Online Presence & Marketing (State Website · Off the Road Website · Digital Dashboard · Facebook · Twitter · Flickr)	\$3,000
New Mexico MainStreet Monthly E-newsletter	\$150
New Mexico MainStreet Annual Report, Awards Program & Other Brochures	\$350
National Main Street Center Network Fees	\$325
State Operations	\$3,650

Total New Mexico MainStreet Services Utilized in 2016

\$164,586

*Price is per person in attendance from each community





**Alamogordo MainStreet Program
Reinvestment Statistics
January 2015 - December 2016**

	2015	2016	TOTAL 2015-2016
Net Number of New Businesses	4	13	17
Number of Business Expansions		4	4
Number of Building Rehabilitations	4	13	17
Dollars of Private Reinvestment	\$90,000	\$133,850	\$223,850
Number of Public Projects			
Dollars of Public Investment			
Number of Joint Public/Private Projects		1	1
Dollars Invested in Public/Private Projects		\$200,000	\$200,000
Number of New Buildings Constructed			
Dollars Invested in New Building Construction			
Number of Net New Jobs	10	36	46
Number of Public Sector Grants		2	2
Dollars of Public Sector Grants		\$330,000	\$330,000
Number of Private Sector Grants	1	1	2
Dollars of Private Sector Grants	\$15,000	\$3,000	\$18,000
Number of Special Events	13		13
Dollars of Special Event Profits			
Number of Promotions	2		2
Dollars of Promotion Profits			
Number of Rental Housing Units			
Number of Owner Housing Units			
Volunteer Hours	1,148	852	2,000

Alamogordo Mainstreet					
2016					
	Quarter1	Quarter 2	Quarter 3	Quarter 4	Totals
Job Creation	25	2	5	6	38
New Businesses	11	1	2	1	15
Remodels	\$106,450	\$ 5,000	4000	\$ 18,400	\$ 133,850
New Construction	0	0	0	0	0
Closings	0	0	1	1	2
Expansions	1	1	0	2	4
Building Purchases	0	\$ 280,000	0	0	\$ 280,000
Total Volunteer Hours	173.5	141	454	89	857.5
Grants	0	\$ 133,000	0	0	\$ 133,000
Public/Private Projects	0	0	0	\$ 200,000	\$ 200,000
Alamogordo Mainstreet					
2015					
	Quarter1	Quarter 2	Quarter 3	Quarter 4	Totals
Job Creation			9	3	12
New Businesses			4	1	5
Remodels				\$ 90,000	\$ 90,000
New Construction					0
Closings				1	1
Expansions					0
Building Purchases				\$ 140,000	\$ 140,000
Total Volunteer Hours		354	180	401	935
Grants				\$ 15,000	\$ 15,000



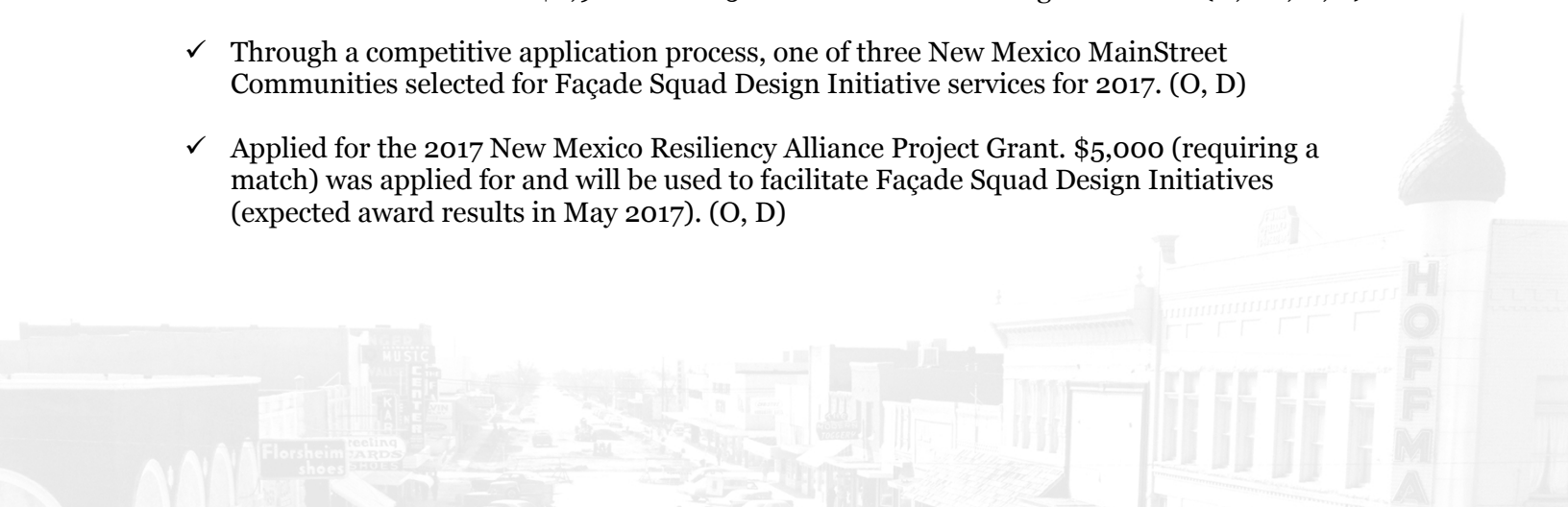
O: 919 ½ New York Ave., Suite G | Alamogordo, NM 88310
M: P.O. Box 2646 | Alamogordo, NM 88311
P: 575-446-3612 | E: director@AlamogordoMainStreet.org

Alamogordo MainStreet Projects, Jan-May 2017

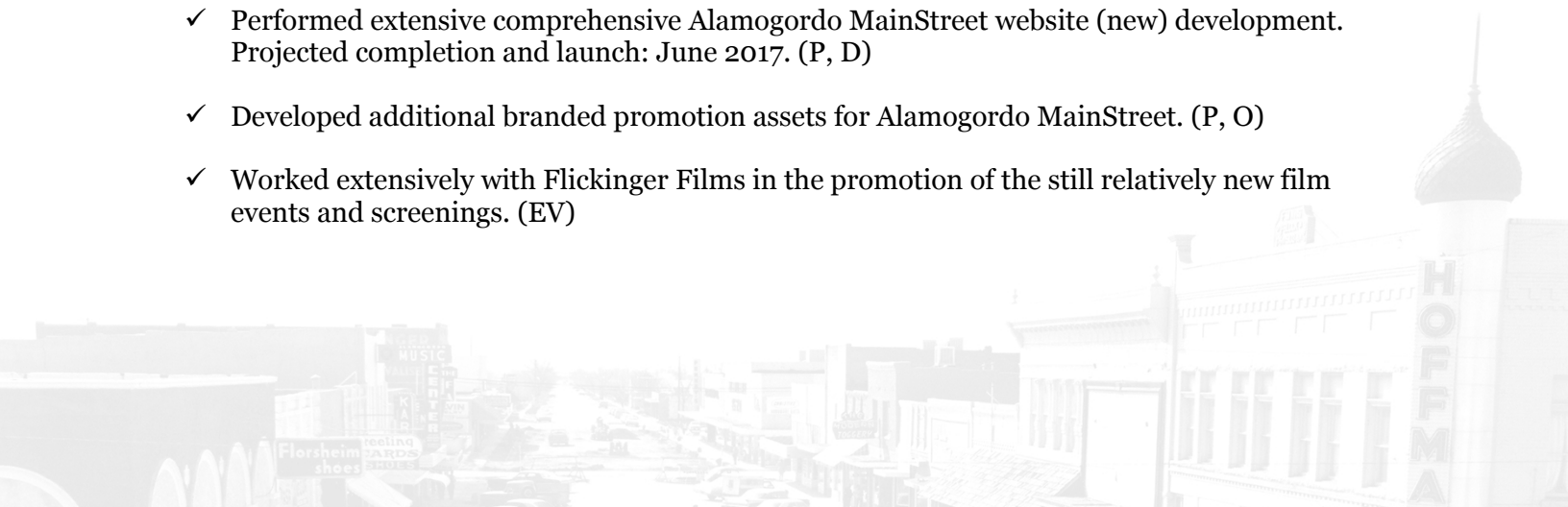
Note: Four-Point areas; D=design, P=promotion, O=organization, EV=economic vitality.

- ✓ Updated all associated documentation in accordance with IRS guidelines (Forms 1093, 990), New Mexico Secretary of State and Attorney General registrations, local organization operating budget for 2017, Conflict of Interest Policies, and Capacity-Building Strategies. New Mexico MainStreet Compliance Elements and Documentation are now officially designated “Fully Achieved” by the State program. (O)
- ✓ business documented at this time; work in progress. (EV)
- ✓ LEDA funds (\$113.5K) for Flickinger Center theater secured for digital projection system. Installation is ongoing with a projected opening for the end of February. Alamogordo MainStreet/Flickinger Films partnership/fundraiser planned for film opening weekend. (EV)
- ✓ Completed extensive Annual Budget and Salary Survey for New Mexico MainStreet/Main Street America. (O)
- ✓ Completed Main Street America Accreditation requirement: Ten Standards of Performance justification documentation. (O)
- ✓ Initiated revisions to Bylaws and Organizational Financial Policy to include Executive Director check-signing privileges. (O)
- ✓ Assisted Flickinger Films in developing a visual identity for both the primary expansion and for their Flickinger Film League initiative. (D, P)
- ✓ Coordinated meeting in January with Mayor Boss, Acting City Manager, Board President Terry Marquardt, Executive Director Camdon Wilde, and New Mexico MainStreet Specialists Eduardo Martinez and Charlie Dean, to begin discussions and review requirements and benefits concerning the upcoming Metropolitan Redevelopment Act plan for the downtown historical MainStreet district. (D, EV, O, P)
- ✓ Assisted Scott Laufenberg, CEO of Bethel Development, Ohio, with documentation needed in referencing Alamogordo MainStreet as a full partner in the New Mexico MainStreet program in order to provide further incentives (through the state) for the development of the Sonora Vista Apartments to be located within ½ mile from the Alamogordo MainStreet District. (O, EV)

- ✓ Economic Transformation Strategy working/facilitated board of directors' workshop accomplished through a visit from Organization Specialist Eduardo Martinez. Comprehensive strategy/outcomes planned and documented over the course of two dedicated working board meetings. 9 board members attended for a total of 36 volunteer hours. (O)
- ✓ Completed 2016 Resilient Communities Fund Reporting for the New Mexico Resiliency Alliance grant award to Alamogordo MainStreet in May of 2016. After action report included matching funds raised and how the grant funds were utilized throughout 2016. (O)
- ✓ Designed and developed MainStreet Fundraiser/Flickinger Film Premiere partnership event advertisements, posters, invitations, etc. (D, P)
- ✓ Alamogordo MainStreet "Benefits of Being a New Mexico MainStreet" trifold brochure designed and ordered from print (500 copies). (D, P)
- ✓ Alamogordo MainStreet received full Accreditation in Santa Fe at the Winter MainStreet conference on February 8th from New Mexico MainStreet Director, Rich Williams and New Mexico Economic Development Department Cabinet Secretary, Matt Geisel. Executive Director and seven volunteer board members in attendance. (D, EV, O, P)
- ✓ Executive Director and seven board members attended the Winter MainStreet Conference in Santa Fe. Hotel rooms/conference fees paid for by Alamogordo MainStreet: \$1,845.96 for hotel rooms and \$345.52 for conference fees. (O)
- ✓ Vice President, two board members, and Executive Director engaged in extra training session in order to help prepare the Vice President for a Panel Discussion and question and answer session at the State Winter Quarterly MainStreet Meeting. 12 additional volunteer hours utilized. (O, P)
- ✓ Vice President and Executive Director attended and participated in the New Mexico Coalition of MainStreet Communities Annual Meeting. (O, EV)
- ✓ Vice President and Executive Director participated in legislative engagement within the Santa Fe Round House on behalf of Alamogordo MainStreet, New Mexico MainStreet, and the New Mexico MainStreet Coalition. NM MainStreet in-field recurring operations budget for FY18 successfully retained at \$915,000.(O, EV, P)
- ✓ Executed Out of This World Fundraiser/Film Premiere event. Approximately 70 community members in attendance. \$2,900 raised. 50 volunteer hours during final event. (D, EV, O, P)
- ✓ Through a competitive application process, one of three New Mexico MainStreet Communities selected for Façade Squad Design Initiative services for 2017. (O, D)
- ✓ Applied for the 2017 New Mexico Resiliency Alliance Project Grant. \$5,000 (requiring a match) was applied for and will be used to facilitate Façade Squad Design Initiatives (expected award results in May 2017). (O, D)



- ✓ Received New Mexico MainStreet Organization Specialist facilitated training on conversion from a Committee-based volunteer board to a Taskforce project implementation structure. (O)
- ✓ Provided Alamogordo Planning & Zoning Committee with information related to Alamogordo MainStreet projects completed in 2016 for the City of Alamogordo Annual Report. (P)
- ✓ One of three New Mexico communities (out of nine applicants) to be awarded the New Mexico MainStreet Façade Squad Design Initiative. (O, P, D, EV)
- ✓ Received final City of Alamogordo Resolution (2017-09) authorizing and approving the Metropolitan Redevelopment Area Plan Project financial assistance application to the New Mexico Finance Authority for the total amount of \$50,000. (O)
- ✓ Extensively toured Zuni Pueblo and Gallup MainStreet and met with respective Executive Directors in order to generate ideas based on both districts' overall successes, challenges and project implementation results. (O, D, EV)
- ✓ Began review of Consensus Planning Metropolitan Redevelopment Area Plan proposal with New Mexico MainStreet Director, Assistant Director, and State Urban Planning Specialist. (O)
- ✓ Submitted New Mexico MainStreet quarterly report (2017 Q1) to the New Mexico MainStreet Revitalization Specialist in Economic Vitality. (EV)
 - District Private Investments: \$19,900
 - Business Expansions: 2
 - District Major Promotional Events: 3
 - Volunteer Hours: 403
- ✓ Developed schedule and purchased transportation tickets for ED attendance of the National Main Street Conference in Pittsburgh (May 1-3, 2017). Base conference attendance fees provided by a grant from New Mexico MainStreet (\$395). (O)
- ✓ Attended 3 meetings with the Alamogordo City Planner in order to develop a workshop/presentation for Alamogordo city officials and commissioners. (O, P)
- ✓ Performed extensive comprehensive Alamogordo MainStreet website (new) development. Projected completion and launch: June 2017. (P, D)
- ✓ Developed additional branded promotion assets for Alamogordo MainStreet. (P, O)
- ✓ Worked extensively with Flickinger Films in the promotion of the still relatively new film events and screenings. (EV)



FY2017 NMMS Combined Report: First and Second Quarter

Private Sector Reinvestment: \$11,216,605

Number of Private Building Renovations: 119

Net New Business and Business Expansions: 63

Net New Jobs Created: 432

Metropolitan Redevelopment Area Plans (MRA) Adopted:

- Mosquero
- Roy

Revitalization Plans Adopted:

- Mountainair
- Solano

Great Blocks Projects Construction Ready Documents Finished: MainStreet de Las Vegas, Rail Road Ave.

NMMS Capital Outlay Public Infrastructure Funds Awarded:

- Belen MainStreet: Great Blocks: Construction Documents: \$80,000
- Downtown Albuquerque MainStreet: Central Ave/Historic Route 66 Streetscape Project: \$100,000
- Raton MainStreet: Great Blocks: Construction funding on Historic First Street: \$320,000

NMMS Capital Outlay Projects Finished:

- Truth or Consequences MainStreet: Healing Waters Plaza
- Los Alamos MainStreet: Phase II Streetscape Improvements on Central Avenue

Partnership Grants Awarded for local MainStreet Projects based on New Mexico MainStreet Technical Assistance.

- **NMFA Local Government Planning Fund Grant Awards:**
 - Santa Rosa (Frontier Community): \$50,000
 - Aztec (Frontier Community): \$50,000
 - Las Vegas (MainStreet): \$50,000
- **PNM Grants:** No awards this year
- **New Mexico Gas Co. Grants Awarded:**
 - Mountainair Frontier Community, Monte Alto Plaza Project: \$15,000
 - Santa Clara Frontier Community, Santa Clara Façade Improvement Program: \$5,000
 - Raton MainStreet, Shuler Theater Digital Conversion Project: \$10,000
 - Mora Arts & Cultural Compound, Mora/Chief Theater Restoration Project: \$10,000

- **Resiliency Alliance Grants (Awarded or Finished):**

- Tularosa Frontier Community: Downtown Tularosa/Arts and Cultural Assets Promotion: \$2,500
- Dixon, Embudo Valley Library and Community Center: Building Creative Communities Placemaking Grant: Community Gathering area \$2,500
- Manzano Mountain Arts Council, Building Creative Communities Placemaking Grant: Plaza construction - \$2,500
- Tucumcari MainStreet: Great Blocks on Main Street Initiative: Awarded \$2,934

Private Reinvestment Highlights:

- As Alamogordo MainStreet progresses through the Accelerator process, growing property owner confidence is resulting in incremental investment in many buildings. Seven building improvement projects totaling \$18,400 include new signs, interior and exterior paint jobs, new flooring, roofing, electrical upgrades, and a mural.
- In the Carlsbad MainStreet district, a jewelry store completed a remodel and a gift store put on a new roof. The rehabilitation work totals \$114,200.
- Five property owners in the Truth or Consequences MainStreet district invested in exterior and interior rehabilitation work that totals \$62,500.

Businesses/Jobs Highlights:

- Two new businesses in Tucumcari's MainStreet district, a resale shop and an indoor cycling enterprise, bring four new jobs to the community.
- The Las Cruces MainStreet program welcomes a new bakery, fresh juice store, and a photography studio to the district. The three businesses provide eleven new jobs.

Susana Martinez
Governor
Matthew B. Geisel
Cabinet Secretary



February 21, 2017
FOR IMMEDIATE RELEASE

Contact: Benjamin Cloutier
505-670-7024 Benjamin.Cloutier@state.nm.us

New Mexico MainStreet Communities Receive 2017 National Main Street Accreditation

Santa Fe, NM - Today, New Mexico MainStreet announced that 21 New Mexico Communities have been designated as Main Street America Accredited programs for meeting the commercial district revitalization performance standards set by the National Main Street Center. All programs that received accreditation will be recognized at the National Main Street Conference in Pittsburgh in May.

"New Mexico's MainStreet program is an incredible tool in creating vital downtown areas to leverage private investment," said New Mexico Economic Development Secretary Matt Geisel. "The accomplishments of these communities are something we can all be proud of."

The communities receiving accreditation include: Alamogordo MainStreet, Albuquerque Downtown MainStreet, Artesia MainStreet, Belen MainStreet, Carlsbad MainStreet, Clovis MainStreet, Corrales MainStreet, Deming MainStreet, Downtown Farmington MainStreet, Grants MainStreet Project, Downtown Las Cruces Partnership, Harding County MainStreet, MainStreet de Las Vegas, Los Alamos MainStreet, Lovington MainStreet, Nob Hill MainStreet, Raton MainStreet, Silver City MainStreet, South Valley MainStreet, Tucumcari MainStreet, and MainStreet Truth or Consequences

From 2011-2016, the New Mexico MainStreet program's local MainStreet communities have restored 1,063 buildings, leveraged \$85,320,935 in private sector reinvestment, and created 752 net new businesses and 3,271 net new jobs. For every \$1 invested in the New Mexico MainStreet program, \$43 is leveraged locally.

Each year, the National Main Street Center and its partners announce the list of accredited Main Street programs in recognition of their exemplary commitment to historic preservation and community revitalization through the Main Street Four-Point Approach.

"We are very proud of our local Main Street programs with 21 communities earning the designation as Nationally Accredited Main Street program," said Rich Williams Director of New Mexico MainStreet. "Their work to achieve this designation recognizes the amazing MainStreet organizations in our state, the innovative projects they are pushing forward to

grow our economy and transform our downtowns and the dedication of the individuals, volunteers and staff that make Main Street such a successful strategy."

New Mexico MainStreet evaluates organizational performance on an annual basis with the National Main Street Center to identify strong local programs that meet the ten performance standards, benchmarks used to measure a program's application of the Main Street Four-Point Approach to commercial district revitalization. Programs must demonstrate achievement across a variety of criteria including broad-based community support for their district revitalization process, have strong support from both the public and private sectors, have an operating budget, performance measures in place to track organizational progress, and demonstrated historic preservation ethic.

A program of the New Mexico Economic Development Department, New Mexico MainStreet works throughout the state to help affiliated local organizations create an economically viable business environment while preserving cultural and historic resources. New Mexico MainStreet currently serves 28 affiliated MainStreet Districts, eight state-authorized Arts & Cultural Districts, more than 20 Frontier Community projects, and eight Historic Theater Initiatives. For more information about New Mexico MainStreet, visit www.goNM.biz or nmmainstreet.org.

#



O: 919 ½ New York Ave., Suite G | Alamogordo, NM 88310
M: P.O. Box 2646 | Alamogordo, NM 88311
P: 575-446-3612 | E: director@AlamogordoMainStreet.org

Alamogordo MainStreet Economic Transformation Strategies

Strategy 1

Improve and enhance the visual and functional connectivity of the MainStreet district across 10th Street thereby unifying the district as a whole in order to increase foot traffic to both the north and south areas and more effectively promote a viable and traversable single district.

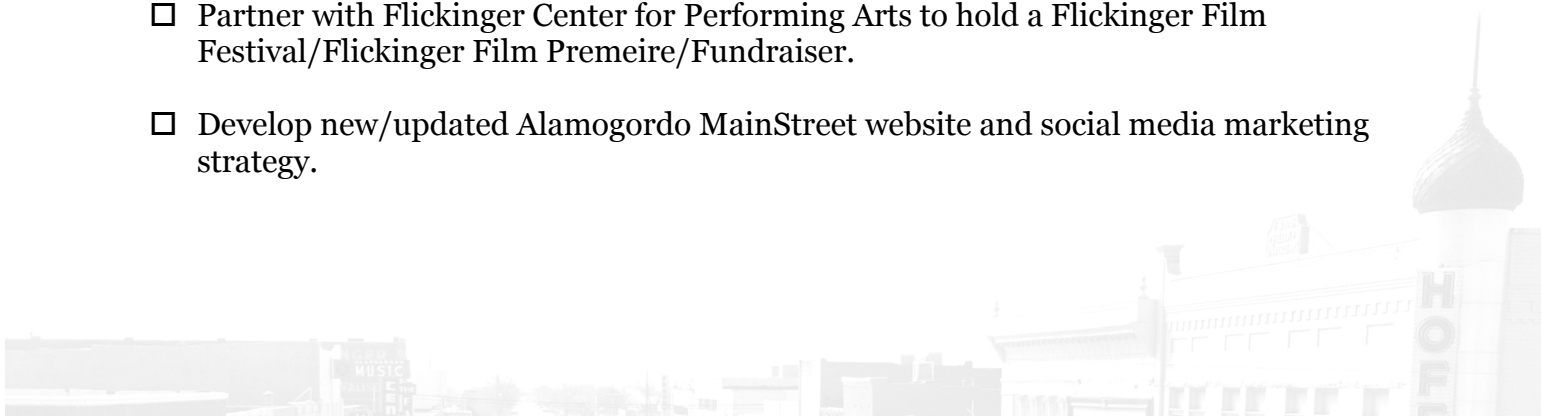
4-Point Action Projects

Economic Vitality

- ☐ Quantify district business impact – both negative and positive – on 10th Street and New York Avenue intersection improvements through interviews and research.
- ☐ Report on assistance needed from district businesses stemming from 10th Street and New York Avenue intersection reconstruction.
- ☐ Ensure the improvement of major infrastructure in the MainStreet district – to include water lines, storm water drainage, electrical upgrades, etc.

Promotion

- ☐ Outdoor fundraiser dinner/wine tasting within the north area of the district.
- ☐ Develop walking map/business directory brochure of entire district.
- ☐ Partner with Flickinger Center for Performing Arts to hold a Flickinger Film Festival/Flickinger Film Premeire/Fundraiser.
- ☐ Develop new/updated Alamogordo MainStreet website and social media marketing strategy.



Design

- ☐ Work with New Mexico MainStreet to initiate a 10th Street and New York Avenue urban planning study of vehicular and pedestrian crossing traffic.
- ☐ Develop branded signage at the 10th Street and New York Avenue intersection.
- ☐ Develop north/south district cross promotional signage advertising businesses on either end of the full district.
- ☐ Initiate Façade Squad project on the most needed buildings – with initial primary consideration to buildings near or on the 10th Street and New York Avenue intersection.

Organization

- ☐ Research potential grants and avenues of funding to help facilitate 10th Street and New York Avenue intersection reconstruction.
- ☐ Work with New Mexico MainStreet to submit Metropolitan Redevelopment Area plan application.
- ☐ Organize key teams and recruit participants for the MRA application and development process.



Strategy 2

Retain and strengthen existing small businesses, incubate new entrepreneurial ventures, and rehabilitate traditional commercial buildings to sustain and enhance downtown's unique character, diversify the business mix, and expand dining, shopping, and entertainment offerings.

4-Point Action Projects

Economic Vitality

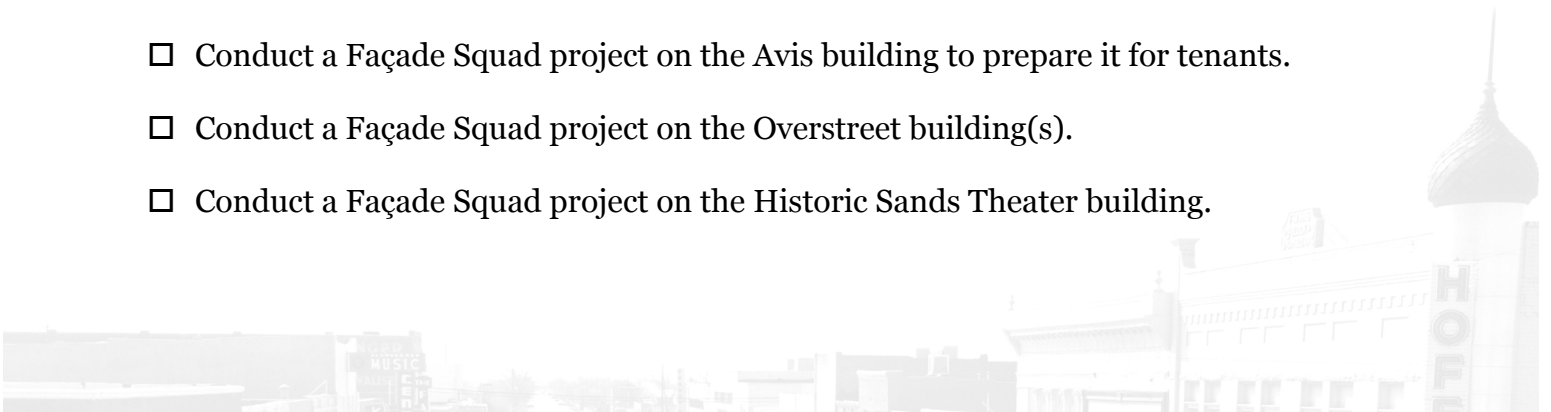
- ☐ Promote the success of business owners to attract interested parties to move downtown.
- ☐ Create partnerships with businesses to improve and get to the next level of building rehabilitations.
- ☐ Establish an entrepreneurial resource hub/center of innovation to recruit and support small business in the district.

Promotion

- ☐ Establish weekly drum circle and/or other free/participatory public entertainment options at Founders Park.
- ☐ Create a pop-up store in a vacant building or public space for artists to sell products on a rotating or collaborative basis.
- ☐ Define a district brand or placemaking visual identity.
- ☐ Leverage social media to implement a downtown scavenger hunt with prizes.

Design

- ☐ Conduct a Façade Squad project on the Avis building to prepare it for tenants.
- ☐ Conduct a Façade Squad project on the Overstreet building(s).
- ☐ Conduct a Façade Squad project on the Historic Sands Theater building.



- ☐ Conduct a Façade Squad project on the Mission Billiards Hall building.
- ☐ Install wayfinding and/or north/south corner signs listing businesses on each end of the district bisected by 10th Street.

Organization

- ☐ Create and establish developed/educated liaisons with local businesses and groups.
- ☐ Create awareness throughout the community of local economic conditions.
- ☐ Raise funds to establish a Business Development Fund to support business development activities to improve economic conditions.
- ☐ Work with City and County in urban renewal and infrastructure projects to drive economic improvements.
- ☐ Petition for signage and wayfinding improvements in the district.
- ☐ Create intake applications for investors looking for business opportunities/concepts and ensure they are available at the Alamogordo Chamber of Commerce, OCEDC, Alamogordo MainStreet, and SBDC.
- ☐ Work with local legislators to try and make liquor licenses easier to obtain.
- ☐ Provide support to business owner to try and make liquor licenses easier to obtain.





New Mexico MainStreet Design Initiative Application 2017

Program Description

New Mexico Mainstreet design initiatives engage local organizations and volunteers in “bootstrap” design projects, restoring building facades and improving public spaces within their local districts.

The Façade Squad initiative was established in 2009 and is an efficient and cost effective way for MainStreet organizations to make high impact, visible improvements to the district that result in higher economic performance of the store and the district.

The Place Making Initiative was established in 2011 and transforms underutilized or vacant public areas, such as streets, sidewalks, parks, plazas, parking areas, or vacant lots, into vibrant and functional spaces where people want to gather, celebrate and increase the economic vitality of their districts.

Both initiatives provide education and professional technical assistance for communities selected through a competitive application process. New Mexico MainStreet Design Program Associate will assist community with planning and project development.

Eligibility Criteria *

- Must be a MainStreet Affiliate or Accredited program or currently designated Arts & Culture District and in compliance with New Mexico MainStreet.
- Applicant may not have been previously awarded a Design Initiative within the past four years.
- Proposed project must be within the designated district or project boundary.
- Demonstrated ability of the local Program to raise sufficient matching funds/materials and volunteers for the Design Initiative Project.
- Project must have staff and organizational capacity to oversee and execute initiative.
- Organizations currently receiving NMMS funding for a Great Blocks on MainStreet or Public Infrastructure Project are ineligible to apply until the GBOMS construction documents or stand-alone public infrastructure project is complete.
- Preferential consideration for a project application that is within the same project area as a completed public infrastructure or capital outlay project funded and completed in the past 4 years. Communities with Great Blocks projects that have complete construction documents may apply only within the Great Blocks boundary.

Ineligible uses of Funds

- Professional construction service fees
- Utility Work: Electric, plumbing, sewer and gas
- Construction Equipment
- Licenses, fees and inspection costs

Application Process

Programs are eligible to participate in a Design Initiative and are awarded on a competitive basis. Application forms address community need, potential for improvement and capacity for project implementation. Please fill out form completely and attach additional information if necessary. **Applications are due at the EDD office March 9th, 2017**

Name of organization Alamogordo MainStreet

Proposed Project – must include photographs and site maps. If applying for a Façade Squad, buildings should be adjacent to each other and within the same block. Please supply two photos of each building to be considered. If applying for Place Making Initiative, please provide sufficient photos to describe space in its current condition.

Please check Initiative Applying and any applicable questions

☒ Applying for Façade Squad Initiative (suggested 3 contiguous buildings)

☐ Applying for Place Making Initiative

☐ Have you also applied for a NM Clean and Beautiful **placemaking grant** this year through the Tourism Department? (Preferential consideration given)

☐ I am applying for an NMRA grant for **façade squad** (due March 15th) 5 extra bonus points (preferential consideration given)

☒ Is this project on your ETS goals and Annual Work Plan?

Address of Buildings or Public Space:

221 10th Street

211 10th Street

213 10th Street

Buildings or Public Space name: (if any) _____

Mission Billiards (221 10th Street)

Business names and owners contact information: _____

Mission Billiards, 221 10th Street - Thomas Overstreet - (575) 437-5800

211-213 10th Street - Mrs Adelea Wallace - (575) 437-3406

Catalytic potential of Project: Please indicate how your program will leverage additional building renovations and new business investment through this Design Initiative. Please provide specifics about the property and or businesses.

By improving the appearance of the two adjoining and almost identical buildings, the economic vitality of the district will be enhanced. Those two empty buildings will be easier to lease with an improved façade, therefore increasing the value to the city due to increased gross receipts and payroll revenue. The historic building on the corner is a family friendly billiard hall that has seen a decrease in business, partly due to the increasing dilapidation of the exterior of the building.

Community need and potential for improvement: _____

These three contiguous properties are located just off of the corner of White Sands Blvd and 10th Street. This is the gateway to the historic district of Alamogordo. They are additionally just steps away from the newly renovated Plaza Building (Tularosa Basic Museum of History). By improving the façade of these buildings, the first view visitors have of the Alamogordo MainStreet District will be greatly improved, enhanced, and more inviting.

Local Materials and Capacity: please describe resources including monies, in-kind, donated (materials etc.) and volunteer support for the project _____

Through the active Alamogordo MainStreet organization, it is anticipated that enthusiastic volunteers will be readily and relatively easily recruited. The local Sherwin-Williams, Home Depot, Lowes Home Improvement, and other local hardware vendors have been supportive of past Alamogordo MainStreet projects. Project building and business owners, as well as local investors, will be solicited for additional funds as needed.

How will implementation of this project leverage further redevelopment resulting in economic growth based on your ETS within the project area?

By enhancing the visual appeal of this gateway corner property and the adjacent buildings, tenants and owners in the district will see an over all improvement and wish to bring their buildings and business into alignment. Local shoppers and tourists alike will then find the area more welcoming to spend time and dollars.

Additional reasons why your organization should be considered: _____

We are a newly accredited MainStreet community and we would like to continue our current accelerated progress and enthusiastic forward momentum. We recently held a very successful fundraising/promotional event and would like to parley our increased positive public relations, social capital, and increased visibility into a volunteer workforce that will sustain us in more fundraising and hands-on design programs.

Claudia Sowell 3.7.17
MainStreet President Date

C. W. White 3-7-17
MainStreet Executive Director Date

Stacy Q. [Signature] 3/6/17
Business /Property Owner Date

Adela Wallace 3-7/17
Business /Property Owner Date

Business/Property Owner Date

Administrator: Rich Williams
505-827-0168
rich.williams@state.nm.us

New Mexico MainStreet
Economic Development Department
Joseph M. Montoya Building
1100 South St. Francis Dr.
Santa Fe, N.M. 87505-4147

*Awards contingent upon funding





211-213 10th Street (2017)



211-213 10th Street (ca. 1960s)



221 10th Street (2017)



221 10th Street (ca. 1950s)



221 10th Street (2017)



221 10th Street (ca. 1940)



211, 213, 221 10th Street (2017)
(right side of photograph)



211, 213, 221 10th Street (ca. 1940)
(right side of photograph)



2017 Grant and Funding Application - Resilient Communities Fund

Applicant Information:

Alamogordo MainStreet PO Box 2646 Alamogordo NM 88311 575-446-3612

Primary Contact: Camdon Wilde email: director@alamogordomainstreet.org Federal EIN: 47-3598128

Affiliation:

NM MainStreet Affiliate: ☒ Accredited ☐ Affiliate ☐ Accelerator ☐ Arts & Cultural District ☐ Frontier

Other Status: ☐ Independent Nonprofit Corporation ☐ Fiscally-Sponsored Project (provide information below)

Fiscal Sponsor Name: N/A

Is your nonprofit registration current with NM Secretary of State and NM Attorney General? ☒ Yes ☐ No (explain):

1. Are all board members financially invested in organization (i.e., all board members provide an annual contribution)? ☒ Yes ☐ No (explain):

Per the Alamogordo MainStreet Bylaws, each board member contributes an annual cash contribution to the organization to the best of their ability to support the organization's operations and projects. All board members are in compliance with this requirement.

Focus Area and Request Amount:

☐ Economic Development/Entrepreneurism ☒ Design/Placemaking ☐ Arts & Culture ☐ Rural Development
☐ Capacity-Building/Leadership/Education ☐ Environmental Stewardship ☐ Food Security ☐ Civic Engagement ☐ Other

Amount Requested: \$5,000

Project Description

Project Title: Alamogordo MainStreet 10th Street & New York Avenue Façade Squad Initiative

Scope of Work. Awarded funds will be used in conjunction with the awarded New Mexico MainStreet Façade Squad Initiative project. Three contiguous buildings located at the primary "entrance" to our MainStreet district – 221 & 211-213 10th Street (see attached photos) – will be evaluated, reviewed, and work executed for exterior façade renovations. The New Mexico MainStreet Architect and Design Specialist will assist the Alamogordo MainStreet with most (if not all) phases of the project through a scope of work, design ideas/suggestions, materials required, etc. Building owners have been contacted and are willing participants in the program. It is expected that the organization will be able to utilize donated materials, a team of dedicated volunteers, and donated rental time for equipment in order to facilitate all work phases of the project.

Who Will Benefit and Why?: By improving the appearance of the two adjoining and almost identical buildings, the economic vitality of the district will be enhanced. Those two empty buildings will be easier to lease with an improved façade, therefore increasing the value to the city due to increased gross receipts and payroll revenue. The historic building on the corner is a family friendly billiard hall that has seen a decrease in business, partly due to the increasing dilapidation of the exterior of the building.

Expected Completion Date (must be no later than 12/31/2017): **12/31/2017**

Project Impact

What do you plan to achieve? Façade improvements and beautification of three adjoining buildings located in the heart of Alamogordo and within the primary access area of Alamogordo MainStreet. The three buildings are in dire need of a “facelift” and any beautification efforts they receive will be beneficial. We are rolling this Funding Application to accompany our awarded Design Initiative Project which will provide additional assistance from the New Mexico MainStreet Architecture and Design Specialist. We anticipate that we will be provided with useful training, project organization guidance, and fantastic design suggestions from the specialist.

Anticipated Outcomes: By enhancing the visual appeal of this gateway corner property and the adjacent buildings, tenants and owners in the district will see an overall improvement and wish to bring their buildings and business into alignment. Local shoppers and tourists alike will then find the area more welcoming to spend time and dollars.

Describe who the project will reach, support, and engage: Residents and visitors of Alamogordo, project building owners/ business occupants, adjacent property/building owners, municipal city officials, county officials, organization volunteers, and the general public throughout Alamogordo will be engaged and ultimately affected by this project. The three project buildings are in a highly visible location and will certainly prove to serve as not only fantastic physical improvement opportunities, but also serve as a promotional tool and event for Alamogordo MainStreet itself.

How will you evaluate project effectiveness?: Stakeholder/Alamogordo citizen/building owner(s) input; successfully implementing as many of the design specialist suggestion as possible utilizing as many resources, volunteers, in-kind donations and matching funds as possible. Additionally, Alamogordo MainStreet expects the initiative to serve as a true catalyst project and some effectiveness may be measured in adjacent building and property owner’s self improvements on their own properties and buildings in response to the improvement we are to make on these three buildings.

Match Resources. What other resources is your organization collecting to support the project?

☒ Volunteers (estimated hours):

☒ Matching Funds (est. amount): \$5,000

☒ Partners. List any partners that are supporting the project (and how): Building and business owners of the affected project buildings – financially and volunteers; we will request equipment and material donations from Lowe’s Home Improvement, Home Depot, and Uptown Rentals (equipment); local volunteers; Downtown Merchant’s Association – organization and physical labor.

☒ Other: Materials, Equipment, or In-Kind Supports (describe and identify sources): Through the active Alamogordo MainStreet organization, it is anticipated that enthusiastic volunteers will be readily and relatively easily recruited. The local Sherwin-Williams, Home Depot, Lowes Home Improvement, and other local hardware vendors have been supportive of past Alamogordo MainStreet projects. Project building and business owners, as well as local investors, will be solicited for additional funds as needed.

How will you track/report leveraged resources: Organizational documents/spreadsheets; Project Implementation Plans for each phase; special “Façade Squad committee meetings; Alamogordo MainStreet board reports to all affected partner organizations, volunteers, and municipal partners.

Identify how you plan to communicate your impact? (storytelling, images, blog posts, social media, press releases, etc.): Regular and consistent social media updates as work progresses (storytelling/images/posts); local media engagement (newspaper, radio, Alamogordo iNews [local web/social media video broadcasting]), comprehensive after-action briefing to municipalities, and Alamogordo MainStreet public meeting.



Lisa Gavioli Roach
Executive Director

Board of Directors

Erick J. Aune
President

*Santa Fe Metropolitan
Planning Organization*

Claudia Isaac
Vice-President
*UNM School of
Architecture and
Planning*

Eduardo X. Martinez
Treasurer
Meridian Strategies

L. Rashad Mahmood
Secretary
KUNM Radio

Vickie Oldman-John
Board Member
*Seven Sisters
Community Development
Corporation, LLC*

Francine Pacheco
Board Member
UNM Graduate Student

Daniel Gutierrez
Ex Officio Member
*New Mexico
MainStreet*

P.O. Box 9630
Santa Fe, NM 87504
nmresiliencyalliance.org

April 24, 2017

Alamogordo MainStreet
PO Box 2646
Alamogordo, NM 88311
EIN # 47-3598128

Dear Camdon Wilde,

The New Mexico Resiliency Alliance, in partnership with New Mexico MainStreet and the McCune Charitable Foundation, is pleased to award a Resilient Communities Fund grant to Alamogordo MainStreet in the sum of \$5,000.

As the recipient of the grant, please read and sign the **General Terms and Conditions** attached herein. Kindly return a signed copy of these documents within 15 days. Additionally, endorsement and deposit of the award check indicates tacit approval of the grant terms and conditions identified herein. Please retain copies for your grant file for reporting requirements, communications and reporting procedures.

Project Title: "Alamogordo MainStreet 10th Street & New York Avenue Façade Squad Initiative"

Funds awarded: \$5,000

Grant Period: May 1 – December 31, 2017

Intended Use of Funds: Alamogordo MainStreet will use the grant in conjunction with the awarded NMMS Façade Squad project. The project scope will include exterior façade renovations to three contiguous buildings located at the primary "entrance" to the MainStreet district: 221 & 211-213 10th Street.

Matching Funding Required: Alamogordo MainStreet has proposed the following match resources: \$5,000 cash and donated materials.

Additional Terms: Grant funds and matching resources must be expended by the end of the grant period.

Technical Support: New Mexico MainStreet has assigned William Powell, NMMS Revitalization Specialist, to provide project supports. Project-specific technical assistance may be provided as available.

Reporting Requirements: At the end of the grant period, grantee must submit a 1-2 page report detailing project achievements, outcomes, and leveraged resources (funds, volunteer hours). NMRA will provide a report template.

For technical assistance related to the funded project, please contact the technical support representative listed above. For questions about the funding award, please do not hesitate to contact me via email at lisa@nmresiliencyalliance.org, or call (505) 362-8294. The New Mexico Resiliency Alliance is honored to support your community development endeavors.

Sincerely,

Lisa G. Roach
Executive Director
New Mexico Resiliency Alliance

NEW MEXICO RESILIENCY ALLIANCE
GENERAL TERMS AND CONDITIONS OF GRANT No. 2017-MS-01

1. Purposes. The Grantee will use the grant funds for (a) the purposes described in the “Intended Use of Funds”. Funds may not be used to carry on propaganda, or otherwise attempt to influence legislation. In addition, grant funds may not be used for lobbying, attempting to influence outcome of any public election, or any other non-charitable activity. You may not use the grant funds in any manner that would violate your tax-exempt status.

If any portion of the grant funds are not used as specified in the grant award, the New Mexico Resiliency Alliance board may, upon receipt of letter from the grantee prior to the end of a grant period, consider any remaining balance from the grant award be re-programmed to a related purpose. NMRA Board will review carefully each circumstance and may determine, in communication with grant recipient and appropriate partners, to revise the purpose of the grant as long as it meets the intended purposes. Any changes will be in writing and must comply with charitable intent. Otherwise the amount must be repaid to the New Mexico Resiliency Alliance within 30 days of the end of the grant period.

2. Match Funding (Applicable only if “match funding” verbiage appears in the grant award letter). Written documentation must be provided to the NM Resiliency Alliance if the grant is awarded as match funding to a grant received by the organization from another funding source.

3. Challenge Match. Applies only if “challenge match” is a requirement of the grant received as noted in the grant award letter; written documentation of the satisfaction of the challenge match contingency issued by the NM Resiliency Alliance must be provided. The NM Resiliency Alliance will not release grant funds until such documentation has been received and approved by the NM Resiliency Alliance.

4. Grant Period. Grant funds must be expended during the time period set forth in the grant award letter. If special situations arise that require extension of the grant period, written consent from the NM Resiliency Alliance for the extension must be obtained.

5. Reports to the Public. The NM Resiliency Alliance may include information about the grant in its reports. Information about the grant may be included in grantee’s newsletters, programs, annual reports, and other similar publications, but **the specific amount of the grant must remain confidential**. To avoid a possible breach, you should contact the NM Resiliency Alliance prior to publication of any type. In addition, you should contact the NM Resiliency Alliance for information concerning use of the NM Resiliency Alliance’s logo in acknowledgements. The amount of the grant must remain confidential, except in legal documents such as audits and tax returns.

6. Review of Operations. The NM Resiliency Alliance may review the operations of the grantee organization relating to the grant, which may include site visits.

7. Reports to the NM Resiliency Alliance. Separate financial and other records for the grant are to be maintained by all organizations. Reports for grants will be due at the end of the grant award period as stated in your award letter. No reports will be due from organizations who have been awarded \$1,000 or less. There are two exceptions to this reporting requirement: a) any information requested under “Reporting Requirements” in the award letter is required; b) an organization awarded a multi-year grant, regardless of the amount, must submit annual progress reports. Also, the NM Resiliency Alliance, at its discretion, reserves the right to request a report for any grant.

8. Acknowledgment. The NM Resiliency Alliance does not accept acknowledgment of grants in the form of gifts or other tangible items. Acknowledgment in writing is acceptable.

9. Transferability. Grant funds may not be transferred, in whole or in part, to another entity, individual or organization without prior written approval of the NM Resiliency Alliance. Funds may not be transferred to a government entity for any reason.

10. Changes to the Organization. The NM Resiliency Alliance will be notified in writing if there are any developments that may change or have changed your status and qualification as an organization exempt from income taxation under Section 501(c)(3) and an organization described under Section 170(c) of the Internal Revenue Code, including a change of fiscal sponsor. The NM Resiliency Alliance must be notified in writing if the grantee's Executive Director resigns or is removed. In addition, it is the responsibility of the grantee to notify the NM Resiliency Alliance in writing of changes in address and/or telephone number.

11. Future Grants. A grant award or a commitment for a grant shall not be construed as an obligation by the NM Resiliency Alliance to make any other grant.

12. Termination. The NM Resiliency Alliance may terminate or rescind the grant if the grant funds are not expended for the purposes described in the application or if the terms and conditions set out herein have been breached.

13. Assignment. The grant may not be assigned without the written consent of the NM Resiliency Alliance.

14. Waiver of Liability. The NM Resiliency Alliance is not liable for any actions in connection with the grant of funds from the NM Resiliency Alliance to third parties. By accepting the grant, the recipient agrees to this waiver of liability of the NM Resiliency Alliance, its Staff, Board of Directors, and partners.

15. Releases for Photos and Other Media: Please provide a statement that indicates that you have obtained photo releases whenever these are applicable. You may use your own blanket release or request a copy of our release if you don't have one.

16. Acknowledgements. As a recipient of this support, you agree to the following:

- a) to acknowledge the New Mexico Resiliency Alliance in publications and media listing supporters.
- b) to be listed as a grantee in the New Mexico Resiliency Alliance website or other communication/media. Specifically, the New Mexico Resiliency Alliance might include the name of your organization or contact, project info, quote and/or photos.

17. Miscellaneous. (a) The grant will not be interpreted to create a partnership or joint venture between the grantee and the NM Resiliency Alliance. (b) The waiver of any terms of the grant will not be construed as a continuing waiver of the same terms or conditions or a waiver of any other terms or conditions. (c) Any prior understandings or agreements will have no effect unless they are included in writing in the terms of the grant. (d) Any changes in the purposes or amendments to the terms of the grant must be in writing and signed by the grantee and the NM Resiliency Alliance. (e) The Internal Revenue Code and the laws of the State of New Mexico will apply to the interpretation and enforcement of the terms of the grant.

I certify that I have read and agree to the General Terms and Conditions of the New Mexico Resiliency Alliance.

Camdon Wilde
Alamogordo MainStreet

Date

Susana Martinez
Governor
Matthew B. Geisel
Cabinet Secretary



April 4, 2017
FOR IMMEDIATE RELEASE

Contact: Benjamin Cloutier
505-670-7024 Benjamin.Cloutier@state.nm.us

New Mexico MainStreet Announces Design Initiative Recipients

Santa Fe, N.M. - Today, New Mexico MainStreet (NMMS), a program of the New Mexico Economic Department, announced the Design Initiative recipients for the most recent application process. Three communities Alamogordo, Deming, and Roswell were selected to receive NMMS technical assistance for a variety of projects to improve buildings and increase the economic vitality of the downtown districts.

"The growing number of requests for this kind of assistance illustrates the need in our downtowns to improve the buildings in their districts to grow local businesses," said Economic Development Department Secretary Matt Geisel. "The continued commitment of New Mexico MainStreet to offer services and connect communities with much-needed resources supports the incremental approach of the state program to improve local economies one project at a time."

New Mexico MainStreet uses the Four-Point Approach® to rehabilitate historic business districts through design services that assist with improvements to business interiors and exteriors (Façade Improvements), and community placemaking initiatives. NMMS Network members were eligible to apply, local programs needed to demonstrate the ability to raise matching funds, materials, and volunteers for the project. The applications were reviewed in early March and the selected communities presented strong applications and demonstrated need.

- Alamogordo MainStreet will make improvements to three buildings on 10th St. including 211 & 213 10th St. and Mission Billiards, 221 10th St. Improved façades on two empty buildings will make them easier to lease and increase their value. The historic family-friendly billiards hall will benefit from exterior building improvements, and those of the adjacent buildings. The three properties are located off of the corner of White Sands Blvd and 10th St., the gateway to the historic district of Alamogordo, and are steps

away from the newly renovated Plaza Building (Tularosa Basin Museum of History).

- Deming MainStreet will make façade improvements to four buildings on Gold St. in the downtown district which houses local businesses. The project hopes to leverage additional commercial renovations and set an example of how modest investments can improve the district and sales at local businesses. An attractive business area or historic district can draw additional customers and improve the tax base, and bring new businesses downtown.
- MainStreet Roswell will make façade improvements to three businesses on Main St., 207 and 209 N. Main St., and 216 N. Main St. Located in a well-visited block, the businesses are positioned to draw customers with attractive storefronts that promote their activities in the best light. The improvements support MainStreet Roswell's goals to attract new businesses downtown.

"New Mexico MainStreet understands that these types of smaller façade improvement projects can create the energy for other businesses to follow suite, increasing sales and business activity, as well as attracting new entrepreneurs," said Rich Williams, New Mexico MainStreet Director. "We are excited to work with these communities and their volunteers to make improvements to their downtown buildings and assist the local businesses in the commercial district."

A program of the New Mexico Economic Development Department, New Mexico MainStreet works throughout the state to help affiliated local organizations create an economically viable business environment while preserving cultural and historic resources. New Mexico MainStreet currently serves 27 affiliated MainStreet Districts, eight state-authorized Arts & Cultural Districts, more than 20 Frontier Community projects, and eight Historic Theater Initiatives. For more information about New Mexico MainStreet, visit www.goNM.biz or nmmainstreet.org.

###

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 05/23/2017

Report Date: 05/17/2017

Report No: 8.

Submitted By: Rachel Hughs

Subject: Adjourn into Executive Session in compliance with Section 10-15-1(H), NMSA 1978 (as amended), to discuss Pending Litigation (1507 Rockwood and 1201 Monroe). **(Roll Call Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Background: