



THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA WILL HOLD A REGULAR MEETING ON MONDAY, JANUARY 14, 2019 AT 6:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWNHALL, 2231 AVENIDA DE MESILLA.

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL & DETERMINATION OF A QUORUM**
- 3. CHANGES TO THE AGENDA & APPROVAL**
- 4. PROCLAMATION** – A proclamation commemorating Town of Mesilla School Choice Week. – **Nora L. Barraza, Mayor.**
- 5. PUBLIC INPUT** – The public is invited to address the Board for up to 3 minutes.
- 6. *APPROVAL OF CONSENT AGENDA** – **The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk *:**
 - A. *BOT Minutes** – Minutes of a Work Session and a Regular meeting of December 10, 2018.
 - B. *PZHAC Case 060828 w/Conditions** – 2127 Calle de Oeste, submitted by Pat and Wendy Taylor; a request for a zoning permit to remove and relocate two windows and one door and conduct general adobe repair and restoration on a dwelling at the address. Zoned: Historical Residential (HR).
- 7. NEW BUSINESS:**
 - A. For Approval:** A request to activate reserve deputies per **Mesilla Town Code 2.45.040 – K.C. Alberg, Marshal.**
 - B. For Approval:** Award of RFP 2018-02 for Legal Services to the Town of Mesilla. – **Nora L. Barraza, Mayor.**
- 8. *STAFF REPORTS:**
 - Community Development
 - Community Programs
 - Finance Department
 - Fire Department
 - Marshal's Department
 - Public Works Department
- 9. BOARD OF TRUSTEE COMMITTEE REPORTS**
- 10. BOARD OF TRUSTEE/STAFF COMMENTS**
- 11. ADJOURNMENT**

NOTICE:

If you need an accommodation for a disability to enable you to fully participate in the hearing or meeting, please contact us at 524-3262 at least 48 hours prior to the meeting. The Mayor and Trustees request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Board Room to respond to or to conduct a phone conversation. A copy of the agenda packet can be found online at www.mesillanm.gov.

Posted 1/10/19 revised and reposted at 10 a.m. 12/7/18 at the following locations: Town Clerk's Office 2231 Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Shorty's Food Mart 2290 Avenida de Mesilla, Ristramn Chile Co., 2531 Avenida de Mesilla and the U.S. Post Office 2253 Calle de Parian.



A Proclamation Commemorating Town of Mesilla School Choice Week

WHEREAS all children in the Town of Mesilla should have access to the highest-quality education possible; and,

WHEREAS the Town of Mesilla recognizes the important role that an effective education plays in preparing all students in the Town of Mesilla to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of the Town of Mesilla; and,

WHEREAS the Town of Mesilla is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Nora L. Barraza, do hereby recognize January 20-26, 2019 as **TOWN OF MESILLA SCHOOL CHOICE WEEK**, and I call this observance to the attention of all our citizens.

Nora L. Barraza
Mayor
Town of Mesilla



**BOARD OF TRUSTEES
TOWN OF MESILLA
WORK SESSION
MONDAY, DECEMBER 10, 2018
5:30 P.M.**

- TRUSTEES:** Nora L. Barraza, Mayor
Jesus Caro, Mayor Pro Tem
Carlos Arzabal, Trustee
Veronica Garcia, Trustee
Stephanie Johnson-Burick, Trustee
- STAFF:** Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
Enrique Salas, Lieutenant
Gloria Maya, Recorder
- PUBLIC:** Susan Krueger

1. Review of draft Ordinance 2018-03 Chapter 6.05 - Animal Control Ordinance. – K.C. Alberg, Marshal.

Mayor Barraza opened the Work Session at 6:00 p.m.

Mayor Barraza:

- consistency needed regarding grammar and verbiage
- page 6 E - rules and regulations need to be in place if there is to be a center/shelter
- page 7 – is the definition for circus needed
- distinction between a free roaming cat from community cat
- page 8 Y – should include all shots; not be singling out certain ones
- bb – missing a sentence
- page 11 ddd – asked where he came up with the number 7?

Trustee Johnson-Burick stated we had eliminated the number of animals in the ordinance, so this would contradict.

Mayor Barraza:

- page 13 ttt – the difference between a service and therapy dog

Officer Rivera stated a therapy dog is for emotional support.

1
2 Mayor Barraza stated she knows a service dog would be for an individual with epilepsy.
3
4 Officer Rivera responded that is correct; service dogs must have certifications.
5 Mayor Barraza stated that is under Qualified Service Animal.
6
7 Mayor Pro Tem Caro responded a service dog is specifically trained for the person handicap.
8
9 Mayor Barraza stated it reads “does not include a therapy dog”.
10
11 Trustee Johnson-Burick stated it explains what it is referring to and the statute that is followed.
12
13 Mayor Barraza:
14 -page 20 B – clarification with regards to community cats
15
16 Trustee Johnson-Burick responded she is concerned with the consistency throughout the ordinance. She
17 indicated page 15 hhh defines therapy and service animal.
18
19 Mayor Barraza
20 -page 26 – conflict on number of days an animal will be held.
21
22 Trustee Johnson-Burick stated need to insure we are not calling a shelter since we do not have the
23 certification. It could be called an impounding facility.
24
25 Mayor Pro Tem Caro stated an owner will want to pick up their animal right away.
26
27 Lt. Salas stated once the owner is identified it is released.
28
29 Mayor Barraza asked if the animal will be released after hours.
30
31 Lt. Salas responded they will have to wait until the next business day.
32
33 Trustee Arzabal suggested that should be included in the ordinance.
34
35 Mayor Barraza:
36 -page 29 – needs to be workable for the community
37 -residents are very upset
38 -taking away what Mesilla stands for
39 -does not want to change the dynamics of Mesilla
40
41 Trustee Arzabal stated there are things from the county and city which may not work for Mesilla.
42
43 Lt. Salas responded we need to abide by State Statute.
44

1 Trustee Johnson- Burick stated there was a recommendation to changing “shall” to “should”.

2

3 Trustee Arzabal stated he does not feel this ordinance is ready for a 1st reading. We need to have

4 something that fits Mesilla.

5

6 Mayor Barraza stated she is concerned with the number of animals we are going to allow. We need to

7 think of our residents.

8

9 Lt Salas stated he is talking about large livestock.

10

11 Trustee Johnson-Burick stated there are many residents that have large livestock.

12

13 Trustee Arzabal stated the animals should be okay if the owner takes care of them

14

15 Mayor Barraza

16 -page 30 – not comfortable with it

17 -page 31 – we would be hurting ourselves by offering a discount

18 -page 35 B – should add magistrate court

19 -page 41 #3 – fence does not have to be 6 ft. tall for smaller animals

20 -page 43 H – does not want to limit when animals can be on the plaza

21

22 Trustee Arzabal recommends going page by page and emailing Marshal Alberg with recommendations

23 and concerns. The fencing material should not be limited. He believes there is a No Dogs Allowed sign

24 on the plaza.

25

26 Mayor Barraza responded animals are allowed on the plaza. Pooping bags are available at the parks and

27 the plaza.

28

29 Trustee Arzabal stated he feels only service dogs should be allowed on the plaza. Some dogs don’t do

30 well in crowds.

31

32 Mayor Barraza responded we do not allow pets during town events such as fiestas. Animals should be

33 allowed in open spaces.

34

35 Lt. Salas responded we either do or don’t allow dogs.

36

37 Mayor Barraza asked how many incidents there have been during town sponsored events.

38

39 Lt. Salas responded he does not believe there have been any.

40

41 Mayor Pro Tem Caro stated during the Pecan Festival there were 2 large dogs and 2 small dogs that got

42 into a fight. He prefers not allowing dogs on the plaza during any event.

43

44 Mayor Barraza responded that was not a town sponsored event. She wants to bring it back to the table.

1 She suggested setting up kennels during events and charging a fee.
2
3 Trustee Johnson-Burick stated Silver City does that during events.
4
5 Mayor Barraza:
6 -page 44 G – clarification and consistency needed
7 -page 47 – town could never accommodate a huge tent for a circus
8
9 Trustee Johnson-Burick asked what will happen if a resident brings in a Petting Zoo.
10
11 Mayor Barraza recommends adding a section that would address a Petting Zoo.
12 -page 48 3 & 4 – add Codes Enforcement Officer
13 -page 50 – recommends deleting the section on pigeons; no way to control them
14 -page 54 & 55 – should have the fee schedule approved by resolution
15
16 Trustee Johnson-Burick
17 Page 41 – distinguish between chaining & tethering an animal
18
19 Mayor Barraza stated we will remove the 1st reading from the agenda until we have an opportunity to
20 address concerns.
21
22 Closed Worksession at 6:08
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DRAFT

1 **BOARD OF TRUSTEES**
2 **TOWN OF MESILLA**
3 **REGULAR MEETING**
4 **MONDAY, DECEMBER 10, 2018**
5 **6:00 P.M.**
6

7 **TRUSTEES:** Nora L. Barraza, Mayor
8 Jesus Caro, Mayor Pro Tem
9 Carlos Arzabal, Trustee
10 Veronica Garcia, Trustee
11 Stephanie Johnson-Burick, Trustee
12

13 **STAFF:** Cynthia Stoehner-Hernandez, Town Clerk/Treasurer
14 Enrique Salas, Lieutenant
15 Kevin Hoban, Fire Chief
16 Gloria Maya, Recorder
17

18 **PUBLIC:** Susan Krueger
19

20 **1. PLEDGE OF ALLEGIANCE**

21 Mayor Barraza led the Pledge of Allegiance.
22

23 **2. ROLL CALL & DETERMINATION OF A QUORUM**

24 **Roll Call.**

25 **Present:** Mayor Barraza, Mayor Pro Tem Caro, Trustee Arzabal, Trustee Garcia, Trustee Johnson-
26 Burick.
27

28 **3. CHANGES TO THE AGENDA & APPROVAL**

29 Trustee Arzabal requested postponing item 7A.
30

31 Mayor Barraza requested postponing item 7C.
32

33 **Motion:** To approve the agenda as amended with 7A 1st reading and 7C postponed, **Moved by Trustee**
34 **Arzabal, Seconded by Trustee Garcia.**
35

36 **Roll Call Vote:**

37 **Mayor Pro Tem Caro Yes**

38 **Trustee Arzabal Yes**

39 **Trustee Garcia Yes**

40 **Trustee Johnson-Burick Yes**
41

42 **4. PUBLIC INPUT** – The public is invited to address the Board for up to 3 minutes.

43 Ms. Krueger asked if there will be a public hearing today.
44

45 Mayor Barraza responded yes.

1
2 **5. CLOSED SESSION** – pursuant to NMSA 1978 Chapter 10-15-1(H)(7) subject to threatened
3 or pending litigation in which the public body may become a participant. – NM Taxation and
4 Revenue. **Nora L. Barraza, Mayor.** *(added 12/7/18)*
5 **Motion:** To enter Closed Session - pursuant to NMSA 1978 Chapter 10-15-1(H)(7) subject to threatened
6 or pending litigation in which the public body may become a participant. – NM Taxation and Revenue,
7 **Moved by Trustee Johnson-Burick, Seconded by Trustee Arzabal.**

8
9 **Roll Call Vote:**

10 **Mayor Pro Tem Caro** Yes
11 **Trustee Arzabal** Yes
12 **Trustee Garcia** Yes
13 **Trustee Johnson-Burick** Yes

14 **Entered Closed Session at 6:19 p.m.**

15
16 **Motion:** To enter Regular Meeting after discussion subject to threatened or pending litigation in which
17 the public body may become a participation; NM Taxation and Revenue - pursuant to NMSA 1978
18 Chapter 10-15-1(H)(7)- no action taken, **Moved by Mayor Pro Tem Caro, Seconded by Trustee**
19 **Arzabal**

20
21 **Roll Call Vote:**

22 **Mayor Pro Tem Caro** Yes
23 **Trustee Arzabal** Yes
24 **Trustee Garcia** Yes
25 **Trustee Johnson-Burick** Yes

26
27 **Entered Regular Meeting at 6:31 p.m.**

28
29 **6. *APPROVAL OF CONSENT AGENDA – The Board will be asked to approve by one**
30 **motion the following items of recurring or routine business. The Consent Agenda is**
31 **marked with an asterisk *:**

32 **Motion:** To approve the consent agenda, **Moved by Trustee Arzabal, Seconded by Trustee Johnson-**
33 **Burick.**

34
35 Trustee Johnson-Burick stated a few changes with dates stated on the resolution.

36
37 **Roll Call Vote:**

38 **Mayor Pro Tem Caro** Yes
39 **Trustee Arzabal** Yes
40 **Trustee Garcia** Yes
41 **Trustee Johnson-Burick** Yes

42
43 **A. *BOT Minutes** – Minutes of a Work Session and a Regular meeting of November 26,
44 2018. *Approved by consent agenda*

45 **B. *PZHAC Case 060817** – 2305 Calle de Colon, submitted by Gerard Nevarez; a request to
46 for a building permit for the placement of a 36 square foot storage shed at the rear of a
47 residential property at this address. Zoned: Historical Residential (HR) *Approved by*
48 *consent agenda*

- 1 C. ***PZHAC Case 060820** – 2193 Calle de Santa Ana, submitted by Martin Ortiz; a request for
2 a building permit to repaint a dwelling at this address. Zoned: Historical Residential (HR).
3 *Approved by consent agenda*
- 4 D. ***Resolution R2018-20**: A resolution approving Holidays for the Town of Mesilla in 2019.
5 *Approved by consent agenda*
6

7 **7. NEW BUSINESS:**

- 8 **A. For 1st Reading/Public Hearing: Ordinance 2018-03** – amending Chapter 6.05 Animal
9 Control – **K.C. Alberg, Marshal.**

10 **Motion:** To open a Public Hearing on Ordinance 2018-03 – amending Chapter 6.05 Animal Control,
11 **Moved by Trustee Arzabal, Seconded by Trustee Garcia.**
12

13 **Roll Call Vote:**

14 **Mayor Pro Tem Caro Yes**
15 **Trustee Arzabal Yes**
16 **Trustee Garcia Yes**
17 **Trustee Johnson-Burick Yes**
18

19 Mayor Barraza stated there will not be a 1st Reading only a Public Hearing at this time. The 1st Reading
20 will be held in January.
21

22 **Opened Public Hearing at 6:19 p.m.**
23

24 Ms. Krueger:

- 25 -recommends proposed ordinance be reviewed by the attorney
- 26 -reviewed the recommended format to amend an ordinance
- 27 -page 13 - recommends keeping Marshal's Department and not add another shelter
- 28 -duplication of definitions
- 29 -need to do cross referencing of material
- 30 -council should be Board of Trustees
- 31 -foster care sites must be registered for monitoring
- 32 -requiring all animals be microchipped
- 33 -cats are referred to as free roaming cats
- 34 -microchipping is very expensive
- 35 -people less likely to protect the community with these responsibilities
- 36 -ear tip works
- 37 -microchipping is not needed in the ordinance
- 38 -difficult to enforce or use if lines to not converge at the same point
- 39 -page 6 & 7 questions on the organization
- 40 -is not in an ordinance format
- 41 -chain and tethering monitoring
- 42 -ordinance must be meaningful
43

44 **Motion:** To close Public Hearing, **Moved by Trustee Arzabal, Seconded by Trustee Garcia**
45

46 **Roll Call Vote:**

47 **Mayor Pro Tem Caro Yes**
48 **Trustee Arzabal Yes**
49 **Trustee Garcia Yes**

1 **Trustee Johnson-Burick Yes**

2
3 **Closed Public Hearing 6:45 p.m.**

4
5
6 **B. For Approval:** A stipend for the Community Services Officer to do Animal Control. –
7 **K.C. Alberg, Marshal.**

8 **Motion:** To approve for Community Services Officer to do Animal Control, **Moved by Trustee**
9 **Arzabal, Seconded by Trustee Johnson-Burick.**

10
11 Lt. Salas stated we are requesting a \$100 per month stipend for the Community Services Officer Rivera.
12 The county charges \$100 for every call so we would still be saving money. Officer Rivera has attended
13 training.

14
15 Mayor Barraza responded the stipend would be a \$100 a month.

16
17 Lt. Salas stated there will not be an increase to the budget.

18
19 Trustee Johnson-Burick stated his fulltime job is being funded by the Las Cruces Public Schools; are they
20 aware of this stipend request to do Animal Control.

21
22 Lieutenant Salas responded Officer Rivera will do Animal Control after hours.

23
24 Trustee Johnson-Burick asked what will happen if a call that needs immediate attention comes in when
25 Mr. Rivera is at the schools.

26
27 Lieutenant Salas responded the deputy on duty will responded initially and then turn it over to Mr. Rivera.

28
29 Mayor Barraza stated Marshal Alberg is on duty from 8 a.m. to 5 p.m. and is trained to deal with those
30 situations. Mr. Rivera will respond after hours and on weekends.

31
32 Trustee Johnson-Burick asked if we are going to expect Mr. Rivera to put in another 40 hours on the
33 weekends and after hours.

34
35 Lieutenant Salas responded we are not expecting that at all. The deputies will deal with it initially if it is
36 after hours or during school hours.

37
38 Mayor Barraza stated if there is an extreme emergency all officers as well as Mr. Rivera will be called in.
39 The school district is aware that he serves as a volunteer Animal Control Officer. He is called by the
40 residents and has graciously given his time to responded.

41
42 Trustee Johnson-Burick stated this will be the second stipend given to an employee; does not want to set
43 precedent. Does not want to accommodate lack of salaries for stipends. She is concerned with perception
44 of interacting the two duties since we are getting funding from the schools.

45
46 Lieutenant Salas reiterated it will be after hours.

47
48 Mayor Barraza stated we were very upfront with the schools regarding animal control and they were very
49 understanding. We do not want to take advantage of that as 100% of the Community Service Officer
50 salary is paid by the schools. We will not have Mr. Rivera do something for the town during his school

1 hours.

2
3 Trustee Johnson-Burick stated it could put the town in a legal liability issue and referred to Stone Garden.

4
5 Trustee Arzabal stated Mr. Rivera does not need to inform the schools that he has a part time job since it
6 is after hours. He does not see a problem as it is after hours and the stipend does not affect the budget.

7
8 Lieutenant Salas inaudible

9
10 Mayor Pro Tem Caro stated he is concerned as the deputies are in Tornillo all the time. The marshal
11 should be on duty 24/7 and he is always gone to Tornillo. He went to address that, but no one is at the
12 office.

13
14 Trustee Garcia stated she understands Trustee Johnson-Burick concerns; recommends issuing separate
15 checks.

16
17 Mayor Barraza stated the school issues one check for Deputy Cortez and Officer Rivera which is
18 deposited into the General Fund. We can issue separate checks if that is the wish of the board. Officer
19 Rivera must turn in a timesheet for school related activities. He is currently paid \$1.00 a year and is not
20 required to submit a timesheet for animal control duties.

21
22 Trustee Johnson-Burick stated her concern is if he needs to leave the school during his assigned hours.
23 The town has a moonlighting clause in the Personnel Manual as does the county.

24
25 **Call for the question, Moved by Trustee Arzabal, Seconded by Trustee Johnson-Burick.**

26
27 **Roll Call Vote:**

28 **Mayor Pro Tem Caro Yes**

29 **Trustee Arzabal Yes**

30 **Trustee Garcia Yes**

31 **Trustee Johnson-Burick Yes**

32
33 **C. For Approval: A request to activate reserve deputies per Mesilla Town Code 2.45.040 –**
34 **K.C. Alberg, Marshal. Postponed until January.**

35
36 **8. *STAFF REPORTS:**

37 Community Development

38 Community Programs

39 Finance Department

40 Fire Department

41 Marshal's Department

42 Public Works Department

43
44 **9. BOARD OF TRUSTEE COMMITTEE REPORTS**

45 Trustee Arzabal stated he will attend the CO meeting in Truth or Consequences on Friday.

46 Trustee Johnson-Burick will be attending the MPO meeting on Wednesday, December 12th.

47 Mayor Barraza attended the SCCOG meeting on Friday where Mr. Duran gave a presentation and will be

1 asking him to do a presentation for the board. She attended the ground-breaking ceremony at the National
2 Guard Armory. Attended the RTD meeting on November 28th to take care of regular business. Dona
3 Ana Community College invited her to critique students from an agriculture class who were to design and
4 build a Visitor Center at Commemorative Park. Thanked trustees for attending the Military Luncheon on
5 December 4th. Santa on the Plaza will be Wednesday at 1:00 p.m.
6

7 **10. BOARD OF TRUSTEE/STAFF COMMENTS**

8 Mr. Cordero:

- 9 -paving to be completed this week on Calle Primera
 - 10 -Change Orders for meters extended till December 22nd
 - 11 -funding shortfall for McDowell sewer so it will need to be phased out
 - 12 -electrical will need to be redone
 - 13 -Town Hall stucco should be completed by tomorrow
 - 14 -design for Calle Parian in January and will go out for bid
 - 15 -will look for funding to address the ADA ramp
- 16

17 Lt. Salas stated Deputy Nanez and Deputy Reserve Gennich were recognized by the DWI Council for
18 outstanding work in combating DWI at a luncheon worksession.
19

20 Ms. Stoechner-Hernandez wished everyone a Merry Christmas and Happy New Year.
21

22 Trustee Johnson-Burick stated the tree lighting event was fabulous. It is our obligation as trustees to
23 attend these types of events when we can. She will not be there for the Santa on the Plaza. She thanked
24 staff for all their hard work and wished everyone a Merry Christmas and Happy New Year
25

26 Trustee Arzabal stated the ordinance is 51 pages; recommends reviewing 20 pages at a time.
27

28 Mayor Pro Tem Caro stated he enjoyed the luncheon, it was nice to hear what the plans are. He wished
29 everyone a Merry Christmas and a Happy New Year.
30

31 Trustee Garcia wished everyone a Merry Christmas and a Happy New Year. She was unable to attend the
32 tree lighting event due to a family emergency.
33

34 Mayor Barraza stated work will continue the Animal Control ordinance and will look at the Sign
35 Ordinance in January. Businesses in the Mercado area are concerned with signage. All ordinances go to
36 the attorney before being approved. There is no reason an employee cannot have a second job if it does
37 not interfere with their daily operations. Officers are working on their off days to work in Tornillo.
38

39 Trustee Arzabal stated the refugee program is not going away. They are looking at purchasing the army
40 reserve building on brown road.
41

42 Mayor Barraza invited everyone to the Christmas Eve Luminarias event at 5:30 p.m.; plaza will be closed
43 off. The staff Christmas Luncheon will be held next week. There will not be a meeting on December
44 26th; next meeting will be January 14, 2019
45

46 **11. ADJOURNMENT**

47
48 **The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-4)**

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MEETING ADJOURNED AT 7:22 P.M.

APPROVED THIS 14th DAY OF JANUARY, 2019.

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoeher-Hernandez
Town Clerk/Treasurer

DRAFT

BOT ACTION FORM
ZONING PERMIT 060828
[PZHAC REVIEW – 1/7/2019]
STAFF ANALYSIS

(Decision was based on information presented during the Work Session – Item 2)

Item:

Case 060828– 2127 Calle de Oeste, submitted by Pat and Wendy Taylor; a request for a zoning permit to remove and relocate two windows and one door and conduct general adobe repair and restoration on a dwelling at the address. Zoned: Historical Residential (HR).

Staff Analysis:

The proposed work was discussed in the PZHAC Work Session held prior to this meeting. (Please refer to the information provided in the write-up for this item in the Work Session.)

If it is determined that the proposed relocation of the windows and a door, with any necessary repairs to the adobe, will be acceptable for the zoning of the property, or if an alternate solution is arrived at, then the request can proceed on the assumption that all requirements of the Code will be satisfied. The PZHAC should continue on to approve the request based on the Findings stated below.

If, on the other hand, it is determined that the proposed relocation of the windows and a door, with any necessary repairs to the adobe, will not be acceptable to the zoning of the property, and no other solution can be reached, then the PZHAC should either postpone the request further until the applicant can return with a proposal that meets the standards set forth by the PZHAC; or the PZHAC should deny the request based on the request not meeting any or all of the Findings as listed.

Estimated Cost: @ \$50,000.00

Consistency with the Code:

The PZHAC will need to determine that the proposed windows, when installed, will be consistent with the zoning requirements for this property. Additionally, the PZHAC will also need to determine that the request, as submitted, is consistent with the all other sections of the **Building and Zoning Codes** that may be applied to this project.

Findings:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of relocation of the windows and a door, with any necessary repairs to the adobe, on a residential property at this address.
- The PZHAC has determined that the proposed work meets all applicable Code requirements.

PZHAC OPTIONS:

1. Recommend approval of the requested zoning permit to the BOT.
2. Recommend approval of the requested zoning permit to the BOT with conditions.
3. Reject the permit.

PZHAC ACTION:

The PZHAC determined that the request meets the requirements of the Code and voted 3 – 0 to recommend APPROVAL of the permit to the BOT with the following CONDITION:

A roofing plan for the proposed changes to the roof over the canale being moved shall be submitted to CID as part of the CID permit process.

BOT OPTIONS:

1. Approve the requested permit as approved by the PZHAC.
2. Approve the requested permit with conditions.
3. Reject the application.

BOT ACTION:

**PZHAC WORK SESSION
JANUARY 7, 2019
ITEM 3**

Submitted by Pat and Wendy Taylor, a request to discuss plans to remove two windows and one door, relocate one of the windows, and conduct general adobe repair and restoration on a dwelling at 2167 Calle del Oeste. (**Case 060828**) Zoned: Historical Residential (HR).

The applicant would like to remove a window at the front of the dwelling that does not meet current fire or building codes for a bedroom window and replace it with a window having a similar style that does meet the codes (see attached diagram). The current window is about 3'10" wide by 2'4" tall and does not meet code requirements for emergency egress from a bedroom. The proposed window is 3' wide by 5' tall and does meet code requirements for egress. According to the applicant, the style of the replacement window will be the same as that of the window being replaced. The window being removed will then be rebuilt and installed in the rear wall of the structure where it will replace a door and a window there. The applicant will also move a new canale on the wall to match the line and style of existing canales that have historically been part of the building. (The new canale was added last year when a bathroom was added to the dwelling and is lower than the other existing canales.) Then applicant will then conduct any repairs that are necessary to the adobe of the structure and will refinish and repaint the structure the color it is now. According to the applicant, there will be no changes to the color or architectural style of the dwelling.

The building, which is adobe, is in the Historic Register (see attached) and is estimated to have been built around 1910. The Historical Register considers the dwelling as "contributing" in that it adds to the "physical cohesiveness" of the area. According to the Historic Register, the architecture of the building is a plus to the Town. Aside from the addition of the bathroom in 2014 (an outhouse was used prior to the addition), along with occasional roof work and work on the porches, there do not appear to have been any major renovations to the building, especially since 1980.

The PZHAC will need to determine that the proposed work will not result in any changes to the structure that will affect its Historical character, and that the work will be consistent with the following sections of the Code:

Chapter 18.35 HR – Historical Residential Zone

The repairs could be compatible with the HR zoning of the property if there are no changes to the wood work is finished in the same style as the original woodwork, or it is repaired in place.

Chapter 18.33 – Historic Preservation

18.33.040 Declaration of purpose and statement of public policy.

A. The board of trustees declares that the historical heritage of Mesilla and its historic buildings and its historic districts are among its most valued and important assets. The board finds that some buildings having historical, architectural, aesthetic and cultural value have been neglected, altered or destroyed notwithstanding the feasibility of preserving and continuing the use of such buildings and without adequate consideration of the irreplaceable loss to the public and the town. The board finds that the historic character of Mesilla is of vital importance in maintaining the economy of the town and that its historic landmarks and the buildings in its historic district can be preserved, rehabilitated and used. The board finds that this chapter benefits all the residents of Mesilla and all the owners of property.

B. The board of trustees declares as a matter of public policy that the preservation, protection and use of historic landmarks and buildings in the historic districts are a public necessity because they have a special character or a special historic, architectural, aesthetic or cultural value and thus serve as visible reminders of the history and heritage of this town, state and nation. The board declares as a matter of public policy that this chapter is required in the interest of the health, safety, welfare and economic well-being of the public. The board declares as a matter of public policy that the identification and designation of historic landmarks and historic districts and the approval or disapproval of exterior changes to designated property or their demolition or relocation or new construction on the site are stated to be a public purpose. [Ord. 2011-03]

Since the proposed work will not change the use of the structure, and since the work will need to address the guidelines set forth by the Secretary of the Interior for Historic structures as well as the requirements of Section 18.33 – Historic Preservation of the Code, the PZHAC will need to determine that the proposed work will meet these requirements. Also, the proposed work will need to meet the requirements of the Building code where applicable.

The applicant will be present at the work session to provide further details about the proposed replacements and will be available to answer any questions that may arise.

Doña Ana County, NM

General Reference Maps

2014 Aerial | Addresses | County Address Points

Select Search Type: Account Nu

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400173](#)

Parcel Number: 4006137029520

Owner: OWEN MARY ANNE

Mail Address: PO BOX 192

Subdivision:

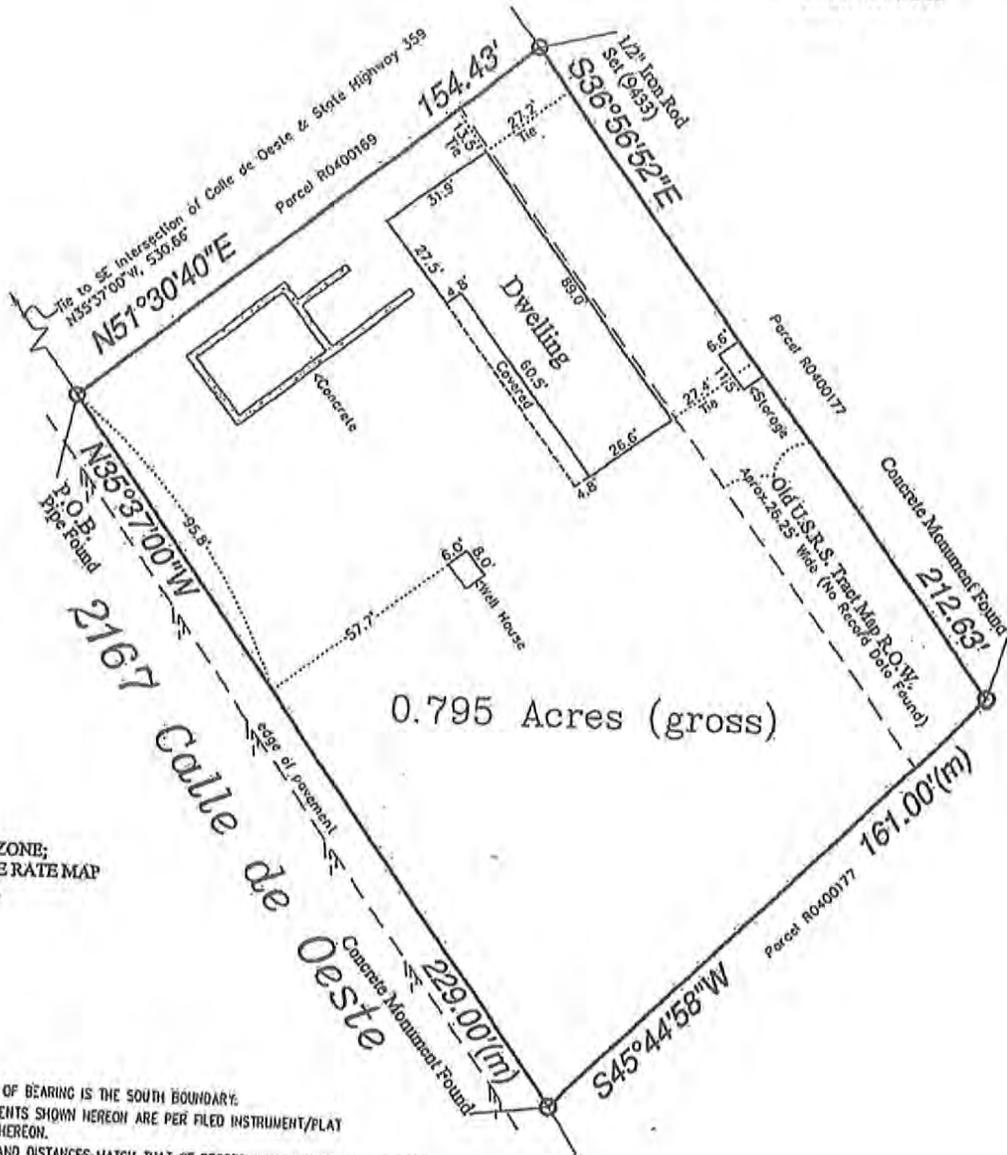
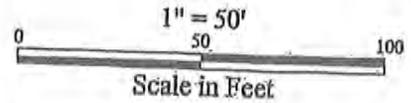
Property Address: 2167 CALLE DEL OESTE

Acres: 0



PLAT OF SURVEY

A 0.795 ACRE TRACT OF LAND, LOCATED IN
SECTION 25, T.23S., R.1E., N.M.P.M.
OF THE U.S.R.S. SURVEYS,
TOWN OF MESILLA
DONA ANA COUNTY
NEW MEXICO



INSTRUMENT OF RECORD:
FILED
Instrument #1727501
OF THE DONA ANA COUNTY RECORDS

DRAWN BY: S. P.
FIELD BY: C.S., E.R.
JOB NO.: 18-10-0457
DATE: October 26, 2018

PROPERTY IS IN AN 'X' DESIGNATED ZONE,
AS SHOWN ON THE FLOOD INSURANCE RATE MAP
COMMUNITY PANEL NO. 35013C1093 G,
EFFECTIVE JULY 6, 2016



NOTES:
THE BASIS OF BEARING IS THE SOUTH BOUNDARY.
ALL EASEMENTS SHOWN HEREON ARE PER FILED INSTRUMENT/PLAT
AS NOTED HEREON.
BEARINGS AND DISTANCES MATCH THAT OF RECORD, UNLESS OTHERWISE NOTED.
1/2" IRON RODS WITH YELLOW PLASTIC CAP LABELED N.M.P.S. 9433 SET
AT PROPERTY CORNERS OR AS NOTED HEREON.

SURVEYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, THAT
THIS PLAT WAS PREPARED FROM FIELD NOTES OF AN ACTUAL SURVEY MADE
BY ME OR UNDER MY DIRECTION AND THAT IT IS TRUE AND CORRECT,
MEETING THE MINIMUM REQUIREMENTS OF THE STANDARDS FOR LAND
SURVEYS IN NEW MEXICO AS ADOPTED BY THE NEW MEXICO STATE BOARD OF
REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, TO
THE BEST OF MY KNOWLEDGE AND BELIEF.

Terence G. Scanlon
TED G. SCANLON, P.S. NO. 9433
2990 N. MAIN STREET, STE. 3C, LAS CRUCES, NEW MEXICO 88001

October 26, 2018
DATE OF SURVEY

BORDERLANDS
ENGINEERS AND SURVEYORS LLC
2990 N. MAIN STREET, STE. 3C
LAS CRUCES, NEW MEXICO 88001
Phone: (575) 522-1443
Fax: (575) 322-9938

"THIS IS A BOUNDARY SURVEY PLAT
OF AN EXISTING TRACT OR TRACTS
OF LAND. IT IS NOT A LAND
DIVISION OR SUBDIVISION AS
DEFINED IN THE NEW MEXICO
SUBDIVISION ACT."



October 26, 2018

DESCRIPTION OF A 0.795 ACRE TRACT

A 0.795 acre tract of land situate within the corporate limits of the Town of Mesilla, Dona Ana County, New Mexico. Located in the Section 25, T.23S., R.1E., N.M.P.M., of the U.S.R.S. Surveys and being more particularly described as follows, to wit:

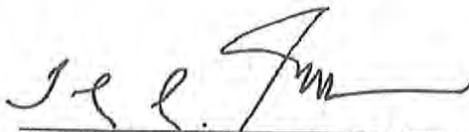
BEGINNING at a pipe found along the East line of Calle de Oeste, for the Northwest corner of this tract: **WHENCE**, the Southeast intersection point of Calle de Oeste & State Highway 359, bears N.35°37'00"W., a distance of 530.66 feet;

THENCE, from the point of beginning, leaving Calle de Oeste, N.51°30'40"E., a distance of 154.43 feet to a ½" iron rod set for the Northeast corner of this tract;
THENCE, S.36°56'52"E., a distance of 212.63 feet to a concrete monument found for the Southeast corner of this tract;

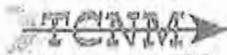
THENCE, S.45°44'58"W., a distance of 161.00 feet to a concrete monument found along the East line of Calle de Oeste for the Southwest corner of this tract;

THENCE, along the East line of Calle de Oeste, N.35°37'00"W., a distance of 229.00 feet to the point of beginning, enclosing 0.795 acres of land, more or less. Subject to an old R.O.W. with no record information found, shown on the U.S.R.S. Maps, also subject to all patents, easements and reservations of record.

A plat was prepared under Job No. 18-10-0457. Field Notes by BORDERLAND ENGINEERS & SURVEYORS LLC., License No. 9433.



Ted G. Scanlon, PS No. 9433



Las Cruces Abstract & Title Company
ERRORS AND OMISSIONS COMPLIANCE AGREEMENT

File# 077005

To: Las Cruces Abstract & Title Company
119 S. Campo Street
Las Cruces, NM 88001
Property Address: 2167 Calle De Oeste, Mesilla, NM 88046

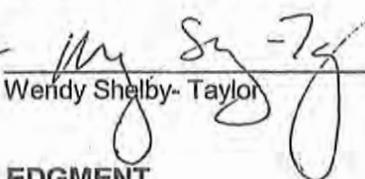
In consideration of Las Cruces Abstract & Title Company closing the above referenced transaction, the undersigned Borrowers/or Buyers or Sellers, if requested by Las Cruces Abstract & Title Company, agree to fully cooperate to adjust for any clerical errors and omissions that may have occurred as part of the closing. This includes any adjustments for loan payoffs, payoffs to creditors, water bill proration's, insurance premiums, repair bills, or any undisclosed monies to be collected, homeowners association dues and of fees, property tax proration's.

If it is deemed necessary for the Borrowers/or Buyers or Sellers as applicable to initial any corrections or to provide Las Cruces Abstract & Title Company with any additional funds, Borrowers/or Buyers and sellers agree to do so in a timely manner, normally this is within three business days.

WITNESS our hand(s) this 2nd day of November, 2018

Signature of: Buyer X Seller _____ Authorized Agent _____ (Check one and sign)


Albert Patrick Taylor

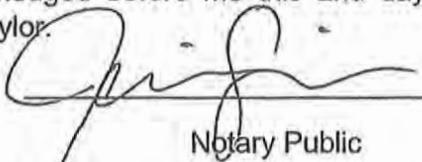

Wendy Shelby-Taylor

ACKNOWLEDGMENT

State of New Mexico

County of Dona Ana

This instrument was acknowledged before me this 2nd day of November, 2018, by Albert Patrick Taylor and Wendy Shelby-Taylor.


Notary Public

(seal, if any)

My commission expires: 03-22-20

PHOTOS OF THE DWELLING SHOWING WINDOW TO BE REPLACED



CLOSE-UP OF WINDOW



PHOTO OF THE REAR OF THE DWELLING



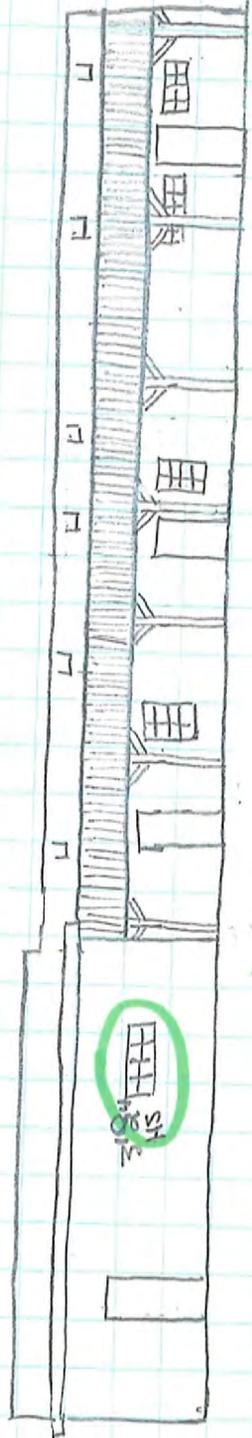
PHOTO OF THE REAR OF THE DWELLING SHOWING THE DOOR AND WINDOW TO BE CLOSED, THE PROPOSED LOCATION OF THE WINDOW BEING MOVED FROM THE FRONT, AND THE CANALE TO BE RELOCATED HIGHER



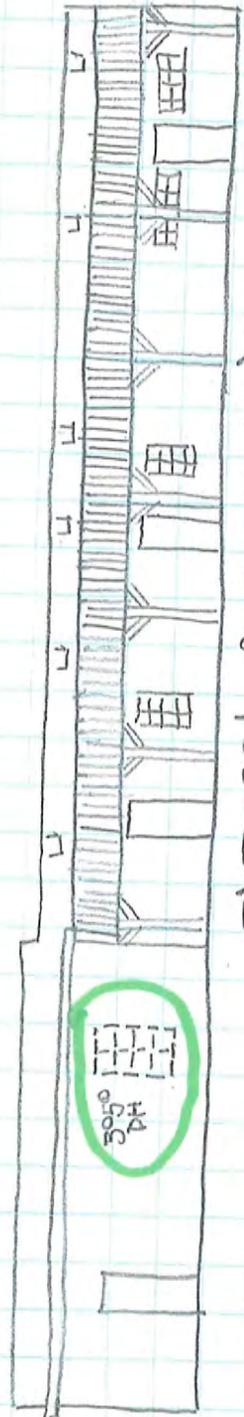
3

Pat & Wendy Taylor

2167 Calle Oeste



Existing West Elevation



Proposed West Elevation

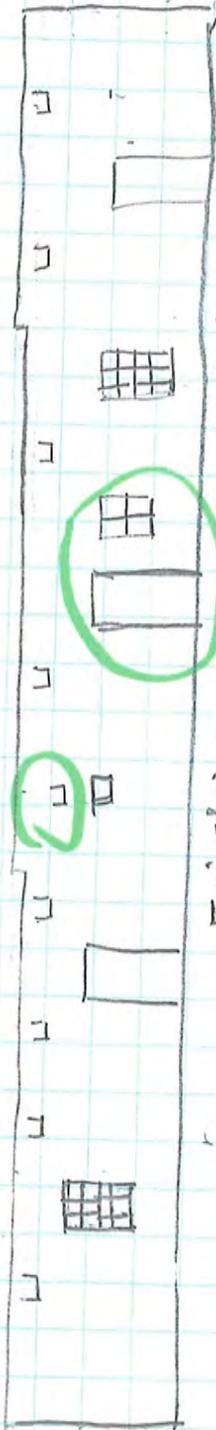
NO COLOR CHANGE / NO ARCHITECTURAL CHANGE

PROPOSED TO REMOVE WINDOW 3'0" x 4'11" & RELOCATE TO EAST ELEVATION
WINDOW PROPOSED IS A 3'0" x 4'11" FOR EXPRESS

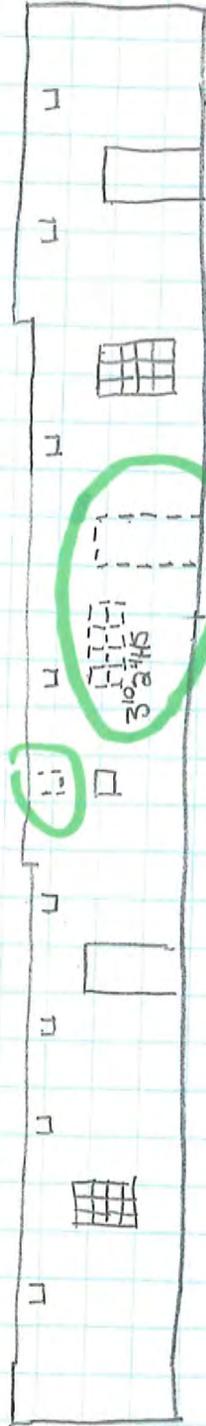
[3]

PAT & DEBBY TAYLOR

2167 CALLE OESTE



EXISTING EAST ELEVATION



PROPOSED EAST ELEVATION

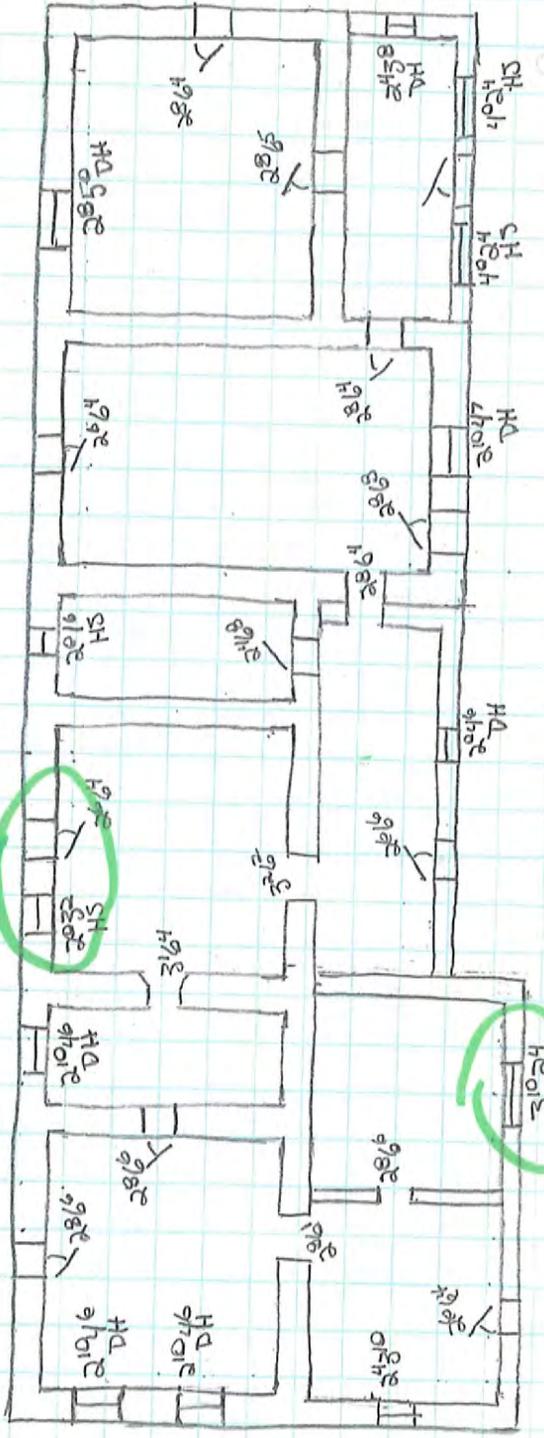
NO COLOR CHANGE / NO ARCHITECTURAL CHANGE

PROPOSED TO REMOVE DOOR & WINDOW & RELOCATE WINDOW PROPOSED IS 3'0" x 4'5" FROM OTHER SIDE OF HOUSE

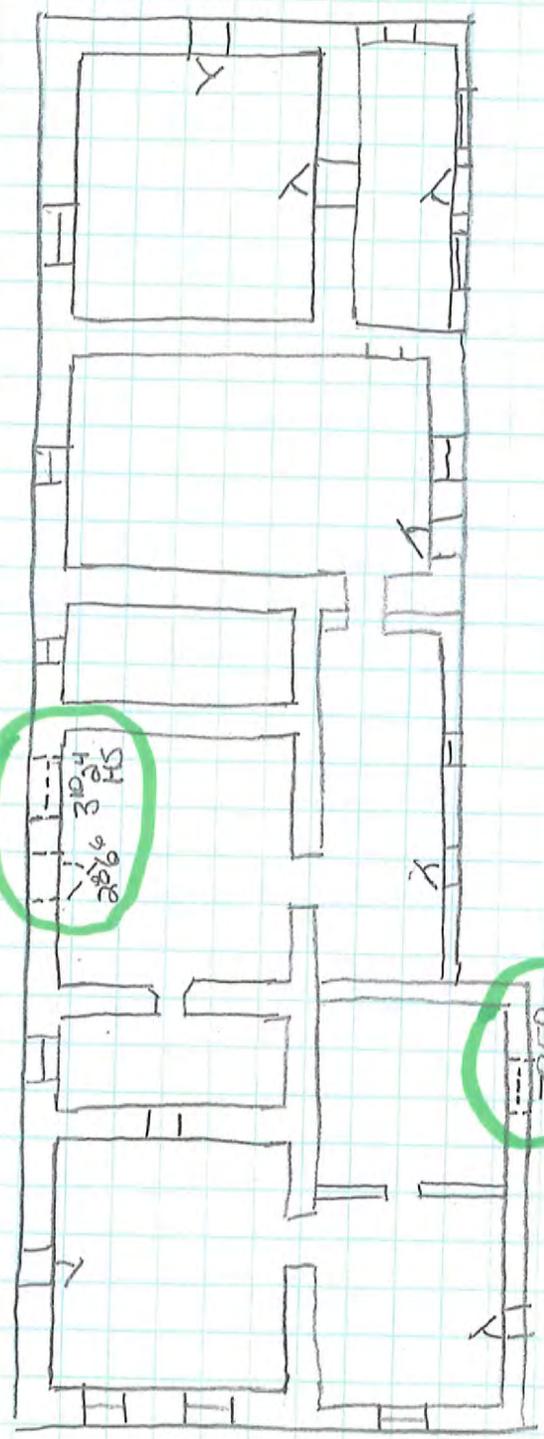
ROOF CASPI TO BE RAISED ALONG WITH ROOF FRAMING

PAT & Wendy Taylor 2167 Calle Oeste

North



Existing



Proposed

NO COLOR CHANGE/NO ARCHITECTURAL CHANGE
WINDOWS/DOOR TO BE RELOCATED AS NOTED

1. ALERT SHEET? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		NEW MEXICO HISTORIC BUILDING INVENTORY FORM 1: BUILDINGS & STRUCTURES 6-6 79				REVISION 10. DATE 11. BY	
2. SURVEY DATE 3. BY 2-3-80 <i>gc</i>		4. CHECK DATE 5. BY		6. COMPUTER DATE 7. BY		8. FILE DATE 9. BY	
13. COUNTY <i>Dona Ana</i>		14. FIELD MAP		14. NUMBER		15. UTM REFERENCE NUMBER	
16. SPECIFIC LOCATION <i>3rd house corner of intersection of Calle Oeste and NM 359 on east side of road</i>		17. CITY/TOWN <i>Mesilla</i>		18. ZIP <i>88046</i>		20. I.D. # <i>183205303</i>	
20. LEGAL DESCRIPTION: TOWNSHIP NS RANGE EW SECTION $\frac{1}{4}$ $\frac{1}{4}$ $\frac{1}{4}$		19. LAND GRANT OR RESERVATION <i>Mesilla Civil Colony</i>		22. ROLL # <i>46</i>		23. NEG # <i>12</i>	
25. ARCHITECTURAL STYLE <i>Adobe Vernacular</i>		26. NUMBER OF STORIES <i>1</i>		KENNETH ALLIN		24. LOCATION OF NEG.	
27. FOUNDATION MATERIAL(S) <i>Box 300 Mesilla 88046</i>		28. EXTERIOR WALL SURFACE(S) <i>Stucco over adobe</i>		4.6016-137-029-520			
29. FENESTRATION (TYPE, DIVISIONS, SURROUNDS, SILLS, ARRANGEMENTS) <i>Single 4/4 double hung windows with wide plain surrounds without sills. horizontal 12 sash fixed frame window without surrounds w/ concrete lug sill and exposed wood lintel</i>		30. DOOR/ENTRANCE (TYPE/SURROUNDS) <i>plain wide surrounds</i>		standard wood paneled doors w/ light			
31. ROOF(S) (NUMBER/SHAPE/MATERIAL DETAILS) <i>flat roof w/ flat parapet w/ concrete coping. single shed roof over the north west corner with asphalt roll. shed roofed front porch.</i>		32. CHIMNEY(S) (NUMBER, EXTERIOR-INTERIOR/MATERIALS) <i>none visible</i>		33. EXTERIOR DETAILS <i>Canales, coping wide surrounds, front porch long adobe style.</i>			
34. COMMENTS		35. DATE OF CONSTRUCTION ESTIMATED 1910 36. ACTUAL		37. SOURCE OF DATE		38. ARCHITECT/ENGINEER/BUILDER	
39. SOURCE OF INFORMATION		40. NAME		41. PRESENT USE <i>residential</i>		42. HISTORIC CONDITION	
43. DEGREE OF REMODELING <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> MODERATE <input type="checkbox"/> MAJOR		44. EXCELLENT <input type="checkbox"/> GOOD <input checked="" type="checkbox"/> FAIR <input type="checkbox"/> DETERIORATED		45. IMMEDIATE SURROUNDINGS <i>residential agricultural</i>		46. RELATION TO SURROUNDINGS <input checked="" type="checkbox"/> SIMILAR <input type="checkbox"/> NOT SIMILAR	
		47. ARCHITECTURAL CONTRIBUTION TO SURROUNDINGS <input checked="" type="checkbox"/> PLUS <input type="checkbox"/> NEUTRAL <input type="checkbox"/> MINUS		48. OVERALL SIGNIFICANCE <input type="checkbox"/> NATIONAL <input type="checkbox"/> STATE <input checked="" type="checkbox"/> LOCAL <input type="checkbox"/> NONE		49. ASSOCIATED BUILDINGS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
		50. WHAT TYPE?		51. IF INVENTORIED, LIST I.D. #'S		52. SEE BACK? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

- 287 This stuccoed, gabled house has aluminum frame windows and a gabled porch protecting the entrance. est. 1960. (N)
- 288 This is a stuccoed residence with a flat roof and parapet and aluminum frame windows. est. 1930. (C)
- ~~289 This is an adobe farm house with aluminum frame windows, a flat roof with parapet, viga ends visible, and a shed roof porch with mission tile. There is a utility shed, a barn, and a silo associated with this house. est. 1900. (C)~~
- 290 This stuccoed adobe residence has a flat roof and parapet and metal casement windows. est. 1910. (C)
- 291 This stuccoed adobe residence has a flat roof, wood frame windows, a parapet, and a square-plan. est. 1920. (C)
- 292 This Ranch Style house has terrecotta brick walls. est. 1965. (N)
- 293 This is an apartment complex in a Territorial Revival style. The architecture matches that of the house to the north. This building blends well with the surroundings. est. 1975. (N)
- 294 This stuccoed house has a gabled roof and wood frame windows. est. 1910. (C)
- 295 This stuccoed gabled house with a brick half wall and wood frame windows has purlins and brackets. est. 1935. (N)
- 296 This gabled adobe residence has wood frame windows. est. 1910. (C)
- 297 This Ranch Style house has brick walls and aluminum frame windows. est. 1965. (I)
- 298 This stuccoed adobe house has a low gabled roof and aluminum frame windows. est. 1900. (C)
- 299 This is a rectangular-plan house with aluminum frame windows and a gabled roof. est. 1965. (N)
- 300 This is a small gabled house with aluminum frame windows. A trailer house is adjacent to it to the west. est. 1955. (I)
- 301 This house has a crenalated parapet and wood frame windows covered by tiled hoods. est. 1915. (C)
- 302 This square-plan stuccoed house with a flat roof and parapet has wood frame windows. est. 1900. (C)
- 303 This is a very long, rectangular-plan adobe house with a flat roof, parapet, wood frame windows, and an open porch spanning the length of the facade. est. 1900. (C)

Town of Mesilla, New Mexico

P.O. BOX 10
MESILLA, NM 88046
PHONE: (505)524-3262 FAX (505)541-6327

Application for Building Permit Certificate of Occupancy, Use and Historic Appropriateness

Application is hereby for the issuance of a Certificate of Occupancy, Use, and when applicable, a Certificate of Historical Appropriateness.

Application Date: _____

Patricia Wally Taylor
Name of Applicant

575 526 7995
Telephone Number

2167 Calle Oeste
Address

Mesilla NM 88046
City State Zip Code

Proposed Use or Occupancy: Residential Zone: HR

Contractor Name

Address

Telephone Number

Contractor Tax I.D. #

Contractor License #

This application includes:

1. Plot plan with legal description to show existing structures, adjoining, streets, driveway(s), improvements & setbacks.
2. Foundation Plan with details
3. Floor Plans showing rooms, their uses and dimensions
4. Cross Sections of walls
5. Roof and floor framing plan (If manufactured trusses, submit layout of trusses and stamped engineer design plan.)
6. Drainage plan
7. Architectural style and color scheme (Historical zones only)
8. Proof of sewer service or a copy of septic tank permit; proof of water service (well permit or statement from Public Utility providing water service.
9. Recorded proof of ownership with legal description of property (deed or current tax bill)

All applications for electrical, mechanical/plumbing installations are made at the construction industries division

NO COLOR CHANGE/NO ARCHITECTURAL CHANGE.
2 windows/1 door to be relocated AS NOTED.
GENERAL ABOVE REPAIR & PRESERVATION

MEMORANDUM

TO: MAYOR NORA L. BARRAZA AND BOARD OF TRUSTEES
FROM: LARRY SHANNON, COMMUNITY DEVELOPMENT COORDINATOR
SUBJECT: ACTIVITY REPORT – DECEMBER, 2018
DATE: JANUARY 7, 2019

PZHAC BUSINESS
DECEMBER 2018
Items presented to the PZHAC

PZHAC WORK SESSION ITEMS:

1. Submitted by Gerard Nevarez; a request to discuss plans for the placement of a 36 square foot storage shed at the rear of a residential property at 2305 Calle de Colon. **(Case 060817)** Zoned: Historical Residential (HR)
2. Submitted by Emmitt and Rosa Booher; a request to discuss the addition of hobby rooms to a dwelling located at 2055 Snow Road. **(Case 060819)**. Zoned: Rural Farm (RF)
3. Submitted by Gilbert Chavez for Christina DiMatteo; a request to discuss the need for a summary subdivision to allow for the elimination of lot lines between several adjacent properties along Dimatteo Road, behind 3066 Snow Road. **(Case 060821)** Zoned: Rural Farm (RF)
4. Submitted by Stefan Schaefer, a request to discuss the need for changes to the Town Sign Code (MPC 18.65) to address the need for improved commercial signage in the Mercado de Mesilla area.
5. Submitted by Michael Clute; a request to discuss plans to add opaque panels to the inside of a wrought iron fence to provide privacy at a dwelling located at 2186 Calle de Guadalupe. **(Case 060818)** Zoned: Historical Residential (HR)
6. Submitted by Gerard Nevarez for Vivian and Emilia Herrera; a request to discuss plans for the construction of a dwelling at 2957 Calle de Guadalupe. **(Case 060825)** Zoned: Rural/Agricultural (RA)
7. Submitted by Window World of Las Cruces for William Randall; a request to discuss replacing the windows on a dwelling at 2226 Calle de Picacho. Zoned: Historical Residential (HR) **(Case 060826)**
8. Submitted by Zach Penn; a request to discuss plans for the construction of a new dwelling on Lot 8 of the Cielo Grande Subdivision on Cielo Grande Court. **(Case 060827)** Zoned: Rural Farm (RF) 5.08 acres
9. Submitted by Jurado; a request to discuss plans for the construction of a new dwelling at 1401 West Boutz Road. **(Case 060829)** Zoned: Rural Farm (RF)

PZHAC ADMINISTRATIVE APPROVALS:

Building Permits

1. **Case 060821** – 2231 Calle de Parian, submitted by Eric and Teresa Sanchez; a request for a building permit to remodel the interior of a dwelling at this address. Zoned: Historical Residential (HR)
2. **Case 060822** - 1985 Calle de Colon, submitted by David B. Fierro; a request for a building permit to install a sprinkler system, and steel edging and landscape rock on the south and west side of a dwelling at this address. Zoned: Historical Residential (HR)

PZHAC DECISION ITEMS:

Building Permits

1. **Case 060817** – 2305 Calle de Colon, submitted by Gerard Nevarez; a request for a building permit for the placement of a 36 square foot storage shed at the rear of a residential property at this address. Zoned: Historical Residential (HR) **(This case was heard during the Work Session)**
2. **Case 060819** – 2055 Snow Road, submitted by Emmitt and Rosa Booher; a request for a building permit to construct a set of hobby rooms as an addition to a dwelling located at this address. Zoned: Rural Farm (RF) **(This case was heard during the Work Session)**
3. **Case 060820** – 2143 Calle de Santa Ana, submitted by Martin Ortiz; a request for a building permit to repaint a dwelling at this address. Zoned: Historical Residential (HR)

4. **Case 060818** – 2186 Calle de Guadalupe, submitted by Michael Clute; a request for a building permit to add opaque panels to the inside of a wrought iron fence to provide privacy at a dwelling located at the address. Zoned: Historical Residential (HR) **(This case was heard during the Work Session)**
5. **Case 060825** – 2957 Calle de Guadalupe, submitted by Gerard Nevarez for Vivian and Emilia Herrera; a request for a building permit to construct a new dwelling at this address. Zoned: Rural/Agricultural (RA) **(This case was heard during the Work Session)**
6. **Case 060826** – 2226 Calle de Picacho, submitted by Window World of Las Cruces for William Randall; a request for a building permit to replace the windows on a dwelling at this address. Zoned: Historical Residential (HR). **(This case was heard during the Work Session)**
7. **Case 060827** – Lot 8 of the Cielo Grande Subdivision (address to be assigned), submitted by Zach Penn; a request for a building permit to construct a new dwelling on this property. Zoned: Rural Farm (RF) **(This case was heard during the Work Session)**
8. **Case 060829** – 1401 West Boutz Road, submitted by Xavier Jurado, a request for a building permit to construct a new dwelling at this address. Zoned: Rural Farm (RF) **(This case was heard during the Work Session)**

Summary Subdivision:

1. **Case 060821:** Multiple properties at the east end of DiMatteo Road, behind 3066 Snow Road; submitted by Gilbert Chavez for Christina DiMatteo; a request for a Summary Subdivision to allow several smaller lots to be combined into larger lots through the elimination of lot lines between the properties. Zoned: Rural Farm (RF) **(This case was heard during the Work Session)**

Business Permits:

1. **Permit 0761** – 3331 Gandy Lane, submitted by Anthony Litzenberg for “Litzenberg Remodeling and More”; a request for a business registration to operate an office out of a dwelling at this location as a home occupation. Zoned: Residential, one-acre (R1).
2. **Permit 0736** – No address (Itinerant Vendor), submitted by Cesar Martinez for “MPC Bikeworks”; a request for a business license to allow the applicant to operate pedi-cabs in the Town for various occasions.

If you have any questions, comments or concerns please feel free to call me at 524 -3262 ext. 104; or e-mail me at larrys@mesillanm.gov.

**Town of Mesilla Assessor's Report
DECEMBER 2018**

Mesilla CASE #	DAC ACC'T #	APPL. DATE	ISSUEE/CONTRACTOR	VALUATION / COST	FEE	BLDG CODE	ADDRESS	DESCRIPTION OF WORK
060825	04-00680	12/6/18	Emilia & Vivian Herrera/Gerard Nevarez	150,000	235.00	NR	2957 Calle de Guadalupe	Build a new dwelling at this address
060826			[WITHDRAWN]					
060827	04-01099	12/8/18	Zach Penn	500,000.00	760.00	NR	Cielo Grande Ct. (Lot 8)	Build a new dwelling at this address
060828	04-00173	12/19/18	Pat & Wendy Taylor	50,000.00	679.00	MI	2167 Calle del Oeste	Relocate and replace one window, remove one door and one window; general adobe repair and preservation
060829	04-00960	12/11/18	Xavier & Lori Jurado	700,000.00	1060.50	NR	1401 West Boutz Rd.	Build a new dwelling at this address
060830	04-01018	12/27/18	James McBride/Sunpro Solar	27,718.00	52.50	MI	2835 Teresita St.	Install photo-voltaic panels on a dwelling at this address

Community Projects Report

Project	Description
Current Contact information	Irene E. Parra Email: irenep@mesillanm.gov Work: 575-524-3262 Cell:575-571-3890
For the Love of Art	<i>For the Love of Art</i> Show is scheduled for Saturday February 9th. The event will take place in the plaza, weather permitting, from 2pm to 5pm.
Cupid's Chase 5k	Community Options will be hosting their annual Cupid's Chase 5k run. The event is scheduled for Saturday February 9 th . I am assisting with advertising on our website and Facebook page. I will meet with the group to ensure that they will be meeting all necessary logistical requirements for the race (i.e. volunteers, security, etc.)
Race for CARE 5K	CARE will be hosting their annual 5k run. The event is scheduled for Saturday February 2nd. I am assisting with advertising on our website and Facebook page. I will meet with the group to ensure that they will be meeting all necessary logistical requirements for the race (i.e. volunteers, security, etc.)
Senior Olympic Run	I am working with a representative from the New Mexico Senior Olympics to coordinate a run, to help promote the National Senior Olympics, to be held here in New Mexico next summer. The event is scheduled for February 16 TH .



MEMORANDUM

To: Mayor and Trustees

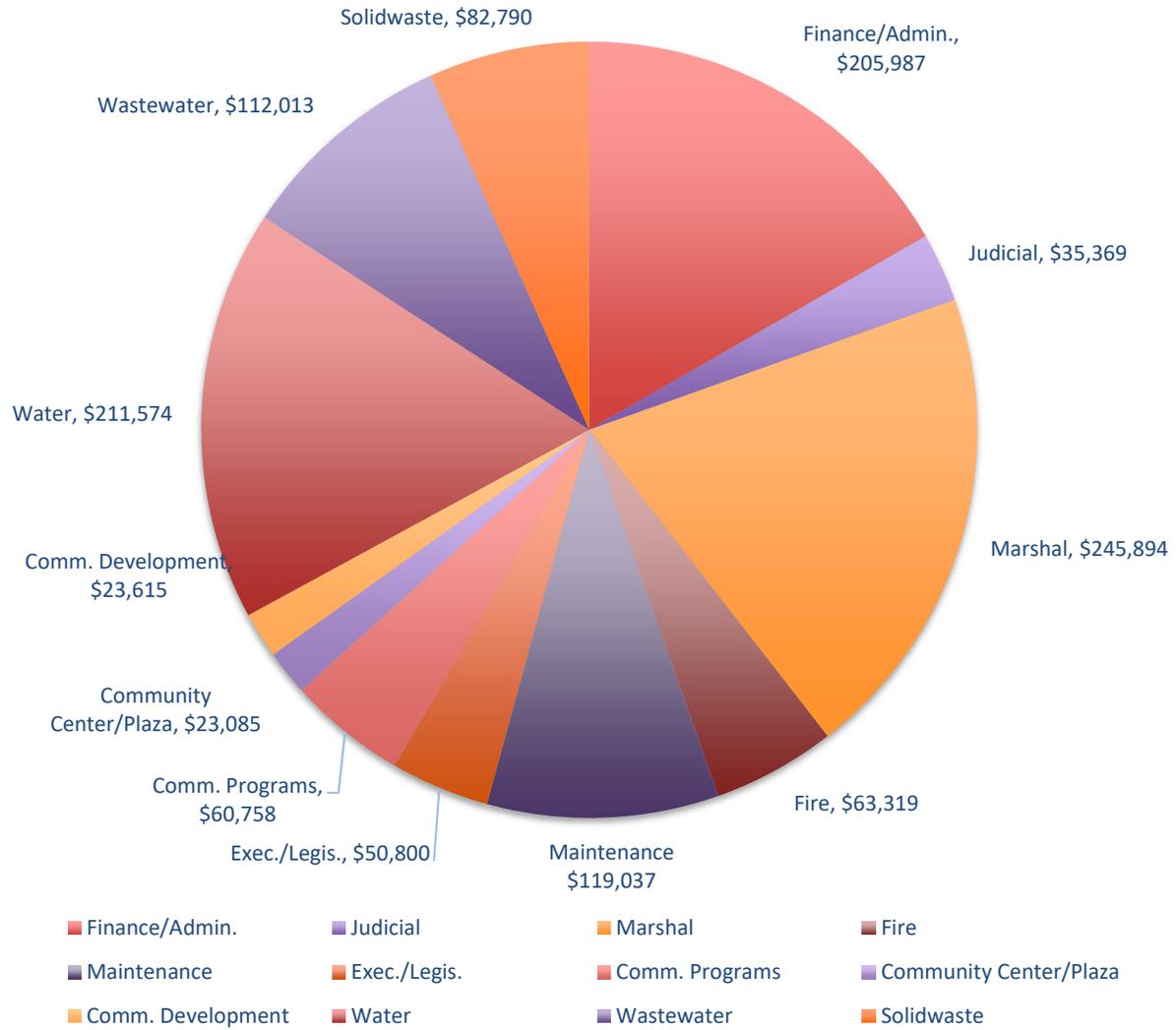
From: Cynthia Stoechner-Hernandez
Town Clerk-Treasurer *CSH*

RE: Monthly Finance Report

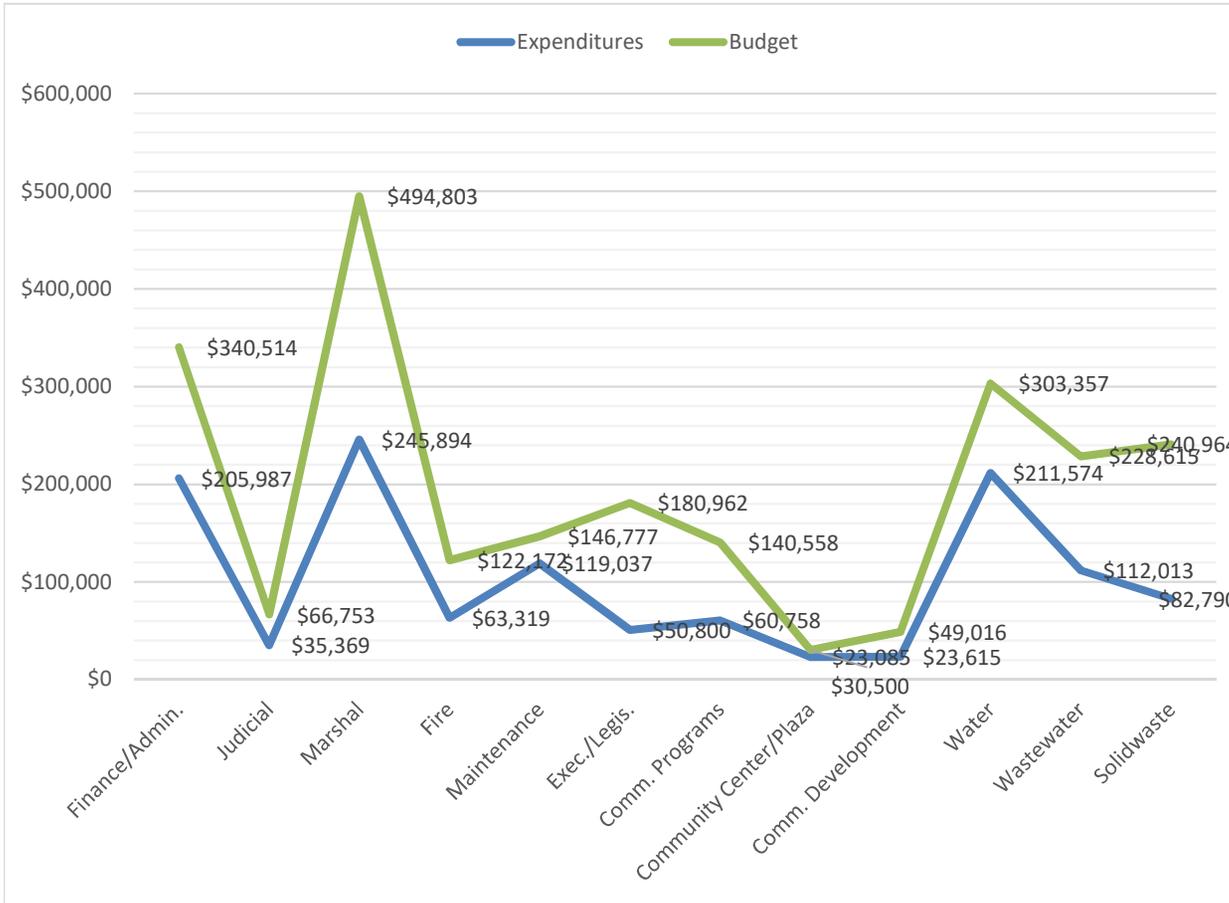
Listed below is a review of department and fund expenditures for: DECEMBER
General Fund should be at: 50.00% spending

YTD EXPENDITURES	%Exp.	\$ Money YTD	Mo.%	YTD % over/under	Approved Budget
Finance/Admin.	60.49%	\$205,987	100.00%	-39.51%	\$ 340,514
Judicial	52.99%	\$35,369	100.00%	-47.01%	\$ 66,753
Marshal	49.70%	\$245,894	100.00%	-50.30%	\$ 494,803
Fire	51.83%	\$63,319	100.00%	-48.17%	\$ 122,172
Maintenance	81.10%	\$119,037	100.00%	-18.90%	\$ 146,777
Exec./Legis.	28.07%	\$50,800	100.00%	-71.93%	\$ 180,962
Comm. Programs	43.23%	\$60,758	100.00%	-56.77%	\$ 140,558
Community Center/Plaza	75.69%	\$23,085	100.00%	-24.31%	\$ 30,500
Comm. Development	48.18%	\$23,615	100.00%	-51.82%	\$ 49,016
General Fund	52.66%	\$827,864	100.00%	-47.34%	\$ 1,572,055
Water	69.74%	\$211,574	100.00%	-30.26%	\$ 303,357
Wastewater	49.00%	\$112,013	100.00%	-51.00%	\$ 228,615
Solidwaste	34.36%	\$82,790	100.00%	-65.64%	\$ 240,964
Enterprise Fund	49.14%	\$406,377	100.00%	-50.86%	\$ 826,936

EXPENDITURES



EXPENDITURES VS BUDGET

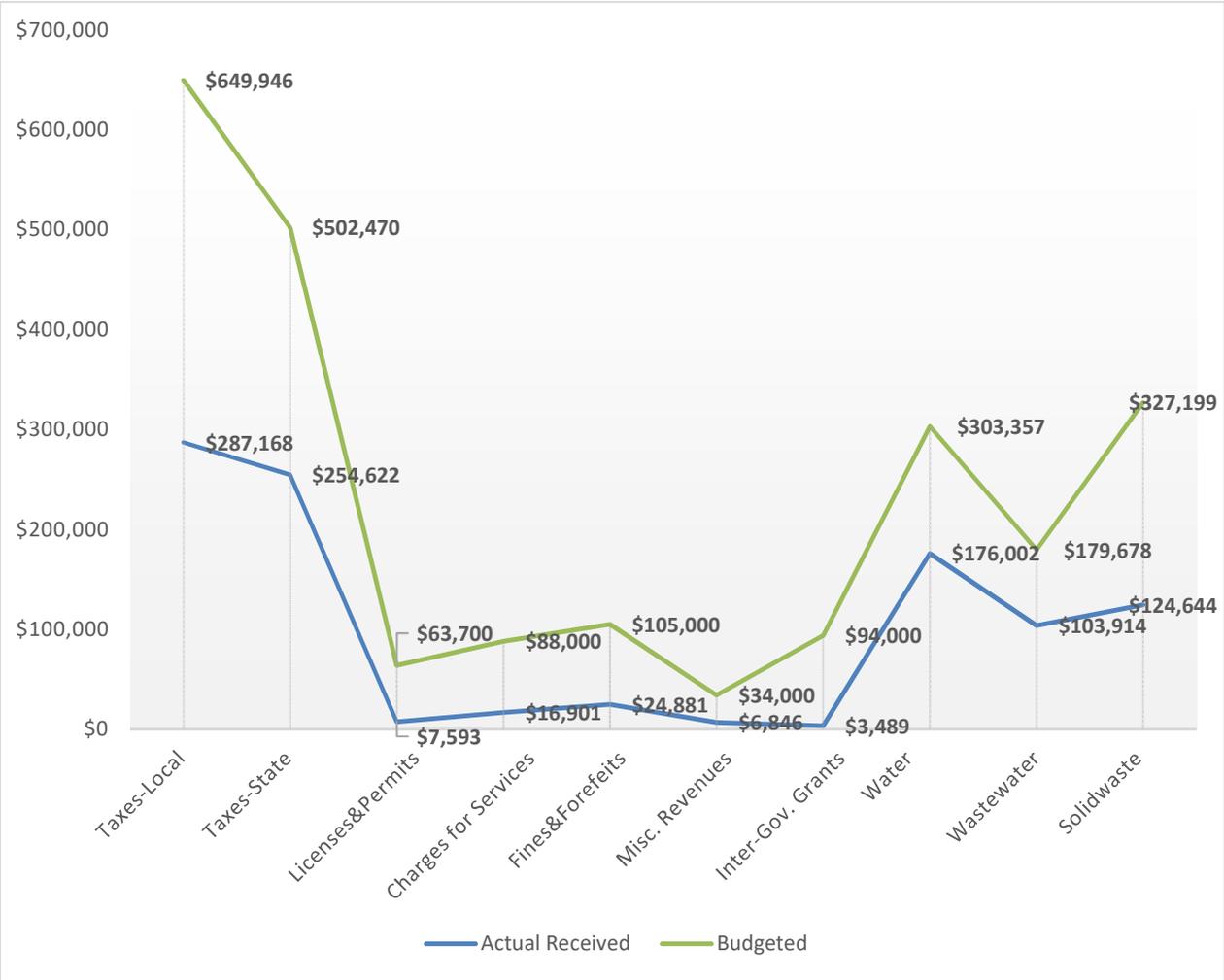


Please request the INCODE report for detail revenues and expenses by fund.

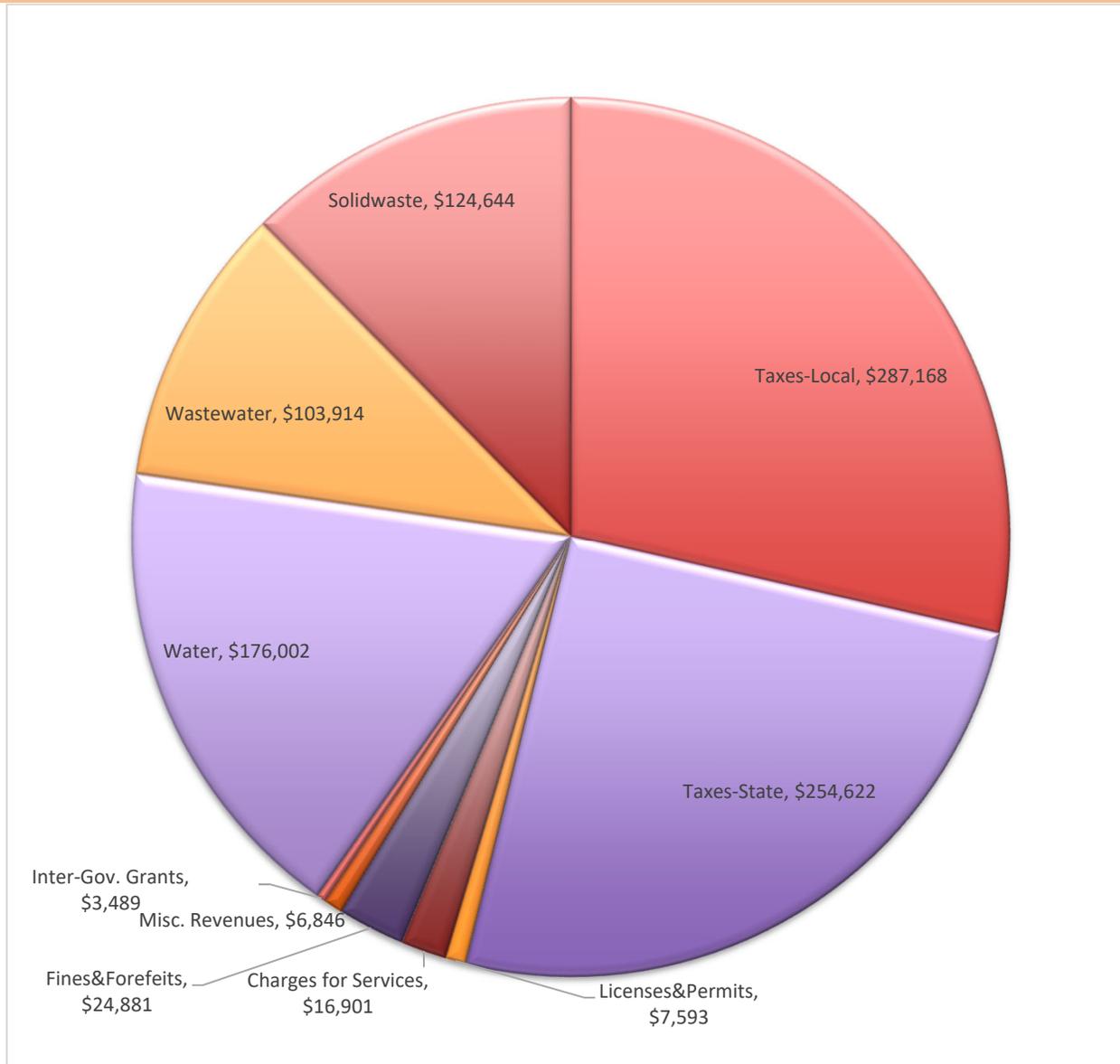
REVENUE

YTD REVENUES	% Rec.	YTD Money \$	% Est.	YTD % over/under	AMOUNT BUDGETED
Taxes-Local	44.18%	\$287,168	100.00%	-55.82%	\$649,946
Taxes-State	50.67%	\$254,622	100.00%	-49.33%	\$502,470
Licenses&Permits	11.92%	\$7,593	100.00%	-88.08%	\$63,700
Charges for Service	19.21%	\$16,901	100.00%	-80.79%	\$88,000
Fines&Forefeits	23.70%	\$24,881	100.00%	-76.30%	\$105,000
Misc. Revenues	20.14%	\$6,846	100.00%	-79.87%	\$34,000
Inter-Gov. Grants	3.71%	\$3,489	100.00%	-96.29%	\$94,000
General Fund	39.13%	\$601,500	100.00%	-60.87%	\$1,537,116
Water	58.02%	\$176,002	100.00%	-41.98%	\$ 303,357
Wastewater	57.83%	\$103,914	100.00%	-42.17%	\$ 179,678
Solidwaste	38.09%	\$124,644	100.00%	-61.91%	\$ 327,199
Enterprise Fund	49.93%	\$404,559	100.00%	-50.07%	\$810,234

REVENUE vs BUDGET

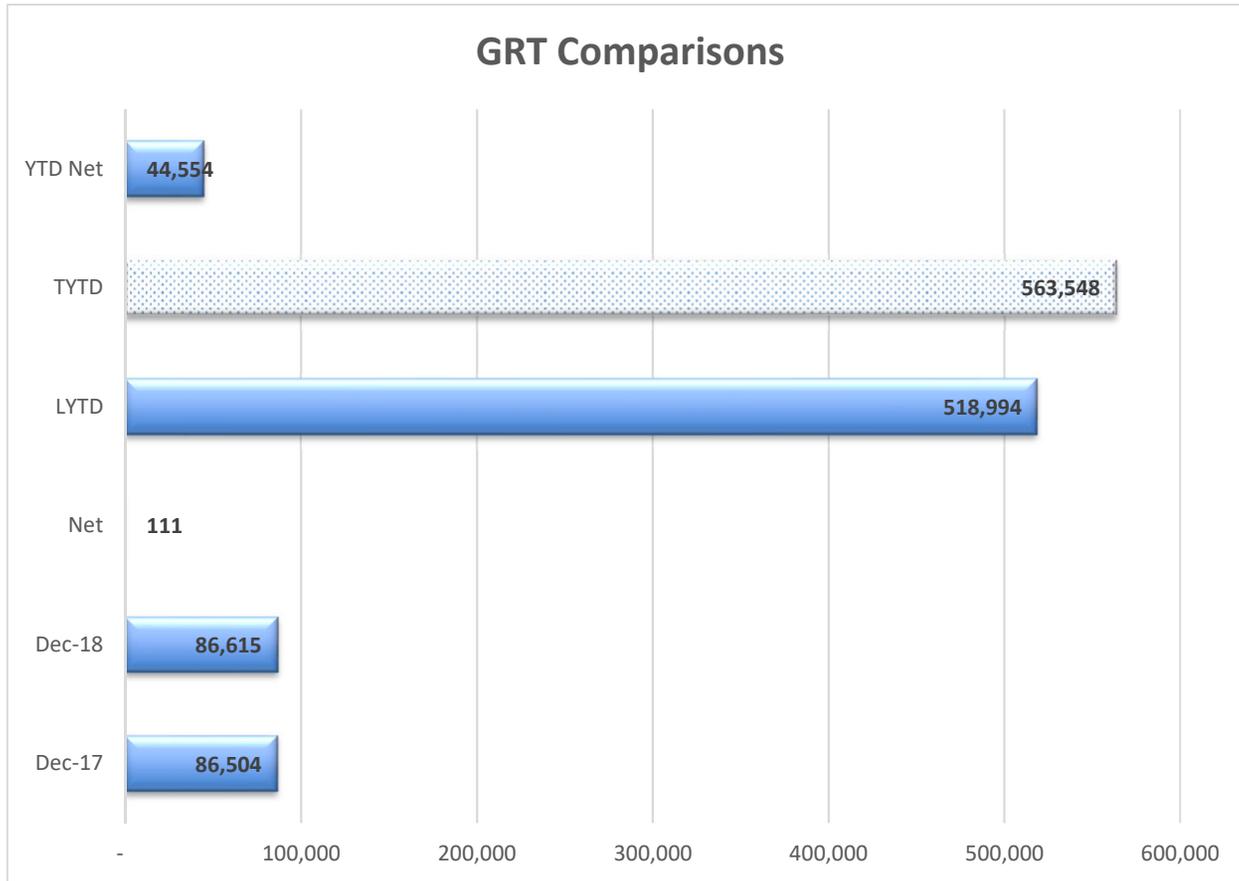


YTD REVENUES



GRT COMPARISONS

Dec-17	Dec-18	Net	LYTD	TYTD	YTD Net
86,504	86,615	111	518,994	563,548	44,554



Business GRT in October 2018

Percentage by month	0.1%	Percentage over last FYTD	9%
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**TOWN OF MESILLA FIRE DEPARTMENT
MONTHLY BOT REPORT**



DATE: December, 2018

MAJOR ADDITIONS TO INVENTORY None

MAINTENANCE OF EQUIPMENT Repaired heater valve, Squad 32. All handheld and mobile radios reprogrammed to new DAC radio system profile. Front end alignment and tire rotation Battalion 31. Work continues on the Safety Trailer to repair exterior and electrical system.

COMMENTS Congratulations to two members who obtained National Registry of EMTs certification. Are application for Transport Capable Medical Rescue is nearly complete. We will schedule an inspection by the NM EMS Bureau in January. The department also reached its goal of inspecting every business in Mesilla in 2018, This included follow-up inspections and new business inspections. Additionally engine crews were trained to do routine business inspections in order to spread the work amongst more personnel. This coming year we plan on completing pre-plans on all businesses. Well done Team MFD. 2018 also saw a nearly 9% increase in calls over 2017.

SUBMITTED BY Fire Chief Kevin Hoban _____

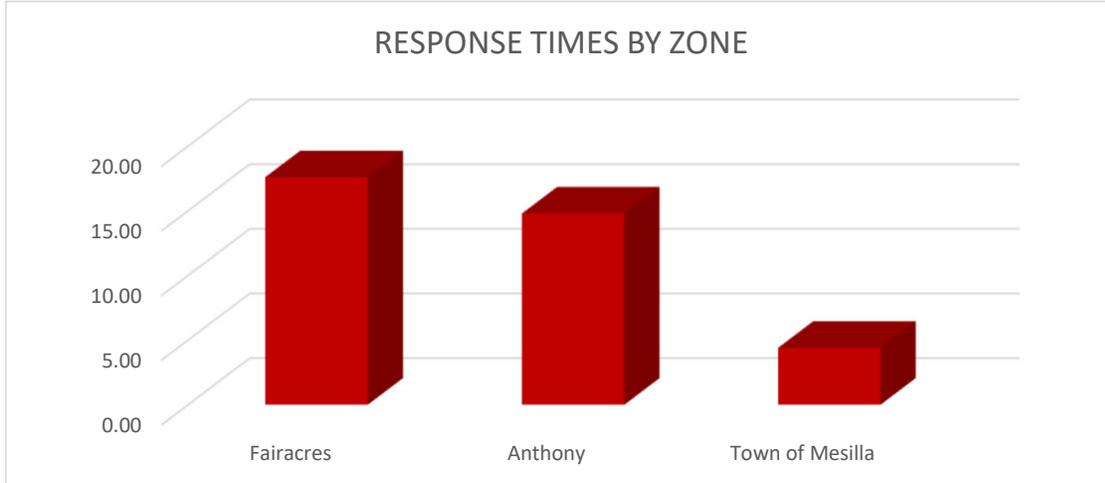
Mesilla Fire Department

Mesilla, NM

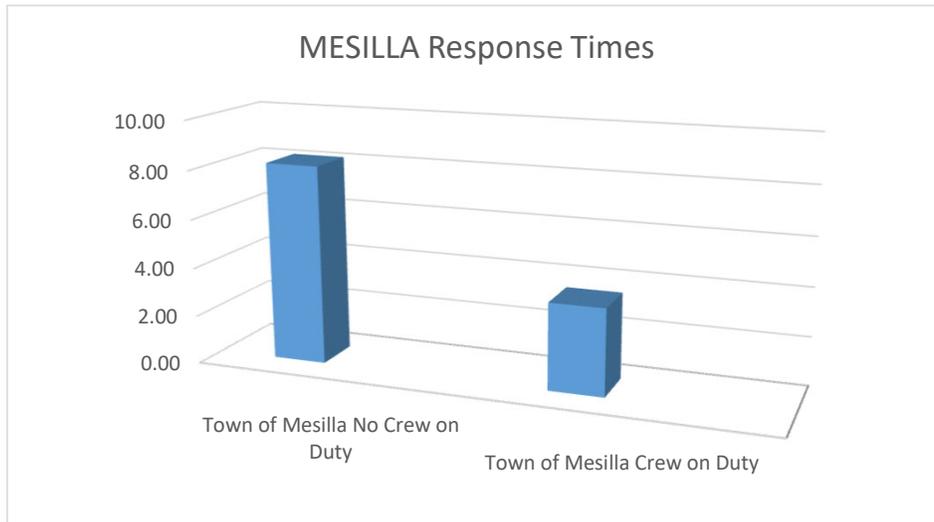
This report was generated on 01/02/2019



Response Mode: Lights and Sirens | Start Date: 12/01/2018 | End Date:12/31/2018



Zone	AVERAGE RESPONSE TIME (in minutes)
Fairacres	17.59
Anthony	14.78
Town of Mesilla	4.4
Town of Mesilla No Crew on Duty	8.17
Town of Mesilla Crew on Duty	3.55



Only REVIEWED incidents included. Response Time is Dispatched to Arrived.

Mesilla Fire Department

Mesilla, NM

This report was generated on 1/2/2019 9:16:54 PM



Incident Statistics

Start Date: 12/01/2018 | End Date: 12/31/2018

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		22	
FIRE		18	
TOTAL		40	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
Bat31	0	0	4
Br31	0	0	5
E31	0	0	3
SQ32	0	0	2
TOTAL	0	0	14
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		4	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
2		5	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Mesilla Fire Main Station 31	0:09:41	0:02:24	
AVERAGE FOR ALL CALLS		0:09:12	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Mesilla Fire Main Station 31	0:01:16	0:00:02	
AVERAGE FOR ALL CALLS		0:01:11	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
Mesilla Fire Department	19:59		

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = # of PCR with disposition "Treated, Transported by EMS". # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate.

Mesilla Fire Department

Mesilla, NM

This report was generated on 1/2/2019 9:08:36 PM



Occupancies Inspected for Date Range

Start Date: 12/01/2018 | End Date: 12/31/2018

OCCUPANCY	ID	ADDRESS	ZONE	LAST INSPECTION
dona Ana arts council		1740 Calle de Mercado #B &D		12/07/2018
Fountain Theater		2469 Calle De Guadalupe		12/07/2018
Healing Earth Mother Products		2488 CALLE DE GUADELUPE		12/07/2018
Home Instead	141	2470 Called de Guadalupe #C		12/07/2018
Julienne Jewelry		2329 Calle De Guadalupe		12/16/2018
Mesilla Valley Baptist Church		2912 La mesilla circle		12/21/2018
mesilla valley fine arts		2470 calle de guadalupe #a		12/07/2018
Planet Fireworks LLC		Ave de Mesilla/Calle El Paso		12/28/2018
Town of Mesilla Community Center		2251 Calle De Santiago		12/07/2018
Zia Middle School		1300 W University		12/07/2018

of Occupancies Inspected: 10

% Occupancies Inspected: 4.90

Included occupancies are those that have a LOCKED inspection on record for the date range provided.

Mesilla Fire Department

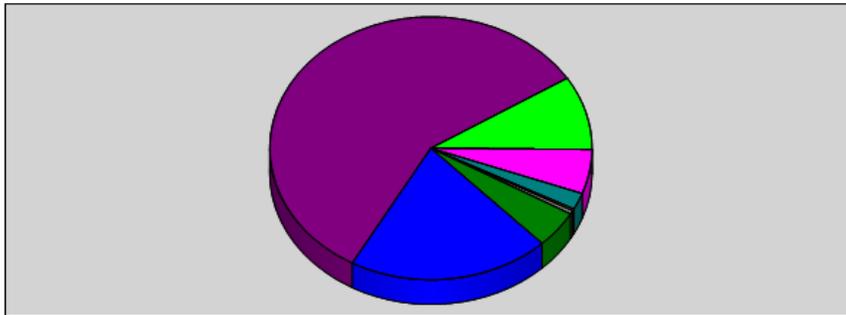
Mesilla, NM

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Major Incident Types by Month for Date Range

Start Date: 01/01/2018 | End Date: 12/31/2018



■ Fire	■ False Alarm & False Call
■ Good Intent Call	■ Hazardous Condition (No Fire)
■ Rescue & Emergency Medical	■ Overpressure Rupture, Explosion, Overheat(no fire)
■ Service Call	■ Special Incident Type
■ Service Incident	

INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call		2	3		1	1	2		1	3	4	7	24
Fire	3	1		1	1	2	7	2	1	1		1	20
Good Intent Call	6	5	6	6	8	10	11	8	9	7	5	8	89
Hazardous Condition (No Fire)			1		2	4					2		9
Overpressure Rupture, Explosion, Overheat(no fire)			1										1
Rescue & Emergency Medical	13	13	27	19	35	19	15	15	32	25	20	22	255
Service Call	3	1	3	4	3	10	1	6	1	4	2	2	40
Service Incident							2						2
Special Incident Type							2						2
Total	25	22	41	30	50	46	38	31	44	40	33	40	440

REVIEWED incidents included

Mesilla Fire Department

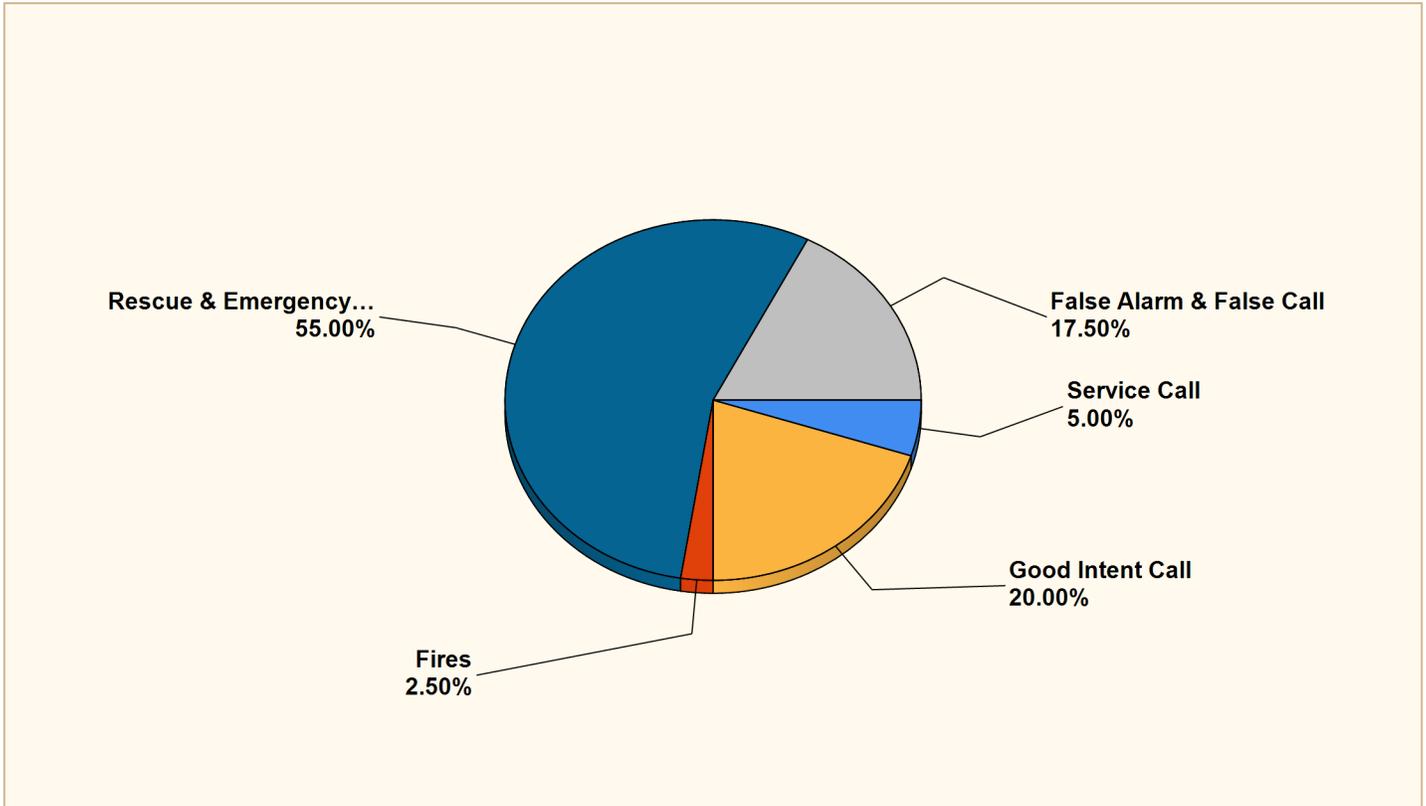
Mesilla, NM

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2018 | End Date: 12/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	2.50%
Rescue & Emergency Medical Service	22	55.00%
Service Call	2	5.00%
Good Intent Call	8	20.00%
False Alarm & False Call	7	17.50%
TOTAL	40	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
151 - Outside rubbish, trash or waste fire	1	2.50%
311 - Medical assist, assist EMS crew	3	7.50%
320 - Emergency medical service, other	1	2.50%
321 - EMS call, excluding vehicle accident with injury	13	32.50%
322 - Motor vehicle accident with injuries	3	7.50%
324 - Motor vehicle accident with no injuries.	2	5.00%
500 - Service Call, other	1	2.50%
520 - Water problem, other	1	2.50%
611 - Dispatched & cancelled en route	6	15.00%
622 - No incident found on arrival at dispatch address	1	2.50%
671 - HazMat release investigation w/no HazMat	1	2.50%
730 - System malfunction, other	4	10.00%
735 - Alarm system sounded due to malfunction	2	5.00%
745 - Alarm system activation, no fire - unintentional	1	2.50%
TOTAL INCIDENTS:	40	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Mesilla Fire Department

Mesilla, NM

This report was generated on 1/2/2019 9:15:16 PM



Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 12/01/2018 | EndDate: 12/31/2018

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Mutual aid given				
12/05/2018	2018-00405	3521 HAINES RD	151 - Outside rubbish, trash or waste fire	31 - Mesilla Fire Main Station 31
12/07/2018	2018-00408	148 INTERSTATE 10	611 - Dispatched & cancelled en route	31 - Mesilla Fire Main Station 31
12/09/2018	2018-00413	112 INTERSTATE 10	322 - Motor vehicle accident with injuries	31 - Mesilla Fire Main Station 31
12/23/2018	2018-00434	157 INTERSTATE 10	322 - Motor vehicle accident with injuries	31 - Mesilla Fire Main Station 31

Percentage of Total Incidents:

10.00%

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.

Mesilla Fire Department

Mesilla, NM

This report was generated on 1/2/2019 9:19:00 PM



Events per Event Type for Date Range (Landscape)

Start Date: 12/01/2018 | End Date: 12/31/2018

EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
12 Hour Night Shift						
	01/01/2019	C shift	Shifts	House 31	12	Ariel Caro, Austin Oblack, Eric Palma, Morgan Smith
	12/03/2018	A Shift	Shifts	St. 31	22	John Chavez, Humberto Manriquez, Mateo Martinez, Anthony Martinez Jr., Thomas Montoya, Dylan Thunhorst, Lillian Villazon
	12/04/2018	B-Shift	Shifts	Station 31	12	Sonny Gomez, Phillip Guzman, Lorraine Lucero
	12/05/2018	C-Shift	Shifts	Station 31	12	Mateo Martinez, Austin Oblack, Alex Shay, Joseph Torres
	12/07/2018	B-Shift	Shifts	Station 31	12	Sonny Gomez, Phillip Guzman, Lorraine Lucero, Cavin Roberson
	12/08/2018	C Shift	Shifts	House 31	12	Ariel Caro, Mateo Martinez, Joseph Torres
	12/10/2018	B-Shift	Shifts	Station 31	10	Sonny Gomez, Phillip Guzman, Lorraine Lucero, Humberto Manriquez, Cavin Roberson
	12/11/2018	C shift	Shifts	House 31	12	Ariel Caro, Mateo Martinez, Austin Oblack, Morgan Smith, Joseph Torres

Only LOCKED events included.

EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
	12/13/2018	B-Shift	Shifts	Station 31	12	John Chavez, Sonny Gomez, Phillip Guzman, Humberto Manriquez, Cavin Roberson, Dylan Thunhorst, Lillian Villazon
	12/14/2018	C shift	Shifts	station 31	18	Mateo Martinez, Alex Shay, Morgan Smith
	12/15/2018	A Shift	Shifts	Station 31	12	John Chavez, Anthony Martinez Jr. , Thomas Montoya, Eric Palma, Dylan Thunhorst, Lillian Villazon
	12/16/2018	B-Shift	Shifts	Station 31	12	Sonny Gomez, Phillip Guzman, Cavin Roberson
	12/17/2018	C shift	Shifts	House 31	12	Ariel Caro, Phillip Guzman, Humberto Manriquez, Mateo Martinez, Austin Oblack, Alex Shay, Morgan Smith
	12/18/2018	A Shift	Shifts	Fire House 31	16	John Chavez, Humberto Manriquez, Anthony Martinez Jr. , Thomas Montoya, Morgan Smith, Dylan Thunhorst, Lillian Villazon
	12/20/2018	C-Shift	Shifts	House 31	12	Ariel Caro, Phillip Guzman, Mateo Martinez, Eric Palma, Alex Shay, Morgan Smith, Joseph Torres
	12/22/2018	B-Shift	Shifts	Station 31	12	Ariel Caro, Phillip Guzman, Cavin Roberson, Morgan Smith
	12/23/2018	C shift	Shifts	House 31	12	Ariel Caro, Humberto Manriquez, Mateo Martinez, Morgan Smith, Joseph Torres
	12/24/2018	Christmas Eve admin shift	Shifts	Station 31	12	Crystal Davis-Whited, Gregory Whited
	12/26/2018	C-Shift	Shifts	Station 31	12	Phillip Guzman, Mateo Martinez, Morgan Smith

Only LOCKED events included.

EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
	12/28/2018	B-Shift	Shifts	Station 31	18	John Chavez, Sonny Gomez, Phillip Guzman, Humberto Manriquez, Mateo Martinez, Nicolas Navarro, Eric Palma, Dylan Thunhorst
	12/29/2018	C shift	Shifts	House 31	12	Ariel Caro, Phillip Guzman, Mateo Martinez, Morgan Smith, Joseph Torres
	12/30/2018	A Shift	Shifts	Station 31	20	John Chavez, Anthony Martinez Jr. , Dylan Thunhorst

Total Hours for 12 Hour Night Shift: 296

24 Hour Shift						
	12/04/2018	A Shift	Shifts	St 31	24	John Chavez, Humberto Manriquez, Dylan Thunhorst, Lillian Villazon
	12/06/2018	A Shift	Shifts	Fire Station 31	24	John Chavez, Humberto Manriquez, Anthony Martinez Jr. , Thomas Montoya, Eric Palma, Dylan Thunhorst, Lillian Villazon
	12/09/2018	A Shift	Shifts	St 31	24	John Chavez, Mateo Martinez, Anthony Martinez Jr. , Thomas Montoya, Dylan Thunhorst, Lillian Villazon
	12/12/2018	A Shift	Shifts	Fire House 31	24	John Chavez, Humberto Manriquez, Anthony Martinez Jr. , Thomas Montoya, Eric Palma, Dylan Thunhorst
	12/19/2018	B-Shift	Shifts	Station 31	24	Ariel Caro, Sonny Gomez, Phillip Guzman, Humberto Manriquez, Mitchell McMillan, Cavin Roberson

Only LOCKED events included.

EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
	12/21/2018	A Shift	Shifts	Station 31	24	John Chavez, Humberto Manriquez, Anthony Martinez Jr. , Thomas Montoya, Dylan Thunhorst, Lillian Villazon

Total Hours for 24 Hour Shift: 144

12 Hour Day Shift						
	12/06/2018	C-Shift	Shifts	Station 31	12	Mateo Martinez, Alex Shay
	12/08/2018	C Shift	Shifts	House 31	3	Ariel Caro
	12/24/2018	A Shift	Shifts	Mesilla Fire House 31	15	John Chavez, Phillip Guzman, Anthony Martinez Jr. , Dylan Thunhorst, Lillian Villazon
	12/27/2018	A shift	Shifts	Station 31	24	John Chavez, Mateo Martinez, Anthony Martinez Jr. , Thomas Montoya, Morgan Smith, Dylan Thunhorst, Lillian Villazon

Total Hours for 12 Hour Day Shift: 54

Administration Shift						
	12/17/2018	EMS duties	Administrative	Station 31	4	Eric Palma

Total Hours for Administration Shift: 4

Prevention Division Shift						
	12/21/2018	inspections	Prevention Event	Mesilla valley Baptist church and julienne jewelry	3	Gregory Whited
	12/28/2018	inspections	Prevention Event	Fireworks stand	3	Gregory Whited

Total Hours for Prevention Division Shift: 6

Only LOCKED events included.

Mesilla Fire Department

Mesilla, NM

This report was generated on 1/2/2019 11:15:20 PM



Classes Completed by Personnel

Passed/Failed: Both Passed and Failed | Personnel: All Personnel | Training Code(s): All Training Codes | Class Category: All Categories | Station: All Stations | Start Date: 12/01/2018 | End Date: 12/31/2018

Caro, Ariel M

Class Date	Class Category	Class Name	Class Hours
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			1
Total Class Hours			2:00

Chavez, John Eric

Class Date	Class Category	Class Name	Class Hours
12/03/2018 17:00:00	EMS Training	Pediatric Emergencies	1:00
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			2
Total Class Hours			3:00

Davis-Whited, Crystal

Class Date	Class Category	Class Name	Class Hours
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			1
Total Class Hours			2:00

Hoban, Kevin M

Class Date	Class Category	Class Name	Class Hours
12/27/2018 12:00:00	Shift Training	Chainsaw operations	2:00
Total Classes			1
Total Class Hours			2:00

Lucero, Lorraine

Class Date	Class Category	Class Name	Class Hours
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			1
Total Class Hours			2:00

Manriquez, Humberto

Class Date	Class Category	Class Name	Class Hours
12/03/2018 17:00:00	EMS Training	Pediatric Emergencies	1:00
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			2
Total Class Hours			3:00

Martinez Jr. , Anthony R

Class Date	Class Category	Class Name	Class Hours
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			1
Total Class Hours			2:00

Martinez, Mateo

This report lists the Classes completed for each person over the specified date range, optionally filtered by Personnel, Class Category, Training Code, and Passage or Failure.

Only non-Archived Classes that have been Reviewed are included.

Class Date	Class Category	Class Name	Class Hours
12/03/2018 17:00:00	EMS Training	Pediatric Emergencies	1:00
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
12/27/2018 12:00:00	Shift Training	Chainsaw operations	2:00
Total Classes			3
Total Class Hours			5:00

Montoya, Thomas M

Class Date	Class Category	Class Name	Class Hours
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			1
Total Class Hours			2:00

Navarro, Nicolas A

Class Date	Class Category	Class Name	Class Hours
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			1
Total Class Hours			2:00

Oblack, Austin E

Class Date	Class Category	Class Name	Class Hours
12/06/2018 00:00:00	I.S.O. New Driver and Operator Training	District Familiarization	1:00
Total Classes			1
Total Class Hours			1:00

Palma, Eric G

Class Date	Class Category	Class Name	Class Hours
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			1
Total Class Hours			2:00

Shay, Alex C

Class Date	Class Category	Class Name	Class Hours
12/06/2018 00:00:00	I.S.O. New Driver and Operator Training	District Familiarization	1:00
Total Classes			1
Total Class Hours			1:00

Smith, Morgan Samantha

Class Date	Class Category	Class Name	Class Hours
12/27/2018 12:00:00	Shift Training	Chainsaw operations	2:00
Total Classes			1
Total Class Hours			2:00

Thunhorst, Dylan P

Class Date	Class Category	Class Name	Class Hours
12/03/2018 17:00:00	EMS Training	Pediatric Emergencies	1:00
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			2
Total Class Hours			3:00

Torres, Joseph J

This report lists the Classes completed for each person over the specified date range, optionally filtered by Personnel, Class Category, Training Code, and Passage or Failure.

Only non-Archived Classes that have been Reviewed are included.

Class Date	Class Category	Class Name	Class Hours
12/06/2018 00:00:00	I.S.O. New Driver and Operator Training	District Familiarization	1:00
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			2
Total Class Hours			3:00
<u>Villazon, Lillian M</u>			
Class Date	Class Category	Class Name	Class Hours
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			1
Total Class Hours			2:00
<u>Whited, Gregory E</u>			
Class Date	Class Category	Class Name	Class Hours
12/06/2018 18:00:00	EMS	Hypothermia in Trauma	2:00
Total Classes			1
Total Class Hours			2:00

Total Personnel:	18
Total Classes:	24

This report lists the Classes completed for each person over the specified date range, optionally filtered by Personnel, Class Category, Training Code, and Passage or Failure.

Only non-Archived Classes that have been Reviewed are included.



MESILLA MARSHAL'S DEPARTMENT

P.O. BOX 10 MESILLA, NM 88046 PHONE 575-526-4138 FAX 575-652-3776

POLICE – ANIMAL CONTROL – EMERGENCY MANAGEMENT

MARSHAL K.C. ALBERG, CAS, FM, NMCEM

January 3, 2019

Honorable Nora Barraza
Mayor, Town of Mesilla
P.O. Box 10
Mesilla, NM 88046

Dear Mayor Barraza:

Greetings! I just wanted to avail myself of the opportunity to reduce some thoughts relative to our agency down into writing. I believe the department has accomplished much since I took over leadership in November of 2016. I wish to highlight some of these, including; but, not limited to:

Law Enforcement:

- Professional development of Deputy Marshals through professional training;
- Assignment of collateral duties to each Deputy to increase personal interests and efficiency;
- Active training and mentoring of department supervisors and management;
- Formal supervisory training provided to appropriate sworn personnel;
- Adoption and successful implementation of a San Jose Model Field Training and Evaluation Program, to properly document initial assignment performance by new Deputy Marshals;
- Successful implementation of an electronic Records Management System;
- Successful implementation of an electronic Citation Processing System;
- Filling the Public Safety Receptionist position to increase administrative efficiency;
- Wholesale increase in responsiveness for Inspection of Public Records Act requests;
- Wholesale increase in responsiveness for NMDPS Uniform Crime Reporting;
- Wholesale increase in responsiveness for NMDOT Crash Reporting;
- Reduction in operational overtime by utilizing command staff to cover shifts, when able;
- Reduction in operational overtime by utilizing NMDPS certified Reserve Deputies;
- Overall and marked improvement of morale and work ethic amongst staffers;
- Creation of a local Detective position/merged with the School Resource Officer role;
- Acquisition of a suitable investigative vehicle at no cost to the Town;
- Concomitantly, enhanced liaison with Doña Ana County Sheriff's Office's CID;
- Creation of a Traffic Safety Officer position to increase DWI Enforcement;
- Training, assignment and deployment of a local Traffic Investigator;
- Creation of a Professional Standards Officer to conduct internal affairs investigations;
- Creation of a Lieutenant position to provide day-to-day operational command;
- Reinstitution of cross-commissioning by the Doña Ana County Sheriff's Office;
- Recognition by NMDPS of the Marshal with an Executive peace officer license (the highest level offered);
- Active participation in New Mexico Municipal League, to include drafting a legislation proposal to increase safety through mutual aid and limited expansion of police powers;
- Modification of patrol procedures to minimize complaints and criticism; and,
- Elimination of participation in funded Operation Stonegarden deployments by the Town.

Animal Control:

- Launch of a local Animal Control Program, to reduce reliance on the County;

- Deployment of an Animal Control/Codes Enforcement Officer;
- Successful proposal to compensate the enforcement officer on a stipend basis;
- Increased support to Town in codes enforcement through interdepartmental coordination;
- Acquisition and deployment of a rescue trailer and humane capture equipment;
- Provision of comprehensive animal control training to enforcement personnel;
- Implementation of a local kennel facility to house impounded and quarantined animals;
- Successful proposal and implementation of the Town's first dog park facility;
- Informal partnerships with stakeholders, such as Action Program for Animals;
- Increased community involvement and interest relative to animal control issues;
- Drafting of an updated Animal Control Ordinance;
- Increased liaison with the Animal Service Center of Mesilla Valley;
- Participation in the regional Animal Care Task Force; and,
- Continuation of formal support for community cat advocacies, such as Broken Promises.

Emergency Management:

- Embraced the emergency preparedness role and ongoing development of projects;
- Developed and briefed a vision to enhance continuity of operations via utilization of the Community Center as a shelter operation and EOC;
- Provision of Active Shooter training to Town of Mesilla staff;
- Increased capacity of Emergency Management staff by ongoing training programs;
- Creation of a volunteer Community Emergency Response Team for the Town;
- Increased and enhanced formal partnerships with the Las Cruces Public Schools (LCPS);
- Creation of and successful funding bid for Community Service Officer position focused on school safety;
- Participation in the LCPS School Safety Task Force;
- Limited commissioning of the Mesilla Elementary School Security Guard to increase safety;
- Unparalleled cooperation with and support to the Mesilla Fire Department;
- Increased capacity via Emergency Medical Services training by staff;
- Implementation of a Tactical Medic Program to increase safety on high-risk assignments;
- Concomitantly, the award of several Lifesaving Awards to department members;
- Developed and briefed a vision to deploy AEDs in each MMD patrol vehicle;
- Assignment and deployment of two (2) licensed Paramedics and (2) EMTs;
- Implementation of a Opioid Reversal Program, in partnership with external stakeholders;
- Increased coordination amongst department heads to meet emergency preparedness objectives;
- Increased coordination with the New Mexico Corrections Department to support emergency preparedness, such as the provision of sand bags by the Marshal's and Fire Departments;
- Formal recognition of Marshal as a NMEMA New Mexico Certified Emergency Manager;
- Formal recognition of Marshal as a CPSE Fire Marshal; and,
- Formal recognition of Marshal as an ATAB Certified Anti-terrorism Specialist.

We hope to continue on with the successes of the programs and initiatives that have been implemented. I appreciate your support of the department. --K.

Sincerely,

/s/K.C. Alberg

K.C. ALBERG, CAS, FM, NMCEM
 Marshal (Police Chief) / K-9 Handler





MESILLA MARSHAL DEPARTMENT

P.O. BOX 10 MESILLA, NM 88046 PHONE 575-526-4138 FAX 575-652-3776

Date: 1/8/19

To: Honorable Mayor and Mesilla Board of Trustees

This is the Monthly Report for December 2018 for the Mesilla Marshal's Department

Total Responses/Calls for Service/Reports- [MVRDA report statistics are still unavailable]

(The following are only the calls for service which required a case number)

AFFRAY	INFORMATION REPORT
AGG ASSAULT	LARCENY
ANIMAL BITE- ACO	LARCENY
CARE & MAINT- ACO	KIDNAPPING
LICENSING- ACO	NON-INJURY CRASH
ANIMAL COMPLAINTS- ACO	NON-INJURY CRASH
AUTO THEFT	NON-INJURY CRASH
AUTO THEFT	POSS MARIJUANA
BATTERY	POSS MARIJUANA
BATTERY HHM	POSS OF METH
CRIMINAL DAMAGE TO PROPERTY	THEFT OF SERVICES
FRAUD	WARRANT
INFORMATION REPORT	WARRANT
INFORMATION REPORT	

37 Traffic citations (will only be the ones issued on TRACS)



TOWN OF MESILLA

Public Works Department

P.O. Box 10, Mesilla, New Mexico 88046

Office: (575) 524-3262 ext. 103

Fax: (575) 541-6327

MEMORANDUM

Date: January 8, 2019

TO: Mayor Barraza, Board of Trustees and Cynthia Stoechner-Hernandez

FROM: Rodney J. McGillivray, Public Works Director 

RE: **Public Works Division Activity Report – December 2018**

Thanks you for welcoming me as the new public works director. I received a very nice welcome by all staff members and am excited to begin service to the Town of Mesilla. A special thank you to the public works team members for their hard work and efforts in all of the preparations for the Christmas season as well as their preparedness for our recent inclement weather. If you see any of the team please extend your gratefulness.

On-going maintenance, custodial and operations:

- Monthly water sampling and reporting is up-to-date
- Monitoring of lift stations and review of reporting
- Monitoring of water tank, wells and pumps
- Meter reading (Metron) continues (meters are now electronic)
- New water services and water shut-offs continue (ownership change/nonpayment)
- Utility location services are being provided
- Custodial responsibilities on-going
- Grounds maintenance on-going
- Event set-up and tear down on-going
- On-call/standby needs for emergency repairs or assistance

Miscellaneous items/work orders/accomplishments:

- Repairs performed to PRV (pressure reducing valve) at Rassaf Hills
- All town backflow preventers have been serviced and tested (third party company)
- Signage maintenance (stop signs and street signs)
- Street and sidewalk cleaning of Avenida De Mesilla prior to Christmas
- Pressure washing at Plaza
- Plaza tree and decoration
- Cleaning of ductwork/vents in Town Hall

General clean-up around shop

Tree and stump disposal at baseball field (Parque de Los Leones)

Community Center roof warranty repairs by manufacturer (in progress)

Vista Grande #5 – Forthcoming project at Rassaf Hills. Had an initial meeting with the developer and received information.

Project update:

Calle de Primera repaving is complete. Waiting for final progress payment application.

McDowell wastewater project – project redesign by SMA is complete. Project award recommendation from SMA received and rejected by Steven Deal w/NMED. The re-designed project will need to be re-bid. Meetings with homeowners is being discussed to inform the property owners of the project phasing as well as the project timeline.

Bowman pavement upgrade – Currently in the process of completing the certifications. Geotechnical investigation and survey are underway.

Calle de Parian replacement – Certifications are complete. Awaiting a preliminary design.

Trail – Survey in process. Awaiting a preliminary design.

Water meter project – Complete.

Picacho drainage project – In the process of issuing an RFP for design and construction.