



**THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA
WORK SESSION MEETING AT THE MESILLA TOWN HALL,
2231 AVENIDA DE MESILLA**

MONDAY, JULY 8, ~ 4:00 P.M.~

WORKSESSION AGENDA

- a) **PRESENTATION: Fire Chief: Fireworks Ordinance Updates**
 - a. **DISCUSSION: Changes to Fireworks Ordinance 9.10.170**
- b) **PRESENTATION: Community Development: Planning & Zoning Preservation**
 - a. **DISCUSSION: Changes to Historic Preservation 18.33**
- c) **PRESENTATION: Community Development:**
 - a. **DISCUSSION: Changes to Planning & Zoning Commission 18.06**
- d) **PRESENTATION: Community Development: Short Term Rental Ordinance**
 - a. **DISCUSSION: Additions of Short-Term Rental Ordinance**
- e) **PRESENTATION: Mayor/Town Clerk Treasurer: Handbook**
 - a. **DISCUSSION: Updated Personnel Rules & Regulations**

**THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA
PUBLIC HEARING FOR A LIQUOR LICENSE APPLICATION AT THE MESILLA
TOWN HALL, 2231 AVENIDA DE MESILLA**

MONDAY, JULY 8, ~ 5:30 P.M.~

PUBLIC HEARING AGENDA

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL & DETERMINATION OF A QUORUM**
3. **Public Hearing:**
 - a) **CASE: LIQUOR ESTABLISHMENT LICENSE #1241: HEART OF THE DESERT: 1701 CALLE DE MERCADO, STE (NEW LICENSE LOCATION). New Mexico Regulations & Licensing Department has received an application for a wine grower off-site liquor license ZONE: COMMERCIAL**
4. **ADJOURNMENT**

THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA
REGULAR MEETING AT THE MESILLA TOWN HALL,
2231 AVENIDA DE MESILLA

MONDAY, JULY 8, ~ IMMEDIATELY FOLLOWING PUBLIC
HEARING~
AGENDA

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL & DETERMINATION OF A QUORUM**
3. **CHANGES TO THE AGENDA & APPROVAL**
4. **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 BOT, 06.25.2024
 - b) **APPROVAL: PZHAC SIGN #061845** – 2355 Calle de Guadalupe, submitted by Mi Corazon Encantado. Requesting approval to install a wall sign by the front door of her business. ZONE: Historical Commercial (HC).
 - c) **APPROVAL: PZHAC SIGN #061853** – 2030 Calle de Parian, submitted by Maia L Baca. Requesting approval to install a hanging sign in the front entrance of her business. ZONE: Historical Commercial (HC).
5. **PUBLIC INPUT ON CASES** – The public is invited to address the Board as allowed by the chair.
6. **ACTION AND CONSIDERATION**
NEW BUSINESS
 - a) **APPROVAL: LIQUOR ESTABLISHMENT LICENSE #1241: Heart of the Desert, 1701 Calle de Mercado Suite #1. Zone: Commercial**
 - b) **APPROVAL: PZHAC BUSINESS #1229** – 2450 Calle de Principal, submitted by Armijo Felix. Requesting approval to operate a short-term rental business if approved to build 30x36 ft building. ZONE: Historical Commercial (HC).
 - c) **APPROVAL: PZHAC BUSINESS #1245** – 2030 Calle de Parian, submitted by Maia L Baca. Requesting approval to operate a retail business, Flippin’ Vintage. Relocating from Truth of Consequences, NM. ZONE: Historical Commercial (HC).
 - d) **APPROVAL: PZHAC CASE #061823** – 2450 Calle de Principal, submitted by Felix Armijo. Requesting approval to build a 30 x 36 ft structure for the purpose of operating short-term rental business. ZONE: Historical Commercial (HC).
 - e) **APPROVAL: PZHAC CASE #061850** – 2550 Calle de San Albino, submitted by Irma Chavez-May. Requesting approval to install 6 ft coyote fence. ZONE: Historical Residential (HR).

- f) **APPROVAL: RESOLUTION 2025-01: Destruction of Records**
 - g) **APPROVAL: RESOLUTION 2025-02: Capital Asset Plan**
 - h) **APPROVAL: CONTRACT AGREEMENT: Pharmaceutical Services**
 - i) **APPROVAL: CONTRACT AGREEMENT: DCA Community Center Rental**
 - j) **APPROVAL: 2025-2026 SALARY GRADES**
 - k) **APPROVAL: JOB DESCRIPTIONS: FINANCE DEPARTMENT**
 - l) **APPROVAL: JOB DESCRIPTIONS: MARSHAL DEPARTMENT**
 - m) **APPROVAL: JOB DESCRIPTIONS: FIRE DEPARTMENT**
 - n) **APPROVAL: JOB DESCRIPTIONS: PUBLIC WORKS**
 - o) **APPROVAL: JOB DESCRIPTIONS: COMM & ECON DEVELOPMENT**
7. **PUBLIC INPUT – The public is invited to address the Board as allowed by the chair.**
8. **CLOSED EXECUTIVE SESSION**
- a. **Discussion of limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2) –**
 - **Open Position Marshal’s Department**
 - **Open Position Public Works Department**
 - **Open Position Finance Department**
 - **Open Position Community & Economic Development Department**
- APPROVAL:** Any actions that may arise as a result of discussions in closed session.
- Marshal Department
 - Public Works Department
 - Finance Department
 - Community & Economic Development Department
9. **BOARD OF TRUSTEE COMMITTEE REPORTS**
10. **BOARD OF TRUSTEE/STAFF COMMENTS**
11. **ADJOURNMENT**

NOTICE

If you need accommodation for a disability to enable you to fully participate in the hearing or meeting, please contact us at 524-3262 at least one week 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 can be found online at www.mesillanm.gov.

Posted **07.02.2024** online and at the following locations: Town Hall and Visitor’s Center Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Short’s Food Mart 2290 Avenida de Mesilla, and the U.S. Post Office 2253 Calle de Parian.

TOWN OF MESILLA ORDINANCE 2024 – XX

AN ORDINANCE OF THE TOWN OF MESILLA TITLE 18.53 ZONING- SHORT-TERM RESIDENTIAL RENTALS OVERLAY ZONE.

WHEREAS, The Governing Body of Town of Mesilla is implementing a short-term residential rental overlay zone to reflect rules and regulations in operating a short-term residential rental; and

WHEREAS, the Governing Body of the Town of Mesilla has determined that these requirements are necessary to benefit the community and visitors in providing lodging facilities,

WHEREAS, The Governing Body of the Town of Mesilla has determined these requirements are necessary to prevent a burden on town services and impacts on residential neighborhoods posed by short-term residential rentals; and

WHEREAS, The Planning and Zoning Historical Appropriateness Commission and the Governing Body have conducted a duly advertised public hearing to consider this ordinance; and

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Mesilla is hereby implementing these regulations as follows:

A. PURPOSE

The Governing Body of the Town of Mesilla finds and declares as follows:

1. Short-term residential rentals provide a community benefit by expanding the number and type of lodging facilities available to visitors.
2. Short-term residential rentals are not commercial but are strictly a residential use of the property under the Town of Mesilla Municipal Code.
3. The provisions of this section are necessary to ~~prevent a burden~~ regulate on town services and impacts on residential neighborhoods posed by short-term residential rentals.

B. APPLICABILITY OF REQUIREMENTS

This zone overlay applies to all ~~non-commercial~~ residential property within the town regardless of the zoning district. These requirements shall apply to dwelling units that are rented at some time during the year for a short duration that are not part of a commercial business enterprise such as hotels, motel or commercial lodging.

C. TOTAL ALLOWABLE SHORT-TERM PERMITS

The total number of allowable STR permits shall be regulated not to exceed ~~???~~100 percent of the total housing listing units within Mesilla the Zone.

D. DEFINITIONS

For the purposes of this section, the following words and phrases shall have the meaning respectively ascribed to them by this subsection:

1. **Local contact person** means an owner, representative of the owner or local property manager who lives in the Town of Mesilla or within proximity of the town limits such that they are available to respond within an hour or less to tenant and neighborhood questions or concerns and is authorized to respond to any violation of this section and take remedial action.
2. **Managing Agency** means a person, firm or agency licensed with the New Mexico Real Estate Commission representing the owner of the residential rental, or person/agency owning the residential unit.
3. **Operator** means the person who is proprietor of a residential rental, whether in the capacity of owner, lessee, sub-lessee, or mortgage in possession.
4. **Owner** means as defined in section 1-2 of this section.
5. **Remuneration** means compensation, money, rent, or other consideration given in return for occupancy, possession or use of real property.
6. **Payment** means the consideration charged, whether or not received, for the occupancy of space in a residential rental, valued in money, whether to be received in money, goods, labor, or otherwise, including all receipts, cash, credits, property and services of any kind of nature, without reduction thereof whatsoever.
7. **Short-term residential rental** means a dwelling unit or bedroom(s) within a dwelling unit including either single-family detached or multi-family attached unit, rented for the purpose of overnight lodging for a period not less than one night nor more than 29 consecutive days to the same person or persons.
8. **Sleeping Unit** as defined by the International Building Code, 2024, section 202 Definitions, means a room or space in which people sleep, which can also include permanent provisions for living, eating, and either kitchen or sanitation facilities, but not both.
9. **Third-Party Internet listing services** means an internet-based (online) platform that connects owners of short-term residential rentals to potential renters by way of a website and in exchange for a service fee. Third-party listing agent shall not mean local contact person or managing agency or agent as defined in this section.

E. SHORT-TERM RESIDENTIAL RENTAL PERMIT REQUIRED.

No owner of a residential dwelling unit shall rent the unit for a short term without having a current valid short-term residential rental permit issued by the Town of

Mesilla. Short-term residential rental permits are issued to the owner for a period of one year and are non-transferable.

1. Nothing contained within this section shall be construed to abridge the ability of bona fide neighborhood covenants and/or deed restrictions to be more restrictive than the regulations within this section. Such covenants and deed restrictions shall not be enforceable by the Town but remain the responsibility of the property owners to ensure compliance within the applicable neighborhood.
2. Large scale events (i.e., exceeding maximum allowed occupancy) such as parties, weddings, fundraisers and conferences, are prohibited in residential **only zones. Historical Commercial and Commercial are allowed if property is deemed residential as well.**
3. No more than one STR permit shall be issued per property except in multi-family single lot subdivisions.
- ~~4. The owner must provide proof that the STR is not prohibited by a Homeowner's Association Condition Covenants and Restrictions or any other community standard/guidelines, applicable to the proposed STR. A letter from the Homeowner's Association would satisfy this requirement.~~
5. The owner shall sign an indemnification and hold harmless agreement in a form approved by the Town Attorney, agreeing to indemnify, save, protect, hold harmless, and defend the Town of Mesilla, its officers, employees and agents from any liability in any way arising out of the use of the STR including, without limitation, from the STR Guests.
6. All marketing and advertising of an STR, including any listing on a Hosting Platform, shall clearly list the town issued STR permit number.
- ~~7. The minimum age of a STR tenant shall be 25 years old.~~
8. The town will post STR contact information on the town website for the public to access.
9. The owner shall authorize any Hosting Platform on which their STR is listed to provide the town with the operator listing and other information to demonstrate compliance with all provisions of this title.

F. APPLICATION REQUIREMENTS

The dwelling unit owner or managing agency shall apply to the town for a short-term residential rental permit and supply, at a minimum, the following information:

1. The maximum number of occupants and vehicles that the dwelling unit can accommodate.
 - a. The parking calculation shall be based upon a minimum of one parking space provided per sleeping unit. A parking fee shall be imposed if there is no private parking provided. Parking requirements must be clearly stated on listing and on the property.
 - b. The occupancy shall be determined by the floor area of each sleeping unit, number of restrooms per dwelling unit, infrastructure suitable to

service the occupants and shall be in accordance with habitable and occupancy codes.

2. The name, address, email address and contact telephone number (including 24-hour emergency contact number) of the owner of the residential rental for which the permit is to be issued.
3. A tax ID number issued by the New Mexico Taxation and Revenue Department registered to the proposed STR.
4. A business license is required for anyone conducting business within the Town of Mesilla. MTC 5.05.030.
5. A site plan to include designated off-property parking.
6. Floor plan of the STR and location in reference to the property and/or existing structures on the property.
7. Notification to adjacent property owners shall be required for all STR rental permits. Notification fee of \$25 will be imposed if Town of Mesilla staff notifies all property owners within 100 feet of the intent to use their property as a short-term residential rental. Property owners may opt out of this fee if their managing agent performs this task certifying compliance with this notification.
8. The owner or managing agent/agency shall attest that they have met these requirements as part of the initial rental registration and each successive renewal registration. The form utilized to attest to these requirements shall be part of the registration form provided by the town and be authenticated by a public notary.
9. Owner authorization agreement, allowing agency to represent their interest.
10. Application updates regarding ownership, changes in the structure, parking area, contact person information shall be an amendment to the existing registration and a \$10 fee shall be assessed.
11. If the listing is not the primary residence of the owner, an additional Affordable Housing Fund Fee will be imposed.
12. Fees. Fees are set forth in appendix A to this code. The initial application fee should be sufficient to cover the cost of processing the application, reviewing the information submitted, and issuing the permit.

G. ISSUING OF PERMIT

- A. The Town Clerk or delegated **staff** shall review the initial application within 10 days. Renewal notifications for all permits shall occur 30 days prior to the renewal date.
- B. Once the application review is completed, the Town Clerk or **delegated staff** shall notify the applicant of the decision, **approved or denied** ~~whether or not the issue~~ of the permit based on compliance with this section. If approval is granted, the town will issue a short-term residential rental permit specifying the maximum number of cars and the maximum number of occupants allowed. Failure to renew the permit within the 30 day after the applicable March 15, shall subject the owner to payment of late permit renewal penalty fee.

- C. An application for a permit or renewal application shall be denied if:
1. All applicable fees and taxes have not been paid, including Lodger's tax as provided under MTC 3.20 or
 2. Outstanding property nuisance or building code violations exist on property. ~~or~~
 - ~~3. the owner of the property is not compliant with subsection (h)(5) herein and has exceeded the number of adjudicated citations afforded under that section.~~
- D. The Town of Mesilla recommends all property owners to purchase short-term rental insurance.
- E. Failure to comply with code requirements of this section may result in revocation of the permit for a 12-month time period at the discretion of the planning director.
- F. If the dwelling unit owner plans to discontinue short-term residential rental of the property, a statement to that effect shall be filed with the town and the permit revoked.

TENANT NOTIFICATION REQUIREMENTS

- A. Each short-term residential rental unit shall ~~have a clearly visible and legible notice posted~~ supply by the owner or managing agency or agent within the unit on or adjacent to the interior of the front door containing the following information:
1. A copy of the short-term residential permit.
 2. The name of the managing agency, agent, property manager, local contact person or owner of the unit, and a telephone number at which the party can be reached on a 24-hour, seven days a week basis.
 3. The maximum number of occupants three years of age and older permitted to stay in the unit.
 4. The number of maximum vehicles allowed to be parked on the property.
 5. The number of on-site parking spaces and the parking rules and location(s).
 6. The specific procedures regarding the disposal of trash and refuse.
 7. A notification that a tenant may be cited and fined for creating a disturbance and/or for violating other provisions of the MTC.
 8. Notice that noise provisions contained in the MTC section 9.10.070 will be enforced.
 9. Notice of outdoor lighting provisions and regulations contained in MTC 18.50.050.
 10. The 911 address for the property.
 11. Notice of animal leash laws contained in section MTC 6.05 (prohibited acts; animal nuisance; vicious or dangerous animals) will be enforced.
 12. Notification of MTC 8.10 Smoke-Free Regulations.

- B. Exterior advertising or signage on short-term residential rentals units which indicate availability, phone numbers or other type of information is prohibited. For the purpose of this section, signage shall only be permitted if it includes the name of the dwelling unit and does not include advertisement of the property.

HOSTING PLATFORM RESPONSIBILITIES

- A. Hosting platforms shall not process or complete any Booking Transactions for any STR, unless the STR has a valid current STR permit issued by the Town of Mesilla. Hosting platforms are required to list the STR permit number and expiration date.
- B. Within forty-five (45) days of effective date of this Ordinance, Hosting Platforms with listings located in the town shall provide to the town contact information of the Hosting Platforms.
- C. A Hosting Platform with listings located in the town shall provide to the town on a monthly basis, in a format specified by the town, the STR permit number of each listing, the name of the person responsible for each listing, the address of each such listing, and for each Booking Transaction that occurs within the reporting period, the number of days booked, and the total price paid for each rental.]
- D. Hosting Platforms shall remove any listings of STRs, including those on the town's Prohibited Building List, from the platform upon notification of the town.
- E. Hosting Platforms shall be responsible for collecting all applicable lodging tax and submitting the same to town. The owner shall remain responsible for collection and remittance of the lodging tax in the event that the Hosting Platform fails to fulfill its obligations under this section to collect and/or remit to the town or the Hosting Platform and the owner enter into agreement regarding the fulfillment of this subsection.
- F. All Hosting Platforms operating in the town must comply with all Federal, State, or Local laws.

SEVERABILITY

If any provision or clause of this Ordinance or the application thereof to any person or circumstances is held to be unconstitutional or to be otherwise invalid by any court competent jurisdiction, such invalidity shall not affect other sections provisions, or clauses, or applications, and to this end the provisions, sections, and cluses of the ordinance are declared to be severable.

ENFORCEMENT & PENALTIES

- A. In addition to any other penalties or fines authorized by the Town of Mesilla Municipal Code, the owner of a short-term residential rental unit shall be required to pay a penalty as set forth in the fee schedule to this code in order to obtain, retain or renew a short-term residential rental permit.

1. Each day that an owner rents a unit for a short term without first obtaining a short-term residential rental permit is considered a separate violation of the Town of Mesilla Municipal Code as provided for in sections 1-6.
2. The town code enforcement officer or other designated town employee or representative shall take action to correct the violation as provided for in this code or state statute.
3. The first suspected or observed violation of this section by the town may result in an initial warning notice requesting registration of the unregistered short-term residential rental unit in accordance with the provisions of this code without subject to penalty. Should the property owner fail to comply after receiving such initial notice from the town, penalties may be assessed as provided elsewhere in this code in sections 1-6, including the assessment of a registration fee twice the listed amount.

Appendix A

BUSINESS LICENSE	\$35
SHORT-TERM RENTAL PERMIT	\$250
ZONING PERMIT INSPECTION	\$40
FIRE INSPECTION	\$40
AFFORDABLE HOUSING FUND	\$100
LATE RENEWAL PENALTY FEE	\$50/MONTH

THIS ORDINANCE SHALL BE RECORDED UPON ADDOPTION AND BECOME EFFECTIVE 30 DAYS THEREAFTER.

PASSED, APPROVED AND ADOPTED on this _____ day of _____ 2024.

Gloria S Maya
Town Clerk/Treasurer

Russell Hernandez
Mayor

TOWN OF MESILLA



Personnel Rules and Regulations

12.13.2021

ADD-IN TABLE OF CONTENTS

3-1-1 Definitions

The following is a glossary of terms as used in the Town of Mesilla Personnel Rules and Regulations:

Acting employee

A non-competitive appointment of a regular employee to temporarily assume the duties of a vacant position pending a regular competitive appointment. Acting appointments shall not exceed six (6) months.

Administrative Leave

Leave with or without pay and benefits granted at the Mayor's discretion or pursuant to the disciplinary policy.

Alcohol

The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

Alcohol Test

A test which involves the employee exhaling into a testing device and providing an adequate sampling of breath, or the taking of a blood specimen, to detect any level of blood alcohol content.

Anniversary Date

The date on which an employee was appointed or hired to a regular position or the date of promotion/demotion/transfer.

Annual Leave

Leave with pay granted to a regular or an eligible exempt employee to be used by the employee at the employer's discretion.

Applicant

An individual who has filed an application for a vacant position and desires to be considered for a position with the Town of Mesilla.

Appointment

The employing of a person into a position.

At-will Employee(s)

Those who serve at the will and pleasure of the Town Mayor, or his or her designee, and may be terminated at any time with or without cause and may not grieve such termination, except under certain contractual conditions.

Board of Trustees

The elected or appointed Mayor and four (4) Trustees of the Town of Mesilla.

Break in Service

Any period of separation from employment of at least one normal work day.

Article 1

Definitions

Candidate

A person who has applied for appointment to a position

Classified Employee

An employee holding a classified position in accordance with the personnel rules, who shall be entitled to rights of grievance and appeal except during the probationary period. A classified employee may be full-time or part-time. Classified employees do not include FLSA exempt employees as defined in these Personnel Rules and Regulations. *See also* "FLSA Non-Exempt Employee."

Compensatory Time

Compensatory time off (comp time) is paid time off the job that is earned and accrued by an eligible employee instead of immediate cash payment for working overtime hours, on the basis of one and one-half (1 ½) hours compensatory time for each hour of overtime.

Controlled Substance

Marijuana, cocaine, opiates, amphetamines or phencyclidine except prescribed by a licensed health care provider.

Corrective Action

Oral or written warnings or written reprimands that do not involve suspension, demotion, or discharge.

Demotion

An involuntary (disciplinary) or voluntary personnel action which lowers the employee's job classification and/or pay, duties and responsibilities.

Department

The administrative grouping as specified by the current town organizational structure.

Department Head

Unclassified employees who report directly to the Mayor and are responsible for the supervision and management of the department to which they are assigned.

Disciplinary Action

Suspension, demotion, or dismissal.

Dismissal

Action taken by the Town to terminate an individual's employment with the Town.

Drug Test

A urinalysis or blood test performed under approved conditions and procedures to detect the presence of drugs administered, ingested, inhaled or otherwise influencing an employee.

Drug/Alcohol Drug Administrator

The Town Clerk/Treasurer is charged as responsible for the administration of drug and alcohol-testing.

Article 1

Definitions

Due Process

The right granted to a classified or regular employee to notice and an opportunity to be heard before and after the imposition of disciplinary action.

Emergency Appointment

An appointee by the mayor or their designee in an emergency situation, temporarily, prior to consideration by the Town Trustees.

Employees

All employees employed by the Town of Mesilla.

Employee Assistance Program (EAP)

A program made available to Town of Mesilla employees for professional and confidential counseling designed to assist employees with any drug, alcohol or other personal issues.

External Posting

Publication of a position vacancy in a newspaper that is of general circulation in the area.

Fair Labor Standards

The federal law enacted by the U.S. Congress in 1938, (FLSA) amended, to regulate minimum wages, overtime pay, equal pay, record-keeping and child labor standards.



FLSA Exempt Employee

An employee as defined in Department of Labor regulations relating to the Fair Labor Standards Act, who is paid on a salary basis, and is not entitled to overtime.

FLSA Non-Exempt

Employees who are paid on an hourly basis, and who are entitled to the payment of overtime compensation as defined in Department of Labor Regulations relating to the Fair Labor Standards Act.

Grievance

The complaint of a regular or classified employee concerning working conditions, actions or inactions by management the employee believes in good faith constitute an unlawful or improper act, or a violation of an employee's individual rights as a Town employee.

Illegal Drug

A substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

Immediate Family

The husband, wife, mother, father, mother-in-law, father-in-law, child, step-child, brother, sister, brother-in-law or sister-in-law of the employee.

Insubordination

Refusal by an employee to carry out a legitimate work-related order.

Article 1

Definitions

Internal posting

The posting of a job position vacancy on the official bulletin board of the Town and department.

Job Description

A written statement of duties and responsibilities which is characteristic of a job, that shall include title, class features, salary range, typical tasks and includes the education, experience, knowledge and ability required to perform the duties of the job.

Layoff

The involuntary separation without prejudice of an employee when a classified position has been abolished because of insufficient funds, or because of lack of work resulting from a reduction in force or reorganization.

Leave

Any authorized absence, with or without pay, during regularly scheduled work hours that is approved by the proper authority.

Municipal Judge

Elected or appointed judge of the Town of Mesilla.

Non-Classified Employee

A regular non-classified employee is entitled to all benefits and rights of regular Town employees except the right of grievance and appeal from disciplinary action. A regular non-classified employee may be terminated at any time with or without cause. Regular non-classified employees are appointed for an indefinite term. *See Department Head.*

Overtime work

For FLSA non-exempt employees, overtime work is work in excess of forty (40) hours in the Town's work week. For employees of the Marshal's Department, overtime work is work in excess of 84 hours in a 14-day pay period. For employees of the Fire Department, overtime work is work in excess of 106 hours in a 14-day pay period.

Part-time Employee

A regular employee who works less than the usual forty (40) hours per pay period but on a recurring basis. A part-time employee can work no less than twenty (20) hours per seven (7) day period.

Probationary Employee

An employee hired to fill a position in the regular service who has not yet completed the probationary period of employment and during which time the employee is terminable-at-will.

Probationary Period

The first twelve (12) calendar months of employment with the Town in a regular position during which an employee is terminable-at-will.

Article 1

Definitions

Reclassification

The reassignment of a position from its present class to another class for which there is no salary increase or decrease unless the employee's salary at that time falls under the bottom or over the top of the pay range for the new job classification.

Regular Employee

An employee who has been appointed to a regular position in accordance with the personnel rules, who shall receive all leave and benefits in proportion to hours worked, and who shall be entitled to rights of grievance and appeal, except during the probationary period. A regular employee may be full-time or part-time. Regular employees do not include exempt employees as defined in these Personnel Rules and Regulations. *See* "Classified Employee."

Regular Position

A full-time or part-time position that has been designated in the annual budget to receive all leave and benefits in proportion to hours worked.

Reorganization

The elimination, creation or realignment of Town departments, divisions, agencies, offices or positions.

Resignation

A voluntary separation from employment with the Town at the request of the employee.

Salary range

A division of the salary schedule to which classes are assigned, each range consisting of a series of steps.

Sick Leave

Leave with pay, granted to an eligible employee, when it is used for an illness or injury of the employee or an immediate family member of the employee.

Supervisor

An employee who devotes a substantial amount of work time in supervisory duties, who customarily directs the work of two or more employees and who has authority to recommend the hiring, retaining, promoting, disciplining, adjustment of grievances, or evaluation of other employees. Does not include an individual who occasionally assumes a supervisory role or whose duties are substantially similar to those of subordinates and does not include lead employees.

Suspension

The involuntary separation, without pay, of an employee for disciplinary reasons for a period not to exceed thirty (30) days.

Article 1

Definitions

Temporary Assignment

An employee who is assigned additional, significantly higher-level duties to meet operational needs or to fill-in for a vacant position. The temporary assignment employee is to be compensated with an additional 5% of their current hourly salary for the duration of the temporary assignment. The temporary assignment compensation shall end on the date the applicant hired for the vacant position begins employment with the Town of Mesilla, or until otherwise notified by the Mayor or designee. The temporary assignment will begin five (5) workdays after the employee is assigned additional duties. It will normally run for ninety (90) calendar days; however, the assignment may be extended, with approval of the Mayor or designee, if the conditions are unchanged. Temporary assignment(s) shall not extend beyond one (1) year.

Temporary Employment

The employment of an individual when the need for such employment is for a period of less than one (1) year. Temporary employees are terminable-at-will, are not entitled to rights of grievance and appeal, and are not entitled to any of the benefits of Town employment.

Transfer

Assignment of an employee from one regular position to another regular position in the same classification or to a classification with the same salary range without any break in service. May also be assignment of an employee from one work site to another, from one department to another, to more or less responsible or skilled occupations, or from one operational assignment to another in accordance with Town of Mesilla policy. Transfers may be voluntary or involuntary. An involuntary transfer that results in a reduction of base pay is considered a demotion.

Verified Negative Test

A drug/alcohol test result reviewed by a Medical Review Officer and determined to contain alcohol or prohibited drugs or their metabolites below the threshold standards established for laboratories approved to conduct Department of Transportation (D.O.T.) testing, or established by 3-8-7.

Unlawful or Improper Act

Means a practice, procedure, action or failure to act on the part of a public employer that:

- (1) violates a federal law, a federal regulation, a state law, a state administrative rule or a law of any political subdivision of the state;
- (2) constitutes malfeasance in public office; or
- (3) constitutes gross mismanagement, a waste of funds, an abuse of authority or a substantial and specific danger to the public.

Work week

The period of time for all employees in the service of the Town used for purposes of payroll and shall be the seven (7) calendar days beginning at every 12:00 a.m. Sunday and ending at 11:59 p.m. each Saturday.

Work Performance Evaluation

A written assessment of the quality and quantity of the employee's work made by the employee's supervisor and reviewed by the Department Director.

Article 2

Form of Government

3-2-1 Form of Government

3-2-2 Chain of Command

3-2-3 Personnel Duties of Town Clerk-Treasurer

3-2-1 FORM OF GOVERNMENT

The Town of Mesilla (“Town”) has a Mayor-Trustee form of government with four (4) elected Trustees and an elected Mayor. The Trustees are elected for staggered four (4) year terms so that an election for two (2) Trustee positions is held every two (2) years. The Mayor is elected for a four (4) year term. The Mayor appoints the Town Clerk-Treasurer (“Clerk”) and Department Heads, with the advise and consent of the Trustees, to direct the activities of the Town.

The Mayor or designee shall direct the day-to-day operations of the Town. The Mayor and Trustees serve as the Board of Trustees for the Town, legislating policy, receiving input from the electorate and acting in the best interests of the citizens. The Mayor shall implement the policies of the Board of Trustees. The Mayor is the Chief Executive Officer of the Town.

Municipal Court

Municipal Court employees shall fall within the provisions of their own Personnel Rules and Regulations. With respect to the Municipal Court employees, all references to Department Director, or Supervisor, shall mean the Municipal Judge.

Marshal’s Department Union

Bargaining employees in the Marshal’s Department fall within the provisions of the Collective Bargaining Agreement.

3-2-2 CHAIN OF COMMAND

- A. The Town is organized into various Departments. These Departments are subordinate to and supervised by the Mayor or designee and directed by a Department Director. Department Directors may have subordinate supervisors under them to direct and control the activities of the employees in their department.

Departments of the Town:

- A. Finance and Administration
- B. Marshal

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Form of Government

- C. Public Works
 - D. Fire
 - E. Community and Special Events
 - F. Community and Economic Development
- B. The Department Heads referred to in these Personnel Rules and Regulations are those persons designated as the managers of the Finance, Marshal, Public Works, Fire, Community and Special Events, and Community and Economic Development Departments.

3-2-3 PERSONNEL DUTIES OF THE TOWN CLERK-TREASURER

- A. The Clerk-Treasurer, in addition to the powers and duties given by state law or municipal ordinance, shall as directed by the Mayor and approved by the Board of Trustees, administer the personnel system provided by these Personnel Rules and Regulations or other applicable law. The Town Clerk-Treasurer shall perform the duties and have the powers concerning personnel matters as follows:
1. recommend to the Mayor and Board of Trustees such new or revised personnel rules and regulations as deemed desirable;
 2. as necessary for all personnel in the classified service, on behalf of the Mayor and Board of Trustees, develop, maintain and apply procedures for the recruitment, compensation, promotion, training and disciplinary action and related aspects of personnel management in the Town, subject to the provisions of these Rules and Regulations, and any additional personnel rules and regulations;
 3. recommend to the Mayor and Board of Trustees, supplemental rules and regulations necessary for the effective implementation of these Rules and Regulations;
 4. recommend to the Mayor and Board of Trustees, contractual arrangements with any qualified persons for performance of such technical services as may be desired in the establishment and operation of the personnel program.

Article 3

General Provisions

3-3-1 Town Service

3-3-2 Mayor, Board of Trustees and Municipal Judge

3-3-3 Non-Classified Exempt Service

3-3-4 Coverage

3-3-5 Gender Neutrality and Paragraph Headings

3-3-1 TOWN SERVICE

- A. The Town service shall include all employment within the Town wherein persons are paid a wage or salary from public monies in accordance with official entries on a Town payroll. The Town service shall not include persons who perform services for which payment is made on a fee contract or claim basis.
- B. Notwithstanding any other provisions of the Ordinances of the Town or these Rules and Regulations, the provisions of this Section shall not apply to members of Boards, Commissions, and authorities appointed by the Board of Trustees.

3-3-2 MAYOR, TOWN TRUSTEES AND MUNICIPAL JUDGE

The Mayor, Town Trustees and Municipal Judge are elected public officials. They may not serve as regular or exempt employees and are not subject to these Personnel Rules and Regulations.

3-3-3 NON-CLASSIFIED EXEMPT SERVICE

The exempt service includes:

- A. Clerk/Treasurer;
- B. Department Heads as established in these Personnel Rules and Regulations;
- C. persons paid pursuant to contractual agreement to make or conduct special services, inquiries, investigations, examinations or installations if the Mayor determines that such work could not be performed by regular employees of the Town;
- D. probationary employees;
- E. Town attorney and assistant attorney, if any;
- F. temporary, emergency, or probationary employees as defined in these Rules and Regulations;
- G. persons appointed to positions established in the exempt service.

Article 3

General Provisions

3-3-4 COVERAGE

- A. Those persons specified in Subsections A, C, and D of Section 3-3-3, may be dismissed without cause and shall be entitled to all of the rights and privileges to which other employees are entitled except appeal from disciplinary action or dismissal, which shall be only as expressly provided for exempt employees in the Town ordinances or these Personnel Rules and Regulations. *See* section 3-4-3 Employee Status-Benefits.
- B. Those persons specified in Subsections E, and F of Section 3-3-3 shall not be entitled to any of the benefits of employment to which other employees are entitled unless provided under these Rules and Regulations or other authority, nor shall such persons so specified be considered regular employees for the purpose of administrative hearing procedures as provided in these Rules and Regulations.
- C. Exempt employees shall be appointed for an indefinite term and may be terminated by the Mayor subject to approval of the Board of Trustees, with or without cause, except as may be provided by any personal services contract.

3-3-5 GENDER NEUTRALITY AND PARAGRAPH HEADINGS

To the extent the use of the singular masculine pronoun used in these personnel rules and regulations, it shall be considered to be gender neutral, and shall include the singular and plural, in the context of the rules and regulations. The paragraph headings of the rules and regulations are inserted only for reference and in no way define, or describe the scope or intent of the section, nor affect its terms and provisions.

Article 4

Recruitment, Selection, and Appointment

3-4-1 Equal Opportunity in Employment

3-4-2 Job Specifications

3-4-3 Employee Status - Classifications

3-4-4 Position Vacancy

3-4-5 Recruitment

3-4-6 Employment Applications

3-4-7 Minimum Qualifications

3-4-8 Evaluation and Referral of Applicants

3-4-9 Selection of Applicants

3-4-10 Employment Date

3-4-11 Employment of Relative of Town Employee

3-4-12 Probationary Period

3-4-13 Performance Evaluation

3-4-14 Compensation Plan

3-4-15 New Employee Orientation

3-4-1 EQUAL OPPORTUNITY IN EMPLOYMENT

Town of Mesilla is an Equal Employment Opportunity Employer. It is the Town policy to abide by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, religion, age, national origin, sex, disability, serious medical condition, genetic information, ancestry, spousal affiliation, gender identity, sexual orientation or any other unlawful criteria, except where a reasonable Bona Fide Occupational Qualification exists.

3-4-2 JOB SPECIFICATIONS

The Town Clerk-Treasurer shall establish and maintain specifications for all positions in the Town service. Such specifications shall include title, salary range and typical tasks and qualifications. Such specifications may be reviewed from time to time to maintain accuracy.

3-4-3 EMPLOYEE STATUS - CLASSIFICATIONS

- A. Classified employee: classified employee is entitled to all benefits and rights of Town employees and may not be terminated without just cause. Classified employees who work less than forty (40) hours but more than twenty (20) hours per work week are part time employees, who are entitled to pro-rata Town benefits, and otherwise treated the same as regular classified full-time employees.
- B. FLSA Exempt employee: An FLSA Exempt employee is entitled to all benefits and rights of regular Town employees except the right of grievance and appeal from disciplinary action. An FLSA Exempt employee may be terminated at any time with or without cause. FLSA Exempt employees are appointed for an indefinite term. Regular non-classified employees include, but are not limited to:

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Recruitment, Selection, and Appointment

1. Clerk-Treasurer
 2. Department Head
 3. Probationary employees
 4. Town attorney and assistant attorney, but only where such attorneys are hired into Town service as employees, rather than providing services pursuant to a contract or Request for Proposal
 5. Any person appointed to a position established as exempt
- C. Probationary Employee: A probationary employee is entitled to all benefits and rights of town employees except the right of grievance and may be terminated with or without cause. Annual leave benefits may be accumulated during the probationary period but the employee is not eligible to take annual leave until the probationary period is completed.
- D. Temporary, or Emergency Employee: Temporary or emergency employees are not eligible for fringe benefits or to accrue any of the employment benefits of Town service, and are terminable at will, with or without cause.
- E. Acting Employee: Acting employees shall be entitled to fringe benefits and to accrue benefits according to classification of their regular status. Acting employees may be returned to their regular status at any time with or without cause and are not eligible to grieve the change or discontinuation of their acting status.
- F. Temporary Assignment - An employee is assigned additional, significantly higher-level duties to meet operational needs or in order to fill in for a vacant position. The temporary assignment employee is to be compensated 5% of their current hourly salary. The temporary assignment compensation shall end on the date the applicant hired for the vacant position begins employment with the Town of Mesilla. The temporary assignment will begin five (5) workdays after the employee, is assigned additional duties. It will normally run for ninety (90) calendar days; however, the assignment may be extended, with approval of the Mayor or designee, if the conditions are unchanged. Temporary assignment will not extend beyond one (1) year.

Employees not defined in this section are not eligible to receive any of the benefits and privileges of employees in the service of the Town and may be dismissed with or without cause.

3-4-4 POSITION VACANCY

- A. In order for a position to be vacated, the Mayor or his designee must be in receipt of one of the following:

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1. Notice of final action for dismissal;
2. Letter of resignation signed by the resigning employee; or
3. Memorandum signed by the Town Clerk-Treasurer in lieu of the resigning employee when the job in question has been abandoned.

3-4-5 RECRUITMENT

- A. Vacancies may be filled from employees already in the Town service prior to advertising publicly. The Mayor may make a direct, non-competitive appointment from qualified employees in the service of the Town. *See Sections 3-7-2 and 3-7-3.*
- B. If applicants for an open position are comprised of individuals both in Town service, and not in Town service, and the applicants have equal qualifications, preference will be given to Town employees, providing the Town employee has demonstrated suitability through past performance.

3-4-6 EMPLOYMENT APPLICATIONS

- A. All applications for employment for service with the Town shall be made on standard application forms developed and approved by the Town Clerk-Treasurer. Resumes for management level applicants are required in addition to the standard application form. Copies of certificates, diplomas, licenses, transcripts or other required credentials shall be submitted with the application form.
- B. Completed applications will be accepted only for vacancies that have been posted or published.
- C. For each job vacancy the Town Clerk-Treasurer shall keep a list of applicants for thirty (30) days (120 days for police officers) after the position has been filled. This list should be used as a new-hire source for vacancies for the same position, although it is not required that the vacancy be filled from this source. Should the new-hire not work out or should an additional vacancy occur for the exact same position, it is unnecessary to re-post and re-interview for a period of thirty (30) days after the position has been filled.
- D. Applicants for a position that had been posted or published but is no longer vacant shall be advised that their applications are accepted only as a matter of record and are invalid after thirty (30) days. If a vacancy occurs prior to the expiration date of the application for a job position for which the application is filed, the applicant will be placed on a list of applicants to be considered for the vacant position to be filled.

3-4-7 MINIMUM QUALIFICATIONS

The term “minimum qualifications” refers to those qualities deemed essential to perform a particular job. Minimum qualifications are contained in the job specifications for each position in the service of the Town and include the educational level, level of experience and knowledge, skills and abilities that relate specifically to the job.

3-4-8 EVALUATIONS & REFERRAL OF APPLICANTS

- A. Applications shall be reviewed and investigated as to the qualifications of the applicant and his suitability for employment or appointment to a vacant position.
- B. All applicants for a vacant position shall be evaluated against the same minimum qualification requirements. The top five (5) applicants (or less in the event that there are not five (5) qualified applicants) who meet the minimum qualifications, ranking highest by the Town Interview Committee (TIC) may be referred to the Board of Trustees for consideration.

3-4-9 SELECTION OF APPLICANTS

- A. Interviews of applicants for employment by the Town shall be performed by the Town Interview Committee (TIC) which shall consist of a Town Trustee appointed by the Mayor, the head of the department that has the vacancy to be filled, the Mayor and the Town Clerk-Treasurer. The Mayor may also appoint a member from outside of the Town of Mesilla or from the Department that has the vacancy to be filled.
- B. The Town Interview Committee shall interview the top five (5) qualified applicants (or less in the event that there are not five (5) qualified applicants) for the position to be filled. No job shall be considered officially offered until the Board of Trustees has approved such appointment by the Mayor. The Mayor shall notify the applicant of his selection in writing. In the event that no applicant is deemed suitable for the position, the Mayor may request that recruitment be continued and additional applicants be referred for interview.

3-4-10 EMPLOYMENT DATE

The employment date of a regular employee shall be the date that the employee begins working at the position after appointment is approved by the Board.



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Recruitment, Selection, and Appointment

3-4-11 EMPLOYMENT OF RELATIVE OF TOWN EMPLOYEE

For purposes of this rule, relative includes spouse, child, parent, brother, sister, son-in-law, daughter-in-law, parent-in-law, brother-in-law, or sister-in-law. In carrying out this rule the following shall apply without exception:

- A. No person shall be hired, promoted, or transferred to a position which is under the supervision of his relative, including the Department Heads and the Municipal Judge. Supervisory relationship includes immediate and intermediate supervisor.

3-4-12 PROBATIONARY PERIOD

- A. Every regular and exempt employee shall serve a probationary period of twelve (12) complete calendar months prior to becoming a regular employee.
- B. Annual leave benefits will accumulate during the probationary period, but the regular or exempt employee will not be eligible to take annual leave until after completion of six (6) months with satisfactory performance. Should the employee leave before becoming a regular employee for any reason he will not be paid for accumulated annual leave. Other employee benefits such as sick leave, holidays, insurance, and retirement benefits may be utilized during the probationary period.
- C. The probationary period shall be an internal part of the evaluation process and shall be utilized for closely observing the employee's job performance. Successful completion of the probationary period is the final phase in the selection process. Employees may be terminated prior to the end of the probationary period with or without cause. A probationary employee does not have the right of grievance when dismissed or demoted. A probationary employee should be evaluated at least once during the probationary period.
- E. The Mayor may determine that the probationary period of the employee should be extended in order to further evaluate the employee, and to determine his suitability for the position. The probationary period may be extended for an additional period not to exceed six (6) months.
- F. Probationary Period for Promoted and Demoted Employees

An employee when promoted, begins a new twelve (12) month period of probation. If the employee's performance in the promoted position is judged satisfactory by the appropriate Department Head and the Mayor, then the employee becomes a regular employee in that position after the expiration of the probationary period. Demotion from a promoted position during the promotional probationary period is not subject to grievance proceedings.

An employee that has been demoted begins a new twelve (12) month period of probation. If the employee's performance in the demoted position is judged satisfactory by the appropriate Department Head and the Mayor, then the

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employee becomes a regular employee in that position after the expiration of the probationary period.

When promoted, demoted or laterally transferred, use of annual leave is permitted during the probationary period if the employee had previously attained regular status with the Town.

G. Request for Lateral or Promotional Transfer While in Probationary Status.

Except in unusual circumstances, an employee must serve in the same position with the Town for a minimum of four (4) months before a request for either a lateral or promotional transfer to another department may be made. A lateral or promotional transfer being considered for a probationary employee must be presented in writing to the Mayor for approval. Promotional appointments within the same department can be made while the employee is in the probationary period. In such circumstances, the twelve (12) month probationary period will start over effective as of the date of approval of the Board of Trustees.

3-4-13 PERFORMANCE EVALUATION

- A. Performance evaluations for regular employees in the service of the Town should be done at least once annually prior to July 1 of each year. The method used in the performance evaluations and standard forms to be used in performance evaluations appraisal are established by the Board of Trustees.
- B. The performance appraisal form will be used as a guide for the employee's Department Head to review progress periodically and hold an interview with the employee. This interview should focus on the employee's strengths and weaknesses, as viewed by the supervisor. The employee shall then sign his name to the performance appraisal form.
- C. An employee's signature on the performance appraisal report does not signify that the employee agrees with the performance appraisal; it merely indicates that the Department Head has met with the employee and discussed his performance and subsequent performance rating. If an employee disagrees with his evaluation, the employee may write a rebuttal, which will be placed in the employee's personnel file.
- D. If the employee refuses to sign the performance appraisal at the time of the interview, the Department Head, in the presence of a witnesses, should the employee's refusal to sign the performance appraisal report and the employee's reason for refusal, if any. The Department Head shall enter the date and the time he signed the report on behalf of the employee.
- E. After the Department Head completes the performance appraisal report, discusses it with the employee and obtains the employee's signature, the Department Head

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shall forward it to the Town Clerk-Treasurer for placement in the employee's personnel file.

- F. Any addendum to the Department Head's performance appraisal by the Mayor may be attached to the performance appraisal report. These reports must also be signed by the employee to indicate that the employee has been advised of the Mayor's evaluation.
- G. All performance appraisal reports and addenda, if any, shall be provided to the employee.

3-4-14 COMPENSATION PLAN

- A. The compensation plan shall consist of wages, salaries, and all other benefits of value to an employee, which result in a cost to the Town.
- B. A salary plan shall be incorporated as part of each year's budget after recommendation by the Mayor and approval by the Board of Trustees. The salary plan shall include salary schedules for Town employees that reflect:
 - 1. Minimum and maximum salaries within salary grades.
 - 2. Overtime compensation or compensatory time, for FLSA non-exempt employees.
 - 3. Call-back pay.
 - 4. Periodic cost-of-living adjustments.
 - 5. Longevity of service.
 - 6. Life, health, and disability insurance.
 - 7. Other benefits that the Board of Trustees deems appropriate.
- C. The Mayor shall make periodic examinations of compensation plan and recommend to the Board of Trustees any changes warranted by changing conditions. Updates may be made in the monetary adjustments to the pay schedule by the adoption of additional pay plans or by changes to the various procedures by which the pay plans are administered.
- D. Revised or updated pay plans shall be approved by the Mayor and subject to approval of the Board of Trustees.

Article 4 Recruitment, Selection, and Appointment

3-4-15 NEW EMPLOYEE ORIENTATION

- A. The Town Clerk-Treasurer or designee will provide an orientation to each new hire explaining Town benefits; terms and conditions of employment; the probationary period and a provide a copy of the Town policies and procedures.

- B. A new hire will not commence work prior to the new hire orientation provided by the Town Clerk-Treasurer or designee.

- 3-5-1 Loyalty and Diligence in the Town Service**
- 3-5-2 Outside Employment (Moonlighting)**
- 3-5-3 Attendance**
- 3-5-4 Unauthorized Absence**
- 3-5-5 Relief Periods**
- 3-5-6 Meal Time**
- 3-5-7 Telephone Requirements**
- 3-5-8 Voting Time**
- 3-5-9 Public Announcements**
- 3-5-10 Bulletin Boards**
- 3-5-11 Telephone Courtesy**
- 3-5-12 E-Mail/Internet**
- 3-5-13 Travel Expenses**
- 3-5-14 Dress and Appearance**
- 3-5-15 Uniforms and Equipment**
- 3-5-16 Town Vehicle Usage**
- 3-5-17 Marshal Vehicles**
- 3-5-18 Work Safety**
- 3-5-19 Employee Permanent Record**
- 3-5-20 Political Activity**
- 3-5-21 Social Media**

3-5-1 LOYALTY AND DILIGENCE IN THE TOWN SERVICE

During his hours of active duty, each employee shall devote his whole time, attention and efforts to his office or employment, and may not perform or be required to perform any service except for the benefit of the Town.

3-5-2 OUTSIDE EMPLOYMENT (Moonlighting)

It is recognized by the Town that circumstances may require an employee to seek additional employment outside the service of the Town. Such outside employment must be performed by the employee in such a manner that it does not interfere with his assigned duties in the service of the Town. No employee may engage in any outside employment, which is inconsistent, incompatible, or in conflict with his duties. Employees who wish to maintain outside employment must submit a request to the Town Clerk-Treasurer and Mayor, who should approve the request if the proposed employment meets the criteria described above.

Approval for outside employment may be withdrawn at any time, if the Town determines that such employment no longer meets the above requirements, or it is in the best business interests of the Town to do so. An employee's refusal to comply with the company's request to discontinue outside employment may result in immediate termination of employment. The Town complies with all applicable fair employment practices laws and regulations and does not discriminate in its enforcement of this and other workplace policies.

Article 5 Conditions of Employment – Employee Rights

3-5-3 ATTENDANCE

Employees shall arrive promptly and prepared to work at the scheduled time and place. In the event that illness or other conditions prevent his arrival or punctuality, he shall notify his Department Head or immediate supervisor as soon as possible, giving the reasons for his failure to report and estimating, whenever possible, when he will be able to return to duty. If the employee realizes in advance that he will be unable to report, he should attempt to advise his supervisor no later than two (2) hours before their normal scheduled reporting time.

3-5-4 UNAUTHORIZED ABSENCE

An employee who is absent from duty without approval shall receive no pay for the duration of the absence and shall be subject to dismissal or other appropriate disciplinary action. It is recognized that there may be extenuating circumstances for an unauthorized absence, and due consideration shall be given each case for the type of leave to be approved or other appropriate action to be taken.

3-5-5 RELIEF PERIODS

The number of breaks and the time allowed for breaks of up to fifteen (15) minutes are at the discretion of the Department Heads and are to be scheduled so that service to the public and efficient work procedures are not interrupted. Supervisors may limit, delay, or eliminate breaks if continuous work is required. Break time is paid time and is to be used only for the purpose intended and cannot be exchanged for any other purpose. There shall be no accumulation of breaks.

3-5-6 MEAL TIME

Meal breaks are one (1) hour. Such mealtime shall be unpaid time.

3-5-7 TELEPHONE REQUIREMENTS

The Town may require employees in the Town service to have a home or cellular telephone. Such employees occupy positions that are subject to an on-call basis in the case of an emergency.

3-5-8 VOTING TIME

Employees are authorized paid voting leave of two (2) hours on Election Day for the purpose of voting, between the time of opening and the time of closing the polls. The provisions of this subsection do not apply to any employee whose workday begins more than two (2) hours after the time of opening the polls or ends more than three (3) hours before the time for closing the polls.

3-5-9 PUBLIC ANNOUNCEMENTS & USE OF TOWN LOGO AND LIKENESS

The Mayor or his designated representative will make all reports and announcements to newspapers and other news media as may be designated. No other town employee shall make any statements on behalf of the Town unless authorized to do so by the Mayor.

3-5-10 BULLETIN BOARDS

Employees are held responsible for information in official notices, and items of interest posted on Town bulletin boards. Current job vacancies will be posted on all such bulletin boards. Distasteful, or potentially offensive material shall not be posted.

3-5-11 TELEPHONE/CELLULAR PHONE USE

The Town telephone system and Town assigned cellular phones are provided for OFFICIAL TOWN BUSINESS USE ONLY. Landline and cell phone use should be kept at an absolute minimum. Town telecommunications services and equipment should be used in the most cost-effective manner only for Town business.

3-5-12 USE OF E-MAIL, INTERNET, TELEPHONE AND U.S. MAIL SYSTEMS

- A. The e-mail, Internet, landline telephone, cellular phone and U.S. mail delivery system are resources available to some employees for use within the course and scope of employment and should not be used for personal reasons during work hours.
- B. On the occasion that an employee does need to receive or make a personal telephone call or e-mail transmission at work, the calls/transmissions should be brief and infrequent.
- C. The cellular service provider provides monthly call summaries. The summaries contain individual call records that are listed by phone number (for all incoming and outgoing calls). Employees have no expectation of a right to privacy regarding the content on town-issued phones.

Town records, including e-mail, Internet, landline telephone, cellular phone and U.S. mail records are subject to access by supervisors and potentially to public disclosure; therefore, employees should assure that information contained therein is accurate, appropriate and lawful.

- D. The Town's e-mail, Internet, landline telephone, cellular phone and U.S. mail systems shall not be used to create, store, or send any offensive material.

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- E. Abuse of the landline telephone, cellular phone, e-mail, internet or mail systems will result in disciplinary action, up to and including, termination.
- F. The Town provides some of its employees with access to its information systems, internet access and an e-mail address in order to conduct business efficiently. The Town retains the right to monitor all internet usage, including, but not limited to, a user's web browsing history and e-mail content. Employees have no expectation of privacy in their internet usage or e-mail content.
- H. All existing Town policies apply to employee conduct online. E-mails sent via the Town's e-mail system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images. Access or storage of sexually explicit materials on any Town information system is prohibited.
- I. In departments or offices where use of such materials falls within legitimate job responsibilities (such as law enforcement), the Department Head may exempt affected employees from this policy with the written approval.

3-5-13 TRAVEL EXPENSES

At least five (5) days prior to traveling on official Town business, an employee must complete a travel request form and submit it to the Department Head for approval. Such request must also be approved by the Town Clerk-Treasurer or the Mayor prior to travel. Town employees required to travel on Town business will be reimbursed for expenses within the limits described in the travel reimbursement policy as authorized by the Town.


3-5-14 DRESS AND APPEARANCE

The image of the Town depends on the professional attitude and appearance of its representatives. A representative serving the public must present himself in a professional manner, including his grooming, dress, and hygiene. Uniforms are the property of the Town and may not be altered without authorization. If the job does not require a uniform, the employee is expected to dress in accordance with established departmental policies.

3-5-15 UNIFORMS AND EQUIPMENT

An employee may be required to wear special clothing and/or a uniform, footwear, and/or protective outer garments to perform his job duties. If any of these are required, they shall be issued to the employee. Alternatively, a voucher may be issued to purchase the special clothing, uniform, footwear or protective outer garment pursuant to guidelines established by the Town.

3-5-16 TOWN VEHICLE USAGE

- A. It is the policy of the Town to provide Town vehicles as required for the efficient operation of Town business. Town vehicles shall not be for personal use.
- B. Town owned vehicles should not be taken outside the Town limits unless attending to Town business.
- C. Employees who regularly use Town vehicles will be assigned specific vehicles. During business hours when the assigned vehicle is not in use, it should be made available to other Town employees who may require the use of it.
- D. Except when an employee is required to be on stand-by or on call, use of a vehicle after normal working hours is prohibited unless otherwise approved by the Mayor or designee.
- E.  An employee called out to service on an emergency who uses private transportation to and from the work area will be compensated for mileage pursuant to State law and the hours worked.
- F. Employees who reside outside the corporate limits of the Town shall not be permitted to take Town owned vehicles home, except emergency vehicles, Public Works on-call, as outlined in the Marshal’s Collective Bargaining Agreement, or as approved by the Mayor. In an emergency, if private transportation is not available, called-out employees may request transportation by a Police Department vehicle.
- G. When operating a Town owned vehicle, employees shall adhere strictly to posted speed limits and other motor vehicle and traffic regulations. Vehicles shall be operated in a safe and responsible manner appropriate to road, traffic and weather conditions, with special regard to driving courtesy. Employees who receive traffic citations while operating a Town owned vehicle are personally responsible for payment of those citations. This section of the policy does not apply to emergency vehicles operating during the course of an emergency.
- H. It is the responsibility of the employee to whom a vehicle is assigned to give notice to his Department Supervisor of the need for preventive maintenance and repair to the assigned vehicles.
- I. Abuse of a Town owned vehicle by an employee might result in the loss of assignment or withdrawal of authorization to operate the vehicle and possible

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dismissal of the employee from service in the Town, depending upon the severity of the abuse.

- J. No employee shall operate a Town owned vehicle unless he possesses a valid New Mexico driver's license, and if required, a special class driver's license from the State of New Mexico.

3-5-17 MARSHAL'S VEHICLES

The rules and regulations governing employee use of Town owned Marshal's vehicles are contained in the Town of Mesilla Marshal Collective Bargaining Agreement as approved by the Board of Trustees, which are incorporated by reference herein.

3-5-18 WORK SAFETY

It is the policy of the Town to provide and teach safety methods and practice to employees and that no job is so important and no service is so urgent that time cannot be taken to perform work safely.

- A. Negligence or failure to regard safety rules and regulations, as well as unsafe conduct in job performance, are grounds for disciplinary action up to and including dismissal.

3-5-19 EMPLOYEE PERMANENT RECORD

- A. Upon prior notice to the Clerk-Treasurer, each Town employee may examine his own permanent personnel record at any reasonable time during established office hours in the office of the Clerk-Treasurer. Employees shall notify the Clerk-Treasurer of any change of address and phone number, and update beneficiary and dependent information changes as they occur. An employee in the service of the Town should notify the Clerk-Treasurer of any additional skills, training, education and certification acquired by him during employment in the service of the Town to be added to the employee's permanent record.
- B. Records shall be retained and preserved by the Clerk-Treasurer in accordance with State law and the most current record and retention schedule published by the State Records and Archives Division.
- C. Examples of documents that may be examined by the employee in his permanent record file:
 - 1. employee's application for employment;
 - 2. physical examination report, if applicable;
 - 3. letters of reference or evaluation;

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4. retirement plan documents;
 5. personnel action forms;
 6. request for leave and records relating thereto;
 7. performance evaluations;
 8. commendations, certificates and awards;
 9. records relating to disciplinary action;
 10. accident reports; and
 11. entry tests or results of other selection processes.
- D. Access to Personnel Files. Complete access to personnel records is restricted to the following persons:
1. the employee;
 2. the Town Clerk-Treasurer; and
 3. the Mayor.
- E. Town Trustees and Department Heads may request information from the employee's personnel file under supervision of the Clerk-Treasurer. Certain information contained in an employee's personnel file is confidential and shall not be released to anyone without the notarized written consent of the employee or through appropriate legal process. Personnel records may not be removed from the office of the Town Clerk-Treasurer. These records are privileged documents. (See "Inspection of Public Records Act," NMSA 1978, Article 14, Chapter 2)
- F. Request for Information from Personnel File: Requests by outside agencies or individuals for information contained in an employee's personnel file will be processed by the Clerk-Treasurer. The Clerk-Treasurer may release only information that is authorized by law. Information other than employment verifications (position held, hire date and termination date) must be requested in writing to the Clerk-Treasurer. Phone numbers, addresses, etc., shall not be revealed to anyone, without benefit of appropriate legal processes. The Clerk-Treasurer shall assure that appropriate safeguards are observed to insure the confidentiality of the employee's personnel record. (See "Inspection of Public Records Act," NMSA 1978, Article 14, Chapter 2).

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3-5-20 POLITICAL ACTIVITY

- A. Any employee in the service of the Town in an exempt or regular position, may continue in Town service with pay after he has filed a declaration of candidacy for elective office of the Town of Mesilla. He may expend annual leave with pay for his electioneering or campaign activities and on approval of the Mayor may take leave without pay for such activities. If elected or appointed to municipal office, on the taking of the oath of office the employee must resign from service with the Town.
- B. Partisan political activity or political activity relating to any municipal candidacy during working hours is strictly prohibited to all employees of the Town.
- C. No employee shall solicit or receive any contribution to the campaign funds of any partisan political organization or any candidate for public, Town, state or Federal office from any employee in Town service during such employee’s hours of work for the Town.
- D. Nothing in these Rules and Regulations shall be construed to restrict other proper off duty political activities or prohibit any employee from:
 - 1.) making voluntary contributions for political purposes;
 - 2.) exercising the right to express their opinions on political subjects and candidates; or
 - 3.) attending general political meetings.

3-5-21 SOCIAL MEDIA

These rules have general applicability to all prospective and current employees, both classified and unclassified, officials, and others serving in an official capacity on behalf of the Town of Mesilla.

- A. Purpose: to establish and publish the Town’s position on the permitted and prohibited use of all forms of social media by Town representatives, for business use. The policy covers current and future forms of social media.
- B. Policy, generally: the Town may use social media to meet community needs, perform community outreach, problem-solving, and otherwise further the goals of the Town. In doing so, the Town’s official use of social media must be at the highest professional standard.
- C. Official use of social media. The Town may maintain a social media presence through its communications and marketing office. No department shall have their own specific social media page or presence without the express consent of the Mayor.
 - i. All department pages that are approved by the Mayor will be administered by the person, or persons, as designated by the Mayor.

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- ii. Any director wishing to administer their own page shall fill out an application with the Mayor, which will then be considered. If approved, the department will be able to administer their own social media page but shall also continue to include the other person, or persons, as designated by the Mayor.
 - iii. In order to minimize public confusion, Town employees should only publish or post information under the Town's official username and profile.
 - iv. All social media content shall adhere to applicable state, federal, and local laws, regulations, the general standards of employment set forth in the Town's Personnel Policy. As such, if the Mayor or his or her designee feels the post is inappropriate, it will not be posted, at the Mayor's discretion.
 - v. All contents published and received by the Town using social media in connection with Town business are public records, and therefore subject to record retention law.
 - vi. First amendment: Town representatives are cautioned that their speech, made pursuant to their employment duties, in the course of their official duties, or relating to their professional responsibilities, whether on or off duty, may not be protected by the first amendment.
 - vii. No expectation of privacy: communications sent or received using the Town's electronic communications systems or equipment are the Town's property, and are not individual's private property. Town representatives using Town equipment have no right to privacy and no expectation of privacy with respect to those communications, whether communicated via social media sites or otherwise. The Town reserves the right to monitor, review, intercept or gain access to communications initiated or received by Town representatives on the Town's electronic communications systems and equipment. Use of the Town's systems constitutes consent to such monitoring, reviewing, interception or access. The Town is not required to provide notice to Town representatives before or after any review of communications.
 - viii. Social media is subject to the Inspection of Public Records Act (IPRA) and any other open records laws.
- D. Private use of social media. The Town recognizes and respects that Town employees may choose to have their own personal social media accounts and does not wish to regulate personal use. However:
- i. Employees should keep in mind that identifying one-self as a Town employee and making disparaging remarks about the Town on a public website is not permitted, and may subject the employee to disciplinary action, including but not limited to dismissal.
 - ii. Employees are hereby cautioned that acting in their capacity as a Town employee and making adverse remarks about the Town is considered to be in

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violation of this policy and disciplinary action may be taken as a result of the remarks.

- E. Violations of the social media policy. Town employees who become aware of or having knowledge of a posting or of any website or webpage in violation of any provision of this policy should notify the appropriate supervisor, department director, human resources staff person or other high-level management official immediately. Employees in violation of any provision of this policy are subject to disciplinary action, up to and including termination.
- F. Employee rights. Nothing in this policy is meant to restrict or prohibit Town personnel rights under any applicable local, state, or federal laws.

3-6-1 Work Periods Defined - Hours Worked Each Pay Period**3-6-2 Overtime****3-6-3 On-Call Policy****3-6-4 Compensatory Time****3-6-5 Holiday Pay****3-6-6 Salary on Promotion****3-6-7 Salary on Acting Appointment****3-6-8 Salary on Demotion****3-6-9 Longevity Increase****3-6-10 Cost of Living Increase****3-6-1 WORK PERIOD DEFINED – HOURS WORKED EACH PAY PERIOD**

- A. **Workweek:** For the purposes of payroll, the work week for all employees of the Town shall be the seven (7) calendar days beginning at 12:00 a.m. Sunday and ending 11:59 p.m. Saturday. The workday will commence at 8:00 a.m. each morning and end at 5:00 p.m. Department Heads, with the prior written consent of the Mayor, may change the beginning and end of the workday if, or when, it shall best serve the needs of such department or to comply with applicable law or these Personnel Rules and Regulations. The pay period shall be biweekly.
- B. Exceptions to Standard Work Schedules. Staggered workdays or work weeks, rotating shifts, and other exceptions to the standard schedules, may be established, as required, provided the employees affected are notified prior to the beginning of the work week or prior to the beginning of the workday by their Department Heads. Such changes must be submitted to, and approved by, the Mayor.

3-6-2 OVERTIME

- A. For purposes of Article 6 of these Rules and Regulations, a nonexempt employee is any employee who is not defined as exempt under the Fair Labor Standards Act (“FLSA”). Most Town employees are nonexempt. Questions regarding your status under the FLSA should be directed to the Town Clerk/Treasurer.
- B. All nonexempt employees other than public safety employees will be paid overtime pay for hours worked in excess of forty (40) hours in the Town’s work week. Overtime pay is one and one-half (1 ½) times an employees’ regular rate of pay. All overtime pay for non-public safety employees will be paid in accordance with the applicable provisions of the FLSA.
- C. Public safety employees are nonexempt employees of the Marshal’s Department or Fire Department. Nonexempt Marshal’s Department employees will receive overtime pay for all hours worked in excess of eighty-six (86) hours within the

Town's 14 day pay period unless otherwise noted in a Collective Bargaining Agreement. Nonexempt Fire Department employees will receive overtime pay for all hours worked in excess of one hundred and six (106) hours within the Town's 14 day pay period. Overtime for public safety employees will be paid in accordance with Section 7(k) of the FLSA.

- D. All overtime work must have prior approval from the Department Director and Mayor. It is the Department Director's responsibility to use proper controls in the overtime worked in his department. Frequent and considerable overtime in a Department shall be considered evidence of under-staffing or poor management of resources, and may be subject to investigation by the Mayor or designee.
- C. All employees authorized to work overtime will accrue overtime in increments of fifteen (15) minutes or one-quarter (1/4) hour(s). All Department Heads, where possible, shall reduce overtime to a minimum by releasing from duty any employee during a week in which it appears overtime will be worked so as to avoid overtime payment.
- D. In accordance with the applicable provisions of the Fair Labor Standards Act, and any revisions or updates to the applicable provisions of the Fair Labor Standards Act affecting municipal government, employees are expected to absent themselves from their workstations for lunch breaks and rest periods. An employee shall not be asked to work during these periods except in cases of a documented bona fide emergency.

3-6-3 ON-CALL POLICY

An employee who is scheduled for on-call status during other than normal business work hours shall be compensated only if the on-call status substantially restricts the employee's ability to use his or her on-call time for his or her own purposes as defined by the FLSA. Employees who are scheduled to be on-call and need to change their on-call status must receive approval from the Department Director prior to the beginning of the shift.

3-6-4 COMPENSATORY TIME

- A. Compensatory time (or "comp time") is paid time off the job that is earned and accrued by an eligible employee instead of immediate cash payment for working overtime hours. Compensatory time is earned at the rate of one and one-half (1 ½) hours compensatory time for each hour of overtime work.
- B. In accordance with the FLSA, non-public safety employees who earn compensatory time may accrue a maximum of 240 hours. Any overtime worked after an employee has accrued 240 hours of compensatory time will be compensated with overtime pay.

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Employee Compensation and Work Period

- C. In accordance with the FLSA, public safety employees who earn compensatory time may accrue a maximum of 480 hours.
- D. Upon separation of employment, an employee who has accrued compensatory time will be paid for the unused compensatory time as provided in the Code of Federal Regulations, § 553.21.

The Finance/Administration Department will be the official record keeper of comp time earned, accrued and used.

3-6-5 HOLIDAY PAY

Regular employees will be paid for holidays observed by the Town, as set forth by the Board pursuant to Section 3-11-1 of this policy. If the employee is required to work on a holiday the employee is paid at the rate of (1 ½) times the hourly rate of pay.

3-6-6 SALARY ON PROMOTION

The Mayor and Trustees shall make the final salary determination when an employee is promoted.

3-6-7 SALARY ON ACTING APPOINTMENT

Acting appointments should not exceed six (6) months. The Mayor or designee will make all acting appointments. The Board of Trustees must be notified when acting appointments exceed 30 days. For acting appointments in excess of 30 days, additional compensation at no less than the entry level or one pay step upward shall be awarded. Acting appointments shall not be continued for more than six months, except, when due to extraordinary circumstances, the Mayor opts to extend the acting appointment.

3-6-8 SALARY ON DEMOTION

An employee demoted to a position with a lower rate of pay shall receive the lesser pay rate that is, in the judgment of the Mayor and the Town Trustees, the most appropriate rate.

3-6-9 LONGEVITY INCREASE

Regular employees are eligible to receive a 5% increase every fifth anniversary of their date of hire.

3-6-10 COST OF LIVING INCREASES

The Board of Trustees from time to time based on cost of living may approve a general pay increase for all regular employees.

- 3-7-1 Promotions**
- 3-7-2 Intra-Departmental Promotions**
- 3-7-3 Inter-Departmental Promotions**
- 3-7-5 Demotions Not Related to Discipline**
- 3-7-6 Reclassifications**
- 3-7-7 Reorganization**

3-7-1 PROMOTIONS

The Town encourages employees to apply for promotions to positions at higher levels and to develop the skills necessary to be promoted. The Town will give preference to Town employees when the Town employee has qualifications equal to those of applicants outside of the Town employment, provided the employee has demonstrated qualifications for the position to be filled.

3-7-2 INTERNAL DEPARTMENTAL PROMOTIONS

When a position becomes available within a department, Mayor and the Department Head will review qualifications of those persons interested in the position within the department to determine if someone in the department is qualified to fill the position. If so, preference will be given to an employee in the department if the Mayor determines that the employee has qualifications equal to those of other potential or actual applicants, providing the employee has demonstrated qualifications for the position to be filled through past performance or assessment. When intra-departmental promotion occurs, the position vacated by the promoted employee will be the position posted by the Clerk. If the position vacated is also a position that is filled by promotion from within, then the department will post the lowest level vacancy. If no one within the department interested in the position can qualify, the Mayor may expand the applicant pool, and the position will be posted in all departments within the Town, and then posted publicly. Posting shall be done in accordance with New Mexico statutes, to recruit qualified applicants, pursuant to Article 4 of these rules.

3-7-3 PROMOTIONS BETWEEN DEPARTMENTS

An employee must make application to the Mayor to transfer to a higher level outside his department. The application shall be made in writing on the vacancy consideration form. After the internal posting closes, the Mayor and the Department Head will evaluate the qualifications of the employee who is requesting the promotion, along with all other applicants for the position. If the employee meets the minimum qualifications, and the qualifications for which tests may be required, and is among the final qualified applicants for the position, he will be referred to the Mayor for final interview. If the Mayor hires the employee requesting the transfer, the Mayor will notify the department from which the employee is transferring of the date and time the transfer is effective. Except in extenuating circumstances, a department from which an employee is transferring shall not require the services of that employee beyond a period of two (2) weeks. A promoted employee is considered probationary for the period of time pursuant to Section 3-4-21(A). A performance evaluation will be submitted to the Mayor on a quarterly basis during the probationary period.

Promotional, probationary employees are entitled to use annual and sick leave.

3-7-4 DEMOTIONS NOT RELATED TO DISCIPLINE

- A. The Mayor may demote any employee from a position in one class to a vacant position in another class with a lower pay rate according to, but not restricted to, the following criteria;
 - 1. by voluntary request;
 - 2. if the employee would otherwise be laid off because of job abolishment;
- B. A written statement of demotion shall be supplied to the employee at or before the time the demotion becomes effective.
- C. Demotions shall be recommended by the Department Head subject to approval by the Mayor and by the Town Trustees.
- D. A demoted employee shall be paid at the rate of the new salary grade determined by the Mayor to be the most appropriate under the circumstances of the demotion.

3-7-5 RECLASSIFICATION

An employee may be reclassified, based on job performance and operational needs, from one grade to another or to another salary schedule as follows:

- A. Initiation: The concerned department or the Mayor may initiate a request for reclassification. If the employee's duties are sufficiently different from the current job description, a written reclassification request must be initiated and sent to the Mayor. The Mayor will consult with the Department Head of the concerned department to determine reclassification of pay and position. Documentation for job expansion or reduction will then be presented to the Town Trustees for evaluation to determine the extent of reclassification. A new job description must accompany any reclassification request.
- B. Reclassification: When an employee is reclassified, there may be a salary adjustment. In reclassification to a lower grade, an employee's salary may not be reduced. The Mayor, with the approval of the Town Trustees, will make the final determination.

3-7-6 REORGANIZATION

- A. If the Town reorganizes, efforts will be made to retain affected employees. If a position is available within the service of the Town and the employee meets the minimum qualifications, the employee shall be given priority for the available position. Efforts shall be made to keep the salary of the employee intact as prior to reorganization. Salary consideration shall be based on the employee's current rate in relation to the new pay rate, length of employment with the Town, qualifications for the new position, and prior work record with the Town. Regular or probationary employees who must be laid off shall be given at least two (2) weeks' notice prior to the effective date of layoff.

- B. All reorganization must be approved by the Mayor with the approval of the majority of all of the members of the Town Trustees.

- C. Following any reorganization, the Town Clerk-Treasurer shall update the organizational chart in a timely manner.

- 3-8-1 Fraud**
- 3-8-2 Appointment or Promotion - Favors Prohibited**
- 3-8-3 Gifts and/or favors**
- 3-8-4 Financial Conflict of Interest**
- 3-8-5 Discrimination Prohibited**
- 3-8-6 Sexual Harassment Prohibited**
- 3-8-7 Retaliation Prohibited**
- 3-8-8 Controlled Substances and/or Intoxicating Liquors**
- 3-8-9 Accusations of Criminal Conduct**
- 3-8-10 Failure to Account for Town Funds**
- 3-8-11 Strikes Prohibited**

The following activities are an example of prohibited behaviors that are not in the best interests of the Town. All Town Employees engaging in these, or any other prohibited activities are subject to disciplinary action or dismissal from the service of the Town. It should be noted that this is not an exhaustive list and the Town reserves the right to discipline employees for any behavior deemed to be not in the best interest of the Town.

3-8-1 FALSE STATEMENTS

No person shall willfully or knowingly make any false statement, certificate, mark, rating or report in regard to any test, certification or appointment held or made under these Personnel Rules and Regulations or in any matter commit any act preventing or for the purpose of preventing the proper and impartial execution of these Personnel Rules and Regulations.

3-8-2 APPOINTMENT OR PROMOTION - FAVORS PROHIBITED

No person seeking appointment to or promotion in the service of the Town shall give directly or indirectly, render or pay any money, service or other valuable thing to any person for or on account of or in connection with that person's test, appointment, proposed appointment, promotion or proposed promotion. This shall not apply to payments made to duly licensed employment agencies.

3-8-3 GIFTS AND/OR FAVORS

- A. No reward, favor or other form of remuneration, other than regular compensation shall be received by any employee in the service of the Town for the performance or non-performance of his duties or in anticipation of such performance or non-performance of his duties from any vendor, contractor, individual, firm or any source having or proposing to have any relationship with the Town. For the purposes of this subsection "value" shall be defined as any item or service which could be exchanged for any amount of money, goods or services.

- B. This section is not applicable to any rewards, gifts or other forms of remuneration given as awards for acts of heroism; for the apprehending of criminals, or for the solving of crimes.
- C. This section is not applicable to recognition for outstanding and unusual service if the Town Trustees approve the remuneration given to the employee.

3-8-4 FINANCIAL CONFLICT OF INTEREST

No employee in the service of the Town shall have any financial interest in or profit from any contract, service or other work performed by the Town. No employee shall accept any free or preferred services, benefits or concession from any person or company which does business with the Town. Any Town employee who willfully violates the requirements of this Section or the Governmental Conduct Act, which is incorporate by reference herein, may be subject to discipline, up to and including dismissal. Violation of this Section with the knowledge expressed or implied of the person or corporation contracting with or making sale to the Town shall render the contract voidable by the Town Trustees.

3-8-5 DISCRIMINATION PROHIBITED

No person in the service of the Town or person seeking admission to service of the Town shall be recruited, hired, trained, appointed, promoted, demoted, removed or in any way favored or discriminated against because of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap or serious medical condition (as defined by FMLA), spousal affiliation, sexual orientation or gender identity. Nor shall any person in the service of the Town establish or use hiring criteria other than those relating to a bona fide occupational qualification.

3-8-6 SEXUAL HARASSMENT PROHIBITED

Sexual harassment is another form of prohibited discrimination. Sexual harassment is defined as:

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- B. Unwelcome sexual conduct, whether it is verbal or physical, which directly or indirectly interferes with another person's work performance or creates an intimidating, hostile, and offensive working environment.

3-8-6.1 REPORTING PROCEDURES

An employee who feels he has been subjected to sexual harassment or any other form of prohibited discrimination by any Town official, Department Head, employee of any classification, volunteer, vendor or other person must advise his Department Head in writing of the substance of the complaint. The Department Head shall promptly refer the matter to the Town Clerk-Treasurer for investigation. In circumstances where the employee feels that the Department Head is the person who is engaging in the prohibited conduct, the employee is permitted to file a written complaint directly with the Town Clerk-Treasurer or Mayor.

Outside reporting agencies include the Equal Employment Opportunity Commission and the New Mexico Human Rights Bureau.

3-8-7 RETALIATION PROHIBITED

The Town will not discharge or in any other manner discriminate against any employee because such employee has in good faith filed any complaint or instituted or caused to be instituted any proceeding related to these Personnel Rules and Regulations.

3-8-7 DRUG FREE WORKPLACE POLICY AND PROCEDURES

The Town of Mesilla is committed to protecting the safety, health and well-being of all employees and other individuals on or within Town property, Town owned vehicles or worksites. The Town recognizes that alcohol and drug use pose a significant threat to the Town's mission and vision. The purpose of this policy is to establish expectations for all employees and establish procedures to maintain a work environment at the Town of Mesilla which is drug-free, safe, and in compliance with federal and state laws and regulations.

The Town follows state law with respect to cannabis. All Town job descriptions are reviewed to determine if they are "safety sensitive." A position is considered to be a "safety sensitive" position if it is a position in which performance by a person under the influence of drugs or alcohol would constitute an immediate or direct threat of injury or death to that person or another. If an employee falls into this category, it requires a negative drug test for all illegal drugs, to include cannabis, with or without a medical cannabis card. It is important to understand that current law states that no employee is permitted to use or be impaired by medical cannabis while working for or on the premises of the Town under any circumstances.

1. Policy Statement.

As a municipal employer and a federal grantee, the Town of Mesilla complies with the "Drug Free Workplace Act" and drug and alcohol testing rules. The Town cannot tolerate illegal activity, and must ensure a work environment that is free from unauthorized or illegal use, possession, or distribution of alcohol or controlled substances. Employees who are involved with illegal drugs or other controlled substances, or who abuse alcohol or prescribed medications, pose unacceptable risks to safe and efficient operations. Such

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employee behavior may also undermine public or customer confidence in safe and efficient Town of Mesilla operations.

- a. The Town of Mesilla is committed to maintaining a drug free workplace to promote both the quality of its services and the safety of its employees, its customers and the public.
- b. This policy is intended to achieve a drug and alcohol-free workplace and to reduce the probability of accidents or incidents related to the use and/or abuse of alcohol and other drugs by employees, to establish procedures for drug and alcohol testing and to encourage early intervention through supervisory involvement.
- c. This policy is intended also to establish the Town of Mesilla's program and procedures for implementing a reasonable suspicion drug and alcohol testing program.

2. Applicability.

This policy applies to all Town of Mesilla employees and applicants for employment other than positions/classifications covered as CDL, safety-sensitive or under a federally mandated policy, or employees covered by a drug/alcohol testing policy established for the Marshal or Fire Departments. In those instances, in which there is a conflict between any collective bargaining agreement and the requirements of this policy, the collective bargaining agreement shall prevail.

3. Violations and Enforcement.

Violations of this policy may result in discipline up to and including termination. If an employee voluntarily discloses an addiction or dependency problem, the employee may be provided an opportunity to preserve his or her job with the Town. A return to work agreement between the employee and the Town of Mesilla may be required before the employee is allowed to return to employment.

- a. In accordance with this policy every employee is:
 - i. Prohibited from using, possessing, selling, purchasing, manufacturing, or distributing any controlled substance, including cannabis and prescription medications that could interfere with the employee's ability to safely operate a vehicle or complete all assigned duties, while on duty, or on Town of Mesilla property, or operating any town vehicle or equipment.
 - ii. Prohibited from being present on Town of Mesilla property (except off duty alcohol use at public events), reporting to work or performing any work while under the influence of alcohol and/or drugs.
 - iii. Required to submit to an alcohol and/or drug test when reasonable suspicion exists that the on duty employee is under the influence of alcohol or drugs, or may be in violation

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of prohibited conduct under this policy.

- iv. Required to promptly report to the employee's supervisor whenever the employee observes or has knowledge of any other



employee who appears to be under the influence of drugs and/or alcohol, or may be in violation of prohibited conduct under this policy.

- b. In addition, employees subject to this policy will also be subject to discipline in accordance with this policy if they:
 - i. Refuse to consent to and provide a urine, blood and/or breath sample;
 - ii. Attempt to alter, taint, or otherwise provide a false urine, blood and/or breath sample; or
 - iii. Test positive for the presence of drugs or alcohol prohibited under this policy.

4. Definitions. As used herein:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

Alcohol Test means a test which involves the employee exhaling into a testing device and providing an adequate sampling of breath, or the taking of a blood specimen, to detect any level of blood alcohol content.

Controlled Substance means marijuana, cocaine, opiates, amphetamines or phencyclidine except prescribed by a licensed health care provider.

Drug Test means a urinalysis or blood test performed under approved conditions and procedures to detect the presence of drugs administered, ingested, inhaled or otherwise influencing an employee.

Drug/Alcohol Program Manager means the Town of Mesilla employee charged as responsible for the administration of drug and alcohol-testing.

Employee means any individual employed by the Town of Mesilla, or a volunteer who agrees to be subject to this policy, or to the policy of the Fire or Marshal's Departments.

Employee Assistance Program (EAP) means a program made available to Town of Mesilla employees for professional and confidential counseling designed to assist employees with any drug or alcohol issues.

Medical Review Officer (MRO) means a licensed physician, medical doctor or doctor of osteopathy, responsible for receiving laboratory results for the Town of Mesilla's drug testing policy, and who has appropriate training to interpret and evaluate an individual's positive or other test results, medical information and

any other relevant information.

Non-CDL Employee means an employee of the Town of Mesilla who is not in a classification requiring a commercial driver's license.

Substance Abuse Professional means a licensed physician, medical doctor, or doctor of osteopath, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol, drug, and controlled substance-related disorders.

Verified Negative Test means a drug/alcohol test result reviewed by a Medical Review Officer and determined to contain alcohol or prohibited drugs or their metabolites below the threshold standards established for laboratories approved to conduct Department of Transportation (D.O.T.) testing, or established by this policy.

Verified Positive Test means a drug/alcohol test result reviewed by a Medical Review Officer and determined to indicate the presence of contain alcohol, or prohibited drugs, or their metabolites, above the threshold standards established for laboratories approved to conduct D.O.T testing, or established by this policy.

Refusal means failure to provide a urine, blood or breath sample, required or requested under this policy.

5. Education and training.

Every Town of Mesilla employee will receive a copy of this Drug Free Workplace Policy and will be required to read and confirm familiarity with the policy. It shall be the responsibility of all supervisors to ensure that all employees under their authority read and confirm familiarity with this policy.

All supervisory personnel, who are designated to determine whether reasonable suspicion of a policy violation exists, will also receive training on the physical, behavioral, speech, and performance indicators necessary to establish reasonable suspicion of drug and alcohol use.

6. Drugs and Alcohol Uses.

- a. The unauthorized use or possession of alcohol or alcoholic beverages on a Town of Mesilla worksite, or within or on Town property, within Town owned motor vehicles or equipment, at official Town functions or events, or engaged in Town business, is prohibited.

- b. The unlawful manufacture, distribution, dispensing, possession, use, transfer, or sale of drugs is prohibited regardless of whether this conduct occurs at a Town of Mesilla worksite, within or on Town property, within Town owned motor vehicles or equipment, at official Town functions, or any other conduct of Town business.
 - c. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this policy to intentionally misuse or abuse prescription medications.
 - d. Prescription and over-the-counter drugs are not prohibited, provided the drugs are taken in the prescribed dosage or according to a physician's directives. Any employee taking prescribed or over-the-counter medications will be responsible for consulting a prescribing physician and pharmacist to ascertain whether the medication may interfere with safe performance of his or her job, or prevent performing essential functions of his or her job. If any medication could impair or compromise the safety of an employee, fellow employees or the public, it is the employee's responsibility to use appropriate procedures to avoid unsafe workplace practices or the inability to perform the essential functions of their jobs (e.g., call in sick, use leave, request change of duty, notify supervisor).
 - e. As used herein "Town-sponsored events" shall include:
 - i. Town events that require employee attendance;
 - ii. Town-funded events where attendance is required; or,
 - iii. Town events that occur during scheduled work hours.
7. Violation and Consequences of Misuse of Alcohol or Drugs.

An employee who violates this policy may be subject to discipline up to and including the following:

- a. In the case of a new job applicant, a violation of this policy may result in any offer of employment being withdrawn. The applicant may re-apply after one year, and must successfully pass a pre-employment drug test.
- b. Except for voluntary self-referral participants in an employee assistance program for substance abuse (EPA), the first instance in which an employee submits a sample for drug/alcohol testing which is found to contain alcohol or prohibited drugs or their metabolites, shall

be considered justifiable cause for discipline up to, and including, termination. The employee will be removed from any position performing a safety function.

- c. Any employee who fails to perform a referral rehabilitation program, or who repeatedly violates this policy may be terminated from employment.
- d. Any employee in a safety sensitive position may face immediate termination upon violation of a policy.
- e. Any employee testing positive for any of the drugs specified in this policy, or who has a 0.04% blood alcohol content or greater, will be immediately placed on administrative leave with pay pending investigation for disciplinary action.
- f. Nothing in this policy prohibits the employee from being disciplined or terminated for other violations or performance problems, including the inability to perform the essential functions of their job.
- g. Conditional Retention. It is the Town of Mesilla's policy that current employees, who have a verified positive drug or alcohol test, and are not subject to termination, may be offered conditional retention of employment if the employee:
 - i. Submits to an evaluation by a substance abuse professional approved by the Town's EAP;
 - ii. Signs a conditional retention of employment agreement; and
 - iii. Agrees to attend a Town of Mesilla approved treatment program and signs a monitoring agreement with the Town's EAP to ensure successful completion of the treatment program specified by the substance abuse professional if determined by a substance abuse professional to require assistance in resolving problems associated with drug abuse and/or alcohol misuse.
 - iv. Agrees to a return to duty drug and/or alcohol test after approved to return to work by the substance abuse professional.
 - v. Fully complies with the conditions of a retention of employment agreement, including successful completion of any treatment program specified by the

substance abuse professional. An agreement setting forth conditions of retention employment shall stipulate that the employee is not allowed to operate a Town vehicle or any heavy machinery, for any official Town business purposes, until such time or conditions are met as provided in the agreement.

- vi. An employee may utilize any accrued compensatory time, annual and sick leave and authorized leave under the FMLA until exhausted to cover necessary leave.
- h. Termination. An employee may be terminated if the employee:
- i. Possesses, sells, purchases, manufactures, distributes, or transfers any controlled substance in violation of city, state or federal law and contrary to this policy;
 - ii. Consumes any alcohol or drugs following any accident involving injury to any person or any damages to property, or after being notified of reasonable suspicion prior to alcohol or drug testing;
 - iii. Refuses to submit to an alcohol and/or drug test when so directed;
 - iv. Tampers or attempts to tamper with an alcohol and/or drug test of any person;
 - v. Tests positive for prohibited alcohol or drug use following any involvement in an accident resulting in death, injury, or property damage;
 - vi. Tests positive following other misconduct which could independently result in termination;
 - vii. Tests positive for prohibited alcohol or drug use and who has not completed the initial probationary period with the Town of Mesilla;
 - viii. Does not appear for and cooperatively complete any follow-up drug and/or alcohol test following notification to appear for such a test, or who refuses to consent; or
 - ix. Has a second confirmed positive drug or alcohol test.

- x. Notification of Arrests and Convictions. Any employee, who is arrested or convicted of any drug related crime that occurred on Town of Mesilla property, on a Town of Mesilla worksite, within a Town owned vehicle or equipment, or during working hours, shall notify the Mayor of Mesilla and the Town Clerk-Treasurer, in writing, no later than three calendar days after the arrest or conviction. If the alleged crime occurred upon Town of Mesilla property or during working hours, the Town will take appropriate action, including notification of appropriate State and Federal contracting agencies. All information will remain confidential unless reporting to granting agencies is required. If the Mayor of Mesilla determines that further investigation is necessary, case information may be provided to necessary Town of Mesilla personnel or officials for investigation or action.

8. Drug and Alcohol Testing Procedure.

- a. A Department Head, after consultation with and approval by the Mayor, shall order drug or alcohol testing of any employee if suspected of violating this policy.
- b. This policy incorporates and adopts by reference all applicable requirements for alcohol and drug testing procedures required by federal regulatory mandates for transportation workplace testing programs. All employees subjected to testing will be provided with the same testing procedures, safeguards, confidentiality, and chain of custody provisions and integrity of the testing process as provided for federally mandated testing of employees.
- c. To ensure the accuracy and fairness, all testing will be conducted according to FHWA and Substance Abuse and Mental Health Administration (SAMHSA) guidelines, which include the following:
 - i. Screening test;
 - ii. Confirmation test;
 - iii. The opportunity for a split sample;
 - iv. Review by Medical Review Officer (MRO), including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for a positive test result; and
 - v. A documented chain of custody.

Prohibitions

- d. Alcohol Testing will be administered by a certified technician using a certified breath alcohol device to measure breath-alcohol concentration with results recorded in grams of alcohol per 210 liters of breath. An initial screening test may be conducted to determine the presence or absence of alcohol. The initial screening may be conducted by authorized and certified law enforcement officer, or by the Town's contracted drug testing facility, as directed by the Mayor. An employee who renders a breath alcohol test result of 0.02 g/210L or greater will be immediately evaluated by an authorized MRO. Alternatively, the presence of alcohol may be tested by blood sample obtained by a certified technician.
- e. All drug and alcohol testing information will be maintained in separate, confidential records. No laboratory reports or test results shall appear in the employee's employment file except as relevant to any disciplinary action taken. Disciplinary action with regard to positive tests will be in the employee's personnel file for a minimum of 2 years, and up to a maximum of (60) sixty months based on the EAP evaluator's recommendation for follow up testing.
- f. Laboratory reports and drug policy test results shall be placed in a locked file maintained by the Town's designated Drug/Alcohol Program Manager. Files relating to the laboratory reports or test results shall be disclosed only by consent of the employee, or as required to the supervisory level employees or officials, or in a lawsuit, employee grievance, administrative proceeding, or any other proceeding initiated by or on behalf of the employee arising from a positive drug or alcohol test.
- g. Upon request, an employee is entitled to obtain copies of any record pertaining to the employee's use or testing for drugs or alcohol.
- h. Drug or alcohol testing will be required under the following circumstances:
 - i. Pre-employment for designated positions, including safety sensitive positions, and duties;
 - ii. Random testing for designated safety sensitive positions according to the Department of Transportation (DOT) regulations and FHWA, or according to with specific Town department requirements;
 - iii. Employees in non-safety sensitive positions before transferring to designated safety sensitive positions;
 - iv. Upon reasonable suspicion of an employee's alcohol or drug use in violation of this policy;

- v. As part of a self-referral treatment program for employees enrolled with the EAP, or other substance abuse program; and
 - vi. Post-accident for safety sensitive employees, or post-accident for any employee, which accident results in visible damage to property, physical injury or harm, or otherwise upon reasonable suspicion of alcohol or drug use as a contributing factor to the accident.
- i. An employee who refuses any drug or alcohol screening or test, or who adulterates, dilutes or substitutes a specimen with that from another person, or will not consent or cooperate in the testing, shall be subject to the same consequences of a positive test.
 - j. An employee who submits a sample for alcohol/drug testing which is found to contain alcohol, drugs or their metabolites in violation of this policy, shall not perform any safety sensitive function until successfully completing an evaluation and being released for duty by a Medical Officer authorized, and approved by the Town Mayor. Employees, who do not perform safety sensitive job functions, shall return to work only upon authorization of the Mayor and the employee's supervising Department Head.
 - k. When two supervisors of an employee, including the Town Mayor, or a supervisor and the Drug/Alcohol Program Manager, reasonably suspect that an employee may be under the influence of alcohol or impaired by a drug, the employee may be required to submit to a drug and/or alcohol test. The decision to require testing must be based on current and specific observations such as appearance, behavior, speech, coordination, or odors of an employee, or observed alcohol or drug use in violation of this policy, behavioral observations will be documented in writing, and provided to the employee upon request.
 - l. In the event that a reasonable suspicion case involves an employee who is subject to a collective bargaining agreement, the procedure outlined for testing by any collective bargaining agreement shall apply.
 - m. An employee to be tested will be transported by a Town of Mesilla supervisor or department Head to a testing location, and there the employee shall be required to provide a breath, blood, and/or urine sample. Following completion of the test the employee will be transported home, and placed on administrative leave pending evaluation of the test results.
 - n. Alcohol testing or sampling shall be performed within two (2) hours of observed behavior, appearance, or other basis for testing under this policy. If testing is not completed within two (2) hours, the supervisor shall report in writing to the Mayor why the testing was not performed timely.

- o. Drug testing shall be completed within twenty-four (24) hours of observed behavior or appearance, or other basis for testing under this policy. If testing is not completed within twenty-four (24) hours, the supervisor shall report in writing to the Mayor why the testing was not completed in a timely manner and the testing should be completed as soon as possible thereafter.
- p. Substances Tested.

- i. Alcohol

- An employee subject to alcohol testing will have a sample of the employee's breath or blood tested for the presence of alcohol in any form. Breath or blood alcohol testing forms shall be used. A breath or blood alcohol level of 0.04% shall constitute a presumptive positive test result.

- ii. Drugs

- An employee subject to drug testing will have a sample of the employee's urine or blood tested for the presence of (5) drugs, as follows:

- Marijuana
 - Cocaine
 - Opiates
 - Amphetamines
 - Phencyclidine

- q. All drug tests will be reported by the testing laboratory to a Medical Review Officer (MRO) who will evaluate the results. After evaluation and interpretation, all verified test results will be reported by the MRO to the Town Mayor and Town Drug and Alcohol Program manager.
 - r. Any failure to submit to a drug/alcohol test, and all positive drug/alcohol tests, will be reported immediately by the testing facility to the Town of Mesilla Drug and Alcohol Program Manager (DAPM), or designee as required.

9. Return to Work.

- a. Return To Work Testing. An employee who has been disciplined as a result of a positive test under this policy will be required, to take a return to duty alcohol and/or drug test with a verified negative result in accordance with the Town of Mesilla's alcohol and drug testing procedures prior to returning to work.

- b. Follow Up Testing. An employee who has been disciplined in accordance with this policy as the result of a positive alcohol and/or drug test shall, upon return to work, be subject to a minimum of six (6) unannounced drug and/or alcohol follow up tests during the first twelve (12) months following return to work, and any further testing recommended by a substance abuse professional up to sixty (60) months.
- c. An employee who has voluntarily disclosed an alcohol or drug use problem may be offered an opportunity to participate in rehabilitation. In such case, the employee shall comply with all terms set forth in a return to work agreement as a condition of continued employment. An employee who voluntarily requests assistance with drug and/or alcohol use under this policy will be referred for assessment and counseling.

10. Employee Assistance.

The Town of Mesilla recognizes that alcohol and drug abuse and addiction are treatable, and early intervention improves rehabilitation. Treatment for alcoholism and/or drug use may be covered by the employee benefit plan, however, the ultimate responsibility for recommended treatment is entirely with the employee. The Town of Mesilla's policy:

- a. Encourages employees to seek help if they are concerned that either the employee or a family member may have a drug and/or alcohol problem;
- b. Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help;
- c. Offers assistance with alcohol and drug problems through an employee assistance program;
- d. Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

11. Employee Responsibilities.

A safe and productive drug free workplace is achieved through cooperation and shared responsibility. All employees are required to not report to work, or commence employment responsibilities, while the ability to perform any job duties is impaired. Employees are encouraged to:

- a. Be concerned about working in a safe environment;
- b. Support fellow workers seeking assistance with alcohol or drug related

issues;

- c. Seek support of any employee assistance program; and
- d. Report dangerous behavior of others to supervisors, department Heads, or to the Town Mayor.

12. Supervisor Responsibilities.

It shall be a supervisor's responsibility to:

- a. Inform employees of this policy;
- b. Observe employee performance for evidence of alcohol or drug use in violation of this policy;
- c. Investigate reports of any policy infractions of this policy;
- d. Document negative performance, observations, conduct or events or other violation of this policy;
- e. Counsel employees regarding adherence to this policy;
- f. Refer employees to an employee assistance program if required; and
- g. Advise employees of the consequences of any policy violations.

13. Employee Assistance Program/Self-Referral

The Town of Mesilla shall provide an assistance program and access to professional services for an employee with alcohol or drug dependency. Participation in this program shall be voluntary and all records regarding any self-referral will be confidential to the extent allowed by law.

Any employee who suspects he or she may have an alcohol or substance abuse problem is encouraged to utilize employee assistance program resources. Voluntary self-referral shall not relieve an employee from responsibility for adequate job performance, or compliance with all other provisions of this policy. Self-referral, after notification of a required drug or alcohol test, will not eliminate the requirement to take such a test, and will not preclude the taking of disciplinary action against an individual who fails a required drug or alcohol test.

3-8-9 ACCUSATIONS OF CRIMINAL CONDUCT

- A. An employee who has been arrested and is facing criminal prosecution must report the arrest to the Town Clerk-Treasurer-Treasurer within five (5) days of the arrest. The Town Clerk-Treasurer will inform the Mayor.

- B. If an employee in the service of the Town is formally charged with a crime, and the alleged acts or failure to act of the employee giving rise to the charge occurred partially or wholly in the scope of employment or if the employee is charged with a crime involving moral turpitude, which if true, would be a proper reason for disciplinary action up to and including termination from Town employment, the employee shall be placed on administrative leave without pay.

3-8-10 FAILURE TO ACCOUNT FOR TOWN FUNDS

- A. An employee in the service of the Town who, in the performance of his duties, receives funds, on behalf of the Town, and who fails to account for all funds received by him on behalf of the Town, may be placed on administrative leave without pay until such time as an investigation has been completed and disciplinary action, if any, has been finalized. The Mayor shall notify the company providing bond surety on the individual if required, and may report the matter to the District Attorney.
- C. The Mayor shall recommend to the Trustees what action should be taken, based on the facts disclosed by the investigation. The employee may, if he desires, appear before the Trustees and make such statements and present such relevant testimony as he desires. The Trustees then may continue employment, suspend, terminate or take such other action in respect to the employment of the employee as they deem proper.

- 3-9-1 **Communication of Employer’s Expectations**
- 3-9-2 **Grounds**
- 3-9-3 **Corrective and Disciplinary Action**
- 3-9-4 **Pre-Determination Process**
- 3-9-5 **Right of Grievance/Appeal**

3-9-1 COMMUNICATION OF EMPLOYER’S EXPECTATIONS

Town employees are expected to follow the instructions of their supervisors and to abide by the established policies and procedures of the Department and the Town. Department Heads should:

- A. Make available to employee’s departmental policies and procedures consistent with Town policies. In the event a departmental policy or procedure conflicts with the Personnel Rules and Regulations, this Personnel Rules and Regulations shall control.
- B. Require employees to acknowledge receipt of departmental policies when such policies are provided to the employees. The acknowledgement shall be in writing and shall include the date and signature of the employee.
- C. Investigate violations of policy or procedure.
- D. Ensure that corrective action is administered by the employee’s supervisor after an investigation substantiating that a violation of policy or other misconduct has occurred.

3-9-2 GROUNDS/CAUSE

Regular employees subject to these regulations duly promulgated may be disciplined for cause. Cause for disciplinary action includes acts involving unsatisfactory work performance by an employee or employee conduct on or off the job, which would create the appearance of impropriety, including but not limited to the following:

- A. Misconduct on the job; including, but not limited to, conduct or language toward the public or toward employees.
- B. Negligence in the performance of duty, including, but not limited to, negligence in the operation of Town vehicles or equipment or failure to adhere to established safety rules and procedures.
- C. Incompetence or inefficiency; failure to perform adequately the essential functions of the job.
- D. Failure to meet prescribed standards of work.

- E. Insubordination; failure to comply with the lawful orders of a supervisor, including refusal to work overtime, or disrespectful behavior toward a supervisor.
- F. Unauthorized absence from work including tardiness.
- G. Consumption, possession or impairment from alcohol or non-medically prescribed controlled substances on the job, or consumption, possession or impairment from a medically prescribed controlled substance if taking the prescribed drug adversely affects the employee's ability to safely and effectively perform his job duties;
- H. Acceptance of money, gifts, privileges, or other valuable consideration which was given in the expectation of influencing the employee in the performance of his duties.
- I. Use of official position or authority for personal profit or advantage.
- J. Misuse, theft, or destruction of Town property.
- K. Unauthorized disclosure of confidential information from Town records or documents, as set forth by applicable state laws; falsification, destruction or unauthorized use of Town records, reports, or other data belonging to the Town.
- L. Violation of Town or departmental rules or policies or a professional code of ethics accepted by those in the same profession as the employee.
- M. Non-cooperation by an employee with fellow employees or other personal conduct which substantially interferes with the performance of his or another employee's work.
- N. Misuse of sick leave, such as the claim of sickness under false or misleading pretenses.
- O. Distribution of literature, vending, or soliciting or collecting contributions on Town time and in public areas or voluntary cooperation with parties doing such without prior authorization of the Mayor or designee.
- P. Violation of any federal or state law pertaining to employment.
- Q. Failure to adhere to the established work schedule; failure to obtain authorization for overtime prior to overtime worked as established by the rules and regulation.
- R. Falsification of Town employment application, or any other documents used in the employment process.
- S. Failure to meet or maintain established job qualifications, as set forth in the job description, including maintaining a valid driver's license.

- T. Harassment.
- U. Other acts or omissions that adversely affect the welfare of citizens, other employees or the effective operation of the Town.
- V. Conviction of a crime.
- W. Violation of any of the policies or procedures in this manual, including but not limited, to those outlined in articles 3-8-1 through 3-8-10.

3-9-3 CORRECTIVE AND DISCIPLINARY ACTION

Progressive discipline may be utilized when the Department Head determines it is appropriate. The discipline to be imposed will be decided on a case-by-case basis. The severity of the infraction and the employee's previous disciplinary record will be considered when determining the level of discipline to be imposed. Nothing in this section shall preclude the Town from imposing serious disciplinary action, including termination, for a first infraction when deemed necessary in the best interests of the Town.

Progressive discipline. It is the Town's policy that, as a general rule, discipline is progressive in nature, beginning with less severe action necessary to correct the undesirable conduct or behavior, and increasing in severity if the conduct or behavior is not corrected. There are instances when disciplinary action, including dismissal, is appropriate without first having imposed a less severe form of discipline. The circumstances surrounding an offense, such as the severity of the misconduct, the number of times it has occurred, as well as any previous counselling, and the employee's disciplinary history, will be factors considered in determining the action to be taken. The conduct at issue in prior discipline need not be similar to the conduct involved in subsequent discipline to serve as the basis for progressive discipline.

The Mayor or designee may place the employee on paid leave status pending investigation and determination of whether disciplinary, administrative action and/or referral for criminal prosecution is necessary.

All forms of documented corrective and disciplinary actions will remain a permanent part of the personnel file, and may have an impact on transfers, promotions and other situations in which performance is a determining factor. Corrective and disciplinary actions are part of the employee's employment history and shall not be purged from the employee's file except by order of a Town appointed hearing officer/arbitrator, or as part of a legal proceeding.

- A. In addition to, and subject to, the procedures set forth herein, the following forms of disciplinary action shall guide the implementation of progressive discipline:
 - i. Oral reprimand. An oral reprimand is generally used for minor offenses or to correct minor faults in an employee's performance. An oral reprimand cannot be grieved and is not subject to the notice and hearing requirements of this policy.

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- ii. Written reprimand. A written reprimand may be issued by a supervisor for an offense of a more serious nature which requires more formal action than an oral reprimand. The written reprimand shall become a part of the employee's human resources file. A written reprimand cannot be grieved and is not subject to the notice and hearing requirements of this policy.
 - iii. Suspension. A suspension may be ordered for an offense of a more serious nature or for repeat of a minor offense. An employee may be suspended for a period not to exceed thirty (30) working days. During a suspension, an employee will not be paid or accrue leave. Each suspension shall be recorded and filed in the employee's human resources file.
 - iv. Demotion. An employee may be demoted for an offense of a more serious nature or for repeat of a minor offense. The employee may be demoted to a lesser position for which the employee is otherwise qualified. When demoted, the employee will receive a decrease in compensation commensurate with the new position. Each demotion will be recorded and filed in the employee's human resources file.
 - v. Dismissal. An employee may be terminated for an offense of a more serious nature or for repeat of a minor offense.
- B. Grounds/Cause. Employees subject to progressive discipline, as provided in this policy, may be suspended, demoted, or dismissed for just cause in accordance with Section 3-9-2.
- C. Persons ineligible to grieve or appeal a disciplinary action. A probationary employee, at-will employee, or employee in a casual or temporary position, or an employee in a term position who has not completed the probationary period may be disciplined at any time without a right to file a grievance.
- i. Department Heads shall be subject to progressive discipline and allowed to grieve or appeal disciplinary action. In no event shall this section, or any other provision in this policy providing for a right of grievance or appeal to Department Heads, be construed to conflict with applicable law, including but not limited to, Sections 2.10.060 and 2.10.070 of the Mesilla Town Code.
- D. Disciplinary process. The following procedures apply when a supervisor proposes to suspend, demote, or dismiss a classified employee who has completed the probationary period.
- i. Delivery of correspondence. The Town will make an effort to hand deliver correspondence related to the disciplinary process to the employee including but not limited to disciplinary action forms, memos, or documents, and such correspondence will be considered served upon delivery. When hand delivery is not practical, correspondence will be mailed by priority mail, certified return receipt requested and will be considered served when placed in the mail. Employees are required to maintain a current address with the human resources department and to notify the human resources department in writing when that address changes. Items will be delivered to the address of record. For the purpose of this section, days are workdays to include Monday through

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Friday and not to include holidays or time when the Town administrative offices are closed.

- ii. Notification of proposed disciplinary action. To initiate the suspension, demotion, or dismissal of a classified employee or an employee in term status who has completed the probationary period, the employee's department director or designee will serve a notice of proposed disciplinary action on the employee. A copy of the notification of proposed disciplinary action shall be submitted simultaneously to the human resources department. The notice of proposed disciplinary action will describe the conduct, actions, or omissions that form the basis for the proposed disciplinary action, give a general explanation of what evidence the Town has, and will include the date, time and place of the pre determination hearing.

3-9-5 RIGHT OF GRIEVANCE/APPEAL

Consistent with this policy, eligible employees shall be subject to grievance or appeal as described in Article 12.

- 3-10-1 Separation from Employment and Termination**
- 3-10-2 Return of Town Property**
- 3-10-3 Termination Pay**
- 3-10-4 Resignation**
- 3-10-5 Job Abandonment (unauthorized absence)**
- 3-10-6 Reduction in Force**
- 3-10-7 Dismissal During Probation**
- 3-10-8 Dismissal of Regular Classified Employees for Cause**
- 3-10-9 Dismissal of Exempt Employees**
- 3-10-10 Exit Interview**

3-10-1 SEPARATION FROM EMPLOYMENT AND TERMINATION

- A. An employee in the service of the Town may separate from employment voluntarily or involuntarily. Some examples include:
1. termination of a temporary assignment;
 2. determination during the probationary period that the employee should not be retained;
 3. resignation;
 4. unauthorized absence;
 5. abuse of leave;
 6. dismissal of a Town employee for cause;
 7. reduction in force;
 8. retirement;
 9. death.

3-10-2 RETURN OF TOWN PROPERTY

At the time of termination for any reason, and prior to final payment of wages, the employee (or his survivor) shall deliver to the Mayor or Department Director, all vehicles, keys, records, patches or any other items of Town property in the employee's custody. Failure to return some items may result in deductions from the employee's final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

3-10-3 TERMINATION PAY

- A. Terminating employees in the service of the Town, other than probationary, emergency, temporary and FLSA exempt employees, shall receive payment for all earned wages and unused accrued annual leave through the effective day of the employee's termination.
- B. Probationary, temporary, emergency and FLSA exempt employees shall receive all wages earned to the effective date of termination but shall not receive annual leave pay.
- C. Final paychecks for employees who have been dismissed will be prepared for wages earned through the last day worked and shall be available at the office of the Clerk or designee within five (5) working days of termination.

3-10-4 RESIGNATION

- A. Any employee in the service of the Town who desires to be recorded as leaving Town service in good standing, shall file with the Mayor and copy to the Town Clerk-Treasurer, at least two (2) weeks before leaving, a written letter of resignation stating the date the resignation will become effective and the reason for leaving.
- B. An oral resignation may be accepted, provided, the terminating employee signs a "resignation form." An employee who resigns shall be deemed terminated on the date his resignation is received., or on the effective date provided by the employee delivering the resignation, whichever is later. (An employee who resigns need not be given the opportunity to rescind or revoke his resignation.)
- C. An employee may voluntarily resign and still be eligible for reinstatement. However, if the employee has not given sufficient notice, or resigns to avoid dismissal or other disciplinary action, the employee shall not be eligible for reinstatement. For purposes of this section, sufficient notice shall be at least two weeks in advance of the departure date of the resigning employee.
- D. Paychecks for separating employees who voluntarily separate employment with the Town will be retained by the Town Clerk-Treasurer for pickup or distribution by mail. The employee shall provide a forwarding address to the Town Clerk-Treasurer upon departure from service with the Town. Employees who resign, retire or otherwise voluntarily leave service with the Town must wait for their final paycheck until the next regularly scheduled Town pay day.

3-10-5 JOB ABANDONMENT (UNAUTHORIZED ABSENCE)

An employee who is absent from work without authorization for a period of three (3) working days shall be considered to have abandoned the job and forfeits all rights to return to Town service. Such a separation will be considered a voluntary separation by

the abandoning employee and shall not have the right of appeal.

3-10-6 REDUCTION IN FORCE

When it is necessary for the Town to reduce the work force as a result of lack of work, lack of funds, or in the interest of economy and efficiency, any FLSA classified employee may be laid off after consideration of efficiency and seniority as follows:

- A. no FLSA classified employee shall be laid off if a temporary, probationary, or provisional employee occupies a position for which the regular employee is qualified;
- B. a regular employee who must be laid off may be notified in writing at least thirty (30) days prior to the effective date or shall be granted severance pay equivalent to two (2) weeks' pay;
- C. when two or more employees who occupy the same position are to be laid off, an order of lay-off will be determined according to the following criteria and entered in the employee's personnel records:
 - 1. job performance
 - 2. length of service with the Town
 - 3. length of service in the Department
 - 4. length of service in the position.
- D. Whenever an employee is terminated in a reduction in force, the terminated employee shall be rehired if the same or a comparable position becomes available in an increase of force within six months after the termination. If more than one employee is eligible for a single position as described herein, reemployment offers shall be made using the criteria in Section 3-10-6 (C).

3-10-7 DISMISSAL DURING PROBATION

- A. Probationary employees can be terminated with or without cause. An employee dismissed during probation does not have the right to a personnel hearing. Unused annual leave, if any, will not be paid to probationary employees who are terminated.

3-10-8 DISMISSAL OF REGULAR EMPLOYEES FOR CAUSE

- A. A regular employee may be dismissed at any time for just cause, including but not limited to any of the causes listed in Section 3-9-2. A copy of the dismissal letter

from the Mayor or designee shall be furnished to the employee and a copy shall be filed in the employee's personnel file. An employee who is dismissed for cause will not be considered for re-employment by the Town. The termination shall be effective when approved by the Board of Trustees.

- B. In the event of dismissal of an employee convicted of a crime, the dismissal shall be effective upon conviction of the charge, excluding appeals.

3-10-9 DISMISSAL OF EXEMPT EMPLOYEES

- A. Notwithstanding provisions in this policy that provide otherwise, all exempt employees in the service of the Town serve at the pleasure of the Mayor and Town Trustees and may be dismissed with or without cause at any time without prior notice.
- B. Exempt employees will be paid unused accrued annual leave, and wages earned through the effective date of termination (per Section 3-11-10).

3-10-10 EXIT INTERVIEW

A. Scheduling

An employee in the service of the Town who resigns shall schedule an exit interview with the Town Clerk-Treasurer as soon as possible after tendering his resignation. If the employee is terminated, the exit interview may be forgone.

B. Forms and Records

Exit interviews shall be recorded on forms prescribed by the Town Clerk-Treasurer. The record of the interview shall become part of the employee's permanent personnel file.

- 3-11-1 **Holidays**
- 3-11-2 **Leave Defined**
- 3-11-3 **Types of Authorized Leave**
- 3-11-4 **Leave Approval**
- 3-11-5 **Annual Leave**
- 3-11-6 **Annual Leave Accrual**
- 3-11-7 **Required Leave Taken**
- 3-11-8 **Annual Leave Credit**
- 3-11-9 **Probationary Employees**
- 3-11-10 **Payment of Unused Annual Leave**
- 3-11-11 **Sick Leave**
- 3-11-12 **Sick Leave Accrual**
- 3-11-13 **Notification of Department Head**
- 3-11-14 **Proof of Reason for Absence**
- 3-11-15 **Abuse of Sick Leave**
- 3-11-16 **Injury on the Job Leave (Workers Compensation Leave)**
- 3-11-17 **Death in Immediate Family/Bereavement Leave**
- 3-11-18 **Domestic Abuse Leave**
- 3-11-19 **Professional Leave**
- 3-11-20 **Emergency Leave**
- 3-11-21 **Unauthorized Leave Without Pay**
- 3-11-22 **Military Leave**
- 3-11-23 **Group Health Insurance - Life Insurance**
- 3-11-24 **Retirement Plan**
- 3-11-25 **Group Health Insurance - Life Insurance**
- 3-11-26 **Fringe Benefits for Regular Part-Time Employees**

3-11-1 HOLIDAYS

- A. Holidays for employees in Town service shall be as provided by resolution by the Board of Trustees each calendar year.

- B. When a legal public holiday falls on Sunday, the following Monday is a legal holiday, or if the holiday falls on a Saturday, then Friday is the holiday.

3-11-2 LEAVE DEFINED

Leave is any authorized absence, with or without pay, during regularly scheduled work hours which is approved by a Department Head. Absence without approved leave is an unauthorized absence and is subject to disciplinary action. Unauthorized absence from work for a period of three (3) consecutive working days shall be considered job abandonment and the employee is considered to have resigned.

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Employee Benefits

3-11-3 TYPES OF AUTHORIZED LEAVE

- A. As a benefit of employment with the Town, leave with pay is available for the following reasons:
1. annual;
 2. sick;
 3. injury;
 4. bereavement;
 5. training leave for public employees;
 6. civil leave/jury duty;
 7. administrative leave;
 8. FMLA;
 9. Military Leave.
- B. Requests for leave shall be submitted to the Department Head on the approved form. If an employee is absent before prior approval has been obtained, he shall notify his immediate Department Head by telephone, explaining the circumstances of the absence. Upon return to work, the employee will complete the required paperwork.

3-11-4 LEAVE APPROVAL

- A. Annual Leave Approval An employee must submit his request for leave to his Department Head, Department Heads must submit leave request to Mayor, at least ten (10) working days in advance of the requested leave date. The Department Head shall approve or disapprove the request to ensure sufficient staff to carry out the duties of the department. Annual leave shall be charged in no less than multiples of two (2) hours.
- B. Sick Leave Approval. Annual leave may be used if sick leave is exhausted. Annual leave may be applied to sick leave, but in no event will sick leave be applied to annual leave. All sick leave will be reported to the Department Head.
- C. The Clerk shall be responsible for the maintenance of accurate leave records. Each department must submit bi-monthly copies of records of leave information for each employee as required by the Clerk.

3-11-5 ANNUAL LEAVE

Each employee is expected to use annual leave each year. Leave should be planned and requested as far in advance as practicable to allow the department to plan for operation of the department. Annual leave may be taken in increments of two (2) hours or more.

3-11-6 ANNUAL LEAVE ACCRUAL

- A. All FLSA non-exempt and FLSA exempt employees shall accrue leave based on length of service in accordance with the following:

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1. eligible employees with less than six (6) years of continuous service, shall accrue and be credited with annual leave on the basis of eight (8) hours per completed month of service;
 2. eligible employees with six (6) years through ten (10) years of continuous service shall accrue and be credited with annual leave on the basis of ten (10) hours per completed month of service;
 3. eligible employees with eleven (11) years or more of continuous service shall accrue and be credited with annual leave on the basis of twelve (12) hours per completed month of service.
- B. Completed month of service as used in this section means completed month of service in a pay status. In the event an employee has been in non-pay status for any portion of the month, the amount of leave accrued and credited shall be prorated based on the number of days in the month in which the employee was in a pay status.
- C. A FLSA exempt employees in the service of the Town shall, in addition to the accumulations set out in Section 3-11-6 (A) (1) through (3) of this Section, accumulate an additional five (5) days of annual leave for each calendar year.

3-11-7 REQUIRED LEAVE TAKEN

An employee may take approved annual leave in accordance with his needs, subject to work requirements of the Town. For Town employees, no more than one-hundred sixty hours (160) of accrued annual leave may be carried forward to June 30th.

An employee may be required to take annual leave days during the year if the Mayor determines it is in the best interest of the Town.

3-11-8 ANNUAL LEAVE CREDIT

An employee whose status is changed from temporary to regular without a break in service shall receive annual leave credits from the date of employment on temporary status.

3-11-9 PROBATIONARY EMPLOYEES

Probationary employees may accrue annual leave during the probationary period but are not entitled to take annual leave until they have been in the service of the Town for six (6) consecutive months, whether or not they have achieved regular status. At that time, such employees will be entitled to take annual leave accrued to that period. Annual leave is scheduled at the discretion of the Department Head and must be approved by the Mayor. Any employee separating from service after he has achieved regular status will

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be entitled to annual leave earned and shall be compensated for the unused earned annual leave at the salary rate at the time of separation. A probationary employee that separates from employment during the probationary period will not be paid for accrued leave. See section 3-10-7.

When a designated holiday falls while an employee is on annual leave, the holiday shall be paid for eight hours at his regular hourly pay rate and shall not be deducted from accrued annual leave.

3-11-10 PAYMENT OF UNUSED ANNUAL LEAVE

Terminated regular employees in the exempt and regular service shall be paid accrued unused annual leave not to exceed one hundred twenty (160) hours at their regular rate of pay. Probationary employees who are terminated prior to achieving regular status shall not be paid for unused accrued annual leave. Employees terminated with cause shall not be paid unused accrued annual leave. Employees who leave without giving two-weeks notice may be paid annual leave at the discretion of the Mayor or their designee.

3-11-11 SICK LEAVE

Sick leave may be authorized when illness, pregnancy or injury incapacitates an employee. It may also be authorized for medical, dental or optical diagnosis or treatment; when the employee's attendance on duty jeopardizes the health of others', or to care for immediate family members for the same purposes described herein.

3-11-11.1 FAMILY AND MEDICAL LEAVE ACT

- A. In compliance with the federal Family and Medical Leave Act ("FMLA"), the Town provides eligible employees with job-protected leave under the provisions of these Personnel Rules and Regulations. Up to twelve (12) weeks of leave is provided within a twelve (12) month period for eligible family and medical reasons, or for qualifying exigencies arising out of a military member's covered active duty or an impending order to active duty. Up to twenty-six (26) weeks of leave is provided for military family leave, as described in Section 3-11-23.
- B. Job protected leave means that the Town will reinstate the employee returning from FMLA leave to the same or equivalent position, with equivalent pay, benefits, seniority and other terms and conditions of employment. Employees who require an accommodation to perform the duties of their position should notify the Town Clerk-Treasurer as soon as practicable so that the Town can begin the interactive process.
- C. To be eligible for FMLA leave, an employee must have:
 - 1. Been employed with the Town for at least twelve (12) months in total in the last seven (7) years, AND
 - 2. Worked at least 1250 hours during the twelve (12) month period preceding

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the start of the leave.

- D. Town employees are required to use accrued sick and annual leave concurrently with FMLA leave.
- E. Events that qualify eligible employees for FMLA leave include, but are not limited to:
 - 1. The birth, adoption or foster placement of a child;
 - 2. An employees' serious medical condition, which renders the employee unable to perform the functions of their position;
 - 3. The serious medical condition of an employees' immediate family member. For purposes of FMLA leave, an "immediate family member" is defined as a son, daughter, spouse, domestic partner, parents, grandchildren and siblings.

For a complete list of qualifying FMLA events, go to <http://www.dol.gov/whd/fmla/fmla-faqs.htm>.

- F. When the need for FMLA leave is foreseeable, such as the birth of a child, employees should inform their Department Head and the Town Clerk thirty (30) days before the start of the leave period. To the extent possible, employees should make efforts to schedule leave so as not to disrupt Town operations. When thirty (30) days advance notice is not possible, the employee must provide notice as soon as practicable.
- G. Within five (5) working days of an employee's initial request for FMLA leave, the Town Clerk-Treasurer will provide the employee with a completed Notice of Eligibility and Rights and Responsibilities form. The employee has fifteen (15) calendar days to provide appropriate documentation in support of FMLA leave. See the Notice of Eligibility and Rights and Responsibilities form for the type of documentation required. If the Town Clerk-Treasurer does not have sufficient documentation, the Town Clerk-Treasurer may request further documentation from the employee before approving or denying FMLA leave. The employee must provide such further documentation within seven (7) calendar days of the request for further documentation. After receiving all requested documentation, the Town Clerk-Treasurer will confirm or deny the FMLA leave within five (5) workdays.
- H. The Town will require a medical certification to support a request for FMLA leave for medical reasons using the form language approved by the Department of Labor <https://www.dol.gov/>. The Town may require a second medical opinion at the Town's expense after an individual has submitted an initial medical certification. The Town may also require periodic re-certifications. For employees' own medical leave, a medical certification must contain a statement that the employee is unable to perform the function of their position. For employees' own medical leave, employees will be required to report periodically

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as instructed by the Department Head or Mayor, on their leave status and intentions to return to work. For leave to care for a family member, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

- I. If medically necessary for a serious health condition of employees or their family members, and if agreed to by the Department Head or Mayor, leave may be taken on an intermittent or reduced work schedule basis. The Town will require medical certification to support intermittent leave or reduced work schedule, and such medical certification must include the dates on which treatment is expected to be given and the duration of such treatment. The employee and the Department Head or Mayor must agree on the employee's schedule worked each week, and document the agreement in writing.
- J. An employee returning to work following a leave of absence due to the employees' own serious medical condition must submit a physician's statement certifying that the employee can return to work and can perform the essential functions of the job, with or without reasonable accommodations. The Town may request the employee provide the physician's statement five (5) workdays in advance of the employee's anticipated return to work.
- K. If an employee fails to return within three (3) workdays of an approved leave period, including any approved extensions, the employee will be considered to have resigned employment with the Town.
- L. For unpaid FMLA leave, the Town will bill an employee the portion of their group health insurance premium normally withheld from the employee's paycheck. Employees do not accrue sick or annual leave during unpaid FMLA leave, and the Town does not make the employer's contribution to PERA during unpaid FMLA leave.
- M. It is unlawful for anyone to interfere with, restrain, or deny any right provided by the FMLA to an eligible employee, or to discriminate or retaliate against an employee for requesting FMLA leave.

Although this policy is intended to be in full compliance with the FMLA, federal law and regulations regarding the FMLA or FMLA leave will supersede the relevant provisions of this policy. All questions regarding FMLA leave, including applicable forms, should be directed to the Town Clerk-Treasurer.

3-11-12 SICK LEAVE ACCRUAL

- A. Any employee eligible for sick leave shall accrue and be credited monthly with sick leave on the basis of eight (8) hours (one workday) per completed month of service. Unused sick leave may be accumulated from fiscal year to fiscal year

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and shall be charged in no less than multiples of one (1) hour. "Completed month of service" as used in this section means completed month of service in a pay status. In the event an employee has been in a non-pay status for any portion of the month, the amount of leave accrued and credited shall be pro-rated on the basis of the number of days in the month in which the employee was in a pay status.

- B. Sick leave credits upon separation - 5% of accumulated sick leave credits shall be paid to an employee upon separation.
- C. SICK LEAVE BANK

Purpose: The Sick Leave Bank was established to partially meet with the needs of its employees in times of debilitating illness or accidents needing extended absence from work. The bank has set parameters and should not be viewed as an alternative to disability insurance. The Town Clerk-Treasurer or designee shall oversee this program.

1. An employee may join the bank and become a member by completing an application and contributing no less than eight (8) hours of sick leave to the bank. Contributions to the bank are non-refundable. Applications for membership in the bank will be accepted prior to August of each year or within thirty (30) calendar days after an employee is hired. For new employees eight (8) hours will be deducted as soon as they are accrued. The member may request to contribute over four (4) pay periods. Keep in mind they are not an active member until you have the full eight (8) hours of sick leave deducted to join the Sick Leave Bank.
2. The Sick Leave Bank shall be available to an employee who suffers a long-term disability which requires extended hospitalization or home confinement and for which no worker's compensation benefits are available. If the member's application for hours is accepted, the committee will reserve the right to determine the number of hours awarded. An eligible member is one who has contributed at least eight (8) hours to the bank.
3. The Sick Leave Bank Committee shall be composed of three (3) employees designated by the Mayor. Decisions shall be made by majority vote of the committee members.
4. If the total number of hours in the bank is reduced to twenty (20) hours, the committee will require members to donate additional hours to the bank. All members will be provided written notice of the need for additional donations. Sick Leave Bank memberships will continue, providing the member contributes the additional hours. Previously donated hours shall not be refunded to an employee upon termination of membership or employment.
5. A member who has applied to the bank for sick hours may attend the meeting at which the committee will review the application. A representative may accompany the member at the meeting, or the representative may attend alone

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on behalf of the member. The committee shall have sole authority to approve or disapprove applications for bank benefits. The decision of the committee shall be final. Decisions of the committee shall not be subject to the Town's grievance procedures.

3-11-13 NOTIFICATION OF DEPARTMENT HEAD

All employees who are absent from duty for reasons which entitle them to sick leave shall report such reasons to their immediate Department Head no later than two (2) hours before their normal scheduled reporting time. In the event of a medical emergency, retroactive notice may be acceptable.

3-11-14 PROOF OF REASON FOR ABSENCE

A certificate from a licensed physician must support sick leave in excess of three (3) consecutive days.

3-11-15 ABUSE OF SICK LEAVE

- A. Abuse of leave is the taking of sick leave that is not justified.
- B. Abuse of sick leave is grounds for discipline, up to and including termination.

3-11-16 INJURY ON THE JOB LEAVE/WORKERS COMPENSATION LEAVE

Worker's Compensation Insurance benefits provide payment of valid claims for medical services, loss of compensation, and temporary, regular, partial or total disability for an employee who suffers a job-related injury or illness. Death benefits are also provided for the employee's beneficiaries if the employee dies as a result of a work-related injury or illness. It should be noted that this description of the Workers' Compensation benefits is merely a summary and specific questions should be referred to the Town Clerk-Treasurer or designee for the summary of benefits. In the event of a conflict between this policy and the benefits documents, the benefit documents shall control.

Injury Reporting

- A. All on the job injuries must be reported to the employee's immediate Department Head or Department Head as soon as possible, but no later than 24 hours after the occurrence. The Town Clerk-Treasurer or designee must receive a "Notice of Accident" form and "Employer's First Report of Injury or Illness" form within twenty-four (24) hours of the accident. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Medical Attention

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- A. In on the job injury/illness situations, when a medical emergency exists, the employee should go to the nearest emergency room or urgent care center.
- B. An employee with a non-emergency work related injury/illness should see a physician at his earliest opportunity.

Compensation

- A. It is the policy of the Town to support the practice of bringing injured employees back to work, as soon as they are medically able, to a position within the Town of Mesilla, compatible with any physical restrictions they may have. Current positions can be modified to fit an injured employee's medical restrictions by modifying workstations, altering specific tasks or reducing hours. If this is not possible, temporary transitional jobs may be made available either with the employee's department or through a temporary assignment with another department.

3-11-17 BEREAVEMENT LEAVE

In the event of death in the immediate family, any eligible employee may be granted emergency leave with pay not to exceed three (3) working days per occurrence. Two additional days will be provided for the death of an employee's spouse or child or if the service is out of town. Extenuating circumstances may extend the leave at the Mayor's discretion.

3-11-18 DOMESTIC ABUSE LEAVE

- A. In compliance with the New Mexico Victims of Domestic Abuse Act, NMSA 1978 § 50-4A-2 *et seq.*, the Town grants up to fourteen (14) days of domestic abuse leave in any calendar year, and up to eight (8) hours in any one day.
- B. An employee may use accrued sick or annual leave, compensatory time, or leave without pay for domestic abuse leave. Domestic abuse leave may be used to:
 - 1. Obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse
 - 2. Meet with law enforcement officials
 - 3. Consult with personal attorneys or district attorneys' victim advocates; or
 - 4. Attend court proceedings related to the domestic abuse of the employee or the employee's family member ("family member" means a minor child of the employee or a person for whom the employee is a legal guardian)
- C. "Domestic Abuse" is defined as an incident of stalking or sexual assault whether committed by a household member or not, or any incident by a household member against another household member that results in:
 - 1. Physical harm;
 - 2. Severe emotional distress;

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3. Bodily injury or assault;
 4. A threat causing imminent fear of bodily injury by any household member;
 5. Criminal trespass;
 6. Criminal damage to property;
 7. Repeatedly driving by a residence or workplace;
 8. Harassment; or
 9. Harm or threatening harm to children or pets.
- D. Employees in need of domestic abuse leave should notify their Department Heads or Mayor as soon as possible. When domestic abuse leave is taken as an emergency, if possible, employees or their designees should give notice to Department Heads within 24 hours of commencing domestic abuse leave.
- E. Department Heads or Mayor should request that employees provide verification of domestic abuse leave as soon as practicable by providing:
1. A police report indicating that the employee or a family member was a victim of domestic abuse, or
 2. A copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse, or
 3. A written statement from employee's attorney, district attorney's victim advocate, law enforcement official or prosecuting attorney stating that the employee or a family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse
- F. All information related to domestic abuse leave should be treated as confidential. This includes any information submitted to Department Heads to verify the need for domestic abuse leave, which must be kept in a separate location from the regular departmental personnel file a shared only on a need-to-know basis.
- For example, the following information is confidential:
1. The fact that the employee or family member was involved in a domestic abuse incident.
 2. The fact that the employee obtained domestic abuse leave;
 3. The fact that the employee made any written or oral statement about the need for domestic abuse leave
- An employee's information related to domestic abuse leave may only be disclosed when the employee consents in writing, when a court or administrative agency orders the disclosure, or when otherwise required by federal or state law
- Domestic abuse leave should be reported to payroll as "Leave with Pay" with no additional comments to maintain confidentiality
- G. Retaliation against an employee for taking domestic abuse leave is forbidden. Anyone who retaliates against an employee for taking domestic abuse leave will be subject to disciplinary action

3-11-19 CIVIL LEAVE - JURY DUTY

Leave with pay is authorized for employees required to serve on jury duty or to serve as a witness under order a Court. The employee shall furnish documentation on the “Request for Leave” form detailing the time spent away from work and provide a copy of jury call or a copy of the duly executed subpoena. All fees received from the Court (except for travel or out-of-pocket expenses) shall be remitted to the Town Clerk-Treasurer.

3-11-20 PROFESSIONAL LEAVE

Professional leave is leave with pay that is approved by the Mayor. The following are some types of professional leave:

- A. to obtain educational certification;
- B. to attend job related schools or seminars.

3-11-21 EMERGENCY LEAVE

The Mayor may excuse employees from duty with pay only for the normal workday or portions thereof, in emergency situations. Examples of emergencies would be extreme weather conditions; disasters such as fire, flood or other exigencies which prevent employees from working or reporting to work.

3-11-22 UNAUTHORIZED LEAVE WITHOUT PAY

For all leave other than official holidays, sick, administrative and emergency leave, the duration and dates of departure and return must be approved prior to the taking of leave. In the case of sick leave, the leave form shall be completed and submitted for approval immediately upon the employee’s return to duty. Unless a leave form approved by the Mayor or his designee substantiates an absence, an employee shall not be paid for any absence from scheduled work hours. Nothing in this policy shall be construed as preventing an employee from retroactively designating appropriate leave pursuant to the Family Medical Leave Act.

3-11-23 MILITARY LEAVE

- A. Any employee who is inducted into or enlists in any branch of the Armed Forces of the United States will be granted a military leave of absence without pay. Employees who have been granted such military leave of absence shall be reinstated by the Town in accordance with all applicable Federal and State Laws.
- B. Any employee who is a member of any Armed Forces Reserve component or National Guard unit shall be granted military leave of absence for all required military duty including examinations, drills, training and emergency obligations.
Full-time

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- employees and part-time employees who are granted a military leave under this provision shall be eligible to receive pay not to exceed fifteen (15) working days in any consecutive twelve (12) month period of time (July to June of the following year) Should the employee's obligation exceed 15 working days, the employee may use other accrued leave or take the remainder of the leave without pay.
- C. Immediately upon receipt of orders to report for military duty, employees must submit a copy of the orders, together with a written request for a military leave of absence, to their department head. The department head must then notify the Town Clerk-Treasurer or designee and the Mayor.
- D. Employees will be eligible to maintain their benefits when called to active duty provided, they continue to pay the employee portion of the premium to the Town on a timely basis.
- E. Eligible employees are also entitled to FMLA leave because of any qualifying exigency arising out of the fact that their spouse, domestic partner, son, daughter or parent is on covered active duty, or has been notified of any impending call to active duty status, in support of a military operation requiring deployment to a foreign country or to international waters. This includes members of the National Guard, Reserves, and Regular Armed Forces.

Qualifying exigencies include, but are not limited to:

1. Short notice deployment
2. Military events and related activities
3. Childcare and school activities
4. Financial and legal arrangements
5. Counseling,
6. Rest and recuperation for a maximum of fifteen (15) calendar days
7. Post-deployment activities
8. Parental care leave as defined under the act.

Additional information about qualifying exigencies can be obtained from <http://www.dol.gov/whd/fmla/fmla-faqs.htm>.

- F. Eligible employees who are family members of covered service members, including covered veterans who are undergoing medical treatment, recuperation or therapy for a serious injury or illness will be able to take up to twenty six (26) weeks of FMLA leave in a single twelve (12) month period (July to June of the following year) to care for a covered service member who:
1. Is unable to perform daily activities;
 2. has a serious illness or injury obtained in the line of active duty; or
 3. has a serious illness or injury that existed before the beginning of active duty that was aggravated by service in the line of active duty

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For purposes of this Section, a covered veteran is an individual who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. Eligible family members include spouses, domestic partners, parents, children or designated next of kin.

3-11-24 GROUP HEALTH INSURANCE

The Town participates in a group hospital, dental, vision, life and disability insurance plan in which the Town contributes eighty percent (80%) of the cost for employees with less than five years experience with the Town and ninety percent (90%) of the cost for medical, life and disability, dental and vision for employees with more than five years experience with the Town. It is recommended that the employee participate in this benefit, but it is not mandatory. Only regular employees in the regular and exempt service and probationary employees are eligible for this benefit. It should be noted that this description of the Group Health Insurance policy is merely a summary and specific questions should be referred to the Town Clerk-Treasurer or designee or the summary of benefits employees received when enrolling in these plans. In the event of a conflict between this policy and the benefit documents, the benefits documents shall control.

3-11-25 RETIREMENT PLAN

- A. All Town employees, except for temporary employees, are required to participate in a retirement plan authorized by the Town.
- B. A percentage of an employee's gross pay will be deducted each pay period from the employee's payroll check.
- C. If an employee leaves the service of the Town before eligibility for retirement, the employee may withdraw the payroll contributions or may leave the contributions and draw retirement benefits when eligible.
- D. It should be noted that this description of the Retirement Plan is merely a summary and specific questions should be referred to the Town Clerk-Treasurer or designee or the summary of benefits employees received when enrolling in this plan. In the event of a conflict between this policy and the benefits documents, the benefit documents shall control.

3-11-26 FRINGE BENEFITS FOR REGULAR PART-TIME EMPLOYEES

- A. Such fringe benefits described shall be extended to the employee in proportion to the number of hours the regular part-time employee works.

- B. However, extension of fringe benefits as authorized in this Section is contingent upon the terms and conditions of the Town's agreement with group insurance carriers and private pension plan carriers.



- 3-12-1 Employee Grievances
- 3-12-2 Grievance Defined
- 3-12-3 Procedures for Filing Grievance and Obtaining a Hearing
- 3-12-4 Disciplinary Action
- 3-12-5 Grievances and Appeals from Corrective Action and Discipline

3-12-1 EMPLOYEE GRIEVANCES

A. Every employee has a right to discuss problems and try to work out disagreements. However, little can be accomplished by bypassing a supervisor. The employee is required to discuss problems first with the supervisor or Department Head. If no satisfactory solution is obtained, an FLSA classified employee may file a grievance. No other Town employees are eligible to participate in the grievance process.

3-12-2 GRIEVANCE DEFINED

A grievance is a complaint from a FLSA Classified employee concerning working conditions, actions or inactions by management the employee believes in good faith constitute an unlawful or improper act , or a violation of an employee’s individual rights as a Town employee.

3-12-3 PROCEDURES FOR FILING A GRIEVANCE AND OBTAINING A HEARING

- A. Before an employee shall be eligible to file a grievance, the employee must advise his Department Head in writing of the substance of the complaint. Both the employee and the Department Head shall make a good-faith effort to resolve the complaint prior to the employee’s initiation of a formal action. The Mayor or designee may waive this requirement in circumstances where the employee’s complaint is directed at the Department Head.
- B. If no mutual resolution can be reached, a written request for a grievance hearing shall be filed with the Town Clerk-Treasurer within ten (10) working days of the decision of the Department Head. A copy of the written request shall be served upon the Mayor and the Department Head of the employee filing the grievance and any other person who may be the subject of the grievance.
- C. Within three (3) working days following receipt of the formal grievance, the employee’s Department Head shall deliver to the aggrieved employee a written response to the grievance with copies to the Town Clerk-Treasurer and the Mayor.
- D. The employee and the Department Head shall, within five (5) working days of the employee’s receipt of the response from the Department Head, request a meeting

- with the Mayor. Such meeting will be scheduled within seven (7) working days of the request. The Mayor will provide a written decision to the aggrieved employee, the Department Head, and the Town Clerk-Treasurer within five (5) working days after the meeting is held.
- E. If the decision of the Mayor is not satisfactory to the aggrieved employee, the employee may, within three (3) working days of receipt of this decision, appeal in writing the Mayor's decision. A written appeal shall be filed with the Town Clerk-Treasurer, who will then submit it to the Board of Trustees.
 - F. On the date of the next regularly scheduled meeting of the Board of Trustees, the Board of Trustees shall hold a hearing on the appeal of the grievance. Written notice of the time and place of hearing shall be given to the aggrieved employee, his immediate supervisor, his Department Head, the Mayor and the Town Clerk-Treasurer. The hearing shall be closed to the public.
 - G. If the employee will be represented by legal counsel at the hearing, the employee shall in writing so notify the Town Clerk-Treasurer no later than five (5) working days before the Trustee hearing so that the Mayor may arrange to have the Town Attorney present. The Board of Trustees may excuse any voting member who has a conflict of interest in the case. This action will be taken prior to the hearing.
 - I. The date of the hearing before the Board of Trustees may be postponed beyond the next regularly scheduled meeting above upon written request of the aggrieved employee, his attorney, the Mayor or the Town Attorney, but shall not be postponed for more than thirty (30) days. In case of a requested or agreed upon delay by the aggrieved employee or his attorney, the aggrieved employee waives any right of grievance resulting from the delay.
 - J. The hearing before the Board of Trustees is informal, and as such, the Board of Trustees may allow latitude in order and scope of the hearing.
 - K. All materials presented must be relevant to the grievance filed. The Board of Trustees shall be the sole judge of the relevancy of all material presented during the hearing.
 - L. The Board of Trustees shall have authority to call for the attendance of witnesses and to call for the production of documents, to examine witnesses, including the aggrieved employee and his supervisor and to hear all evidence properly brought before it. The formal rules of evidence shall not control this proceeding.
 - M. After the hearing, the Board of Trustees may meet in a closed session to discuss the hearing and shall issue a written decision within ten (10) working days.
 - N. The Board of Trustees decision shall be final and binding. No further appeal may be taken from the decision of the Board of Trustees.

3-12-4 DISCIPLINARY ACTION

- A. Notice of Contemplated Action: to initiate disciplinary action against an employee, the department shall serve the employee with a notice of contemplated action. The notice shall: 1) specify the contemplated discipline; 2) cite the conduct giving rise to the contemplated action; 3) cite rules, policies, and/or procedures that were violated; 4) specify the evidence relied upon by the department.
- B. An employee has five (5) working days from service of the notice of contemplated action to respond in writing or to request an informal meeting with the Department Head.
- C. A representative of the employee may respond to the notice of contemplated action and may be present at all stages of the proceedings, subject to the parameters below:
 - a. Informal Meeting: if an employee requests an informal meeting in response to the notice of contemplated action, he will be notified of the date, time and location of the meeting; such meeting shall be held within five (5) calendar days of receipt by the department of the request.
 - b. The employee and Department Head may agree in writing to an alternate date, time or place for the informal meeting.
 - c. The employee may be accompanied by a representative of the employee's choosing, but the conduct of the informal meeting shall be between the Department Head and the employee. The purpose of the informal meeting is to allow the employee to respond to the allegations in the notice of contemplated disciplinary action and to offer explanations and/or present evidence in mitigation. No witnesses shall be presented at the informal meeting.
- D. Written Response: If a written response is filed with the Department Head and the employee participates in an informal meeting with the Department Head, the Department Head shall consider the written response and information received during the informal meeting in arriving at a final disciplinary action.
- E. Notice of Final Action: The Department Head shall serve written notice of final action on the employee no later than five (5) working days from the date of receipt by the Department Head of any written response or the date of the informal hearing, whichever is later. The notice shall: 1) specify the final action to be taken; 2) cite the conduct giving rise to the contemplated action, which shall be limited to those incidents alleged in the notice of disciplinary action; 3) cite rules, policies, and/or procedures that were violated; 4) contain a discussion of the employee's defenses as stated in any written response or in the informal meeting; 5) contain the date of delivery of the notice of contemplated action; and 6) inform the employee that the final disciplinary action may be appealed to the Board of Trustees within five (5) working days pursuant to these rules.

3-12-5 GRIEVANCES AND APPEALS FROM CORRECTIVE ACTION AND DISCIPLINE

- A. Management actions not involving discharge, demotion with a loss of pay or suspension, including corrective actions, may be grieved by non-temporary employees with at least 90 days of service.
 - 1. Grievances related to Corrective Action shall be heard using the same procedure outlined in section 3-12-3.

- B. Management actions which result in discharge, demotion with a loss of pay or suspension, may be appealed by non-probationary employees.
 - 1. Within five (5) working days following the date of the final notice of contemplated action, a written appeal may be filed by filing a notice of appeal with the Board of Trustees, through the Town Clerk-Treasurer, and serving a copy on the Department Head.
 - 2. Within five (5) working days after receiving the written request from the employee, the Board of Trustees, shall issue a scheduling order. The Board of Trustees shall apply a consistent set of rules to such proceedings, such as the common law of administrative proceedings or the Rules of Civil Procedure, to the extent necessary to permit adequate discovery and a complete record.
 - 3. As soon as possible after receiving the record, the Board of Trustees shall either:
 - a. Accept the Department Head's decision;
 - b. Modify the Department Head's decision;
 - c. Reject the Department Head's decision; or
 - 4. The decision of the Board of Trustees shall be the final step in the administrative process. In the event of a tie vote, the decision of the Department Head will be upheld.

- 5. Appeal of the decision of the Board of Trustees by the employee or the Town shall be taken within thirty (30) calendar days of the final decision of the Board of Trustees.

- 6. Any party that is adversely affected by a final decision may seek judicial review by filing an appeal pursuant to NMSA 1978, Section 39-3-1.1 and NMRA 1-074 and 75.

Acknowledgement of Personnel Rules and Regulations

The employee whose signature appears below agrees to review and abide by all terms stated in Town of Mesilla Personnel Rules and Regulations. The signature below also signifies that the employee has received a copy of the manual for his personal use.

Signature: _____

Printed Name: _____

Date: _____



Town of Mesilla, New Mexico

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2
3 **THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA**
4 **REGULAR MEETING AT THE MESILLA TOWN HALL,**
5 **2231 AVENIDA DE MESILLA**

6 **TUESDAY, JUNE 25, ~ 6:00 P.M.~**

7 **MINUTES**

8
9 **TRUSTEES:** Russell Hernandez, Mayor
10 Adrianna Merrick, Mayor Pro Tem
11 Biviana Cadena, Trustee
12 Stephanie Johnson-Burick, Trustee
13 Gerard Nevarez, Trustee
14
15 **STAFF:** Ben Azcarate, Interim Marshal
16 Greg Whited, Fire Chief
17 Gloria S Maya, Town Clerk/Recorder
18
19 **PUBLIC:** Greg Lester Andrea Bryan
20 Trina Witter Mary H Ratje
21 Bill & Janice Cook Trina Witter
22 Susan Krueger Crystal Davis-Whited
23 Rosemary Alvillar Dasa Bausovo
24 Michele Rasch Eric Walkinshaw
25 Lori Miller E. Wynd...
26 Rosemary M Loughlin Michele Downey
27 Stewart Oberman Karena Oberman
28

29
30 **1. PLEDGE OF ALLEGIANCE**

31 Mayor Hernandez led the Pledge of Allegiance.
32

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

34 **Roll Call.**

35 **Present:** Mayor Hernandez, Mayor Pro Tem Merrick, Trustee Johnson-Burick, Trustee Nevarez
36

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

38 **Motion: To approve agenda, Moved by Trustee Nevarez, Seconded by Mayor Pro Tem Merrick.**
39

40 **Motion passed unanimously.**
41

42 **4. APPROVAL OF CONSENT AGENDA:** (The Board will be asked to approve by one motion the
43 following items of recurring or routine business. The Consent Agenda is marked with an asterisk *)
44

45 **Motion: To approve agenda, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**
46

47 Trustee Cadena noted corrections to the minutes.
48

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Roll Call Vote: Motion passed (summary: Yes-4)

Mayor Pro Tem Merrick Yes
Trustee Cadena Yes
Trustee Johnson-Burick Yes
Trustee Nevarez Yes

5. PRESENTATIONS:

a) PRESENTATION: Fire Chief: Update on Current Fire Conditions

Fire Chief Whited gave an update of the current fire conditions and enforcement procedures that would be followed.

Trustee Cadena stated concerned the public will not know what fireworks are allowed.

Trustee Johnson-Burick recommended advising the vendors on what to sell and what is allowed.

6. PUBLIC INPUT ON CASES – The public is invited to address the Board as allowed by the chair.

Ms. Ratje stated fireworks are stressful for dogs.

7. ACTION AND CONSIDERATION

NEW BUSINESS

a) APPROVAL: Recommended action arising from current fire conditions presentation

Motion: To approve recommended action arising from current fire conditions presentation, Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.

Roll Call Vote: Motion passed (summary: Yes-4)

Mayor Pro Tem Merrick Yes
Trustee Cadena Yes
Trustee Johnson-Burick Yes
Trustee Nevarez Yes

b) APPROVAL: RESOLUTION 2024-13: 2023-2024 Budget Adjustments

Motion: To approve Resolution 2024-13: 2023-2024 Budget Adjustments, Moved by Trustee Nevarez, Seconded by Mayor Pro Tem Merrick.

Roll Call Vote: Motion passed (summary: Yes-4)

Mayor Pro Tem Merrick Yes
Trustee Cadena Yes
Trustee Johnson-Burick Yes
Trustee Nevarez Yes

c) APPROVAL: RESOLUTION 2024-15: 2024 PZHAC Appointments

Motion: To approve Resolution 2024-15 PZHAC Appointments, Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.

Roll Call Vote: Motion passed (summary: Yes-4)

Mayor Pro Tem Merrick Yes
Trustee Cadena Yes
Trustee Johnson-Burick Yes
Trustee Nevarez Yes

1
2
3 **d) APPROVAL: Appointment for Planning and Zoning Commission (Heard Individually)**

4 **Motion: To approve Ms. Lori Miller, Alternate Planning and Zoning Commissioner, Moved by Trustee**
5 **Nevarez, Seconded by Mayor Pro Tem Merrick.**

6
7 **Roll Call Vote: Motion passed (summary: Yes-4)**

8 Mayor Pro Tem Merrick Yes

9 Trustee Cadena Yes

10 Trustee Johnson-Burick Yes

11 Trustee Nevarez Yes

12

13 **Motion: To approve Ms. Martha Mulvihill, Planning and Zoning Commissioner, Moved by Trustee**
14 **Nevarez, Seconded by Mayor Pro Tem Merrick.**

15

16 **Roll Call Vote: Motion passed (summary: Yes-4)**

17 Mayor Pro Tem Merrick Yes

18 Trustee Cadena Yes

19 Trustee Johnson-Burick Yes

20 Trustee Nevarez Yes

21

22 **Motion: To approve Ms. Prisciliana Sandoval, Alternate Planning and Zoning Commissioner, Moved by**
23 **Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**

24

25 **Roll Call Vote: Motion passed (summary: Yes-4)**

26 Mayor Pro Tem Merrick Yes

27 Trustee Cadena Yes

28 Trustee Johnson-Burick Yes

29 Trustee Nevarez Yes

30

31 **e) APPROVAL: RESOLUTION 2024-14: 2026-2030 ICIP list proposals**

32 Mayor Hernandez reviewed the ICIP list.

33

34 **Motion: To approve Resolution 2024-14: 2026-2030 ICIP list proposals, Moved by Mayor Pro Tem**
35 **Merrick, Seconded by Trustee Johnson-Burick.**

36

37 Trustee Cadena recommended prioritizing and basing it on need.

38

39 Mayor Hernandez stated this list reviewed by the Department Heads; items can be shifted if needed.

40

41 **Roll Call Vote: Motion passed (summary: Yes-4)**

42 Mayor Pro Tem Merrick Yes

43 Trustee Cadena Yes

44 Trustee Johnson-Burick Yes

45 Trustee Nevarez Yes

46

47 **f) APPROVAL: 2025-2026 SALARY GRADES (Handed Out During Meeting)**

48 Mayor Hernandez reviewed salary grades.

49

50 **Motion: To approve 2025-2026 Salary Grades, Moved by Mayor Pro Tem Merrick, Seconded by Trustee**
51 **Nevarez.**

1
2 Trustees reviewed recommendations, concerns and questions.

3
4 **Roll Call Vote: Motion passed (summary: Yes-4)**

5 Mayor Pro Tem Merrick Yes
6 Trustee Cadena Yes
7 Trustee Johnson-Burick Yes
8 Trustee Nevarez Yes

9
10 **Amended Motion: To postpone approval of 2025-2026 Salary Grades, Moved by Trustee Cadena,**
11 **Seconded by Trustee Johnson-Burick.**

12
13 **Amended Motion Roll Call Vote: Motion passed (summary: Yes-3; No-1)**

14 Mayor Pro Tem Merrick No
15 Trustee Cadena Yes
16 Trustee Johnson-Burick Yes
17 Trustee Nevarez Yes

18
19 **g) APPROVAL: JOB DESCRIPTIONS: FINANCE DEPARTMENT**

20 **Motion: To approve Job Descriptions: Deputy Treasurer, Finance Department, Mayor Pro Tem**
21 **Merrick, Seconded by Trustee Johnson-Burick.**

22
23 Trustees reviewed recommendations, concerns and questions.

24
25 **Deputy Treasurer Roll Call Vote: Motion passed (summary: Yes-3; No-1)**

26 Mayor Pro Tem Merrick Yes
27 Trustee Cadena Yes
28 Trustee Johnson-Burick No
29 Trustee Nevarez Yes

30
31 **Motion: To approve Job Descriptions: Deputy Treasurer, Finance Department, Moved by Trustee**
32 **Johnson-Burick Merrick, Seconded by Mayor Pro Tem Merrick.**

33
34 Trustees reviewed recommendations, concern and questions.

35
36 **Deputy Clerk Roll Call Vote: Motion passed (summary: Yes-3; No-1)**

37 Mayor Pro Tem Merrick Yes
38 Trustee Cadena Yes
39 Trustee Johnson-Burick No
40 Trustee Nevarez Yes

41
42 **Motion: To approve Job Descriptions: Grants Administrator, Finance Department, Moved Trustee**
43 **Nevarez, Seconded by Mayor Pro Tem Merrick.**

44
45 Trustees reviewed recommendations, concern and questions.

46
47 **Deputy Clerk Roll Call Vote: Motion passed (summary: Yes-4)**

48 Mayor Pro Tem Merrick Yes
49 Trustee Cadena Yes
50 Trustee Johnson-Burick Yes
51 Trustee Nevarez Yes

52
53

1 **h) APPROVAL: JOB DESCRIPTIONS: MARSHAL DEPARTMENT**

2 **Motion: To approve Job Descriptions: Marshal Department, Moved by Trustee Johnson-Burick,**
3 **Seconded by Mayor Pro Tem Merrick.**

4
5 Trustees reviewed recommendations, concerns and questions.

6
7 **Roll Call Vote: Motion passed (summary: Yes-4)**

8 Mayor Pro Tem Merrick Yes

9 Trustee Cadena Yes

10 Trustee Johnson-Burick Yes

11 Trustee Nevarez Yes

12
13 **i) APPROVAL: JOB DESCRIPTIONS: FIRE DEPARTMENT**

14 **Motion: To approve Job Descriptions: Fire Department, Trustee Johnson-Burick, Seconded by Mayor**
15 **Pro Tem Merrick.**

16
17 Trustees reviewed recommendations, concerns and questions.

18
19 **Roll Call Vote: Motion passed (summary: Yes-4)**

20 Mayor Pro Tem Merrick Yes

21 Trustee Cadena Yes

22 Trustee Johnson-Burick Yes

23 Trustee Nevarez Yes

24
25 **j) APPROVAL: JOB DESCRIPTIONS: PUBLIC WORKS**

26 **Motion: To approve Job Descriptions: Public Works, Moved by Trustee Nevarez, Seconded by Mayor**
27 **Pro Tem Merrick.**

28
29 Trustees reviewed recommendations, concerns and questions.

30
31 **Roll Call Vote: Motion passed (summary: Yes-4)**

32 Mayor Pro Tem Merrick Yes

33 Trustee Cadena Yes

34 Trustee Johnson-Burick Yes

35 Trustee Nevarez Yes

36
37 **k) APPROVAL: JOB DESCRIPTIONS: COMM & ECON DEVELOPMENT**

38 **Motion: To approve Job Descriptions: Comm & Econ Development, Trustee Nevarez, Seconded by**
39 **Mayor Pro Tem Merrick.**

40
41 Trustees reviewed recommendations, concerns and questions.

42
43 **Roll Call Vote: Motion passed (summary: Yes-4)**

44 Mayor Pro Tem Merrick Yes

45 Trustee Cadena Yes

46 Trustee Johnson-Burick Yes

47 Trustee Nevarez Yes

48
49 **8. PUBLIC INPUT – The public is invited to address the Board as allowed by the chair.**

50 Mr. Taylor asked about road compactions during roadwork on Calle de Picacho due to historic homes. Expressed
51 concerns regarding Short-Term Rentals and what is legal regarding Cell Towers.

52
53 Ms. Rasch recommended a loading zone in front of the Fountain Theatre.

1
2 Ms. Bausova read correspondence from Ms. R Franco and herself.

3
4 Mr. Lester read correspondence.

5
6 Ms. Witter read correspondence.

7
8 Ms. Ratje expressed concerns regarding the Short-Term Rentals ordinance.

9
10 Mayor Hernandez read correspondence.

11
12
13 **9. CLOSED EXECUTIVE SESSION**

14 **a. Discussion concerning attorney/client privilege matters pertaining to threatened or**
15 **pending litigation in which the public body is or may become a participant pursuant**
16 **to NMSA 1978, Section 10-15-1(H)(7)**

17 - Sunstate Towers

18
19 **b. Discussion of limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2) –**

20 - Open Position Marshal's Department

21 - Open Position Public Works Department

22 - Open Position Finance Department

23 - Open Position Community & Economic Development Department

24
25 **Motion: To approve entering into Closed Executive Session, Moved by Mayor Pro Tem Merrick,**
26 **Seconded by Trustee Johnson-Burick.**

27
28 **Motion passed unanimously.**

29
30 **Entered Closed Executive Session at 7:48 p.m.**

31
32 **Motion: To approve entering into Regular Meeting, Moved by Mayor Pro Tem Merrick, Seconded by**
33 **Trustee Nevarez.**

34
35 **Motion passed unanimously.**

36
37 **Entered Closed Regular Meeting at 8:17 p.m.**

38
39 **APPROVAL:** Any actions that may arise as a result of discussions in closed session.

40 **RATIFICATION: SUNSTATE SETTLEMENT AND RELEASE AGREEMENT**

41
42 **Motion: To approve ratification: Sunstate Settlement and Release Agreement, Moved by Moved by**
43 **Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.**

44
45 **Roll Call Vote: Motion passed (summary: Yes-3; No-2)**

46 Mayor Pro Tem Merrick Yes

47 Trustee Cadena No

48 Trustee Johnson-Burick Yes

49 Trustee Nevarez No

50 Mayor Hernandez Yes

1 **Amended Motion: To table for mediation ratification: Sunstate Settlement and Release Agreement,**
2 **Moved by Moved by Trustee Nevarez, Seconded by Trustee Cadena.**

3
4 **Amended Roll Call Vote: Motion passed (summary: Yes-2; No-3)**

5 Mayor Pro Tem Merrick No

6 Trustee Cadena Yes

7 Trustee Johnson-Burick No

8 Trustee Nevarez Yes

9 Mayor Hernandez No

10
11 **BOARD OF TRUSTEE COMMITTEE REPORTS**

12 Trustee Johnson-Burick: MPO meeting update, MPO Meeting August 14th at the City of Las Cruces
13 Chambers, MPO Executive Board Meeting (pending) Friday, June 28th.

14
15 Mayor Pro Tem Merrick: MPO meeting update, MPO Meeting August 14th at the City of Las Cruces
16 Chambers, MPO Executive Board Meeting (pending) Friday, June 28th.

17
18 Mayor Hernandez: SWRT Wednesday, NMML in Albuquerque on Thursday, SCCOG meeting on Friday.
19 NMML Annual Conference August 13-16, Clovis, NM.

20
21 **12. BOARD OF TRUSTEE/STAFF COMMENTS**

22 Interim Marshal Azcarate stated they have received the radios and the two (2) units. They are looking at
23 ordering two (2) more units. The department has received JAG funding which will be used for a Security
24 System at the Public Safety Building.

25
26 Fire Chief Whited stated the department received the radios. Inaudible The fire academy continues to
27 grow. Reviewed the process followed when covering calls outside of Mesilla.

28
29 Mayor Hernandez stated due to the closing of the fiscal year process, the utility office will not be accepting
30 payments after noon on Friday. During the roadwork which begins on June 8th on Calle de Picacho, which
31 should be completed by the end of December, there will be a need for the utilities to be replaced or relocated.
32 Calle de Santiago will be the next project.

33
34 Trustee Cadena recommended holding PZHAC and BOT meetings in the same week.

35
36 Trustee Johnson-Burick recommended imposing a moratorium on Short-Term Rentals.

37
38 Trustee Nevarez stated good work on Job Descriptions.

39
40 Mayor Pro Tem Merrick recommended bringing forth Job Descriptions and Salary Grades at the next
41 meeting or scheduling a Special Meeting in order to move forward. The new positions will help everyone
42 be more informed.

43
44 Mayor Hernandez stated he met with the Interim County Manager to open up the lines of communication.
45 A Public Hearing for Short-Term Rentals was scheduled for July 8th but due to questions that have arisen it
46 has been postponed. There will be a Public Hearing for Heart of the Desert Liquor License on July 8th. The
47 board will have all the job descriptions and salary grades for review for the July 8th regular BOT meeting.

48
49 **13. ADJOURNMENT**

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

51
52 **MEETING ADJOURNED AT 8:50 P.M.**

53
54 **APPROVED THIS 8th DAY OF JULY, 2024**

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Russell Hernandez
Mayor

ATTEST:

Gloria S. Maya
Town Clerk/Treasurer

DRAFT

BOARD ACTION FORM

AGENDA DATE

PZHAC: 7/1/2024

BOT:

ITEM: PZHAC CASE #061845 – 2355 Calle de Guadalupe, submitted by Mi Corazon Encantado. Requesting approval to install an exterior wall sign. ZONE: Historical Commercial (HC).

BACKGROUND AND ANALYSIS:

Mrs. Anita Rivard, owner of Mi Corazon Encantado, is requesting to install a wooden sign where a previous sign was located. The sign will be approximately the same dimensions. Currently, there is an outline on the exterior wall where the previous sign was.

Sign will be constructed of woods, stained and sealed. It is approximately 61.5”H x 32.5” W. It has a total of 13.88 sq ft. MTC 18.65.140 (A)(1) maximum square footage of a sign is 15 sq ft or no more than 10% of the total wall space.

Color of the sign will be similar to the color that was previously approved by the commission on 5/20/2024. A hanging wall signed was approved. MTC 18.65.220 allows a total of 2 signs per bona fide place of business.

IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant’s request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- If denied, the applicant can appeal decision to BOT in writing within 20 days.
- Due process was provided to the applicant.

ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

DEPARTMENT COMMENTS:

- Recommend approval

SUPPORTING INFORMATION:

- Application
- Pictures of sign
- Location of sign
- Copy of Tenant/Landlord lease



Town of Mesilla
 P.O. BOX 10
 MESILLA, NM 88046
 PHONE: (575) 524-3262 FAX (575) 541-6327

SIGN PERMIT

Application Date: 6/20/2024

Mi CORAZON ENCANTADO
 Name of Business

ANITA RIVARD
 Name of Applicant

2355 CAÑE DE GUADALUPE
 Address of Business

400 EL PRADO AVE
 Address of Applicant

MESILLA NM 88046
 City State Zip

LAS CRUCES NM 88005
 City State Zip

970-585-9140
 Telephone Number

 Alternate Telephone Number

Location and description of Sign:

(include dimensions, lettering, shape, material, texture, colors, and/or finish to be used. Attach a drawing of the location of the sign, including any other advertising structures on the building or lot.)

WOOD PLAQUE TO BE MOUNTED ON EXTERIOR WALL
 MEASUREMENTS:
 61.5" highest CENTER POINT TO BASE
 48" VERTICAL SIDES
 32.5" WIDTH
 29.75" X 3.5" VERTICAL BOARDS
 (WHERE LETTERING WILL BE PLACED)

THE PREVIOUS STORE HAD A PLAQUE IN THIS SPOT & IT IS NOT ATTRACTIVE BARE. PUTTING MY PLAQUE UP IN ITS PLACE WILL IMPROVE OVERALL APPEARANCE OF THE EXTERIOR WALL

For Office Use Only

Administrative Approval: N/A
 PZHAC Approval: JULY 1ST 2024
 BOT Approval: JULY 31st, 2024

Permit Fee: \$28⁰⁰
 Date of Payment: _____
 CASE NUMBER: 061845



NEW MEXICO LEGACY

You are standing in the world's largest pecan-producing county, Dona Ana County, New Mexico. It is known for our best local pecans and delicious green chile. Rooted in history, the Mesilla Valley has pecan trees dating back to 1532. Today, you can see pecan orchards lining the highways providing a breathtaking view for our visitors to enjoy. Legacy Pecans and Company aims to share our delicious and nutritious nut with you. Grow on our family farm here in the Mesilla Valley. From our family to yours, we invite you to enjoy the fruits of our labor.



LEGACY PECANS

EST. 1932

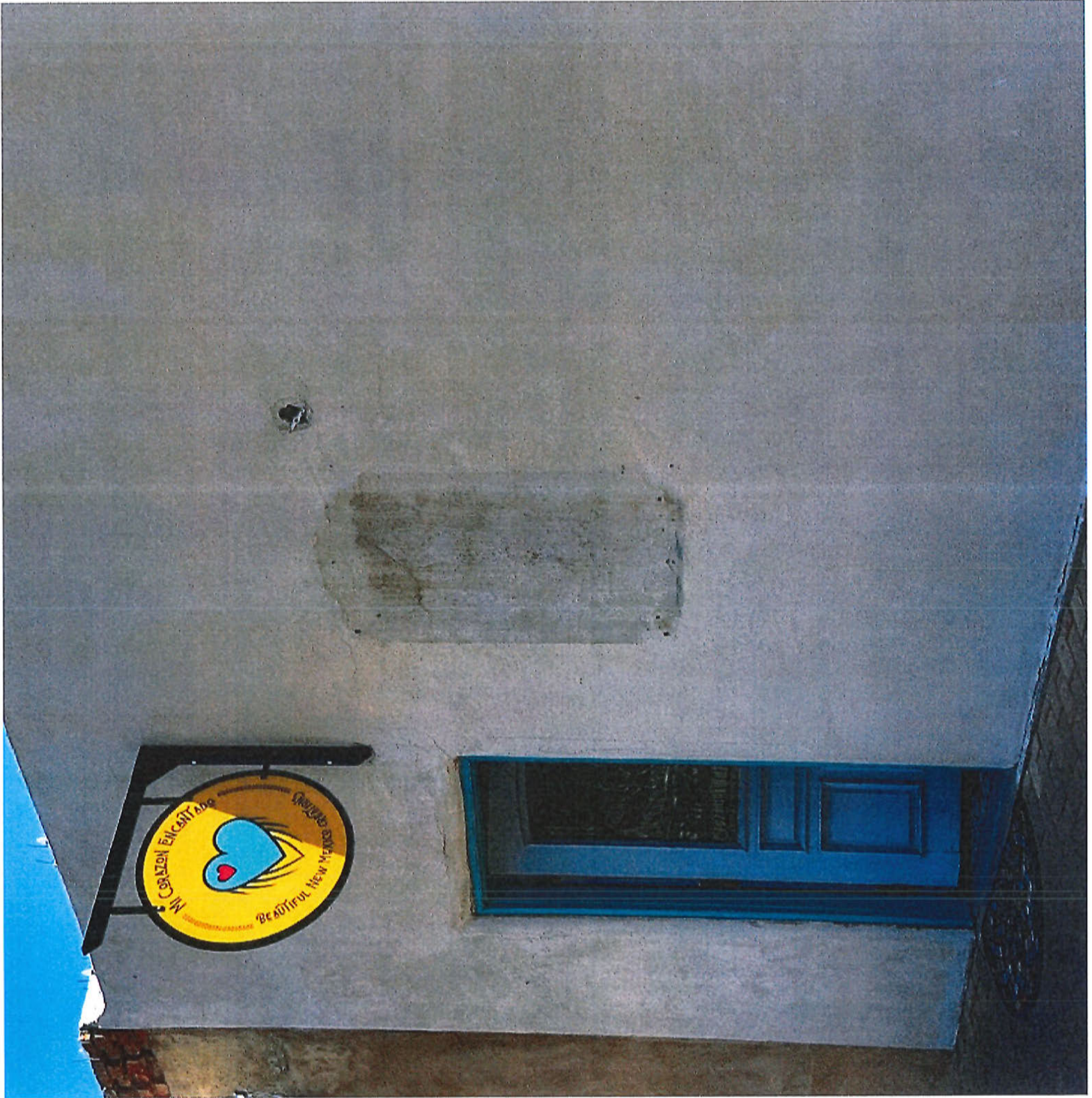


LEGACY PECANS

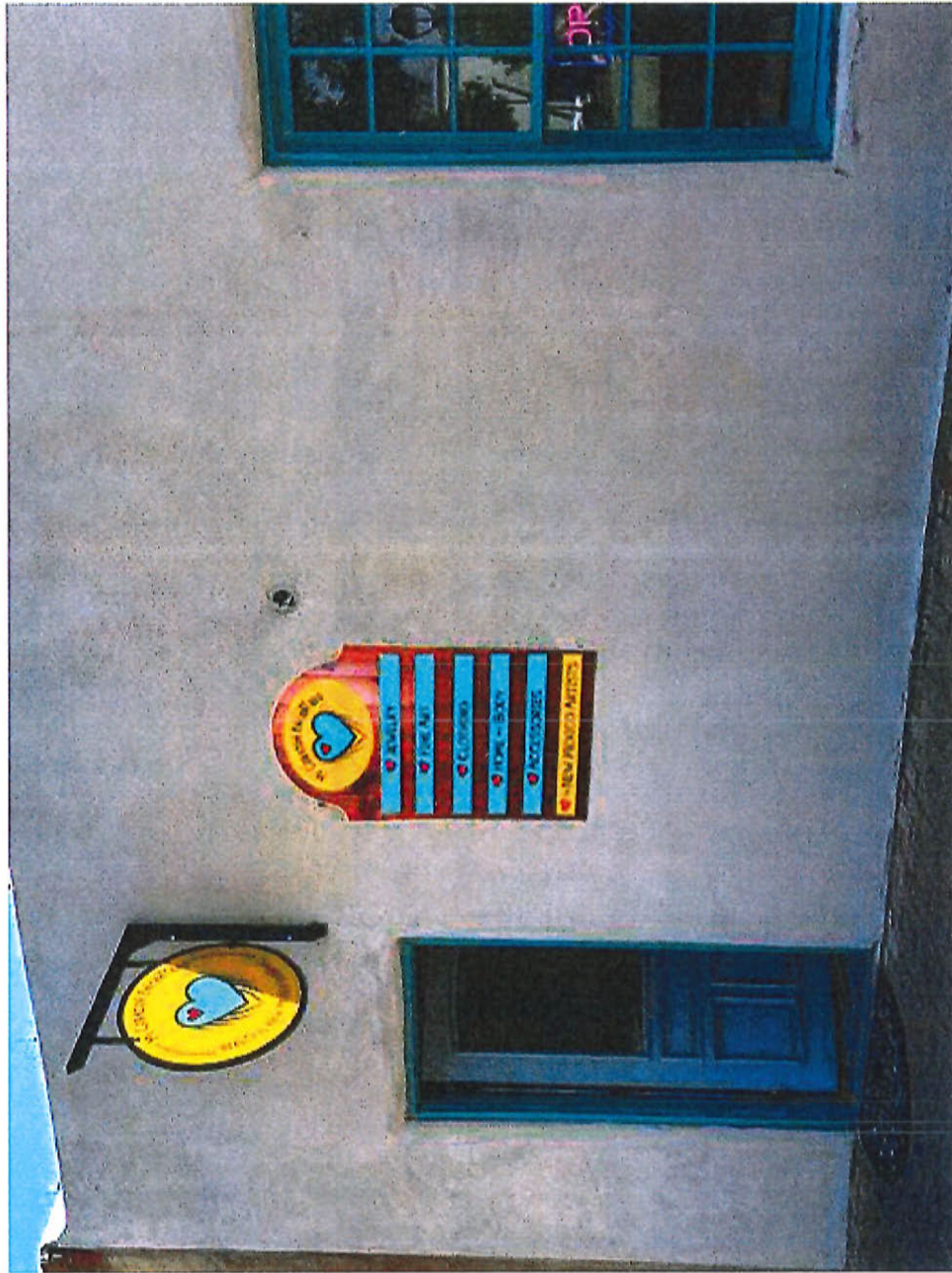
EST. 1932

STRESS-BRIDGES
 JEWELRY & BRIDAL
 COMPANY

TRIMMER (2013-100)
 WASHINGTON & C. LEGACY
 TRADE-AGENTS









LEASE

THIS LEASE AGREEMENT made and entered into on the First day of April, 2024, between C. W. Ritter, dba Ritter Enterprises, Inc., P. O. Box 905, Las Cruces, New Mexico 88004, hereinafter called "LESSOR", And Anita Rivard dba, Mi Corazon Encantado LLC 400 El Prado Ave. Las Cruces, NM. 88005 hereinafter called "LESSEE".

WITNESSETH:

1. That the said Lessor, for and in consideration of the covenants and agreements hereinafter mentioned, to be kept and performed by said Lessee, and Lessee's successors and assigns, has leased to said Lessee the building on The Plaza at 2355 Calle de Guadalupe, Mesilla, New Mexico 88046.

2. TO HAVE AND TO HOLD the above described premises unto the said Lessee, Lessee's successors and assigns for a term of One (1) year.

3. Lessee agrees that said Lessor, Lessor's heirs, executors, administrators and assigns a monthly rent for said described premises as follows:

██████████ per month to be credited on the first day of each and every month, for 12 months, beginning with April of the calendar year 2024, which are due thereof in lawful money of the United States of America.

This Lease shall carry an annual rent adjustment of the amount of the CPI as published by the United States Department of Commerce beginning January 2024.

4. Lessee agrees to take actual possession of and occupy and use the premises primarily as a gift shop, selling Pecans and Boutique Clothing and Jewelry and related products. Lessee further agrees to conform to and comply with all requirements of law and duly constituted authority pertaining to said premises, and/or carriers of any insurance on the demised premises and all such requirements of any Board of Underwriters, Rating Bureau or similar organization having jurisdiction of said premises and building.


15. Lessor hereby grants Lessee an option to renew this lease at the end of the term, March 31st, 2025. This option shall carry a rent adjustment of, but not limited to, the amount of the CPI as published by the United States Department of Commerce.

16. Lessee shall not assign or sublet any part of the leased premises, without first obtaining the written consent of Lessor. Provided, however, no attempted assignment or reletting or subletting shall in any way relieve or release Lessee herein of her obligations to Lessor.

WITNESS the hands and seals of the parties aforesaid, effective the day and year above written.

LESSOR:


C. W. Ritter
Ritter Enterprises, Inc.



President

LESSEE:

Mj Corazon Encantado LLC



Anita Rivard

BOARD ACTION FORM

AGENDA DATE

PZHAC: 7/1/2024

BOT:

ITEM: PZHAC CASE #061853 – 2030 Calle de Parian. Submitted by Flippin Vintage, requesting approval to install a sign ZONE: Historical Commercial (HC).

BACKGROUND AND ANALYSIS:

Mrs. Maia L Baca will be moving into the space and operating a new retail business. She is looking for approval to install sign outside her front door. Similar hanging signs are within feet of her proposed location.

Sign will be made of wood, vinyl lettering and sealed.

IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant's request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- If denied, the applicant can appeal decision to BOT in writing within 20 days.
- Due process was provided to the applicant.

ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

DEPARTMENT COMMENTS:

- Sign conforms to historic design
- Business in the area similar signs
- No lighting on sign being proposed
- Measurements meet MTC 18.65.140 requirements, under 15 sq feet

SUPPORTING INFORMATION:

- Application
- Elevations/Location
- Pictures
- Identification



Town of Mesilla
P.O. BOX 10
MESILLA, NM 88046
PHONE: (575) 524-3262 FAX (575) 541-6327

SIGN PERMIT

Application Date: Mon June 24, 2024

Flippin' Vintage
 Name of Business

Mara L Baca
 Name of Applicant

2030 Calle de Parian
 Address of Business

584 Scorpio Loop
 Address of Applicant

Mesilla NM 88046
 City State Zip

Fairacres NM 88033
 City State Zip

575 635 2914
 Telephone Number

N/A
 Alternate Telephone Number

Location and description of Sign:
 (include dimensions, lettering, shape, material, texture, colors, and/or finish to be used. Attach a drawing of the location of the sign, including any other advertising structures on the building or lot.)

For Office Use Only

Administrative Approval: N/A
 PZHAC Approval: 7/1/24
 BOT Approval: 7/8/24

Permit Fee: \$10
 Date of Payment: _____
 CASE NUMBER: 061853



Circular sign 2' round Black red & white

2030 CALLE DE PARIAN



BOARD ACTION FORM

AGENDA DATE

PZHAC: 7/1/2024

BOT:

ITEM: PZHAC STR BUSINESS #1229 – 2450 Calle de Principal, submitted by Felix Armijo. Requesting a business license to operate 2 short term rentals on property. ZONE: Historical Commercial (HC).

BACKGROUND AND ANALYSIS:

Mr. Armijo currently has a restaurant on the proposed corner lot, Café Don Felix. He is requesting approval to operate short term rentals. The STR will be under one roof and divided into two units.

IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant's request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- Due process was provided to the applicant.

ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

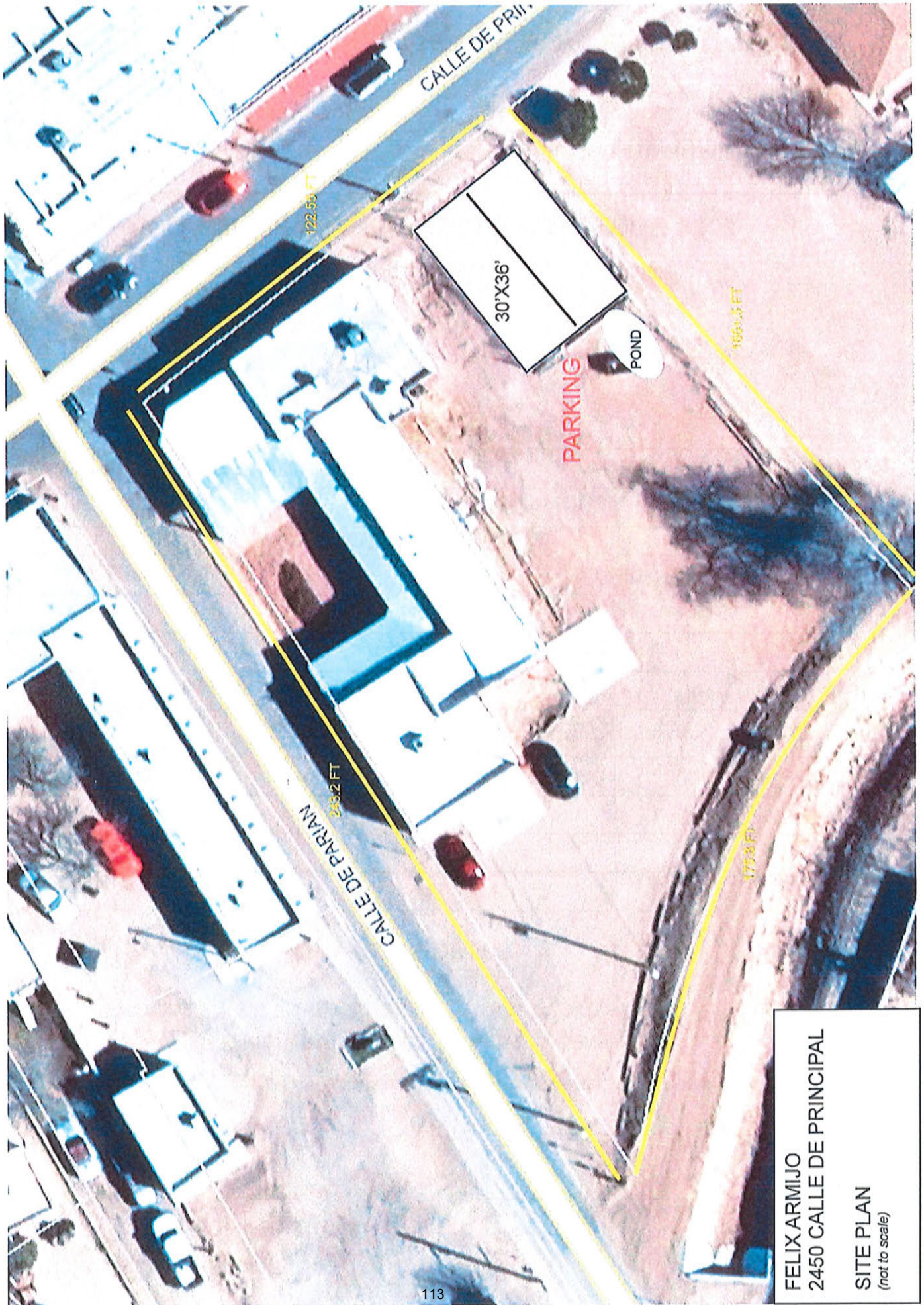
DEPARTMENT COMMENTS:

- STR allowed in HR zone.
- No code regulation to determine single or dual STR registration(s) necessary if on same property address.
- Residential use permit MTC 18.40.020
- Recommend approval

SUPPORTING INFORMATION:

- Application
- Proof of Ownership
- Identification
- Site Map
- Floor Plan

SITE PLAN



FELIX ARMILJO
2450 CALLE DE PRINCIPAL
SITE PLAN
(not to scale)

Town of Mesilla, New Mexico

Phone (575) 524-3262

P.O. Box 10

2231 Avenida de Mesilla, Mesilla, NM 88046



2024 BUSINESS REGISTRATION APPLICATION

(PLEASE PRINT)

DATE: 06/7/24

CASE NO: 1229

NEW \$ X RENEWAL \$ _____ LATE FEE \$ _____ PARKING \$ _____ TOTAL \$ 35
 \$35 \$35 \$10 (IF APPLICABLE)

APPLICANT'S INFORMATION

APPLICANT NAME	FELIX M ARMIJO	MAILING ADDRESS	2004 W UNION AVE LAS CRUCES NM 88005	
DRIVER LIC #	[REDACTED]	PHONE#	575-640-6713	EMAIL

BUSINESS INFORMATION

BUSINESS NAME	TO BE DETERMINED	PHYSICAL ADDRESS	2450 CALLE DE PRINCIPAL MESILLA NM 88046	
PHONE #	575-640-6713	MAILING ADDRESS	SAME	
TAX ID #		# OF EMPLOYEES	1	EMAIL ADDRESS
OWNER/LANDLORD	FELIX M ARMIJO	MAILING ADDRESS	2004 W UNION AVE LAS CRUCES NM 88046	PHONE # 575-640-6713

EMERGENCY CONTACT INFORMATION

NAME	ADDRESS	TELEPHONE #
FELIX M ARMIJO	2004 W UNION AVE, LAS CRUCES, NM 88005	575-640-6713
ALARM COMPANY (IF APPLICABLE)		TELEPHONE #

BUSINESS TYPE

(CHECK ALL THAT APPLY)

FOOD RETAIL ENTERTAINMENT BAR/LOUNGE
 SERVICE HOME OCCUPATION CONSTRUCTION OTHER STR

APPLICANT HEREBY STATES UNDER OATH THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE TRUE AND VALID.

SIGNATURE OF APPLICANT/TITLE

DATE _____

SIGNATURE OF BUILDING OWNER/LANDLORD

DATE _____



CALLE DE PARIAN

Parcel: ARMIJO FELIX M & GUADALUPE R

ACCOUNT NUMBER: R0400315
 OWNER NAME: ARMIJO FELIX M & GUADALUPE R
 MAILING ADDRESS: 2004 W UNION
 CITY: LAS CRUCES
 STATE: NM
 ZIP: 88005
 SUBDIVISION NAME:
 SITE ADDRESS: 2410 CALLE DE PRINCIPAL
 ACREAGE: 0.57
 SQUARE FOOTAGE: 24,829.00
 TOTAL VALUATION (LAND & BUILDING): 495,475

[ASSESSOR PARCEL INFORMATION DETAIL LINK](#)

Zoom to ...

BOARD ACTION FORM

AGENDA DATE

PZHAC: 7/1/2024

BOT:

ITEM: BUSINESS LICENSE #1245 – 2030 Calle de Parian, submitted by Maia L Baca. Requesting approval to open and operate a retail store. ZONE: Historical Commercial (HC).

BACKGROUND AND ANALYSIS:

Mrs. Baca is requesting approval to open and operate a retail store called, Flippin Vintage at location. She currently has the business and will be relocating from Truth or Consequences.

She is looking to sell custom apparel, furniture, restorations, and boutique type products. There is no proposed changes in building structure to include inside and outside. There is no parking available so she will have to pay the annual parking fee requirement as listed in our MTC 18.60.170.

IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant's request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- If denied, the applicant can appeal decision to BOT in writing within 20 days.
- Due process was provided to the applicant.

ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

DEPARTMENT COMMENTS:

- Recommend approval

SUPPORTING INFORMATION:

- Application
- Copy of Tax ID
- Floor Plan
- Site Plan
- Business Plan



2231 Avenida de Mesilla No.: 1245

P.O. Box 10
Mesilla, NM 88046

Phone: (575) 524-3262 Fax: (575) 541-6327

Business Registration Application

Please fill out all the information on this form by typing or using blue or black ink. Return update form to the Community Development's Office in person, by email, fax or mail. Please contact us at (575) 524-3262 with any questions. **Note:** A separate business registration application form should be completed for each business location.

Please check one: Business Registration Application Is: New Renewal

Name of Business: Flippin' Vintage

Name of Applicant: Maria L. Baca

Business Location: 2030 calle de Parian

Mailing Address (Street # or P.O. Box): PO Box 4344 TorC NM 87901

E-Mail Address: flippinvintage17@gmail.com

City: Mesilla State: NM Zip Code: 88046 Phone # of

Business: 575 635 2914

Location of Business: Street 115 S. DATE ^(current) (moving to 2030 Calle de Parian Aug 1, 2024)

City: TorC State: NM Zip Code: 87901 **PROPERTY**

INFORMATION

Is property: owned leased

Property Owner: See Properties

Property Owner Address: 108 main ave TorC NM 87901

Property Owner Phone #:

575 894 0037 Additional

Information

Square Footage of Business: 2000 sq ft.

Number of Employees: 1
Number of Parking Spaces: 1
Zoning Code: _____

Continue to next page>>>>

State or Federal Licensing Information:

If your business requires one of the following Licenses/Permits, you **MUST** submit a copy with your application. *Does not N/A*

- NM Environment Department Food Permit NM Real Estate/Broker License
Federal Environmental Protection Agency Permit(s) Well Drillers
 NM Contractor's License NM Veterinary Medicine NM
Medical/Pharmaceutical License(s) Federal Firearms License NM
Cosmetology/ Barbers License Any other License(s)

N/A License [REDACTED]
Expiration Date

Type of business (Please describe product(s) and/or service(s) IF they have changed):

Boutique, Custom appraisal, Furniture restoration

Business Owner Is:

Sole Proprietorship Partnership _____ Corporation _____ Other _____

You MUST submit a copy of your New Mexico BTIN with your application.

Current New Mexico BTIN #: _____ (The location code for reporting earnings received in the Town of Mesilla is **07-303**.)

EMERGENCY CONTACT INFORMATION

Responsible party to be called in case of emergency. Enter name in order of contact (please print):

24 HOUR EMERGENCY PHONE #: 575 635 2914 Maria Baca

Name Telephone #

1. Mark Sidaris ~~505 638 0000~~ 575 642 5642

2. Merlyn Sidaris 575 312 6159

3. Julianne Hatfield 575 102 8931

Do you have an alarm system? Yes _____ No

What Type? _____

Which Company, if any, Responds to Alarms? _____

By signing this form, I attest that the information I have provided herein is true and accurate to the best of my knowledge. I certify that I am authorized to sign the same as an agent on behalf of the above stated business. I agree to pay all associated fees including:

the annual business registration fee and other permit fees as required by the Town of Mesilla. I understand that I must file any changes to my business status, operations, and/or contact information with the Community Development office in a timely manner.

Maria L Baca

Printed Name: _____
Date: _____

Maria L Baca _____
Signature: _____ Title: Owner/Operator

Fire Department Inspection Verification

Schedule fire and building inspections AFTER Town staff provides approved application back to you in the following order: 1) Mesilla Fire Marshall's Office (FMO) 575-523-1311. Please retain the Yellow Fire Inspection Report issued by FMO.

A legible copy of the YELLOW Fire Inspection Report issued by FMO, must be returned by the applicant to the Community Development office.

Fire Department Representative Verification: _____

Fire Inspection Date: _____

Approved: Yes _____ No _____

MAIA L BACA
FLIPPIN' VINTAGE
PO BOX 4344
TRUTH OR CONSEQUENCES, NM 87901-8344

June 14, 2023
NM Business Tax ID: [REDACTED]
Letter ID: L2010610800

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

Date ID Issued	IDENTIFICATION NUMBER	Business Start Date
14-Jun-2023	[REDACTED]	14-Jun-2023
Business Location		Business End Date
416 N PINE ST		
City and State	Zip Code	
TRUTH OR CONSEQUENCES, NM	87901-2446	
Taxpayer Name	Taxpayer Type	
MAIA L BACA	PROPRIETOR	
Firm Name	Filing Frequency	
FLIPPIN' VINTAGE	Quarterly	
Mailing Address		
PO BOX 294		
City and State	Zip Code	
FAIRACRES, NM	88033-0294	

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, and Municipal Gross Receipts Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrants business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Cabinet Secretary
By: 

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

THIS CERTIFICATE IS NOT TRANSFERABLE

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

Date ID Issued	IDENTIFICATION NUMBER	Business Start Date
14-Jun-2023	[REDACTED]	14-Jun-2023
Business Location		Business End Date
416 N PINE ST		
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TRUTH OR CONSEQUENCES, NM	87901-2446	
Taxpayer Name	Taxpayer Type	
MAIA L BACA	PROPRIETOR	
Firm Name	Filing Frequency	
FLIPPIN' VINTAGE	Quarterly	
Mailing Address		
PO BOX 294		
	Zip Code	

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Cabinet Secretary
By: 

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

BOARD ACTION FORM

AGENDA DATE

PZHAC: 7/1/2024

BOT:

ITEM: PZHAC CASE #061823 – 2450 Calle de Principal, submitted by Felix Armijo. Requesting approval to construct a 30 x 36-foot structure on the property for the purpose of operating 2 STR businesses. ZONE: Historical Commercial (HC).

BACKGROUND AND ANALYSIS:

Mr. Armijo currently has a restaurant on the proposed corner lot, Café Don Felix. He is requesting approval to build the structure facing Calle de Principal. The structure will have private parking and drain pond. The 30' x 36' building will have 2 STR units.

Mr. Armijo wishes to build the structure on the property line or within 3 feet. He is willing to construct the structure with appropriate fire walls and without openings such as, windows or doors.

IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant's request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- Due process was provided to the applicant.

ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

DEPARTMENT COMMENTS:

- STR allowed in HC zone.
- MTC allows less than 7 ft if firewall is used (3ft) 18.40.040.
- MTC allows zero lot line structure with right of entry approval by neighboring properties 18.40.040 (A)
- No code regulation to determine single or dual STR registration(s) necessary if on same property address.

SUPPORTING INFORMATION:

- Application *
- Proof of Ownership *
- Identification *
- Site Map *
- Elevations
- Foundation Plan
- Electrical Plan
- Drainage
- Floor Plan
- Wall Section Plan

**TOWN OF MESILLA
APPLICATION FOR ZONING PERMIT**

Permit Fee \$ 1825
 Review Fee \$ 199
 Total Fee \$ 2024

2231 Avenida de Mesilla, P.O. Box 10, Mesilla, NM 88046 (575) 524-3262 ext. 104

CASE NO. 061823 ZONE: HC CODE: ADC APPLICATION DATE: 5/7/24

Name of Property Owner: Felipe Armijo Dona Ana County Account/Parcel #: 375-640-6713 Property Owner's Telephone #

Property Owner's Mailing Address: 2004 W. Union City: Mesilla State: NM Zip Code: [REDACTED]

Property Owner's E-mail Address: _____ Applicant's DL/ID Number: _____

Contractor's Name & Address (if none, indicate Self) _____

Contractor's Telephone Number _____ Contractor's License Number _____

Address of Proposed Work: 2450 Calle de Principal

Description of Proposed Work: Build A-B-B STR
Approx → 30 x 36

THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.

1. Site plan with legal description to show existing structures, adjoining streets, driveway(s), improvements & setbacks. Verification shall show that the lot was LEGALLY subdivided through the Town of Mesilla or that the lot has been in existence prior to February 1972.
2. Window replacement, need data sheet of new windows.
3. Foundation plan, new construction plans in full size drawings.
4. Floor plan showing rooms, their uses, and dimensions.
5. Cross section of walls.
6. Roof and floor framing plan.
7. Proof of property ownership (Warranty Deed/Property Tax Receipt)
8. Drainage plan (commercial).
9. Details of architectural style and color scheme (checklist included for Historical zones) – diagrams and elevations. (Earth Tone)
10. Valid government issues identification (Driver License/ID/Passport)

\$ 150,000 Estimated Cost Felipe Armijo Signature of Applicant 5-7-24 Date

Application Fee is due at time of submittal. Apart from administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a zoning permit. All zoning permits expire after one year from date issued.
***** ALL permits must be displayed in clear view until final inspection *****

FOR OFFICIAL USE ONLY

PZHAC APPROVAL REQUIRED: YES NO BOT APPROVAL REQUIRED: YES NO

PZHAC Administrative Approval BOT Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

CID PERMIT/INSPECTION REQUIRED: YES NO

PERMISSION ISSUED / DENIED BY: _____ ISSUE DATE: _____

October 7, 1999

EXHIBIT "A"
DESCRIPTION OF A 0.571 ACRE TRACT

A tract of land situate within the Town of Mesilla, Dona Ana County, New Mexico in projected Section 25, Township 23 South, Range 1 East, N.M.P.M. of the U.S.R.S. Surveys as U.S.R.S. Tract 11A-86B and being more particularly described as follows, to wit:

BEGINNING at a point at the southwest intersection of Calle de Parian and Calle Principal for the northeast corner of the tract herein described, identical to the northeast corner of said U.S.R.S. Tract 11A-86B, whence the southeast corner of said projected Section 25 bears **S.78°13'34"E., 3019.66 feet;**

THENCE, following the west line of Calle Principal, **S.78°16'01"E., 7.73 feet to an angle point;**

THENCE, continuing along the west line of Calle Principal, **S.33°27'22"E., 29.94 feet to an angle point;**

THENCE, continuing along the west line of Calle Principal, **N.53°45'43"E., 3.00 feet to an angle point;**

THENCE, continuing along the west line of Calle Principal, **S.38°13'43"E., 90.00 feet to an "X" found chiseled in the sidewalk for the southeast corner of the tract herein described;**

THENCE, leaving Calle Principal, **S.49°41'43"W., 151.72 feet to a 1/2 inch rebar with survey cap No. 9254 set on the east line of the Mesilla Lateral for the southwest corner of the tract herein described;**

THENCE, following the east line of the Mesilla Lateral and along the arc of a curve to the left

having a radius of **155.89 feet**, a length of **96.26 feet**, a central angle of **35°22'50"**, and whose long chord bears **N.58°39'08"W., 94.74 feet to a 1/2 inch rebar with survey cap No. 9254 found for a point of tangency;**

THENCE, continuing along the east line of the Mesilla Lateral, **N.76°20'33"W., 81.90 feet to a 1/2 inch rebar with survey cap No. 5211 found on the south line of Calle de Parian for the northwest corner of the tract herein described;**

THENCE, leaving the Mesilla Lateral and following the south line of Calle de Parian, **N.57°12'34"E., 230.79 feet to the point of beginning;**

Said tract containing **0.571 acres**, more or less and being subject to easements of record.

I hereby certify that this description was prepared by me or under my supervision.

Isaac Camacho 1704
ISAAC CAMACHO. NMPS NO. 9254



State of N. Mex. Co. of Dona Ana, ss
RECEIVED *10/18/99* I hereby
certify that this instrument was filed
for recording and duly recorded on

OCT 18 1999

10:46 AM
Book *147* Page *1037* of the
Records of said County
By *[Signature]* County Clerk
ATTEST



DONA ANA TITLE COMPANY, INC.
GF#999312/JJT

WARRANTY DEED (Joint Tenants)

DAVID A TAYLOR AND LINDA J TAYLOR, HUSBAND AND WIFE, for consideration paid, grant to FELIX M ARMIJO, whose address is 2004 West Union, Las Cruces, New Mexico 88005, and GUADALUPE R ARMIJO, HUSBAND AND WIFE, whose address is SAME, as joint tenants the following described real estate in Dona Ana County, New Mexico:

A tract of land situate within the Town of Mesilla, Dona Ana County, New Mexico in projected Section 25, T23S, R1E, NMPM of the USRS Surveys as USRS Tract 11A-86B and being more particularly described in Exhibit "A" attached hereto and made a part hereof:

Subject to all reservations contained in the patent, all covenants, easements, and restrictions of record.

with warranty covenants.

WITNESS THEIR hand S and seal S this 15 day of October, 1999.

(Seal) David A Taylor (Seal)
DAVID A TAYLOR
(Seal) Linda J Taylor (Seal)
LINDA J TAYLOR

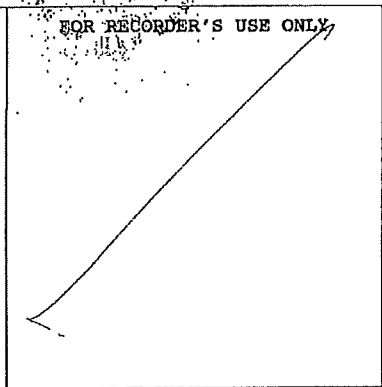
ACKNOWLEDGMENT FOR NATURAL PERSONS

STATE OF NEW MEXICO)
) ss.
COUNTY OF DONA ANA)

This instrument was acknowledged before me on 15 day of October, 1999, by DAVID A TAYLOR AND LINDA J TAYLOR, HUSBAND AND WIFE.

Sylvia M Lauer
SYLVIA M LAUER, Notary Public

My commission expires:
11/1/99
(Seal)



ACKNOWLEDGMENT FOR CORPORATION

STATE OF NEW MEXICO)
) ss.
COUNTY OF DONA ANA)

This instrument was acknowledged before me on

_____ by
_____ as
_____ of
_____.

Notary Public

My commission expires:
(Seal)

1703

EASEMENT

THE UNDERSIGNED FELIX M. ARMIJO and GUADALUPE R. ARMIJO, his wife
whose address is 2004 West Union Avenue, Las Cruces, New Mexico 88005
DONA ANA County, New Mexico, for and in consideration of One and no/100 (\$1.00) Dollar and other good and
valuable considerations, receipt of which is hereby acknowledged, do . . . hereby grant unto El Paso Electric Company and
the Mountain States Telephone and Telegraph Company, jointly and severally, their successors and assigns, the right,
privilege and authority to enter upon and to erect, construct, operate, remove, maintain and inspect their equipment and
lines of distribution as described below, in, over and across the property we own or in which we have an
interest, in the tract of land shown on the Bureau of Reclamation Irrigable Area and Property Map, Elephant Butte Irrigation
District, Map 11A as Plat 86B, in Section 25, Township 23, South, Range
1 East, of the New Mexico Principal Meridian and Base line and otherwise described as
per attached exhibit A and made a part hereof.

PLEASE NOTE: By the granting and recording of this easement that
easement recorded in Mics. Book 265, Pages 567 and 568
is hereby null and void.

And upon and along the roads, streets or highways adjoining the said property, with the right to permit the attachment of the
wires of any other company.

Description and Purpose of Easement: This easement is for Overhead cables, lines, poles, anchors, guy wires, conductors,
conduits, transformer installation, service facilities and all other necessary equipment for an aerial distribution system,
together with overhang of service wire and with the rights of ingress and egress thereto for the installation, operation,
inspection, repair, maintenance, replacements, renewal and removal thereof and also the right to trim any interfering trees
and shrubs so as to keep all wires cleared at least forty-eight inches.

Buildings and structures of a permanent nature except fences, boundary walls, walkways and roadways will not be built on or
over any easement, or under any overhead electric lines, except with the written consent of the grantee.

Said consideration being received in full payment therefor.


EXECUTED this 13th day of December, 20 01.

[Signature] (Seal)
Guadalupe R. Armijo (Seal)

STATE OF NEW MEXICO
COUNTY OF DONA ANA

Acknowledgment-Individual

The foregoing instrument was acknowledged before me this 13th day of December, 20 01,
by FELIX M. ARMIJO and GUADALUPE R. ARMIJO, his wife
(name or names of person acknowledged, or initials, specification if husband and wife)

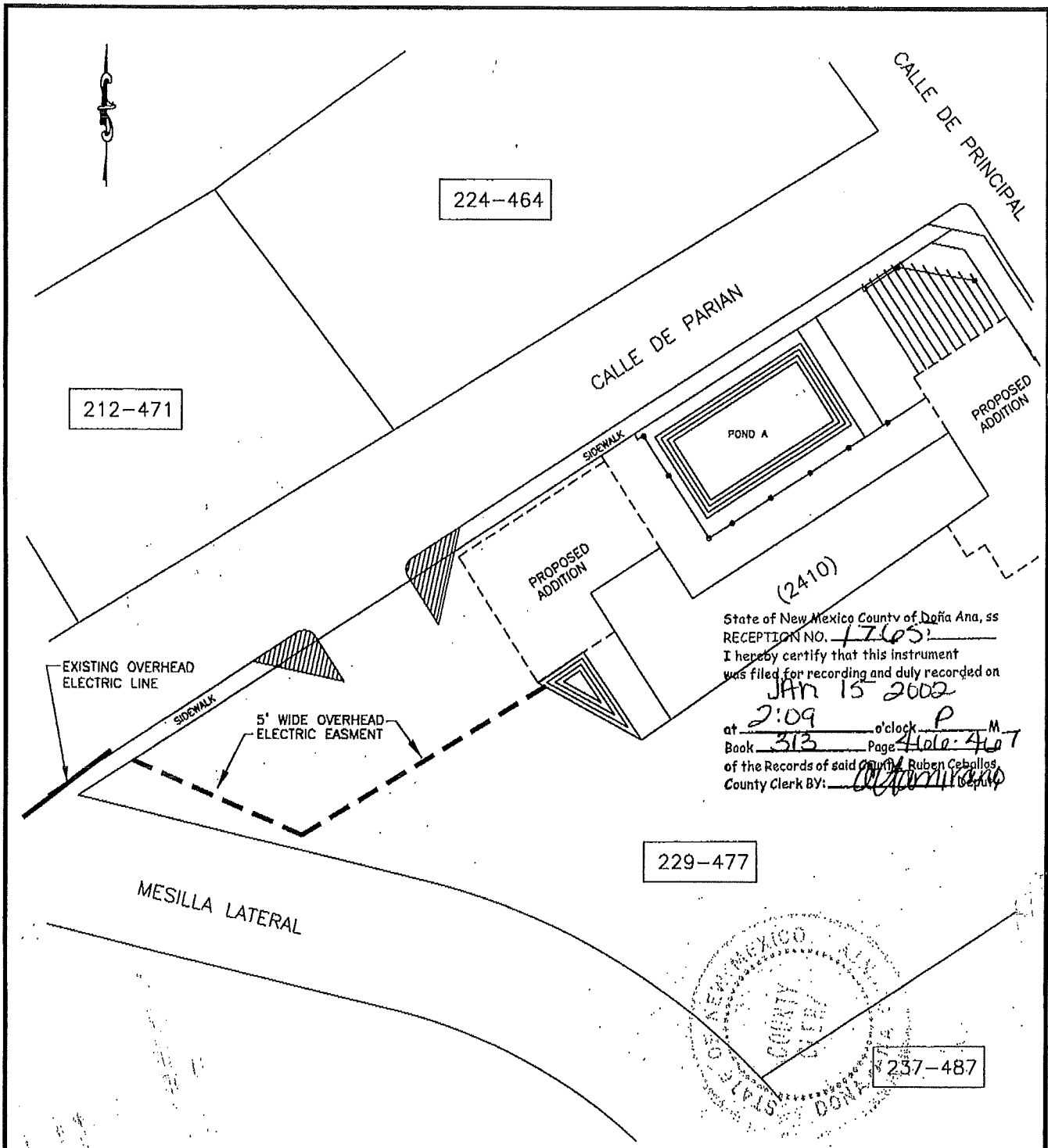
My commission expires:  RAMONA BERNAL
NOTARY PUBLIC—STATE OF NEW MEXICO Ramona Bernal
My Commission Expires 9-11-05 Notary Public

RECEPTION NO. _____ STATE OF NEW MEXICO, COUNTY OF DONA ANA, ss:

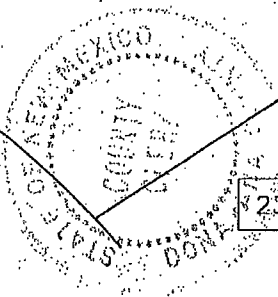
I hereby certify that this instrument was filed for record on the _____ day of _____, 20 _____, at
_____ o'clock _____ M. and duly recorded in Book _____, Page _____ of the Records of
_____ of said county, on this _____ day of _____, 20 _____.

County Clerk. By: _____ Deputy.
(County Clerk Seal) ALDO

1765

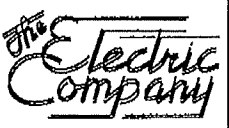


State of New Mexico County of Dona Ana, ss
 RECEPTION NO. 1765
 I hereby certify that this instrument
 was filed for recording and duly recorded on
JAN 15 2002
 at 2:09 o'clock P M
 Book 313 Page 467
 of the Records of said County, Ruben Ceballos
 County Clerk BY: [Signature]



PROPOSED UTILITY EASEMENT IN:
 RANGE 1E, TOWNSHIP 23S, SECTION 25, MAP 11A
 TRACT NO. 86B, SUBDIVISION _____
 LEGEND: AS SHOWN ABOVE

WORK ORDER NUMBER:
01-7-2-03145
 SCALE: NONE DATE: 12/10/01
 DRAWN BY:
 MM, NF



467

EXHIBIT "A"



Google

SITE PLAN



FELIX ARMIJO
2450 CALLE DE PRINCIPAL
SITE PLAN
(not to scale)

The property was issued a new address. Dona Ana county account number R0400315. Thank you for any advice:
[Quoted text hidden]

 **061823 ZONING PERMIT APPLICATION.pdf**
3635K

Community Development <comdev@mesillanm.gov>
To: "McWilliams, Karla, DCA" <Karla.McWilliams@dca.nm.gov>

Thu, Jun 27, 2024 at 11:09 AM

Karla,

I had just sent you our application packet for this request. Thank you for your input, truly appreciate your help!

Regards,

Eddie
[Quoted text hidden]

McWilliams, Karla, DCA <Karla.McWilliams@dca.nm.gov>
To: Community Development <comdev@mesillanm.gov>
Cc: "Ensey, Michelle, DCA" <michelle.ensity@dca.nm.gov>

Thu, Jun 27, 2024 at 12:29 PM

Hi Mr. Salazar,

Thanks for sending the information. I have reviewed it and have confirmed that the property location is within the Town of Mesilla's H-C Historical Commercial area. The property is also located within the La Mesilla Historic District, listed in the State Register of Cultural Properties and the National Register of Historic Places.

Because there is no state or federal funding the Historic Preservation Division is not required to review this property for compliance with state/federal preservation laws. HPD staff is providing guidance with regard to the Town of Mesilla's historic preservation ordinance, Chapter 18.06 "Planning, Zoning and Historical Appropriateness Commission."

The Town's ordinance states the following (not direct quotes):

18.06.080 Duties Powers, 3. Review and recommend approval/disapproval of applications for building permits within the historical zones.

18.06.110 Review of applications within Historical and General Commercial zones – Considerations.

A. All applications for work in the Historic zones (not subject to administrative approval) shall be reviewed by PZHAC. The commission shall determine whether the request involved will be appropriate for the purposes of this title.

B. In reviewing an application PZHAC shall consider:

1. The historical and literary value and significance of the site, building, or structure;
2. The general design, arrangement texture, material and color of the features;
3. The relation of such factors to similar factors or sites, buildings and structures in the immediate surrounds; and

4. The appropriateness of the size and shape of the building or structure in relation to:
 - a. the land area upon which the building or structure is situated,
 - b. the landscaping and planting features proposed,
 - c. the neighboring sites, buildings or structures within the historical district.
5. Applicable zoning and other laws of the town.

For many historic preservation commissions, the challenge of building new within a listed historic district can be daunting. Most preservation commissions utilize the guidelines of the Secretary of the Interior's Standards for the Treatment of Historic Properties - this is referenced in Mesilla's code, 18.33.110 Standards for alterations. A few of the standards are worth noting (paraphrased herein):

3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, adding of conjectural features or elements from other historical properties, should not be undertaken.
9. New construction should not destroy historical materials, features, and special relationships that characterize the property.
10. New construction should be undertaken in a manner that if removed in the future, the form and integrity of the property and environment will be unimpaired.

In conclusion a few points:

- New construction should respect the historic district and its surrounding buildings in massing and height. Consider a design that reflects the height and width of surrounding buildings and utilizes a similar rhythm in façade design (number of windows to wall space).
- New construction should not include architectural details from historic buildings in its design but be representative of current building styles. Consider a design that utilizes modern materials reflecting construction in today's world.

Secretary of the Interior's Standards for Rehabilitation

<https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm>

A few websites to consider:

New Construction within the boundaries of historic properties – National Park Service

<https://www.nps.gov/subjects/taxincentives/new-construction-in-historic-properties.htm>

Appropriate New Construction in Historic Districts

<https://wisconsinhistory.org/Records/Article/CS4172>

Feel free to reach out if you have additional questions.

Historic Preservation Tax Incentives

New Construction within the Boundaries of Historic Properties

It is possible to add new construction within the boundaries of historic properties if site conditions allow and if the design, density, and placement of the new construction respect the overall character of the site. According to the Secretary of the Interior's Standards for Rehabilitation (<https://www.nps.gov/subjects/taxincentives/secretarys-standards-rehabilitation.htm>) – Standard 9 in particular – and the Guidelines for Rehabilitating Historic Buildings (<https://www.nps.gov/crps/tps/rehab-guidelines/rehabilitation-guidelines-1997.pdf>), new construction needs to be built in a manner that protects the integrity of the historic building(s) and the property's setting.

In addition, the following must be considered:


- Related new construction – including buildings, driveways, parking lots, landscape improvements and other new features – must not alter the historic character of a property. A property's historic function must be evident even if there is a change of use.
- The location of new construction should be considered carefully in order to follow the setbacks of historic buildings and to avoid blocking their primary elevations. New construction should be placed away from or at the side or rear of historic buildings and must avoid obscuring, damaging, or destroying character-defining features of these buildings or the site.
- Protecting the historic setting and context of a property, including the degree of open space and building density, must always be considered when planning new construction on an historic site. This entails identifying the formal or informal arrangements of buildings on the site, and whether they have a distinctive urban, suburban, or rural character. For example, a historic building traditionally surrounded by open space must not be crowded with dense development.
- In properties with multiple historic buildings, the historic relationship between buildings must also be protected. Contributing buildings must not be isolated from one another by the insertion of new construction.
- As with new additions, the massing, size, scale, and architectural features of new construction on the site of a historic building must be compatible with those of the historic building. When visible and in close proximity to historic buildings, the new construction must be subordinate to these buildings. **New construction should also be distinct from the old and must not attempt to replicate historic buildings elsewhere on site and to avoid creating a false sense of historic development.**
- The limitations on the size, scale, and design of new construction may be less critical the farther it is located from historic buildings.
- As with additions, maximizing the advantage of existing site conditions, such as wooded areas or drops in grade, that limit visibility is highly recommended.
- Historic landscapes and significant viewsheds must be preserved. Also, significant archeological resources should be taken into account when evaluating the placement of new construction, and, as appropriate, mitigation measures should be implemented if

Last updated: October 25, 2022

Was this page helpful?

Yes

No

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SUBJECTS

Historic Preservation
(<https://www.nps.gov/subjects/historicpreservation>)

National Register of Historic Places
(<https://www.nps.gov/subjects/nationalregister>)

ORGANIZATIONS

Cultural Resources Partnerships and Science Directorate
(<https://www.nps.gov/orgs/1345>)

Technical Preservation Services
(<https://www.nps.gov/orgs/1739>)



ARTICLE

The Secretary of the Interior's Standards for the Treatment of Historic Properties: Rehabilitation as a Treatment and Standards for Rehabilitation

Rehabilitation as a Treatment

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings

- [Introduction, Historical Overview, Preservation Standards & Guidelines, Rehabilitation Standards & Guidelines \(pp.1-162, PDF\)](https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf)
(<https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf>)
- [Restoration Standards & Guidelines and Reconstruction Standards & Guidelines \(pp.163-241, PDF\)](https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part2-reconstruction-restoration.pdf)
(<https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part2-reconstruction-restoration.pdf>)

☑ Important Note about the Standards for Rehabilitation

The **Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68, 1995)** consists of four treatment standards—[Preservation \(https://www.nps.gov/articles/000/treatment-standards-preservation.htm\)](https://www.nps.gov/articles/000/treatment-standards-preservation.htm), [Rehabilitation \(https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm\)](https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm), [Restoration \(https://www.nps.gov/articles/000/treatment-standards-restoration.htm\)](https://www.nps.gov/articles/000/treatment-standards-restoration.htm), and [Reconstruction \(https://www.nps.gov/articles/000/treatment-standards-reconstruction.htm\)](https://www.nps.gov/articles/000/treatment-standards-reconstruction.htm)—and are regulatory for NPS Grants-in-Aid programs. [The Secretary of the Interior's Standards for Rehabilitation \(https://www.nps.gov/subjects/taxincentives/secretarys-standards-rehabilitation.htm\)](https://www.nps.gov/subjects/taxincentives/secretarys-standards-rehabilitation.htm) (**36 CFR Part 67, 1990**), which are included in the Treatment Standards, are regulatory for the

Federal Historic Preservation Tax Incentives program (<https://www.nps.gov/subjects/taxincentives/index.htm>) and are the criteria used to determine if a project qualifies as “a certified rehabilitation.” The 1990 and the 1995 versions of the Rehabilitation Standards convey the same intent and provide the same guidance, although they are worded slightly differently, and “shall” replaces “will” in the 1995 version. **The Secretary of the Interior's Standards for the Treatment of Historic Properties**, in particular the Standards for Rehabilitation, are intended as general guidance for work on all historic properties, are widely used, and have been adopted at the Federal, State, and local levels.

Choosing Rehabilitation as a Treatment

In **Rehabilitation**, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (<https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf>) to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

The Guidelines for the Treatment of Historic Properties (<https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf>) illustrate the practical application of the Standards for Rehabilitation to historic properties.

History of the Standards

Read a History of The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings. (<https://www.nps.gov/articles/000/treatment-standards-history.htm>)



secretary's standards

technical preservation services

Last updated: February 1, 2024

Was this page helpful?

Yes

No



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(<https://touchpoints.app.cloud.gov/>)



DRAWING TITLE:
FLOOR PLAN / FOUNDATION PLAN

CLIENT:
NUESTRA ESQUINA HOMES

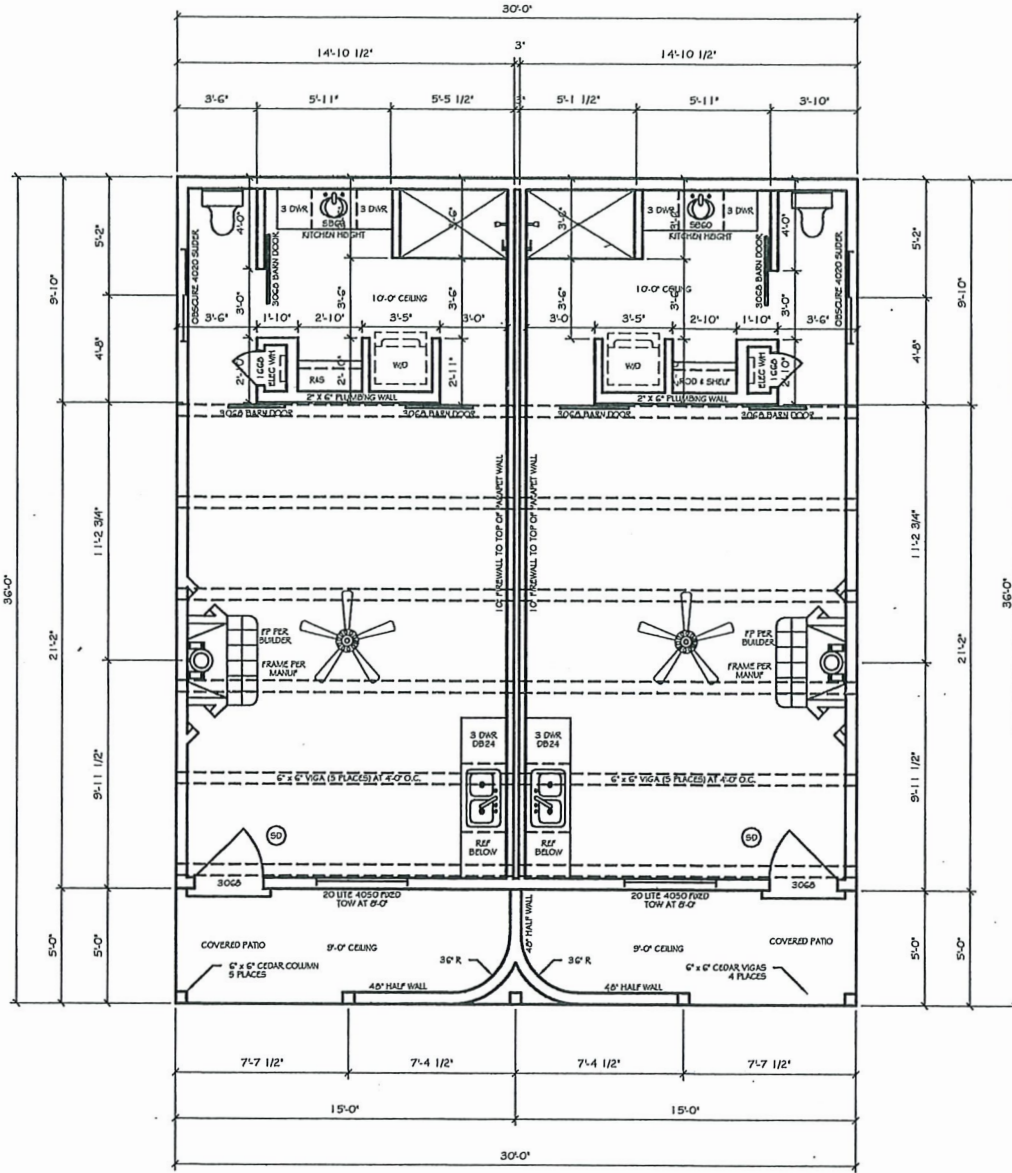
DRAWN BY: ELIAZAR OBREGON
DATE: 04-14-18
PREVISION NO.

SHEET NO.
2 OF 3

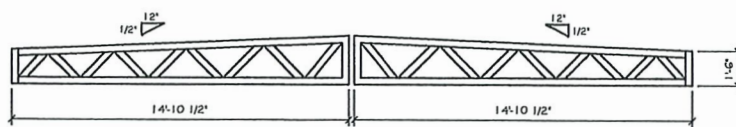
575-621-7526

B & D DRAFTING & DESIGN

HOMES YOU CREATE



FLOOR PLAN
SCALE 1/4" = 1'-0"

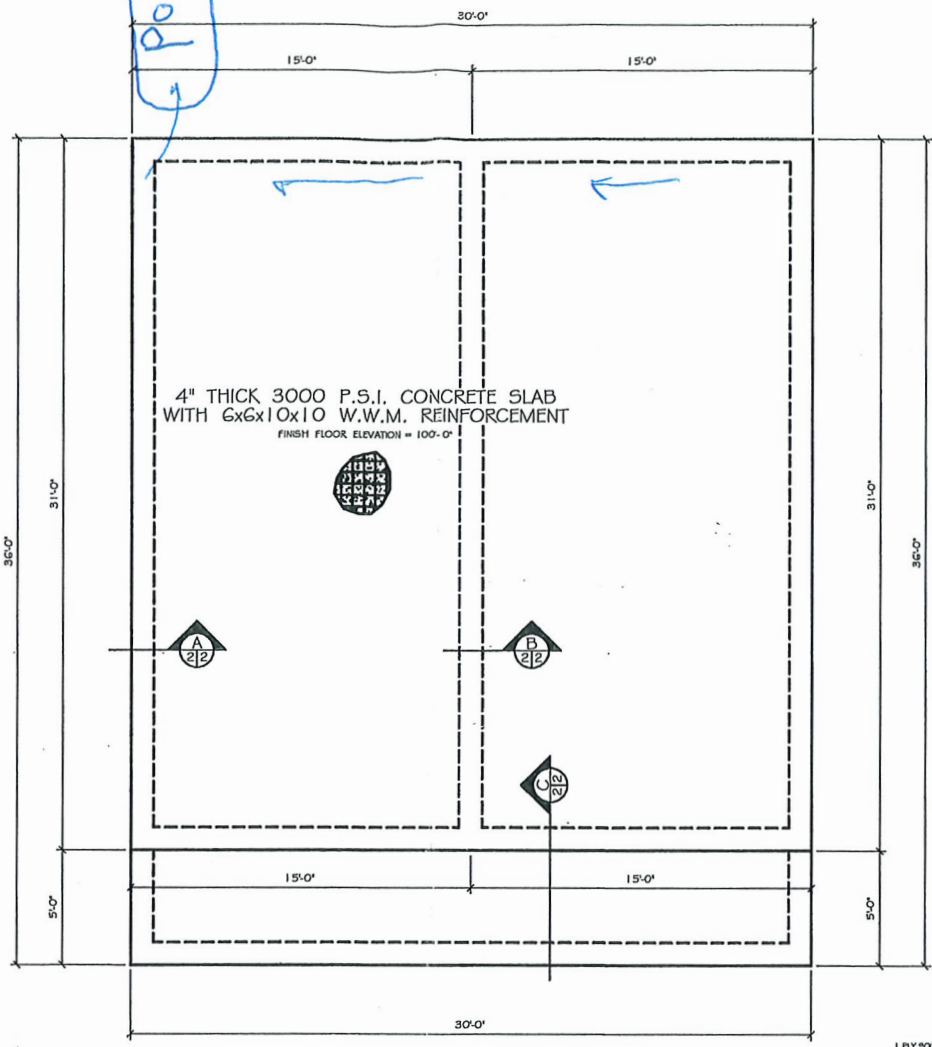


ROOF TRUSSES
SCALE: 1/4" = 1'-0"

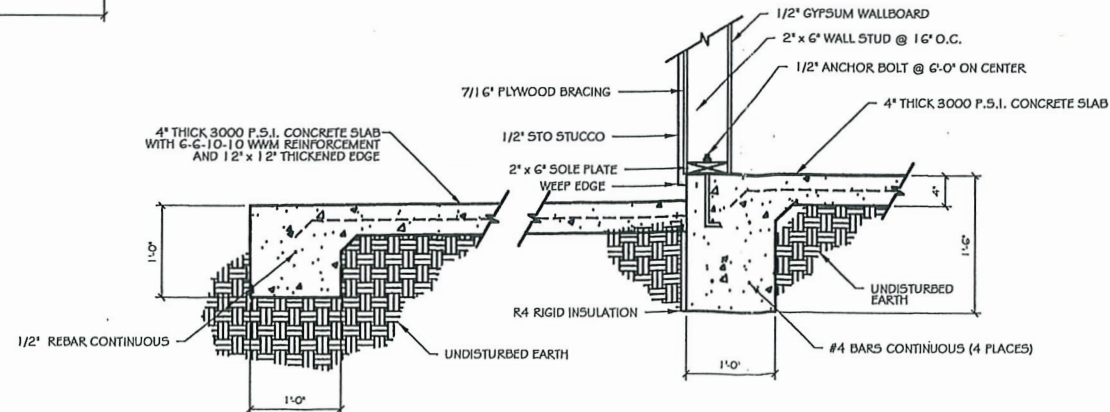
- GENERAL NOTES:**
1. CONTRACTOR SHALL CONFORM TO ALL LOCAL, STATE, AND BC BUILDING CODES.
 2. CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DETAILS, AND SPECIFICATIONS PRIOR TO CONSTRUCTION.
 3. CONTRACTOR SHALL BE ENTIRELY RESPONSIBLE FOR STRUCTURAL, MECHANICAL, AND ELECTRICAL INTEGRITY OF THIS PROJECT AND SHALL VERIFY ALL BEARING MEMBERS AND FOOTERS PRIOR TO CONSTRUCTION.

NOTE: BUILDING TO HAVE MSH SPLIT UNITS INSTALLED
SO NOTE HVAC CHASE WILL BE REQUIRED

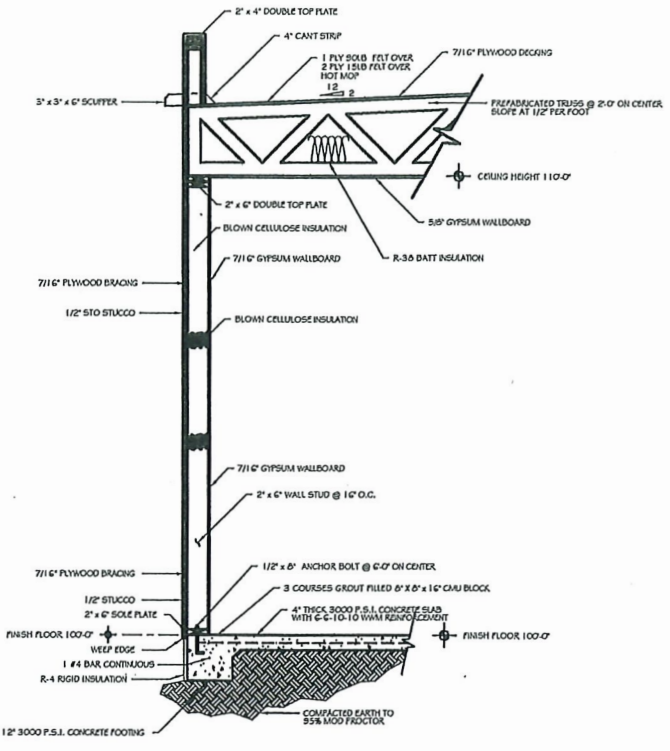
TRUSS SHOWN FOR GRAPHICAL REPRESENTATION ONLY
TRUSS BUILDER TO PROVIDE BUILD SPECIFICATIONS
AND INSTALL SPECIFICATIONS



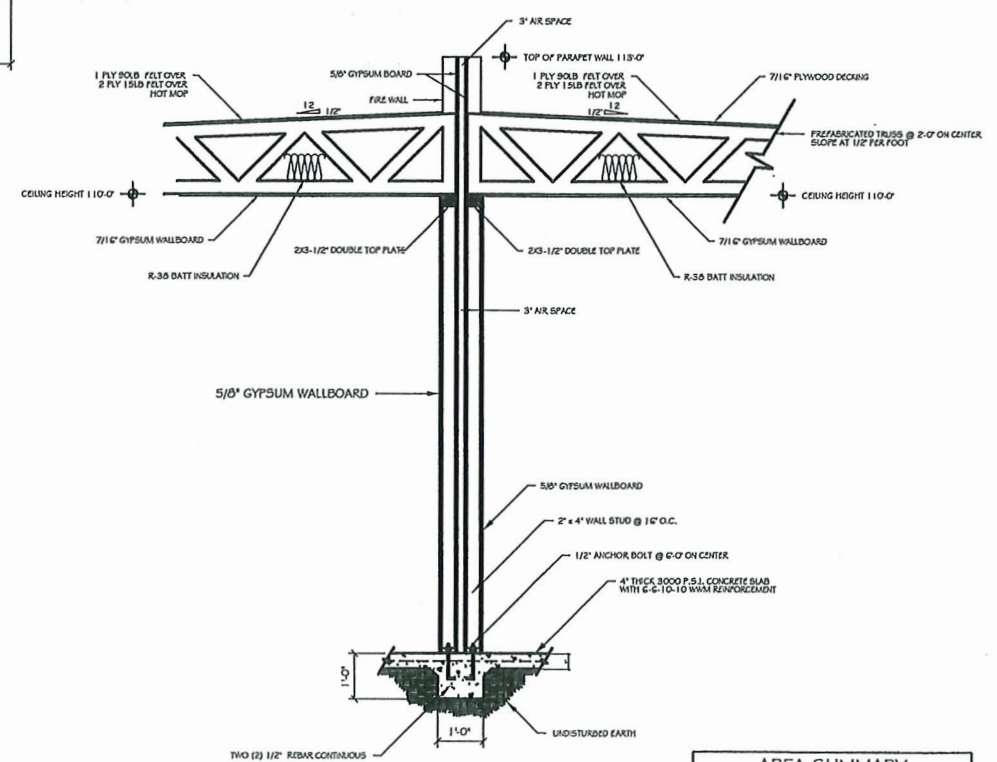
DRAINAGE FOUNDATION PLAN
SCALE 1/4" = 1'-0"



FOOTING DETAIL @ PATIOS
SCALE 1/4" = 1'-0"



WALL SECTION
SCALE: 1/2" = 1'-0"



INTERIOR WALL SECTION
SCALE 1/2" = 1'-0"

AREA SUMMARY	
HEATED AREA -	930 SF
FRONT PATIO -	150 SF
TOTAL AREA -	1080 SF

Pond



DRAWING TITLE:
FLOOR PLAN / FOUNDATION PLAN

CLIENT:
NUESTRA ESQUINA HOMES

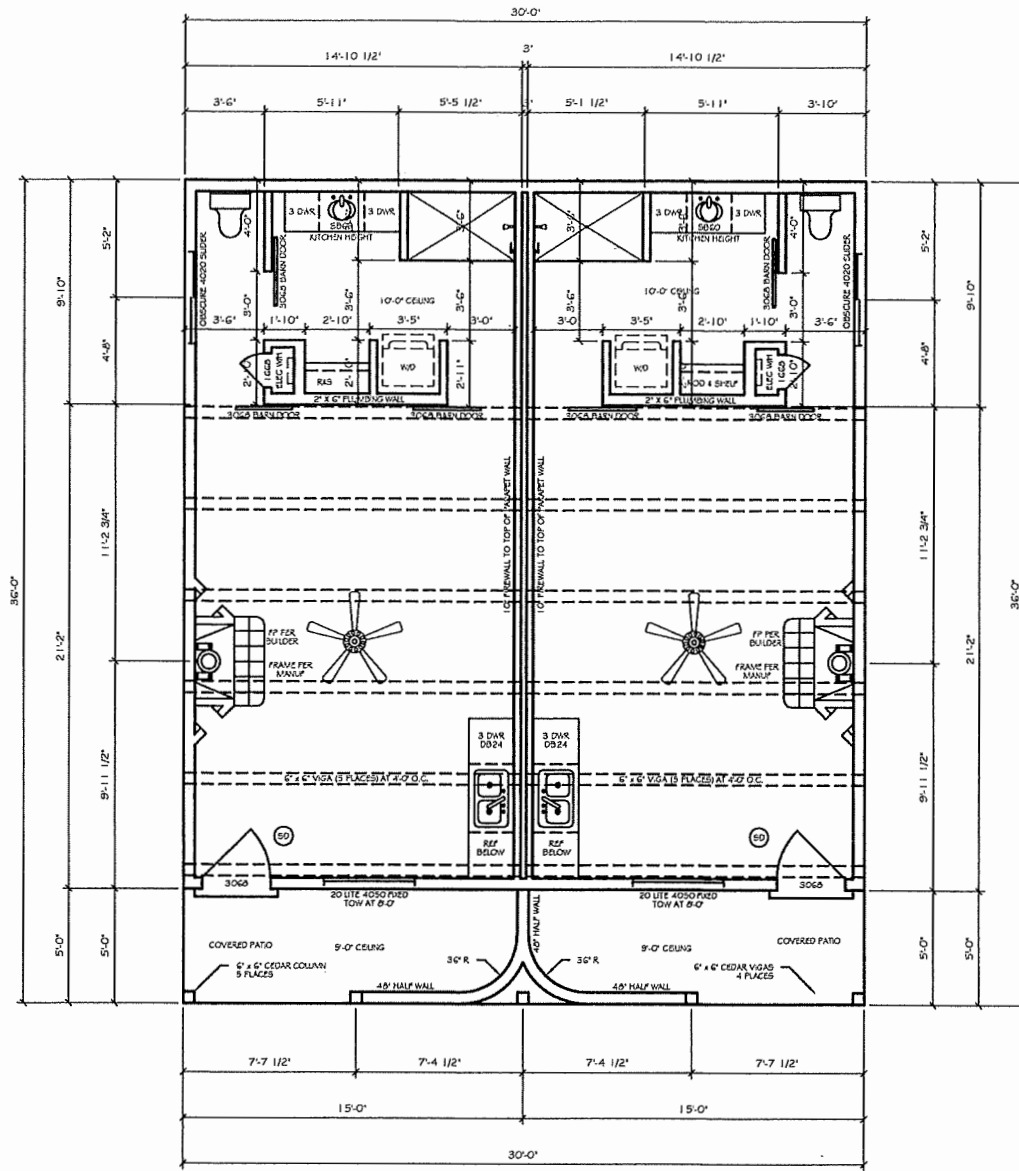
DRAWN BY: ELIAZAR OBREGON
DATE: 04-14-18
PREVISION NO.

SHEET NO.

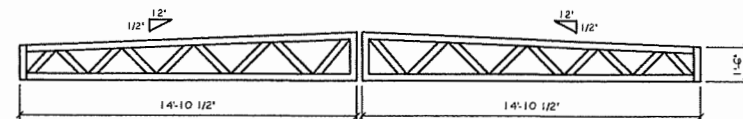
575-621-7526

B & D DRAFTING & DESIGN

HOMES YOU CREATE

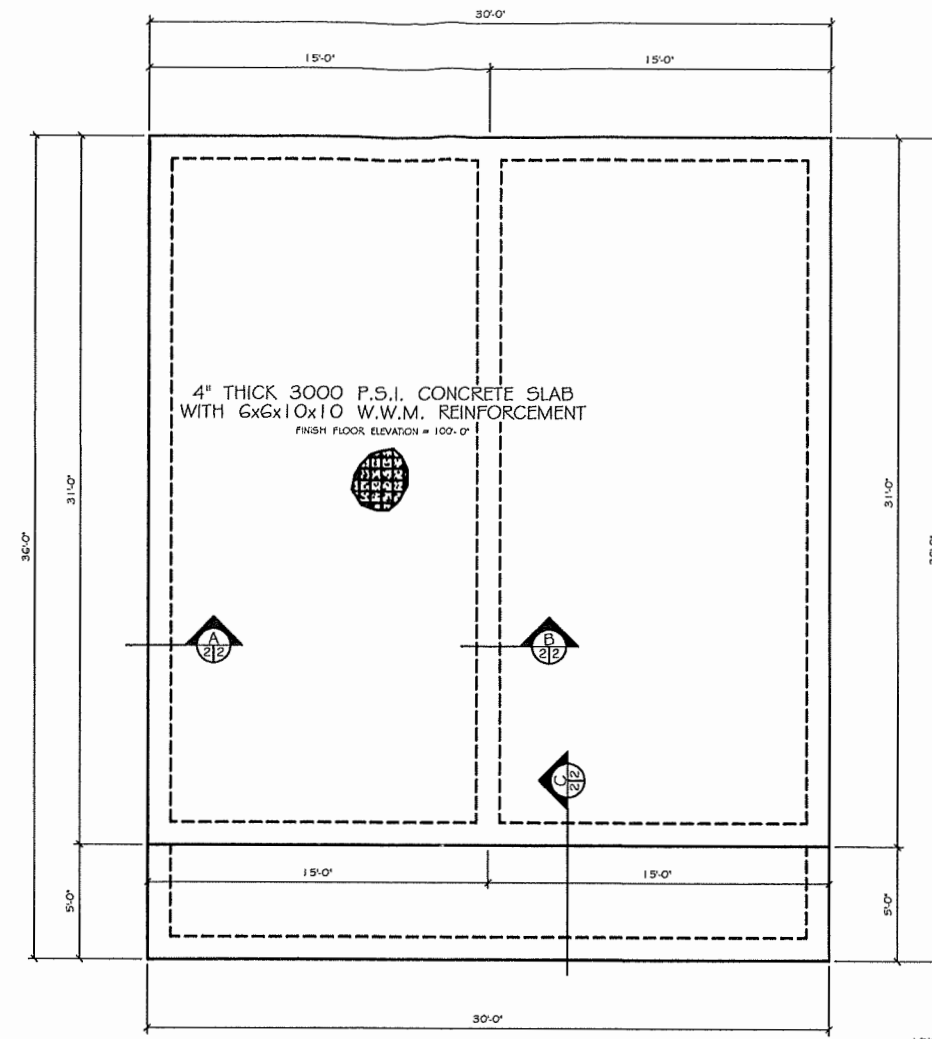


FLOOR PLAN
SCALE: 1/4" = 1'-0"

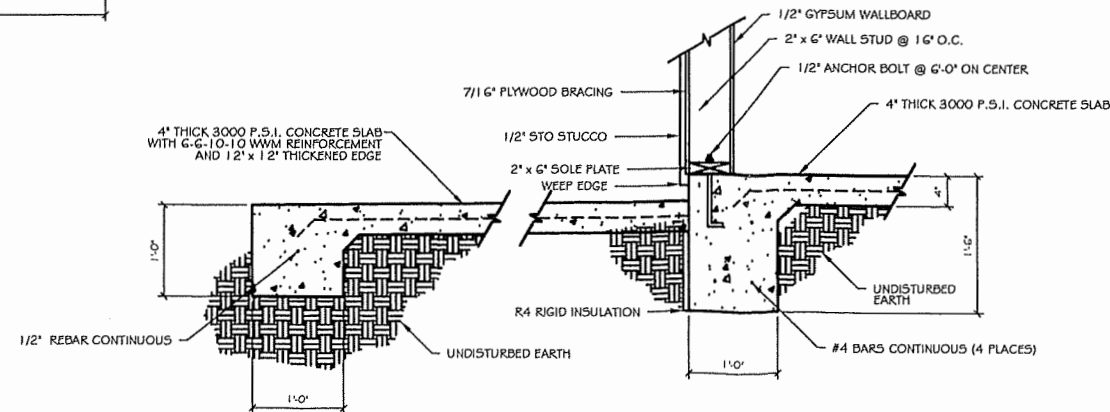


ROOF TRUSSES
SCALE: 1/4" = 1'-0"

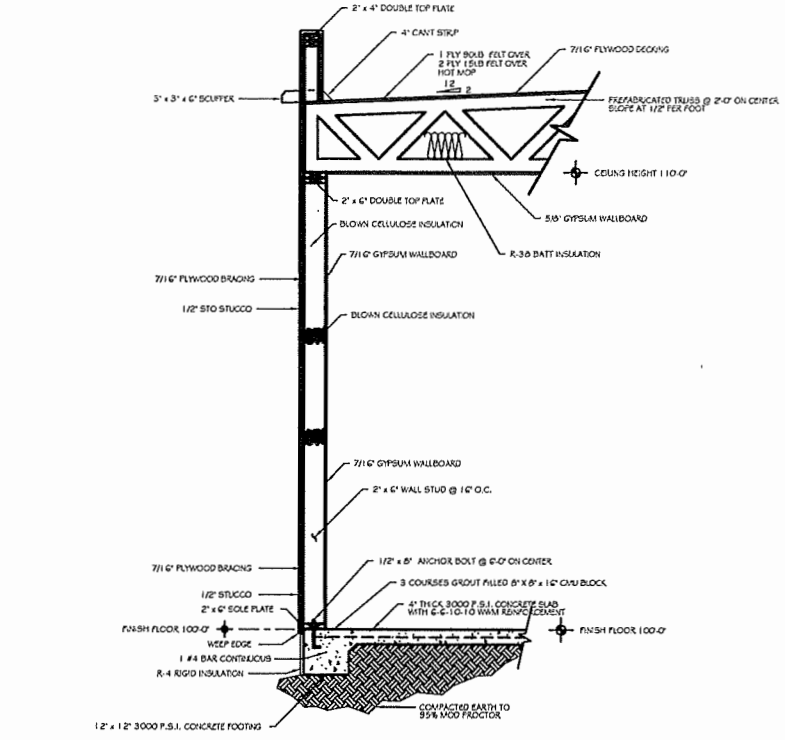
- GENERAL NOTES:**
1. CONTRACTOR SHALL CONFORM TO ALL LOCAL, STATE, AND BC BUILDING CODES.
 2. CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DETAILS, AND SPECIFICATIONS PRIOR TO CONSTRUCTION.
 3. CONTRACTOR SHALL BE ENTIRELY RESPONSIBLE FOR STRUCTURAL, MECHANICAL, AND ELECTRICAL INTEGRITY OF THIS PROJECT AND SHALL VERIFY ALL BEARING MEMBERS AND FOOTERS PRIOR TO CONSTRUCTION.



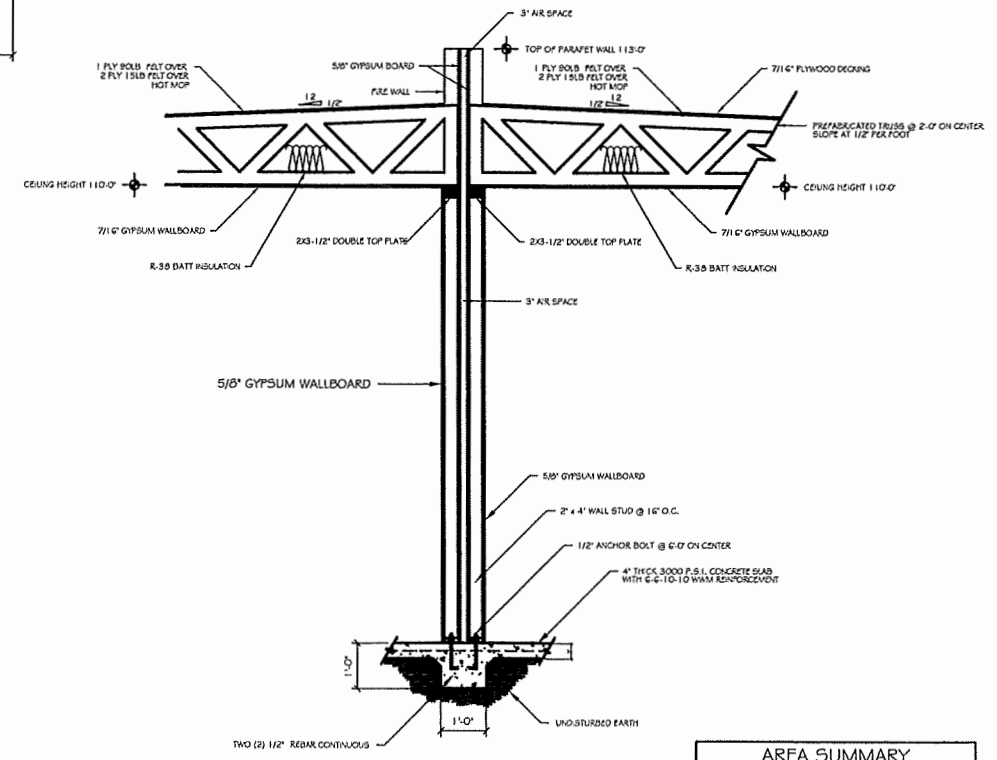
FOUNDATION PLAN
SCALE: 1" = 1'-0"



FOOTING DETAIL @ PATIOS
SCALE: 1" = 1'-0"

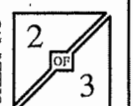


WALL SECTION
SCALE: 1/2" = 1'-0"



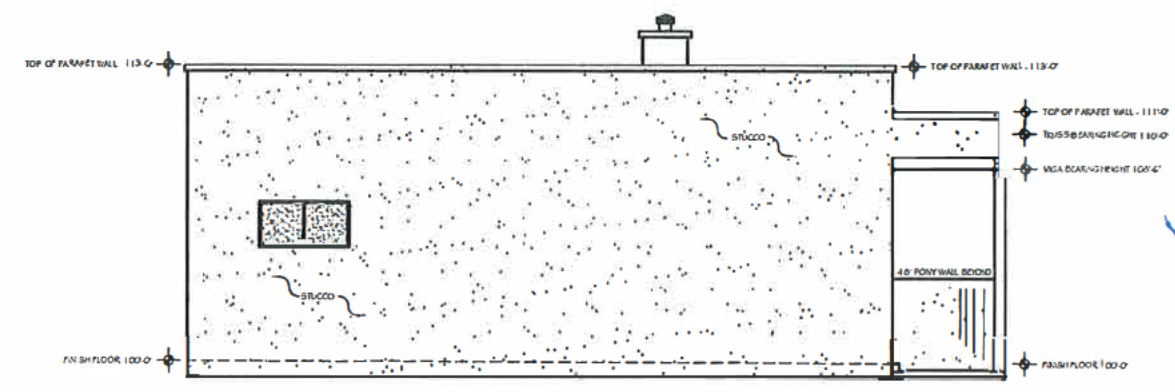
INTERIOR WALL SECTION
SCALE: 1/2" = 1'-0"

AREA SUMMARY	
HEATED AREA -	930 SF
FRONT PATIO -	150 SF
TOTAL AREA -	1080 SF

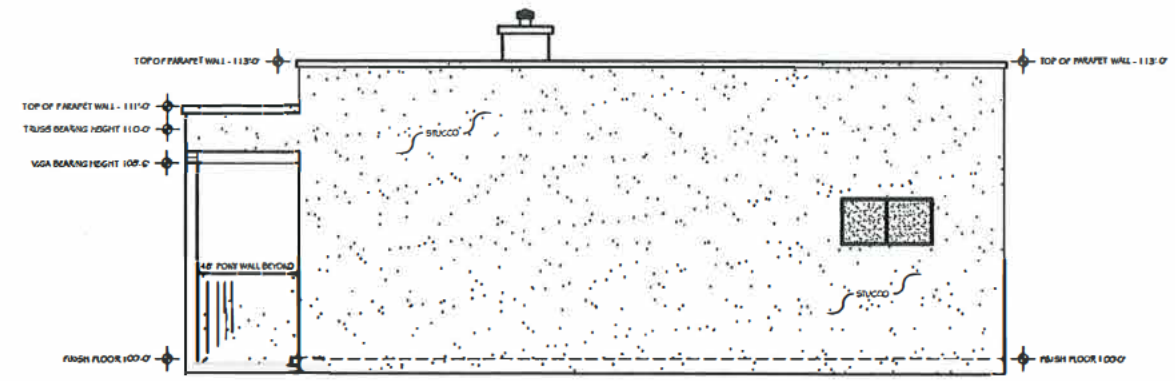


- GENERAL NOTES:
1. CONTRACTOR SHALL CONFORM TO ALL LOCAL, STATE, AND BC BUILDING CODES.
 2. CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DETAILS, AND SPECIFICATIONS PRIOR TO CONSTRUCTION.
 3. CONTRACTOR SHALL BE ENTIRELY RESPONSIBLE FOR STRUCTURAL, MECHANICAL, AND ELECTRICAL INTEGRITY OF THIS PROJECT AND SHALL VERIFY ALL BEARING MEMBERS AND FOOTERS PRIOR TO CONSTRUCTION.

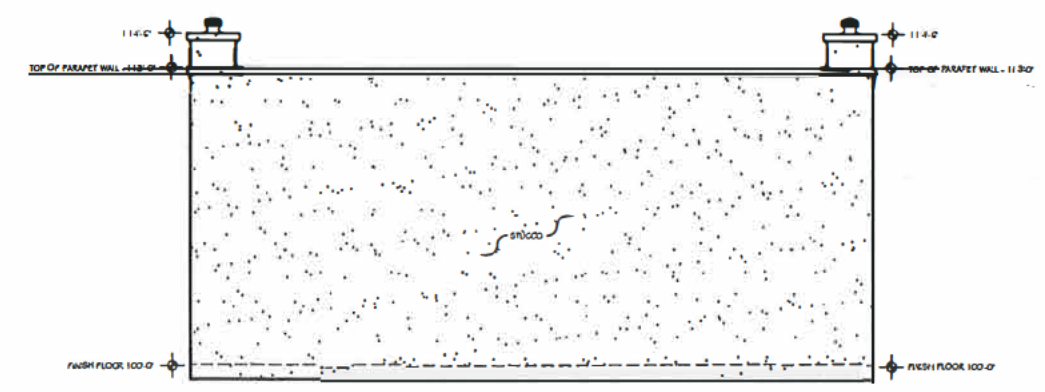
Window will be placed on back of building Plus a firewall



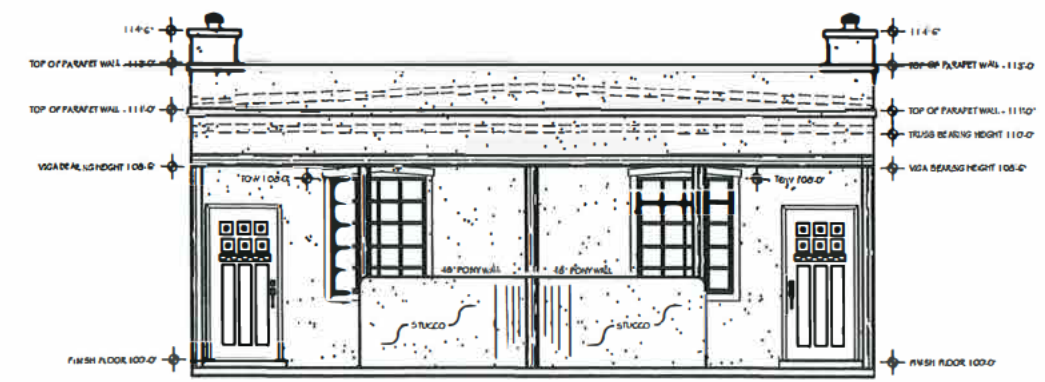
RIGHT ELEVATION
SCALE 1"=1'-0"



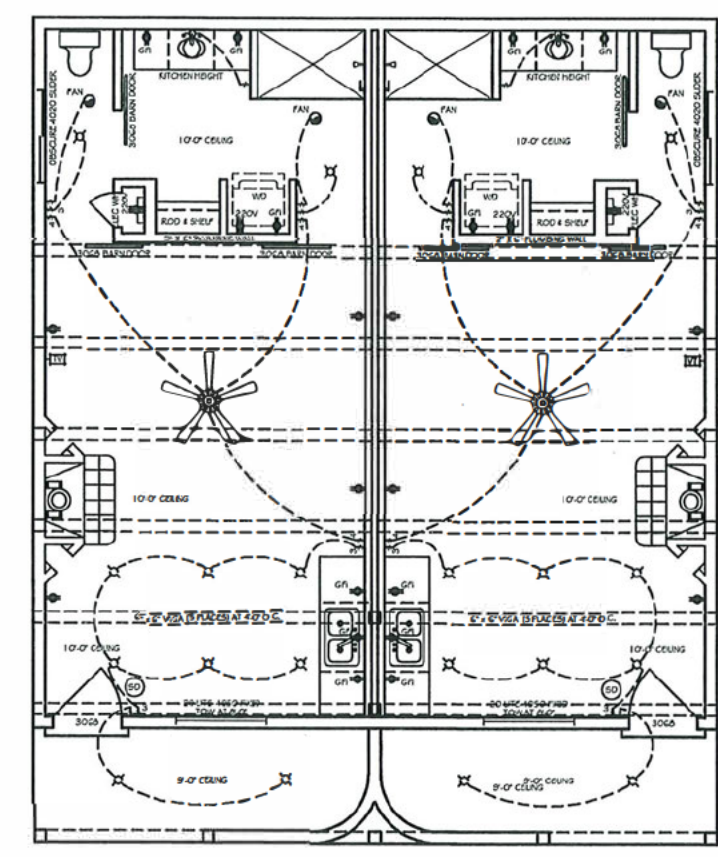
LEFT ELEVATION
SCALE 1"=1'-0"



REAR ELEVATION
SCALE 1"=1'-0"



FRONT ELEVATION
SCALE 1"=1'-0"

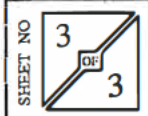


POWER PLAN
SCALE 1"=1'-0"

AREA SUMMARY	
HEATED AREA -	930 SF
FRONT PATIO -	150 SF
TOTAL AREA -	1080 SF

DRAWING TITLE: ELEVATIONS / POWER PLAN
 CLIENT: NUESTRA ESQUINA HOMES
 B & D DRAFTING & DESIGN
 DRAWN BY: ELIAZAR OBREGON
 DATE: 04-14-18
 PREVISION NO.
 HOMES YOU CREATE

575-621-7526



BOARD ACTION FORM

AGENDA DATE

PZHAC: 7/1/2024

BOT:

ITEM: PZHAC CASE #061850 – 2550 Calle de San Albino, submitted by Irma Chavez-May. Requesting approval to install a coyote fence. ZONE: Historical Residential (HR).

BACKGROUND AND ANALYSIS:

Mrs. Chavez-May is looking to install a 6' coyote type fence on her property. The fence will go from north to south property line. The purpose of the fence is to provide privacy. This style of fence meets the development zone. Fence will have a gate to enter the property from packing area.

Radium Springs Construction company have obtained a Mesilla business license to perform the work being proposed.

IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant's request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- If denied, the applicant can appeal decision to BOT in writing within 20 days.
- Due process was provided to the applicant.

ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

DEPARTMENT COMMENTS:

- 6-Ft fence maximum height allowed MTC 18.60.340(A)
- Walls or fences constructed within the front yard setback area facing a street within the H-R, H-C, R-1 zones must be built with the following materials only: stucco, brick, stone, wood, adobe and wrought iron. MTC 18.60.340(E).
- Not a retaining wall/fence
- Not near a driveway obstructing view of traffic MTC 18.60.340(G)

SUPPORTING INFORMATION:

- Application
- Site Plan
- Pictures
- Property Plat
- Identification

TOWN OF MESILLA
APPLICATION FOR ZONING PERMIT

Permit Fee \$ 77
 Review Fee \$ 13.50
 Total Fee \$ 90.50

2231 Avenida de Mesilla, P.O. Box 10, Mesilla, NM 88046 (575) 524-3262 ext. 104

CASE NO. 061850 HR CODE: AC APPLICATION DATE: 6/24/24

Name of Property Owner IRMA CHAVEZ-MAY Dona Ana County Account/Parcel # R0400361 Property Owner's Telephone # 575-635-1113

Property Owner's Mailing Address 4038 CHAVEZ RD City LAS CROCES State NM Zip Code 88007

Property Owner's E-mail Address IRMA@IRMACHAVEZMAY.COM Applicant's DL/ID Number _____

Contractor's Name & Address (If none, indicate Self) RADIUM SPRINGS CONSTRUCTION

Contractor's Telephone Number 575-571-3014 Contractor's License Number 86443

Address of Proposed Work: 2550 CALLE DE SAN ALBINO

Description of Proposed Work: ERECT A 6' COYOTE FENCE ON THE PROPERTY NORTH TO SOUTH. SEE ATTACHED

THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING **Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.**

1. Site plan with legal description to show existing structures, adjoining streets, driveway(s), improvements & setbacks. Verification shall show that the lot was **LEGALLY** subdivided through the Town of Mesilla or that the lot has been in existence prior to February 1972.
2. Window replacement, need data sheet of new windows.
3. Foundation plan, new construction plans in full size drawings.
4. Floor plan showing rooms, their uses, and dimensions.
5. Cross section of walls.
6. Roof and floor framing plan.
7. Proof of property ownership (Warranty Deed/Property Tax Receipt)
8. Drainage plan (commercial).
9. Details of architectural style and color scheme (checklist included for Historical zones) – diagrams and elevations.
10. Valid government issues identification (Driver License/ID/Passport)

Estimated Cost \$ 1000 Signature of Applicant [Signature] Date 6/27/24

Application Fee is due at time of submittal. Apart from administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a zoning permit. **All zoning permits expire after one year from date issued.**
*****ALL permits must be displayed in clear view until final inspection*****

FOR OFFICIAL USE ONLY

PZHAC APPROVAL REQUIRED: YES NO BOT APPROVAL REQUIRED: YES NO

PZHAC Administrative Approval Approved Date: 7/1/24 Disapproved Date: _____ Approved with conditions

BOT Approved Date: 7/8/24 Disapproved Date: _____ Approved with Conditions

CID PERMIT/INSPECTION REQUIRED: YES NO

PERMISSION ISSUED / DENIED BY: _____ ISSUE DATE: _____






2550 CALLE DE SAN ALBINO APP

Final Audit Report

2024-06-27

Created:	2024-06-27
By:	GLORIA MAYA (COMDEV@MESILLANM.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGhy0uWIMn3YOPJTIOx5vSTIzpp3q_UZ

"2550 CALLE DE SAN ALBINO APP" History

-  Document created by GLORIA MAYA (COMDEV@MESILLANM.GOV)
2024-06-27 - 3:07:48 PM GMT
-  Document emailed to Irma Chavez-May (irma@irmachavezmay.com) for signature
2024-06-27 - 3:07:53 PM GMT
-  Email viewed by Irma Chavez-May (irma@irmachavezmay.com)
2024-06-27 - 3:14:38 PM GMT
-  Document e-signed by Irma Chavez-May (irma@irmachavezmay.com)
Signature Date: 2024-06-27 - 3:15:13 PM GMT - Time Source: server
-  Agreement completed.
2024-06-27 - 3:15:13 PM GMT

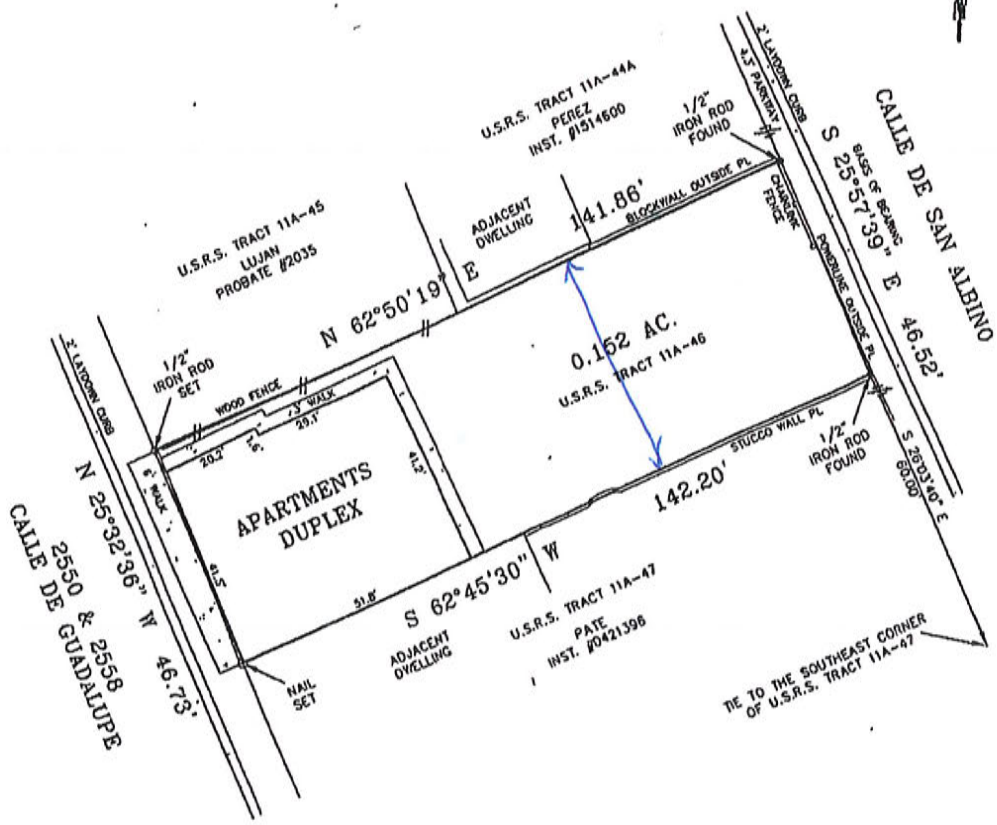


FENCE CURRENTLY IN PLACE. PROPOSED FENCE MARKED.
CURRENT FENCE WILL NOT BE REMOVED.

2550 CALLE DE SAN ALBINO



- What color?
- Max height?
- Right of Entry form
- Type of Lumber and measurements
- Total length of Fence



NOTES:
 FLOOD ZONE "X", AREAS DETERMINED TO BE OUTSIDE
 500-YEAR FLOOD PLAIN, IN MAP NO. 35013C10930,
 EFFECTIVE JULY 6, 2016.

INFORMATION IN THE PREPARATION OF THIS PLAT DERIVES FROM
 INSTRUMENT #1614951, FILED JULY 5, 2016, DOÑA ANA COUNTY RECORDS.
 ALL CORNERS SET ARE 1/2" IRON RODS WITH 1" PLASTIC CAPS STAMPED 18078
 ALL IRON RODS OR MONUMENT FOUND, TAGGED, STAMPED 18078.

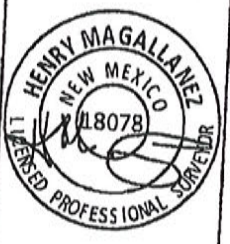
TRP PP

LEGEND

- ⊙ = NAIL SET
- = 1/2" IRON ROD SET
- = 1/2" IRON ROD FOUND

SCALE: 1" = 30'

"INDEXING INFORMATION FOR COUNTY CLERK"
 PARCEL ID: #1614951
 PROPERTY OWNER: FRIETZE
 PROPERTY LOCATION: TOWN OF MESILLA



PLAT OF SURVEY
 SHOWING THE LOCATION OF IMPROVEMENTS
 ON A 0.152 ACRE TRACT
 IN SECTION 25, T.23S., R.1E.,
 N.M.P.M. OF THE U.S.S. SURVEYS
 BEING U.S.S. TRACT 11A-46
 TOWN OF MESILLA
 DOÑA ANA COUNTY
 NEW MEXICO

THIS IS TO CERTIFY THAT I AM A NEW MEXICO 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.

Henry Magallanes
 HENRY MAGALLANES 18078
 N.M.P.S.

MOY SURVEYING INC.
 414 N. DOWNTOWN HALL
 LAS CRUCES, NEW MEXICO
 88101
 PHONE: (575) 525-9683
 FAX: (575) 524-3238

JOB NO. 16-0394
 DRAWN BY: JUAN B. GARCIA
 FIELD BY: KENNY VICTOR
 DATE: 9/27/16 SCALE: 1" = 30'



Town of Mesilla
PLAN APPROVED
 FOR COMPLIANCE WITH
 TOWN ZONING CODE
 By: *Eddie Salazar*



RESOLUTION NO. 2025-01

A RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS THAT SATISFIED THEIR LEGAL RETENTION PERIOD.

WHEREAS, the Board of Trustees of the Town of Mesilla believes that the destruction of obsolete records is necessary for efficient records maintenance; and

WHEREAS, Resolution No. 2000-06 adopted the New Mexico Commission of Public Records (New Mexico State Records Center and Archives) retention and disposition schedules for municipal records; and

WHEREAS, an inventory of records was completed to identify custodial records which have satisfied their legal retention period.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Mesilla that:

Records identified in “Exhibit A” are authorized to be destroyed by appropriate method as prescribed by the custodian of record. The Town staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

PASSED, ADOPTED, AND APPROVED 8th DAY OF JULY, 2024.

Russell Hernandez
Mayor

ATTEST:

Gloria S Maya
Town Clerk-Treasurer

Exhibit A

Items for Destruction per Resolution 2024-14

# of Boxes	Contents	FY	Destroy Date
4	Bank Statements, Journal Entries, Cash Receipts, Payroll reports, time sheets	2016-17	2024
1	Daily Collections, locates, well reports	2016-17	2024
2	Accounts Payable/Vendor Invoices	2016-17	2024
1	Daily Collections, locates, well reports	2016-17	2024



Town of Mesilla, New Mexico

**TOWN OF MESILLA
RESOLUTION NO. 2025-02**

**A RESOLUTION OF
CERTIFICATION OF THE TOWN OF MESILLA FISCAL YEAR 2024-25
CAPITAL ASSET INVENTORY**

WHEREAS, according to State Audit Rule 2.2.2.10(W) Capital Asset Inventory (2) Section 12-6-10(A) NMSA 1978 requires each agency to conduct an annual physical inventory of movable chattels and equipment costing more than \$5,000 on the Capital Inventory list at the end of each fiscal year; and

WHEREAS, the term “agency” is intended to include New Mexico municipalities when used in the Audit Act according to State Audit Rule 2.2.2.7 (A)(3); and,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES, that the physical asset inventory attached and incorporated hereto as Exhibit “A”, is hereby certified to be correct.

PASSED, APPROVED AND ADOPTED this 8th day of July, 2024.

Russell Hernandez
Mayor

ATTEST:

Gloria S Maya
Town Clerk-Treasurer



TOWN OF MESILLA NEW MEXICO

ISSUE DATE: 3/20/14
EFFECTIVE DATE: 04/01/2014

CAPITAL ASSETS MANUAL & PROCEDURES

STATUTORY PROVISIONS

"The governing authority of each agency shall, at the end of each fiscal year, conduct a physical inventory of movable chattels and equipment costing more than five thousand dollars (\$5,000) and under the control of the governing authority. This inventory shall include all movable chattels and equipment procured under Section 15-3B-16, NMSA, 1978, also known as the "Property Control Act". Section 12-6-10, NMSA, 1978.

"Upon completion, the inventory shall be certified by the governing authority as to correctness.... At the time of the annual audit the state auditor shall satisfy himself as to the correctness of the inventory by applying generally accepted auditing procedures." Section 12-6-10, NMSA, 1978.

"Each agency shall maintain one copy of its fixed asset inventory in its files." Section 12-6-10, NMSA, 1978. No inventory is required to be filed with any state office.

"No agency shall be required to list any items costing five thousand dollars (\$5,000) or less." Section 12-6-10, NMSA, 1978.

The capital asset listing of land, buildings and building improvements, equipment and vehicles and construction in progress over \$5,000 is required by statute. However, this amount limitation does not prohibit the preparation of an additional listing of equipment items costing less than five thousand dollars. (A supplemental fixed asset listing for items less than \$5,000 is suggested). The listing maintains necessary control for "theft sensitive" items such as: chairs, calculators, desks, bookshelves, tables, recorders which may cost less than five thousand dollars. The supplemental fixed asset listing is advisable and often beneficial to safeguard assets against unauthorized use, and to prevent theft.

AUTHORITY

The General Services Department (GSD) through its Financial Control Division and its Property Control Division has the statutory responsibility to establish standards including a uniform classification system of inventory items, and to promulgate regulations concerning the system of inventory accounting for chattels and equipment required to be inventoried, and the governing authority of each agency shall install that system. (Section 6-5-2, NMSA 1978)

Section 12-6-10 NMSA 1978 directs the general services department to promulgate regulations to state agencies for the accounting and control of fixed assets owned by government agencies.

POLICY

1. Town of Mesilla Department Heads shall record additions to capital assets at the time acquired, and betterments of existing capital assets at the time the betterment is completed in the accounting records. The Town Clerk will do a call for Capital Asset Updates to all department heads by May yearly.
2. Town of Mesilla Finance department should establish procedures and accounting processes to record additions, dispositions, transfers, and deletions of capital assets (see attached form).
3. The recording of infrastructure (roads, utilities, etc.) is **required**.
4. A listing for all capital assets must be maintained which includes the original fund acquiring the asset. Any activity for the year must balance with expenditures of the acquiring fund.

6. Capital assets shall be recorded at the time of acquisition at cost as determined by the amount paid for purchased assets or at the cost of construction for constructed assets, or at the estimated fair market value for donated capital assets.
7. Capital assets should be reported using the following asset classes:
 - a. Land
 - b. Buildings
 - c. Improvements other than buildings
 - d. Vehicles
 - e. Equipment
 - f. Construction in progress
8. The amount to be recorded as “Construction in Progress” (CIP) in the Town of Mesilla’s year-end Financial Statements should be determined each year. When construction is completed “Construction in Progress” should be reduced and the appropriate capital asset classification should be increased.

CAPITAL ASSET CONTROLS (2.20.1.15, NMAC)

Each Town of Mesilla Department Head shall establish controls over its capital assets in order to safeguard them and establish accountability for their custody and use. Such controls will apply to:

- **Authorization to Acquire Fixed Assets:** Procedures for requesting their purchase and approval to purchase by management charged with determining that the purchase is consistent with the business objectives of the Department and is economically reasonable.
- **Receiving purchases:** The individual receiving goods should be able to attest to the delivery, date of delivery, and condition of the goods received, but have no access to the accounting records.
- **Tagging the assets:** Newly received capital assets shall be tagged at the time they are received. Tags should be generated upon approval of the purchase and included with the receiving copy of the purchase order. Each tag shall identify the Department owning the asset followed by a unique sequential fixed asset number so that each item may be positively identified. Blocks of numbers should be established for each unit to improve controls and avoid duplication of numbers.
- **Assigned Location:** Department Heads shall record the assigned location of the capital assets. If the asset is reassigned, the new location should be updated in the capital asset record. A copy of this will be forwarded to the Town Clerk at the time of reassignment.
- **Fund and Organizational Unit:** Capital assets must be associated with the fund that purchased them for the purpose of accurately reporting financial performance. If the asset is reassigned, the accounting records should be updated and a copy forwarded to the Town Clerk for reassignment.
- **Individuals responsible for tracking use and location:** Department Heads shall be responsible and accountable for tracking fixed assets within their Department. Department Heads are properly trained regarding paperwork required to transfer assets and written procedures including forms are in place.

CAPITAL ASSETS

WHY AND HOW ARE CAPITAL ASSETS REPORTED?

GASB 34 (Governmental Accounting Standards Board pronouncement 34) was implemented for governmental entities with fiscal year ending dates after June 15, 2001, requiring the reporting and depreciation of capital assets. The rationale is that capital assets have useful lives that extend beyond a single reporting period. A more accurate reflection of economic change from period to period is achieved by recording improved economic position when an asset is acquired and the subsequent deterioration as the asset is “used up” (depreciated).

Capital assets are acquired through purchase, capital lease, donation or construction. These acquisitions are accounted for as follows:

- The purchase of a capital asset is charged as any other purchase for which title passes on receipt of payment.
- Simultaneously, a record of these purchases is entered by the Town Clerk into a Capital Asset Schedule or listing to be used in preparing the Statement of Net Assets in the Town of Mesilla's Audit. The net assets include funds invested in capital assets, net of related debt and accumulated depreciation.
- Donated assets must be recorded at their fair market value.

THE CAPITAL ASSET RECORD

An adequate capital asset accounting system ensures the Town will meet statutory requirements, produce records and reports, and properly guard assets. A policy on the dollar value at which capital assets will be included in the system is referred to as the "capitalization" policy. Consideration needs to be given to the uses of the system for insurance recoveries or other determinations of what is a permanent asset and what is a consumable. The capital asset record contains the information necessary to identify each item or lot in the inventory and may include but is not limited to: (See Capital Asset Record and Depreciation Example in the Appendix to this supplement).

- Record number identifying item by class and item number.
- Tag number affixed to asset.
- Description of the property identifying the category of the asset (land, building, transportation vehicles, or equipment, construction in progress), including legal descriptions of real property and improvements.
- A serial number or other identification number or information.
- Manufacturer name (not the vendor's name, unless vendor is manufacturer).
- The source of property (purchased, constructed, or donated) including the fund and object code of the original expenditure entry.
- The acquisition, completion, or donation date.
- Reference to a source document (voucher/invoice, construction contract, trust agreement, etc.).
- The acquisition or construction cost of assets or the estimated fair market value of donated assets and/or assets held by the Town before the capital asset system was established.
- Documentation of who holds title to the property.
- Source of the resources used for the acquisition (local, state, federal fund code).
- The location and condition of the property. The location should include specifically a building and room number, and the custodian of that property.
- Special insurance, maintenance, and repair instructions.
- Dates of physical inspections and physical inventories. Physical inventories are required for assets purchased with federal resources at least once every two years.
- Disposition information on assets removed from inventory (date of disposal and sales price, lost, stolen, or surplus).

- Estimated life. See the following chart for guidelines:

ASSET CLASS	EXAMPLES	YEARS
Land		N/A
Land Improvements	Paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting	20
Buildings		50
HVAC Systems	Heating, ventilation and air conditioning systems	20
Roofing		20
Interior Construction		20
Carpet Replacement		7
Electrical/Plumbing		30
Sprinkler/Fire System	Fire-suppression systems	25
Outdoor Equipment	Playground, fuel tanks, pumps	20
Machinery and Tools	Shop and maintenance equipment, tools	15
Kitchen Equipment	Appliances	15
Custodial Equipment	Floor scrubbers, vacuums, other	15
Business Machines	Fax, duplicating and printing equipment	10
Copiers		5
Communications Equipment	Mobile, portable radios, non-computerized	10
Computer hardware	PC's, printers, network hardware	5
Computer Software	Instructional, other short term	5 to 10
Computer Software	Administrative or long term	10 to 20
Audiovisual Equipment	Projectors, cameras (still and digital)	10
Licensed Vehicles	Other on road vehicles	8
Contractor's Equipment	Major off road vehicles, front-end loaders, large tractors, mobile air compressors	10
Grounds Equipment	Mowers, tractors, attachments	15

MAINTAINING THE CAPITAL ASSET SYSTEM & INTERNAL CONTROLS

Accounting

The Town of Mesilla should adopt appropriate policies and procedures that will ensure that assets that should be capitalized are properly recorded and records are adjusted when assets are disposed of or revalued.

It is important that the asset management system (AMS), INCODE, is restricted to utilization by authorized personnel that have been adequately trained regarding capital assets (i.e. Town Clerk). All entries must be reviewed and approved by the Department Head and the Town Clerk to prevent inaccurate data. A periodic review and reconciliation must be performed between the asset management system and the Town's general ledger.

Standard data collection processes and periodic physical inventories ensure correct information is recorded in a reasonable time frame and provide a basis for reconciliation of accounting and inventory records.

Other than the acquisition and disposal of assets, other events that may require entries to the accounting system are location transfers, additional construction or demolition, and other improvements or changes in the physical appearance of the asset that should be reflected in its valuation. Changes as a result of theft, fire, water damage or other events should be noted. These adjustments should be recorded in the individual capital asset record. The internal control system should ensure that transactions are noted and recorded. If adjustments are numerous, a capital assets journal may need to be maintained to accumulate the database necessary for adjusting the general ledger and individual asset records.

The capitalization policy of the Town defines the dollar limits at which assets will be entered into the capital asset records. The policy should also consider treatment of capitalized leases; cost accumulation on self-constructed assets; and control of small attractive assets that are not capitalized. Department personnel should be trained on the appropriate application of the capitalization policy to each acquired or disposed of tangible asset. Assets purchased with federal funds costing \$5,000 or more must be capitalized.

Internal control and information flow regarding asset additions or deletions should ensure that the individual responsible for maintaining the capital asset records is included in the process. Documents that may be required are receiving reports, invoices, lease agreements, progress billings on construction contracts, itemized work sheets of costs on self-constructed assets, board resolutions of declared surplus items, property insurance claims, etc.

Small attractive or theft sensitive assets such as computers and hand held electronic devices that are not capitalized according to federal minimums, but to which the Town desires to apply a security control, will need similar internal controls and recording of information. When assets are transferred from locations or sites, or when they change internal ownership by fund type, the Department Heads should ensure these changes are communicated to the Town Clerk who is responsible for the capital asset records.

RECONCILIATION OF CAPITAL ASSET RECORDS

Maintenance of the capital asset records requires that several reconciliations and reports will be performed and/or generated periodically according to Town policy, but at least annually.

- Reconcile physical inventory to individual capital asset records.
- Reconcile individual capital asset records to general ledger accounts.
- Reconcile capital outlay expenditures to total additions in capital assets.
- Analyze expenditure object details for additions to lists of assets that are not capitalized.
- Reconcile significant capital grants from any agency to the investment in capital asset accounts.
- Analyze proceeds from insurance claims and sales or auction lists, claim reports, etc., to total capital asset disposals.
- Reconcile capital assets transferred to other locations, custody, or fund/account groups with assets transferred from other locations, etc.

Physical Inventory

A physical inventory of capital assets verifies the existence and the condition of the asset. The inventory is useful in determining the value of the asset, both for market value and insurance claim processing.

Department Heads in cooperation with the Town Clerk shall conduct a physical inventory of assets by May of each year. Department Heads are responsible for their own physical inventory to be conducted so as to ensure accuracy of reporting. Both the Department Head will sign off on such report as indicated below:

Group: JUDICIAL											
	HP										
55	LASERJET PRINTER	9/01/99	1,350.00	0.00	0.00	1,350.00	0.00	1,350.00	0.00	S/L	5.00
	MICROSM ART										
56	SERVER	9/01/99	5,752.00	0.00	0.00	5,752.00	0.00	5,752.00	0.00	S/L	5.00
	MICROSM ART PC										
57	MICROSM ART PC	9/01/99	2,160.00	0.00	0.00	2,160.00	0.00	2,160.00	0.00	S/L	5.00
	MICROSM ART PC										
58	HP PAVILION	9/01/99	2,160.00	0.00	0.00	2,160.00	0.00	2,160.00	0.00	S/L	5.00
	5000										
59	DELL DESKTOP	7/26/04	1,402.99	0.00	0.00	1,402.99	0.00	1,402.99	0.00	S/L	5.00
	DELL DESKTOP										
60	HP PROLIAN	8/09/04	1,563.23	0.00	0.00	1,537.53	25.70	1,563.23	0.00	S/L	5.00
	HP PROLIAN										
61	ML	12/13/04	10,534.90	0.00	0.00	10,415.60	119.30	10,534.90	0.00	S/L	5.00

I certify that the above has been completed and updated to the best of my capabilities.

DEPT HEAD

DATE

The Town Clerk shall use systematic checklist approach should be employed to ensure that locations are not missed or duplicated in the inventory process. Procedures should instruct the staff about processes to employ when locating assets that appear to meet the capitalization policy but do not appear on the prelists. Procedures should also include clear instructions on how to record observations about the condition of assets.

Internal control guidelines should be employed in determining who will conduct the inventory to ensure that whoever has day-to-day custody of the asset is not the individual conducting the inventory. If the practical situation calls for the custodian of the asset to take the inventory, then the inventory results should be spot-checked for accuracy by the Town Clerk.

Completed inventory records should be reconciled to the individual capital asset records in the INCODE system. If the inventory process is conducted on a routine periodic basis, then the prelists would have been reasonably accurate and up-to-date, resulting in the reconciliation concerning itself with:

- (1) Identifying those assets that were not added to or deleted from the capital asset records at the time of their acquisition or disposal, and
- (2) Investigating and making a final determination of assets not located. Other reconciliations mentioned in the prior section on accounting for capital assets might also need to be conducted as a result of the physical inventory.

The results of the physical inventory shall be recorded in a written inventory report, certified as to correctness and signed by the Town Clerk.

Depreciation of Capital Assets

General guidelines regarding the recording of depreciation on capital assets are:

- Depreciation of capital assets is required for the preparation of the Statement of Net Assets required in Town's yearly Audit.
- Scrap value can be ignored in establishing the amount to depreciate, unless it is expected to exceed 10 percent of the original cost of the asset.
- Depreciation must be based on a reasonable estimate of the length of time that the department expects to use the asset in its operations.
- An asset that is declared surplus or is held for possible future use is an investment and should not be depreciated.
- The amount of depreciation charged must be constant for each time period, called the straight-line depreciation method, or for each unit of service such as quantity of output, hours or miles of operation, etc.
- Depreciation must be based on the entire cost of the asset including any donated or contributed amounts.
- Assets may have components that will have an estimated useful life considerably shorter than the asset taken as a whole. Component depreciation for such assets may be much more accurate and simpler to maintain.
- When it is necessary to revise the estimates of useful life of an asset, such changes should be applied prospectively. The rate should be recalculated based on the remaining useful life at the time of the revision, and the new rate should be applied in the present and future accounting periods with no changes made to prior periods.
- All useful life, in service dates and depreciation conventions must be approved prior to calculating depreciation. The asset management system should compute depreciation automatically and compute totals to be entered into the Town's yearly Audit Report.

Generally Accepted Governmental Accounting Standards (GAGAS) require that depreciation be reported in Town's yearly Audit Report.

POLICY

DISPOSITION OF REAL PROPERTY (LAND AND BUILDINGS)

All dispositions of real property must be approved by the Board of Trustees (BOT) prior to such disposition by Resolution. Dispositions of more than twenty-five thousand dollars (\$25,000) shall not be valid unless it is approved prior to its effective date by both the BOT and the Department of Finance and Administration (DFA). Department Heads should not forward any requests to DFA, only the Town Clerk may forward these requests to DFA.

Requirements for Disposing of Real Property by Demolition

If the request is to demolish a building, the request must include sufficient evidence that valuable property (i.e., an historical landmark) is not destroyed and must go through the Town's Community Development Offices for approval per Mesilla Town Codes prior to disposing of Real Property by Demolition.

Disposition of Obsolete, Worn-Out and Unusable Personal Property

Section 13-6-1, NMSA, 1978 The governing authority of each state agency, local public body, school district and state educational institution may dispose of any item of personal property belonging to that authority and delete the item from its public inventory upon a specific finding by the authority that the item of property is:

- of a current resale value of five thousand dollars (\$5,000) or less; and,
- worn-out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use the body;

The governing authority shall, as a prerequisite to the disposition of any items of personal property, give notification at least thirty (30) days prior to its action making such deletion by sending a copy of its official finding and the proposed disposition of the property to the State Auditor, duly sworn and subscribed under oath by each member of the authority approving the action.

A copy of the official finding and proposed disposition of the property sought to be disposed of shall be made a permanent part of the official minutes of the governing authority.

The governing authority shall dispose of the item by negotiated sale to other state agencies, local public bodies, school districts, state educational institutions or municipalities or through the central purchasing office by means of competitive sealed bid or public auction or through the federal property assistance bureau of the general services department.

SPECIAL RULES FOR COMPUTERS

In the event a computer is included in the planned disposition, the agency shall "sanitize" or effectively make "inaccessible," all licensed software and any electronic media pertaining to the agency.

There are three basic approaches:

1. Purchasing and using a commercial degaussing product to erase magnetic disks
2. Overwriting stored data a minimum of five times
3. Reformatting the drives (F disk)

The Town Clerk will certify in writing the proper erasure or destruction of the hard drive and submit the certification along with the notification of the proposed disposition of property to the state auditor at least thirty days prior to taking action. The IPA shall test for compliance with this requirement. This is a special requirement of the state auditor and it applies even if the original purchase price of the computer was less than \$5,000.

Requirements for the Deletion of Lost or Stolen Property from Inventory:

- If reasonable investigation determines that negligence is not indicated, and every effort has been made to recover lost or stolen items, the governing authority shall notify the State Auditor of the deletion of the items from its inventory.

The written notification shall include the following information:

- description of item lost or stolen, serial and inventory number;
- original date of acquisition and cost;
- estimated value of item when lost or stolen;
- date first noticed item missing, and if determined stolen, date reported to police;
- report from personnel responsible for items as to efforts made for recovery; and,
- the amount of insurance recovery if the item was insured.

REQUEST FOR DISPOSITION OF PROPERTY

For property whose fair market value is under \$5,000 and obsolete, or unusable, disposition may be made by:

- (1) negotiated sale to any governmental unit of an Indian nation, tribe or pueblo in New Mexico, or by negotiated sale or donation to other state agencies, local public bodies, school districts, state educational institutions or municipalities,
- (2) sale at public auction, (the Town utilizes PublicSurplus.com)
- (3) destruction,
- (4) disposal of hazardous materials in compliance with environmental regulations, and
- (5) sale through solicitation of written bids through the state purchasing division.

Approval is needed from the appropriate entity as listed below:

State Auditor's Office (SAO)

- If the fair market value is valued at more than \$5,000 and obsolete or unusable, or the Town desires to demolish a building, approval is only needed from the SAO.

Please contact the SAO for specific procedures. Disposition may be made by:

- Negotiated sale to any governmental unit of an Indian nation, tribe or pueblo in New Mexico, or by negotiated sale or donation to other state agencies, local public bodies, school districts, state educational institutions or municipalities,
- Sale at public auction,
- Destruction,
- Disposal of hazardous materials in compliance with environmental regulations, and
- Sale through solicitation of written bids through the state purchasing division.

Department of Finance and Administration

- State statute provides that any sale, trade or lease of real property for a period of more than five years or
- any sale trade or lease for a consideration of more than \$25,000 shall not be valid unless it is approved prior to its effective date by the DFA. Please contact the DFA for specific procedures.



CONSULTANT PHARMACIST SERVICES AGREEMENT

This agreement, made as of 6-1-2024 (the “Effective Date”), by and between Mesilla Valley Pharmacy & Consulting PC (hereinafter referred to as “Consultant”), a duly qualified provider of consultant pharmacist services in this state, and Mesilla Fire Department (hereinafter referred to as [“Facility”]).

Facility desires to use Consultant as the provider of services as defined in the attached Scope of Services (Exhibit A), hereinafter referred to as “Services.”.

1. TERM OF AGREEMENT

This Agreement is effective as of the Effective Date and remains in effect for an initial period of 1 year(s), from 6-1-2024 to 5-31-2025.

This agreement may be renewed at the end of the stated period by written agreement of both parties upon ninety (90) days notice prior to the end of this Agreement and evidenced by a Memorandum of Renewal to be attached to this original Agreement.

2. TERMINATION

This Agreement may be terminated by either party, without cause, upon thirty (30) days notice to the other party in writing, by certified mail or personal delivery.

In the event of termination, the Facility shall pay Consultant the compensation to which the Consultant is entitled pursuant to the Fees and Payment Terms contained in Exhibit B.

3. SERVICES.

Consultant agrees to perform for Facility the services listed in the Scope of Services contained in Exhibit A, attached hereto and executed by both Facility and Consultant.

Facility agrees that Consultant shall have ready access to Facility’s staff and resources as necessary to perform the Consultant’s services provided for by this Agreement.

4. PAYMENT FOR SERVICES

Facility agrees to pay Consultant for Services in accordance with the Fees and Payment Terms contained in Exhibit B, attached hereto and executed by both Facility and Consultant, at the time and in the manner described in Exhibit B.

Unless otherwise specified, all payments shall be due no later than thirty (30) days from receipt of invoice from Consultant.

- a) Late payments of 30 days will bear interest at rate of 10% per month.
- b) If any of the Facility payment obligations are more than ninety (90) days overdue, Consultant may cease performance of obligations under this Agreement until Facility remits such payment in full.

5. INDEMNIFICATION

During the term of this Agreement, employees of the Facility may be supervised and directed by Consultant. These employees shall still be considered employees of the Facility irrespective of the control exercised by Consultant. The Facility shall remain responsible for any and all liability, loss, damage, or expense by reason of any act or omission of any such employee. The Facility also agrees to indemnify Consultant for any and all liability, loss, damage, or expense incurred as a result of such employee's acts or omissions.

6. CONSULTANT QUALIFICATIONS

Consultant warrants that Consultant has all the necessary qualifications, licenses, and/or certifications required to provide the services specified in this Agreement pursuant to federal and state laws and regulations. Copies of current licenses, certifications and registrations are available upon Facility request.

7. PROFESSIONAL LIABILITY INSURANCE

Consultant warrants that Consultant has procured and maintains professional liability insurance coverage in the amounts of \$1,000,000.00 per individual incident and \$3,000,000.00 cumulative. Consultant shall furnish appropriate evidence to the Facility of the existence of such insurance.

8. PATIENT INFORMATION AND HIPAA COMPLIANCE

Consultant shall comply with all federal and state privacy and confidentiality laws and regulations, including the applicable federal privacy regulations and security standards provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

- a) Consultant will implement appropriate safeguards to prevent the use or disclosure of Protected Health Information (PHI) other than as contemplated by this Agreement.
- b) Consultant will promptly report to Facility any use or disclosure of PHI in violation of HIPAA or other applicable laws or regulations, of which Consultant becomes aware.
- c) Consultant will make its internal practices, books and records relating to the use and disclosure of PHI received from Facility available to the Secretary of the Department of Health and Human Services for purposes of determining the Facility compliance with HIPAA.

9. INDEPENDENT CONSULTANT

This Agreement does not constitute a hiring of Consultant by Facility. Consultant is, for all purposes arising under this Agreement, an independent contractor. Nothing contained in this Agreement will be construed as or have the effect of constituting a relationship of employer and employee between the parties to this Agreement.

In conformity therewith, Consultant shall retain sole and absolute discretion and judgment in the manner and means of providing services to Facility.

10. ASSIGNMENT

This Agreement shall not be assigned by either party without prior written consent of the other party.

11. CHOICE OF LAW AND SEVERABILITY

This Agreement shall be governed by the laws of New Mexico and the invalidity of any portion of this Agreement shall not affect the validity or invalidity of any other portion of this Agreement.

12. MODIFICATIONS.

This Agreement shall not be modified or amended except by written document executed by both parties to this Agreement, and such modification shall be attached hereto.

13. ATTORNEY’S FEES

In the event of any litigation to enforce or defend rights under this Agreement, the prevailing party shall be entitled to reasonable attorney’s fees in addition to all other relief.

14. NOTICE

All notices hereunder shall be in writing and delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the US mail postage prepaid, or deposited with overnight courier, addressed as follows:

To Consultant:

Name: Mesilla Valley Pharmacy
Address: 4119 White Sage Arc, Suite E
City, State, Zip: Las Cruces, NM 88011

To Facility:

Name: Mesilla Fire Department
Address: 2670 Calle De Parian
City, State, Zip: Mesilla, NM 88046

or to such other persons or other addresses as either party may designate by notice pursuant to this Section.

15. COMPLETE AGREEMENT

This Agreement supersedes all previous agreements, oral or written, between the parties. It embodies the complete agreement between the parties. It shall be binding upon the respective assignees and successors in interest.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

FOR CONSULTANT

FOR FACILITY

Name

Name

Title

Signature

Signature

Date

Date

4119 White Sage Arc, Suite E

Address

Address

Las Cruces, NM 88011

City, State, Zip

City, State, Zip

Consultant Pharmacist and EMS Facility

Exhibit A: Scope of Services

EXHIBIT A. SCOPE OF SERVICES [Define “Standard Services” and “Additional Services” that may be billed for at a separate rate per Exhibit B]

CONSULTANT SERVICES

Consultant shall be responsible to the Facility Administrator for developing, coordinating, supervising, and reviewing all consultant pharmacist services. Consultant will assess the pharmacy dispensing services upon request of the Administrator.

Consultant shall be responsible for the following consulting services:

1. Visit the Facility at least once quarterly and complete Consultant Visitation Log.
2. Inspect the Facility for proper storage and security of all dangerous drugs.
3. Review inventory for any expired dangerous drugs.
4. Review at least 5% of standard runs
5. Review all instances of runs in which controlled substances were used, and review all or a sample of instances in which other drugs were used, at least every 90 days
 - a. Report, in writing, any irregularity identified to the Facility Administrator, Medical Director, and Chief Executive within 24 hours upon discovery.
6. Assist Facility’s administrative and medical staff in the development, review, revision and implementation of policy and procedures related to pharmacy services and the safe and effective distribution, control, and use of drugs regarding the following:
 - a. Functions of consultant pharmacist
 - b. Formulary
 - c. Security of drugs
 - d. Equipment
 - e. Universal precautions
 - f. Licensing
 - g. Drug storage
 - h. Packaging and repackaging
 - i. Distribution records
 - j. Document use of expired drugs for training
 - k. Administration and/or patient care records
 - l. Storage of drugs in jump kits
 - m. Drug destruction and records
 - n. Drug and device procurement

- o. Receipt of drugs and devices
 - p. Delivery of drugs and devices
 - q. Designate items to be included in jump kits, define par levels of drugs, storage conditions and locations where the jump kits are in use
7. Review and update as necessary Facility policies and procedures at least annually.
 8. Assist Facility in the accounting, destruction, and reconciliation of unused controlled substances as prescribed by law, rule, or regulation.
 9. Assist the Facility's administrative and medical staff in establishing and implementing a formulary of drug products.
 10. Meet all other responsibilities required of a consultant pharmacist as set forth in federal, state, and local laws, regulations, or rules.

FOR CONSULTANT

FOR FACILITY

Name

Name Title

Signature

Signature

Date

Date

Address

Address

City/State/Zip

City/State/Zip

**Consultant Pharmacist and EMS Facility
Exhibit B: Fees and Payment Terms**

EXHIBIT B. FEES AND PAYMENT TERMS

1. Facility will pay Consultant for the provision of services defined in attached Exhibit A-Scope of Services.
2. Facility agrees to provide compensation and reimbursement for travel and other reasonable business expenses incurred by Consultant under the scope of this Agreement.
3. Unless otherwise specified, all payments shall be due no later than thirty (30) days from receipt of invoice from Consultant.
 - a) Late payments of thirty (30) days will bear interest at rate of 1.5% per month.
 - b) If any of the Facility payment obligations are more than ninety (90) days overdue, Consultant may cease performance of obligations under this Agreement until Facility remits such payment in full.
4. Invoices will be submitted quarterly. Separate invoices shall be submitted for fees and for reimbursable expenses.
6. Consultant Services
 - a) Standard Services Pricing
Facility will pay Consultant at a rate of \$500.00 per quarter based upon invoices submitted for the applicable billing period.
 - b) Additional Consulting Services Pricing
Facility will pay Consultant at the rate of \$100.00 per hour for services rendered in addition to the base standard services.
7. Method of Payment
Online payment via debit or credit cards or checks payable to Mesilla Valley Pharmacy in the amount specified on invoice to the following:

Mesilla Valley Pharmacy
4119 White Sage Arc, Suite E
Las Cruces, NM 88011

FOR CONSULTANT

Name

Signature

Date

4119 White Sage Arc, Suite E

Address

Las Cruces, NM 88011

City, State, Zip

FOR FACILITY

Name Title

Signature

Date

Address

City, State, Zip

**Consultant Pharmacist and EMS Facility
Exhibit C: Conflicts of Interest Disclosure Form**

As the Consultant Pharmacist, I am empowered to make independent judgments about the appropriateness of medication use for each patient.

I will disclose all relevant financial relationships with any commercial interest that could be perceived to influence, or that give the appearance of potentially influencing, therapeutic recommendations or that could constitute a conflict of interest relating to research, teaching and patient care.

I will comply with the facility's conflicts of interest policy [if applicable].

DISCLOSURE		
<p>Relevant financial relationship in any amount <u>in the last 12 months</u> with any commercial interest that may create a conflict of interest.</p> <p><input type="checkbox"/> I (and my spouse/partner) have no financial relationship to disclose and no conflict of interest.</p> <p><input type="checkbox"/> I (or my spouse/partner) have a relevant financial relationship with one or more organizations that could be perceived as a real or apparent conflict of interest.</p> <p>If Yes, please list your disclosures below.</p>		
COMMERCIAL INTEREST	NATURE OF RELEVANT FINANCIAL RELATIONSHIP <i>(include all those that apply)</i>	
Name of Company	What was received? Salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds.)	For what role? Employment, independent contractor, consulting, speaking and teaching, membership on advisory committees or review panels, Board Membership, and "other activities" (please specify).

Signature:	Print Name:	Date:
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Attachment: Facility Conflicts of Interest Policy *(if applicable)*

GLOSSARY OF TERMS
<p>Financial relationship Financial relationships are those relationships in which the individual, or spouse/partner, benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.</p> <p>Relevant financial relationships Financial relationships in any amount occurring within the past 12 months that create a conflict of interest.</p> <p>Commercial interest: Any entity that:</p> <ul style="list-style-type: none"> • Produces, markets, sells, resells or distributes health care goods or services consumed by or used on patients; • Is owned or operated, in whole or in part, by an organization that produces, markets, sells, resells or distributes health care goods or services consumed by or used on patients; or • Advocates for use of the products or services of commercial interest organizations. <p>Providers of clinical services directly to patients are not commercial interests.</p> <p>Conflict of Interest Circumstances create a conflict of interest when an individual has an opportunity to influence the use of products or services of a commercial interest with which he/she has a financial relationship.</p>

AMENDMENT TO LEASE AGREEMENT



This document constitutes Amendment **5** to Lease Record **2017-0018**, between the **Town of Mesilla** "Lessor," and **New Mexico Department of Cultural Affairs, State Historic Sites and Monuments Division** "Lessee," for the Leased Premises located at **Mesilla Community Center, 2251 Calle de Santiago, Rooms 118 and 118A, Mesilla, NM 88046**.

Lessor and Lessee agree to the following:

ITEM 1. Amend Paragraph 1 Term, as follows:

The renewal term of this lease is hereby extended for two (2) years and shall be effective **August 1, 2024** and terminates on **July 31, 2026**.

ITEM 2. Amend Paragraph 2. Rent, as follows:

In consideration of this lease amendment, Lessor and Lessee agree that the rent shall be paid as follows:

Year	Term Dates		LSF	Annual Base Rent	Total Annual Rent	Monthly Rent
5	08/01/2024	07/31/2025	814	\$6,300.00	\$6,300.00	\$525.00
6	08/01/2025	07/31/2026	814	\$6,300.00	\$6,300.00	\$525.00

The Lessee has the sole responsibility for paying rent. Lessor should anticipate a delay in the first rent payments of each new fiscal year (July payments). The Department of Finance and Administration closes out all accounts for the fiscal year at that time and all payments may be delayed.

ITEM 3. Paragraph 25. Address for Notices, Payment of Rent, etc., is deleted in its entirety and replaced with the following:

25. Address for Notices, Payment of Rent, etc. Notices required under this lease and rental payments shall be made at the following physical and email addresses by written notice to Lessor, Lessee and FMD:

- a. **Lessor:**
 - Town of Mesilla
 - Attn: Russell Hernandez, Mayor
 - 2231 Avenida de Mesilla
 - Mesilla, NM 88046
 - Telephone number: 575-649-4740
 - Email: mayor@mesillanm.gov

- b. **Lessor Payments:** Town of Mesilla
c/o: Russell Hernandez
2231 Avenida de Mesilla
Mesilla, NM 88046
Telephone number: 575-649-4740
Email: mayor@mesillanm.gov
- d. Lessee, Lease Monitor: NM Department of Cultural Affairs
NM State Historic Sites and Monuments Division
Attn: Matthew O'Reilly
407 Galisteo, Suite 260
Santa Fe, NM 88004
(505) 699-1037
Matthew.oreilly@dca.nm.gov
- e. Notices Only: General Services Department, Facilities Management Division
Attn: Leasing Manager, Leasing Section
P.O. Box 6850
Santa Fe, NM 87502
(505) 412-2001

Except as noted above, all other terms and conditions of the Lease Agreement and Amendments remain unchanged.

LESSOR: Town of Mesilla

By: _____ Date: _____
Russell Hernandez, Mayor
mayor@mesillanm.gov

Where Lessor is a partnership, corporation, or association, list all partners, officers and directors as may be applicable. This information shall be reflected in the space provided below (indicate if not applicable): N/A

LESSEE LEGAL COUNSEL REVIEW:

This form as printed has been approved by the Office of the Attorney General. Alterations and additions to this Amendment must be reviewed separately.

This Amendment has been reviewed and approved as to form by:

By: _____ Date: _____
Max DeAzevedo, General Counsel
Max.Deazevedo1@dca.nm.gov

LESSEE: New Mexico Department of Cultural Affairs, State Historic Sites and Monuments Division

By: _____ Date: _____
Matthew Barbour, Deputy Director
Matthew.Barbour@dca.nm.gov

This Amendment shall not be binding or effective until approved by the State of New Mexico, General Services Department, Facilities Management Division Director or Designee.

Recommended by:

By: _____ Date: _____
Peter J. Barrington, Deputy Division Director
Facilities Management Division
Peter.Barrington@gsd.nm.gov

Reviewed for Legal Sufficiency:

By: _____ Date: _____
Alexis Johnson, Acting General Counsel
General Services Department
Alexis.Johnson@gsd.nm.gov

APPROVED by:

By: _____ Date: _____
Anna Silva, General Services Department, Deputy Cabinet Secretary and
Facilities Management Division Director
Anna.Silva2@gsd.nm.gov

Note: The FMD Director's signature shall not signify that FMD is a party to an agreement, but only that FMD has authorized, approved, and validated the agreement in compliance with all applicable statutes and rules.

Position Range
Allocation

Marshal Department

Codes	1	A13
Deputy 1	2	B24
Deputy 2	2	C31
Deputy 3	2	C33
Seargent	2	C33
Luitenant	1	C35
Marshal	1	D44

Public Works

Grounds 1	2	A11
Grounds 2	1	A13
Water 1	1	B22
Water 2	1	B23
Water 2/Lead	1	B25
Director	1	D41

Fire Department

Volunteer Coord	1	C33
Fire Chief	1	D44

Comm & Econ Dev

Events Coordinator	1	B23
Historic Preservationist	1	C32
Director	1	D41

Finance

Billing Clerk	1	A11
Filing Clerk	0	A11
Deputy Treasurer	1	B23
Grants Aministrator	1	B25
Deputy Clerk	1	B25
Town Clerk/Treasurer	1	D44

Town of Mesilla
 Unrepresented Salary Schedule
 Effective 7/1/2024

Grade	Min		Max	
A11	\$15.50	\$32,240	\$20.15	\$41,912
A12	\$16.00	\$33,280	\$20.80	\$43,264
A13	\$16.50	\$34,320	\$21.45	\$44,616
A14	\$17.00	\$35,360	\$22.10	\$45,968
A15	\$17.50	\$36,400	\$22.75	\$47,320
B21	\$18.00	\$37,440	\$23.40	\$48,672
B22	\$18.50	\$38,480	\$24.05	\$50,024
B23	\$20.00	\$41,600	\$26.00	\$54,080
B24	\$20.50	\$42,640	\$26.65	\$55,432
B25	\$21.00	\$43,680	\$27.30	\$56,784
C31	\$22.00	\$45,760	\$28.60	\$59,488
C32	\$23.00	\$47,840	\$29.90	\$62,192
C33	\$24.00	\$49,920	\$31.20	\$64,896
C34	\$25.00	\$52,000	\$32.50	\$67,600
C35	\$26.00	\$54,080	\$33.80	\$70,304
D41	\$27.00	\$56,160	\$35.10	\$73,008
D42	\$28.00	\$58,240	\$36.40	\$75,712
D43	\$29.00	\$60,320	\$37.70	\$78,416
D44	\$30.00	\$62,400	\$39.00	\$81,120

POSITION TITLE: DEPUTY CLERK

DEPARTMENT: FINANCE ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: TOWN CLERK/TREASURER

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Deputy Clerk assists in the maintenance, organization, and retrieval of municipal records and documents essential for the efficient operation of the town's administrative functions. This role plays a key part in ensuring accuracy, timeliness, and compliance with record-keeping protocols to support transparency and accountability in local government. This position works closely with all departments for records management including being the fiscal agent for grants, aiding with inventory management, and working with excess property.

Essential Responsibilities

Record Management

- Assist in the organization, classification, and maintenance of physical and electronic records, including official documents, correspondence, permits, licenses, and other town records
- Implement records retention policies, update databases, and ensure the accuracy and completeness of information stored in the town's records management system
- Keep Complete Fleet Control Records, including but not limited to scheduled maintenance, fueling logs, and fleet rotation/removal

Data Entry and Documentation

- Enter data into computer databases, spreadsheets, and information management systems with a high level of accuracy and attention to detail
- Prepare reports, forms, correspondence, and other documentation in accordance with established formats, guidelines, and record-keeping standard
- This includes the fiscal reporting for all Town funded grants as well as general journal entries.

Filing and Archiving

- File documents, records, and paperwork in designated storage areas, ensuring proper organization, indexing, and security of physical and digital records
- Coordinate the archiving, disposal, or transfer of records no longer needed for daily operations in compliance with records retention guidelines

Compliance and Confidentiality

- Assist Town Clerk Treasurer with necessary documentation to support Human Resource functions
- Ensure compliance with record-keeping regulations, data privacy laws, and public records disclosure requirements applicable to municipal government operations
- Safeguard sensitive or confidential information, maintain confidentiality protocols, and restrict access to protected records as required by law

Administrative Support

- Provide general administrative support to town departments, committees, and divisions as needed, including assisting with meeting preparation, correspondence, and project coordination
- Collaborate with colleagues, supervisors, and external partners to support overall operational efficiency and customer service excellence across the organization
- Assist Utility Clerk as needed

Qualifications:

- Education: High School Diploma or GED. Preference to Bachelor's degree or higher in Public Administration, Business Administration, Finance, or a related field
- Additional education or training in records management, office administration, or a related field is preferred
- A valid driver's license is required for occasional travel to meetings and events

Knowledge, Skills, & Abilities:

- Prior experience in clerical work, data entry, record-keeping, or administrative support roles preferred
- Familiarity with office equipment, computer systems, document management software, and data entry procedures
- Strong organizational skills, attention to detail, and the ability to prioritize tasks
- Excellent communication skills, both verbal and written, with a service-oriented approach to interacting with diverse stakeholders
- Knowledge of record-keeping best practices, confidentiality rules, and regulatory requirements for public records management
- Ability to handle sensitive information with discretion, maintain professionalism, and work effectively as part of a team

Physical Demands:

- The Deputy Records Clerk may spend extended periods working at a computer station, performing data entry, filing documents, and retrieving records
- Some lifting, carrying, or moving of boxes or office supplies may be required for record management tasks (up to 25 pounds)

- Occasional standing, walking, and interacting with staff or visitors in an office setting are typical job activities

Supervisory Responsibilities:

- The position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: DEPUTY TREASURER

DEPARTMENT: FINANCE ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: TOWN CLERK TREASURER

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Deputy Treasurer plays a vital role in supporting the financial management and accounting functions of the town. Working closely with the Town Clerk Treasurer, this position is responsible for assisting in budget preparation, revenue collection, financial reporting, payroll functions, accounts payables, and cash management as outlined by the Town Clerk Treasurer

Essential Responsibilities

Financial Administration

- Assist in the preparation and monitoring of the town budget, including revenue projections, expenditure tracking, and financial analysis to support strategic decision-making
- Maintain accurate records of financial transactions, payments, receipts, and budget allocations in compliance with accounting standards and regulatory requirements
- Assist Utility Clerk as necessary

Cash Management

- Oversee the receipt and disbursement of town funds, ensuring proper handling, recording, and reconciliation of cash, checks, and electronic payments.
- Prepare bank deposits, reconcile bank statements, and manage cash flow to meet operational needs and maintain financial stability

Collection & Billing

- Coordinate the collection of taxes, fees, licenses, and other revenue sources, issuing billings, processing payments, and maintaining accurate taxpayer records.
- Respond to inquiries from residents, businesses, and agencies regarding assessments, payment options, and tax-related issues with professionalism and accuracy

Financial Reporting

- Assist in the preparation of financial statements, reports, and documentation for town meetings, audits, regulatory filings, and other financial reporting requirements

- Generate financial analyses, variance reports, and budget performance assessments to inform decision-makers and ensure transparency in financial operations

Compliance & Regulations

- Ensure compliance with local, state, and federal financial regulations, tax laws, accounting principles, and internal controls to safeguard the town's financial assets and maintain accountability
- Assist in audits, reviews, and examinations of financial records, providing documentation, explanations, and data verification as needed

Treasury Operations

- Support investment management activities, debt administration, and treasury functions to optimize cash reserves, maximize returns on investments, and minimize financial risks
- Assist with financial forecasting, fund transfers, grant management, and other treasury operations to support the town's financial sustainability and long-term planning
- Assist with completion and execution of bi-weekly payroll
- Perform other related duties as assigned

Qualifications:

- Education: High School Diploma or GED. Preference to degree in finance, accounting, business administration, or a related field
- Professional certifications: Certified Public Accountant (CPA) or Certified Finance Officer (CFO) preferred
- Previous experience preferred in financial management, accounting, treasury operations, or public sector finance, with knowledge of governmental accounting standards and practices

Knowledge, Skills, & Abilities:

- Proficiency in financial software, spreadsheet applications, database systems, and accounting tools for data analysis, financial reporting, and budget management
- Strong analytical skills, attention to detail, and problem-solving abilities to interpret financial data, identify trends, and make recommendations for financial improvements
- Excellent communication skills, interpersonal abilities, and customer service orientation for interacting with town officials, staff members, residents, and external stakeholders
- Familiarity with financial regulations, tax codes, compliance requirements, and best practices in treasury management and public finance administration

Physical Demands:

- The Deputy Treasurer may spend extended periods working on a computer, performing financial analyses, data entry, and preparing reports
- Some lifting, carrying, or moving of financial documents, files, or office supplies may be required for treasury and financial management tasks (up to 25 pounds)
- Occasional participation in meetings, presentations, and municipal events may involve standing, walking, and interaction with staff or citizens

Supervisory Responsibilities:

- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: GRANTS ADMINISTRATOR

DEPARTMENT: FINANCE ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: TOWN CLERK/TREASURER

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview:

The Grants Administrator plays a crucial role in securing funding opportunities and managing grant programs for the local government of a small town. This position involves researching, applying for, and managing grants to support community projects, programs, and initiatives that benefit the residents of the town.

Essential Responsibilities:

Grant Research and Identification

- Conduct thorough research to identify potential grant opportunities that align with the needs and priorities of the Town of Mesilla and its residents
- Monitor grant databases, government agencies, foundations, and other sources to stay informed about available funding

Grant Proposal Development

- Prepare high-quality grant proposals, applications, and budgets in collaboration with coordinating departments (Public Works, Fire, Law Enforcement, Community Development, & Finance Department)
- Ensure that grant proposals meet all submission requirements and deadlines
- Provide guidance and support to departments in developing project plans and goals for grant applications.
- Complete updated yearly Infrastructure Capital Improvement Plan (ICIP) input and planning with other departments to meet the current and future needs of the town

Grant Management

- Oversee the administration of awarded grants, with the assistance of coordinating department & Deputy Clerk, ensuring compliance with grant terms and reporting requirements are being met
- Establish systems for tracking and monitoring to manage grant funds, expenses, timelines, and outcomes
- Work closely with department heads and project managers to ensure grant-funded projects are executed effectively and efficiently

Grant Reporting

- Prepare and submit timely and accurate grant reports to funders, detailing project progress, outcomes, and financial information
- Maintain & coordinate detailed records of grant activities, expenditures, and results for reporting and auditing purposes in conjunction with Town Deputy Clerk

Grant Compliance

- Stay updated on uniform guidance for grant regulations, policies, and procedures to ensure compliance with grantor requirements
- Monitor grant budgets, expenditures, and deliverables to ensure adherence to grant guidelines and restrictions
- Collaborate with internal and external stakeholders to address grant compliance issues and resolve discrepancies
- Grant proposals to be reviewed by Town Clerk Treasurer and Mayor before submission
- Announce & prepare grant presentations to the Board of Trustees

Qualifications:

- Education: High School Diploma or GED. Preference to Bachelor's degree in Public Administration, Business Administration, Finance, or a related field
- Certification in Grant Writing (CGW) or Grant Management (CGM) is preferred
- Previous experience in financial management, accounting, treasury operations, or public sector finance, with knowledge of governmental accounting standards and practices
- A valid driver's license will be required for occasional travel to meetings and events

Knowledge, Skills, & Abilities:

- Preferred experience in grant writing, grants management, or fundraising, preferably in a government or nonprofit setting
- Strong research, analytical, and project management skills
- Excellent written and verbal communication skills
- Proficiency in grant tracking software, Microsoft Office suite, and database management
- Knowledge of federal, state, and private funding sources and grant regulations
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment

Physical Demands:

- The Grants Administrator will be required to sit for extended periods, use a computer, and perform other sedentary tasks
- The position may require occasional lifting of files and other office materials (up to 25 pounds)
- The Grants Administrator may be required to attend outdoor events and meetings, which may involve exposure to varying weather conditions as well as use of flex time as defined within the employee handbook

Supervisory Responsibilities:

- The position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: TOWN CLERK/TREASURER

DEPARTMENT: FINANCE ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: EXEMPT

REPORTS TO: MAYOR

DIRECT REPORT: DEPUTY CLERK, DEPUTY TREASURER, GRANT AMINISTRATOR, UTILITY CLERK

SALARY RANGE:

Position Overview

The Town Clerk Treasurer serves as the principal administrator of the town's financial operations and records. This position combines the responsibilities of the Town Clerk and Treasurer, ensuring efficient management of municipal finances, record keeping, and compliance with state and local laws

Essential Responsibilities

Administrative

- Maintain and safeguard official town records, including minutes of board meetings, ordinances, resolutions, contracts, and other important documents
- Prepare agendas, attend, record minutes, and providing notices for town meetings
- Administer oaths of office to town officials and employees
- Handle public inquiries (IPRA requests) and provide information on town policies and procedures

Financial

- Develop and manage the town's annual budget, including forecasting revenue and expenditures
- Maintain accurate financial records, including accounts payable, receivable, payroll, and general ledger
- Prepare financial reports and present them to the Town Board and other stakeholders
- Oversee the collection of taxes, fees, and other revenues
- Ensure timely payment of town bills and obligations
- Manage town investments in accordance with state regulations and board policies

Clerical

- Preparing & distribution of official Town documents
- Handling official correspondence on behalf of the Town
- Full oversight in maintaining and organizing filing systems for easy retention and retrieval of records

Compliance and Regulations

- Ensure compliance with local, state, and federal financial regulations, tax laws, accounting principles, and internal controls to safeguard the town's financial assets and maintain accountability
- Conduct audits and ensure compliance with financial regulations and internal controls

Human Resources

- Oversight in recruitment and hiring for the Town of Mesilla
- Job Posting & Advertising
- Application screening and coordination of interviews with candidates and interview committee
- Serving as the employee relations representative focusing on conflict resolution, communication and team member recognition
- Workforce Organizational strategic planning and training for organizational efficiency
- Payroll administration & benefits management
- Assisting with development & maintenance of compensation structures
- Ensuring workplace safety is in compliance
- Developing & communicating emergency procedures

Other Duties

- Ensure that town operations comply with state & local laws and regulations
- Providing clerical and administrative support to the town council & officials
- Serving as the Public Relations liaison between town government & the public
- Assist with issuing licenses and permits as needed to support Community & Economic Development Department

Qualifications:

- Education: High School Diploma or GED. Preference to degree in finance, accounting, business administration, or a related field
- Professional certifications: Certified Public Accountant (CPA) or Certified Finance Officer (CFO) preferred
- Previous experience preferred in financial management, accounting, treasury operations, or public sector finance, with knowledge of governmental accounting standards and practices

Knowledge, Skills, & Abilities:

- Proficiency in financial software, spreadsheet applications, database systems, and accounting tools for data analysis, financial reporting, and budget management
- Strong analytical skills, attention to detail, and problem-solving abilities to interpret financial data, identify trends, and make recommendations for financial improvements
- Excellent communication skills, interpersonal abilities, and customer service orientation for interacting with town officials, staff members, residents, and external stakeholders
- Familiarity with financial regulations, tax codes, compliance requirements, and best practices in treasury management and public finance administration

Physical Demands:

- The Town Clerk Treasurer may spend extended periods working on a computer, performing financial analyses, data entry, and preparing reports
- Some lifting, carrying, or moving of financial documents, files, or office supplies may be required for treasury and financial management tasks
- Occasional participation in meetings, presentations, and municipal events may involve standing, walking, and interaction with staff or citizens

Supervisory Responsibilities:

- Directly supervises all positions within the Finance Department
- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: UTILITIES PAYMENTS CLERK

DEPARTMENT: FINANCE ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: TOWN CLERK TREASURER

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Utilities Payments Clerk is responsible for processing and managing utility payments, maintaining accurate financial records, and providing excellent customer service to residents. The ideal candidate is detail-oriented, organized, and proficient in handling financial transactions.

Essential Responsibilities

Payment Processing

- Receive and process utility payments from customers through various channels, including in-person, mail, and online systems
- Accurately record payment information in the billing system and ensure proper allocation of funds
- Issue receipts and maintain records of transactions

Customer Service

- Assist customers with inquiries related to their utility bills, payment options, and account status
- Resolve payment discrepancies and disputes in a timely and professional manner
- Provide information and support for setting up automatic payments and payment plans

Financial Management

- Reconcile daily transactions and prepare deposit reports for the accounting department
- Monitor and follow up on delinquent accounts, sending reminder notices and arranging payment plans as needed
- Maintain accurate and up-to-date records of all financial transactions

Reporting and Documentation

- Generate and distribute monthly billing statements to customers
- Prepare financial reports and summaries for the Utilities Billing Supervisor and other relevant departments
- Ensure all documentation is filed appropriately and is easily accessible for audits and reviews

POSITION TITLE: CODES & ANIMAL CONTROL OFFICER

DEPARTMENT: PUBLIC SAFETY

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: Sergeant, Lieutenant, Town Marshal

DIRECT REPORT: None

SALARY RANGE:

Position Overview

The Animal Control and Codes Officer is a dual-role position responsible for enforcing animal control regulations and municipal codes within [Small Community Name]. This position involves managing animal-related issues, ensuring compliance with local ordinances, and maintaining the safety and well-being of the community

Essential Responsibilities

Animal Control

- Respond to and investigate complaints regarding stray, dangerous, or nuisance animals
- Capture and impound stray or lost animals, ensuring their safe and humane treatment
- Conduct investigations of animal cruelty, neglect, and abuse cases
- Enforce local and state animal control laws and ordinances
- Issue citations and warnings to violators of animal control regulations
- Provide education to the public on responsible pet ownership and animal safety
- Coordinate with animal shelters and rescue organizations for the care and adoption of impounded animals
- Ensure proper feeding, care, and medical treatment of impounded animals
- Maintain records of impounded animals, including their condition, disposition, and any treatments administered

Codes Enforcement Inspection & Compliance

- Work closely with Community & Economic Development department to conduct regular inspections (preferably with Construction Industry Divisions inspector present) of residential, commercial, and public properties to ensure compliance with municipal codes and ordinances
- Investigate complaints related to property maintenance, zoning violations, building code compliance, and other municipal regulations
- Issue citations, warnings, and notices of violation to property owners and occupants
- Work with property owners to achieve compliance through education, negotiation, and enforcement actions

Community Engagement

- Assist Community & Economic Development Department in conducting public education programs on municipal codes, property maintenance, and community standards
- Engage with community members to promote understanding and compliance with local regulations
- Attend community meetings and events to address concerns and provide information on code enforcement activities

Administrative Duties

- Collaborate with other departments, agencies, and community organizations to address animal control and code enforcement issues
- Communicate effectively with the public, property owners, and other stakeholders
- Participate in training and professional development to stay current with best practices and legal requirements

Emergency Response

- Respond to animal-related emergencies, including injured animals, wildlife encounters, and animal attacks
- - Assist in coordinating response efforts during natural disasters or community emergencies involving animals

Qualifications

- Education: High School Diploma or GED. An associate or bachelor's degree in animal science, criminal justice, public administration, or a related field is preferred
- Must reside or relocate to Mesilla or within 10 miles of Mesilla
- A valid driver's license is required without record of suspension or revocation in any state

Knowledge, Skills, & Abilities

- Strong knowledge of animal behavior, care, and control practices
- Familiarity with municipal codes, zoning laws, and building regulations
- Excellent communication, negotiation, and interpersonal skills
- Ability to handle sensitive and potentially confrontational situations with tact and professionalism
- Strong organizational and record-keeping skills
- Proficient in the use of computers and relevant software applications

Physical Demands

- While performing the duties of this job, the team member is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell

- Physical ability to handle and restrain animals, perform inspections, and work in various environmental conditions
- The team member must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus

Work Environment

- Willingness to work flexible hours, including evenings, weekends, and holidays, as needed
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibration
- The noise level in the work environment is usually moderate with police radio noise always present. While driving the car window will be down in order to hear sounds or cries for help so wind noise will also be present. Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises
- Requires availability for emergency callouts at any time, including nights, weekends, and holidays

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: DEPUTY I

DEPARTMENT: PUBLIC SAFETY

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: Sergeant, Lieutenant, Marshal

DIRECT REPORT: None

SALARY RANGE:

Position Overview

Police Deputy I is an entry-level position responsible for performing basic law enforcement duties. This role involves patrolling assigned areas, responding to calls for service, and conducting initial investigations. The Deputy I works under close supervision and receives on-the-job training to develop skills and knowledge in law enforcement

Essential Responsibilities

Law Enforcement and Patrol

- Conduct routine patrols in assigned areas to deter and detect criminal activity
- Monitor traffic and enforce traffic laws to ensure public safety
- Respond to emergency calls, complaints, and requests for assistance from the public

Initial Investigations

- Conduct preliminary investigations into minor crimes, traffic accidents, and incidents
- Gather evidence, interview witnesses, and prepare reports
- Assist senior officers in more complex investigations

Community Interaction

- Engage with community members to promote public safety and build positive relationships
- Participate in community events and outreach programs
- Provide information and assistance to the public as needed
- Understanding with the Mesilla Town Code and how to enforce under circumstances

Administrative Duties

- Complete necessary documentation and reports accurately and promptly
- Maintain and update records of activities, incidents, and investigations
- Perform other duties as assigned by supervisory personnel

Qualifications

- Education: High School Diploma or GED. Preferred graduate from accredited college/university with degree in police science/criminal justice/law enforcement
- A New Mexico LEA certified is preferred, or if certified out of state, must become certified by NMLEA within six months of hire
- Minimum 0-3 Years of experience as a law enforcement officer or equivalent position
- Must pass physical / medical examination
- Must reside or relocate to Mesilla or within 10 miles of Mesilla
- A valid driver's license is required without record of suspension or revocation in any state

Knowledge, Skills, & Abilities

- Communicate clearly, concisely and effectively, both orally and in writing
- Establish and maintain effective working relationships with peers and supervisors
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies
- Give verbal and written instructions

Physical Demands

- While performing the duties of this job, the team member is frequently required to sit, talk, hear, and see.
- The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell
- The team member must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, ticket book, body camera, personal computer, etc
- The team member must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee frequently works in outside weather conditions
- The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibration

- The noise level in the work environment is usually moderate with police radio noise always present.
- While driving the car the window will be down in order to hear sounds or cries for help so wind noise will also be present.
- Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises
- Requires availability for emergency call-outs at any time, including nights, weekends, and holidays

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: DEPUTY II

DEPARTMENT: PUBLIC SAFETY

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: Sergeant, Lieutenant, Marshal

DIRECT REPORT: None

SALARY RANGE:

Position Overview

Police Deputy II is an intermediate-level position with increased responsibilities and autonomy. This role involves conducting more complex investigations, leading patrol activities, and providing guidance to less experienced deputies. The Deputy II is expected to have a solid understanding of law enforcement practices and demonstrate leadership abilities

Essential Responsibilities

Law Enforcement and Patrol

- Conduct routine patrols in assigned areas to deter and detect criminal activity
- Monitor traffic and enforce traffic laws to ensure public safety
- Respond to emergency calls, complaints, and requests for assistance from the public
- Mentor other personnel, providing guidance and support

Basic Investigations

- Conduct preliminary & detailed investigations into crimes, traffic accidents, and incidents
- Gather and analyze evidence, interview witnesses and suspects, and prepare comprehensive reports
- Assist senior officers and investigators in more complex investigations

Community Interaction

- Engage with community members to promote public safety and build positive relationships
- Participate in community events and outreach programs
- Provide information and assistance to the public as needed
- Understanding with the Mesilla Town Code and how to enforce under circumstances

Administrative Duties

- Complete necessary documentation and reports accurately and promptly
- Maintain and update records of activities, incidents, and investigations
- Perform other duties as assigned by supervisory personnel

Training & Development

- Assist with providing training to new and less experienced deputies and interns
- Stay updated on current law enforcement techniques, laws, and regulations
- Participate in ongoing professional development opportunities

Qualifications

- Education: High School Diploma or GED. Preferred graduate from accredited college/university with degree in police science/criminal justice/law enforcement
- A New Mexico LEA certified is preferred, or if certified out of state, must become certified by NMLEA within six months of hire
- Minimum 3-8 Years of experience as a law enforcement officer or equivalent position
- Must pass physical / medical examination
- Must reside or relocate to Mesilla or within 10 miles of Mesilla
- A valid driver's license is required without record of suspension or revocation in any state

Knowledge, Skills, & Abilities

- Communicate clearly, concisely and effectively, both orally and in writing
- Establish and maintain effective working relationships with peers and supervisors
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies
- Give verbal and written instructions

Physical Demands

- While performing the duties of this job, the team member is frequently required to sit, talk, hear, and see
- The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell
- The team member must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, ticket book, body camera, personal computer, etc
- The team member must occasionally lift and/or move more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee frequently works in outside weather conditions
- The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibration
- The noise level in the work environment is usually moderate with police radio noise always present. While driving the car window will be down in order to hear sounds or cries for help so wind noise will also be present
- Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises
- Requires availability for emergency call-outs at any time, including nights, weekends, and holidays

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: DEPUTY III

DEPARTMENT: PUBLIC SAFETY

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: Sergeant, Lieutenant, Marshal

DIRECT REPORT: None

SALARY RANGE:

Position Overview

Police Deputy III is an advanced-level position with significant responsibilities in law enforcement operations, leadership, and administration. This role involves overseeing complex investigations, managing teams, and coordinating with other law enforcement agencies. The Deputy III serves as a senior officer and plays a critical role in strategic planning and assisting with decision-making within the department.

Essential Responsibilities

Law Enforcement and Patrol

- Conduct routine patrols in assigned areas to deter and detect criminal activity
- Monitor traffic and enforce traffic laws to ensure public safety
- Respond to emergency calls, complaints, and requests for assistance from the public

Advanced Investigations

- Lead and oversee major investigations involving serious crimes, complex incidents, and special operations
- Coordinate with local, state, and federal law enforcement agencies on joint investigations and initiatives
- Ensure thorough documentation and reporting of investigative activities

Team Leadership & Collaboration

- Assist when necessary, managing teams and personnel including other deputies and interns
- Provide leadership, guidance, and support to ensure effective law enforcement operations
- Assist in the development and implementation of departmental policies and procedures

Community Leadership

- Represent the police department at community meetings, events, and functions
- Lead high-profile community outreach programs and initiatives
- Foster strong relationships with community leaders, organizations, and stakeholders

Administrative Duties

- Complete necessary documentation and reports accurately and promptly
- Maintain and update records of activities, incidents, and investigations
- Perform other duties as assigned by supervisory personnel

Training & Development

- Develop and deliver advanced training programs for departmental personnel
- Mentor and support the professional development of junior deputies
- Stay current with best practices, laws, and regulations in law enforcement
- Participate in ongoing professional development opportunities

Qualifications

- Education: High School Diploma or GED. Preferred graduate from accredited college/university with degree in police science/criminal justice/law enforcement
- A New Mexico LEA certified is preferred, or if certified out of state, must become certified by NMLEA within six months of hire
- Minimum 8+ Years of experience as a law enforcement officer or equivalent position
- Must pass physical fitness test and medical examination
- Must reside or relocate to Mesilla or within 10 miles of Mesilla
- A valid driver's license is required without record of suspension or revocation in any state

Knowledge, Skills, & Abilities

- Communicate clearly, concisely and effectively, both orally and in writing
- Establish and maintain effective working relationships with peers and supervisors
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies
- Give verbal and written instructions

Physical Demands

- While performing the duties of this job, the team member is frequently required to sit, talk, hear, and see
- The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell
- The team member must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, ticket book, body cameras, personal computer, etc
- The team member must occasionally lift and/or move more than 100 pounds

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee frequently works in outside weather conditions
- The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibration
- The noise level in the work environment is usually moderate with police radio noise always present.
- While driving the car window will be down in order to hear sounds or cries for help so wind noise will also be present
- Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises
- Requires availability for emergency call-outs at any time, including nights, weekends, and holidays

ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: Lieutenant

DEPARTMENT: PUBLIC SAFETY

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: Marshal

DIRECT REPORT: Sergeant, Deputy I, Deputy II, Deputy III, Codes/ACO

SALARY RANGE:

Position Overview

The Lieutenant in the Marshal Department of Town of Mesilla is a senior supervisory position responsible for overseeing the daily operations of law enforcement personnel, managing administrative tasks, and ensuring the effective enforcement of laws and regulations. The Lieutenant supports the Marshal in strategic planning, resource management, and community engagement

Essential Responsibilities

Supervision & Leadership

- Directly supervise and provide leadership to deputies and other personnel during shifts, ensuring adherence to department policies and procedures
- Assist with recruitment, training, and performance evaluations for staff
- Assist with developing and implementing shift schedules, duty assignments, and special task forces as needed

Law Enforcement and Patrol

- Conduct routine patrols in assigned areas to deter and detect criminal activity
- Monitor traffic and enforce traffic laws to ensure public safety
- Respond to emergency calls, complaints, and requests for assistance from the public
- Mentor other personnel, providing guidance and support

Investigations

- Oversee and participate in complex criminal investigations, ensuring thoroughness and accuracy
- Review reports, evidence, and case files to ensure proper documentation and legal compliance
- Coordinate with other law enforcement agencies and departments on multi-jurisdictional cases

Community Interaction

- Develop and implement crime prevention strategies and initiatives
- Analyze crime trends and data to identify and address emerging issues
- Promote community awareness and education on safety practices and crime prevention

- Address community concerns and work collaboratively with residents to enhance public safety
- Engage with community members to promote public safety and build positive relationships
- Participate in community events and outreach programs
- Provide information and assistance to the public as needed
- Understanding with the Mesilla Town Code and how to enforce under circumstances

Administrative Duties

- Assist the Marshal in developing and implementing departmental policies and procedures.
- Participate in budget preparation and resource allocation as needed
- Complete necessary documentation and reports accurately and promptly
- Maintain and update records of activities, incidents, and investigations
- Perform other duties as assigned by supervisory personnel
- Ensure proper use and maintenance of departmental equipment and vehicles
- Review reports and documentation prepared by deputies for accuracy and completeness
- Coordinate and manage crime scenes and major incidents, ensuring proper procedures are followed
- Prepare detailed reports for the Marshal, city officials, and other stakeholders
- Ensure proper documentation and filing of all incident reports, citations, and legal documents

Training & Professional Development

- Stay current with advancements in law enforcement practices and technology
- Attend training sessions and workshops to enhance skills and knowledge
- Mentor and support the professional growth of deputies and other personnel
- Assist the Marshal in developing and implementing long-term strategic plans for the department
- Evaluate and recommend improvements to departmental operations and programs
- Participate in the development of disaster response and emergency management plans
- Perform duties of the Marshal in their absence

Qualifications

- Education: High School Diploma or GED. Preferred graduate from accredited college/university with degree in police science/criminal justice/law enforcement
- A New Mexico LEA certified is preferred, or if certified out of state, must become certified by NMLEA within six months of hire
- Minimum 3+ Years of experience as a law enforcement officer or equivalent position
- 2+ years in a leadership or supervisory role in leading teams preferred
- IA Training preferred
- Chief training completed within the 1st year of being in position
- Must pass physical / medical examination
- Must reside or relocate to Mesilla or within 10 miles of Mesilla
- A valid driver's license is required without record of suspension or revocation in any state

Knowledge, Skills, & Abilities

- Communicate clearly, concisely and effectively, both orally and in writing
- Strong knowledge of law enforcement principles, practices, and procedures
- Excellent leadership, communication, and interpersonal skills
- Ability to handle sensitive and confidential information with discretion
- Proficient in the use of law enforcement technology and equipment
- Ability to work effectively in high-pressure situations
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies

Physical Demands

- While performing the duties of this job, the team member is frequently required to sit, talk, hear, and see.
- The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell
- The team member must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, ticket book, body camera, personal computer, etc
- The team member must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee frequently works in outside weather conditions
- The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibration
- The noise level in the work environment is usually moderate with police radio noise always present. While driving the car window will be down in order to hear sounds or cries for help so wind noise will also be present.
- Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises
- Requires availability for emergency call-outs at any time, including nights, weekends, and holidays

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: SERGEANT

DEPARTMENT: PUBLIC SAFETY

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: Lieutenant & Marshal

DIRECT REPORT: Deputy I, Deputy II, Deputy III, Codes/ACO

SALARY RANGE:

Position Overview

The Sergeant in the Marshal Department of Town of Mesilla is a mid-level supervisory position responsible for overseeing the daily operations and activities of deputies and other law enforcement personnel. This role involves ensuring the enforcement of laws, maintaining public safety, and assisting in the administration of the department

Essential Responsibilities

Supervision & Leadership

- Directly supervise deputies and other personnel during shifts, ensuring adherence to department policies and procedures
- Provide guidance, training, and performance evaluations for staff
- Assist in the scheduling and assignment of duties

Law Enforcement and Patrol

- Conduct routine patrols in assigned areas to deter and detect criminal activity
- Monitor traffic and enforce traffic laws to ensure public safety
- Respond to emergency calls, complaints, and requests for assistance from the public
- Mentor other personnel, providing guidance and support

Basic Investigations

- Conduct preliminary & detailed investigations into crimes, traffic accidents, and incidents
- Gather and analyze evidence, interview witnesses and suspects, and prepare comprehensive reports
- Assist other officers and investigators in more complex investigations

Community Interaction

- Address community concerns and work collaboratively with residents to enhance public safety
- Engage with community members to promote public safety and build positive relationships
- Participate in community events and outreach programs
- Provide information and assistance to the public as needed

- Understanding with the Mesilla Town Code and how to enforce under circumstances

Administrative Duties

- Assist the Lieutenant in developing and implementing departmental policies and procedures.
- Participate in budget preparation and resource allocation as needed
- Complete necessary documentation and reports accurately and promptly
- Maintain and update records of activities, incidents, and investigations
- Perform other duties as assigned by supervisory personnel
- Ensure proper use and maintenance of departmental equipment and vehicles
- Review reports and documentation prepared by deputies for accuracy and completeness
- Coordinate and manage crime scenes and major incidents, ensuring proper procedures are followed

Training & Professional Development

- Stay current with advancements in law enforcement practices and technology.
- Attend training sessions and workshops to enhance skills and knowledge.
- Mentor and support the professional growth of deputies and other personnel.

Qualifications

- Education: High School Diploma or GED. Preferred graduate from accredited college/university with degree in police science/criminal justice/law enforcement
- A New Mexico LEA certified is preferred, or if certified out of state, must become certified by NMLEA within six months of hire
- Minimum 3+ Years of experience as a law enforcement officer or equivalent position
- 1-2 years in a leadership or supervisory role in leading teams preferred
- IA Training preferred
- Must pass physical / medical examination
- Must reside or relocate to Mesilla or within 10 miles of Mesilla
- A valid driver's license is required without record of suspension or revocation in any state

Knowledge, Skills, & Abilities

- Communicate clearly, concisely and effectively, both orally and in writing
- Strong knowledge of law enforcement principles, practices, and procedures
- Excellent leadership, communication, and interpersonal skills
- Ability to handle sensitive and confidential information with discretion
- Proficient in the use of law enforcement technology and equipment
- Ability to work effectively in high-pressure situations
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies

Physical Demands

- While performing the duties of this job, the team member is frequently required to sit, talk, hear, and see

- The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell
- The team member must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, ticket book, body camera, personal computer, etc
- The team member must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee frequently works in outside weather conditions
- The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibration
- The noise level in the work environment is usually moderate with police radio noise always present
- While driving the car the window will be down in order to hear sounds or cries for help so wind noise will also be present
- Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises
- Requires availability for emergency call-outs at any time, including nights, weekends, and holidays

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: TOWN MARSHAL

DEPARTMENT: PUBLIC SAFETY

CLASSIFICATION: FULL-TIME

FLSA: EXEMPT

REPORTS TO: MAYOR

DIRECT REPORT: Deputies, Sergeants, Lieutenant, SRO, & Codes

SALARY RANGE:

Position Overview

The Town Marshal is responsible for maintaining law and order, protecting life and property, and enforcing local, state, and federal laws within the town. This position involves overseeing the operations of the town's law enforcement personnel, conducting investigations, patrolling the community, and engaging in community outreach programs. The Town Marshal serves as the chief law enforcement officer of the town and works closely with other emergency services and government agencies

Essential Responsibilities

Law Enforcement and Patrol

- Assist in patrol duties as needed
- Coordinate information gathered and work accomplished by various deputies; assigns deputies to special investigations as the need arise
- Assure that personnel are assigned to shifts which provide optimum effectiveness in terms of current situations and circumstances governing deployment
- Direct the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of marshal department operations
- Ensure that laws and ordinances are enforced and that the public peace and safety is maintained

Leadership & Supervision

- Direct and participate in the development of goals, objectives, policies and priorities for the Department
- Plan and implement law enforcement programs for the Town in order to better carry out the policies and goals of the Mayor and Board of Trustees
- Review the Department's performance and effectiveness and formulate programs or policies to alleviate deficiencies
- Administrative direction is provided by the Mayor
- Responsibilities include direct and indirect supervision of the professional, technical and clerical personnel of the Marshal Department

- Evaluate the performance of the team and implement disciplinary actions if necessary

Community Engagement

- Develop and maintain positive relationships with community members, local businesses, and other stakeholders
- Meet with other law enforcement officials, community and business representatives and the public on aspects of the Department's activities
- Participate in and organize community outreach programs to promote public safety and awareness
- Understanding with the Mesilla Town Code and how to enforcement circumstances

Administrative Duties

- Work collaboratively with the Town's Grant Administrator to search and secure funding for the department
- Prepare and present of annual budget for the Department
- Implement department's budget
- Prepare and submit monthly reports to the Mayor and Board of Trustees regarding the Department's activities
- Prepare a variety of other reports as required
- Recommend adoption and assist in preparation of ordinances to enhance the effectiveness of Law Enforcement operations

Emergency Response

- Coordinate with other emergency services, such as fire departments and emergency medical services, during emergencies
- Lead the town's response to natural disasters, public disturbances, and other emergencies
- Ensure that all emergency plans and procedures are up-to-date and effectively communicated to all personnel

Training and Development

- Plan, direct, coordinate, supervise and evaluate the activities of Marshal Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances
- Research modern police management methods; formulate and implement department rules, procedures, and policies
- Ensure all personnel receive continuous training and professional development opportunities
- Conduct regular drills and exercises to ensure readiness for various emergency situations

Qualifications

- Education: High School Diploma or GED. Preferred graduate from accredited college/university with degree in police science/criminal justice/law enforcement or closely related field/or 5+ years of experience may substitute

- Four years of police administration responsibility in similar/larger size department
- A New Mexico LEA certified is preferred, or if certified out of state, must become certified by NMLEA within six months of hire
- Must reside or relocate to Mesilla or within 10 miles of Mesilla
- A valid driver's license is required without record of suspension or revocation in any state

Knowledge, Skills, & Abilities

- Train and supervise subordinate personnel
- Communicate clearly, concisely and effectively, both orally and in writing
- Establish and maintain effective working relationships with subordinates, peers and supervisors
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies
- Give verbal and written instructions

Physical Demands

- While performing the duties of this job, the team member is frequently required to sit, talk, hear, and see
- The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell
- The team member must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, ticket book, body camera, personal computer, etc
- The team member must occasionally lift and/or move more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee frequently works in outside weather conditions
- The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibration
- The noise level in the work environment is usually moderate with police radio noise always present
- While driving the car window will be down in order to hear sounds or cries for help so wind noise will also be present

- Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises
- Requires availability for emergency call-outs at any time, including nights, weekends, and holidays

Supervisory Responsibilities

- Directly supervises all members of the Towns Marshal Department
- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: FIRE CAPTAIN

DEPARTMENT: FIRE

CLASSIFICATION: PART-TIME TO FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: FIRE CHIEF

DIRECT REPORT: ALL VOLUNTEER FIRE & EMS TEAM

SALARY RANGE:

Position Overview

Oversees and supervises fire department volunteers at the fire station that protects life and property through firefighting, emergency medical service (EMS), and other emergency response activities to meet the needs of the residents throughout the Town of Mesilla and neighboring areas.

Essential Responsibilities

Leadership & Supervision

- Coordinates the activities of volunteer firefighters to ensure adequate station coverage. Directly oversees a minimum of three (3) firefighters and may oversee career and/or volunteer personnel
- Supervise and manage volunteer firefighters during emergency and non-emergency situations
- Mentor and support volunteer firefighters, fostering a positive and collaborative team environment

Emergency Response

- Respond to fire alarms and determine from observation nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs firefighting crews accordingly
- Assess emergency situations, develop action plans, and make quick, effective decisions to ensure the safety and efficiency of operations
- Coordinate with other emergency services and agencies as necessary during incidents

Training & Development

- Conducts training for subordinates in the use of equipment and methods of extinguishing all types of fires
- Provide training in all aspects of suppressing and extinguishing fires including fire prevention, performing emergency rescues, and providing emergency medical assistance
- Ensure all team members are certified and up-to-date with necessary firefighting, first aid, and rescue certifications
- Evaluates efficiency of fire personnel by conducting regularly scheduled performance reviews

Safety & Compliance

- Inspects assigned fire station, buildings, grounds, and facilities, and examines firetrucks and equipment to ensure compliance with maintenance standards.

Administrative Duties

- Produce written documents using proper sentence construction, punctuation, and grammar
- Responsible for completion of a report of each fire call, listing location, type, probable cause, estimated damage, and disposition utilizing personal computer and emergency reporting software.
- Assists and coordinates the maintenance and repair of Town facilities, apparatus and equipment
- Aid with ordering of station supplies, as well as replenishing supplies for emergency response

Community Engagement

- Participate in community outreach programs to educate the public on fire safety, prevention, and emergency preparedness
- Represent the fire department at community events, meetings, and functions
- Foster Positive relationships with community members, local businesses, and other stakeholders

Fire Prevention & Inspection

- Performs fire suppression activities, fire prevention, rescue, communications, and emergency medical care
- Identify potential fire hazards and provide recommendations for corrective actions.

Qualifications

- Education: High School Diploma or GED
- Two (2) years field experience, as a career or volunteer firefighter, in emergency response
- 1-2 Years supervisory experience or leading teams

Licenses/Certifications

- Valid Class D driver's license required with Class E required to be obtained within twelve (12) months of hire.
- New Mexico Emergency Medical Technician certification is required within twelve (12) months of hire, and EMT-Intermediate or Paramedic preferred.
- IFSAC Firefighter I-II or equivalent required. IS 700, 800 ICS 100, and 200 required

Knowledge, Skills, & Abilities

- Practices, procedures and equipment used in fire suppression
- Communication and interpersonal methods and techniques to deal with the general public, County staff, and Elected Officials
- Supervisory experience in effectively leading a fire company
- General business inspections and fire codes knowledge

POSITION TITLE: CUSTODIAN/JANITOR

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: PUBLIC WORKS DIRECTOR

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Custodian/Janitor is responsible for maintaining the cleanliness, safety, and overall appearance of public buildings and facilities in The Town of Mesilla. This position involves performing a variety of cleaning tasks, minor maintenance duties, and ensuring a sanitary environment for community members and staff.

Essential Responsibilities

Routine Cleaning

- Clean and sanitize restrooms and kitchen areas, including toilets, sinks, floors, mirrors, and replenishing supplies
- Sweep, mop, vacuum, and dust floors, carpets, and surfaces in offices, hallways, and common areas
- Empty trash cans, recycling bins, and properly dispose of waste materials
- Clean windows, glass partitions, and mirrors
- Wipe down and disinfect high-touch surfaces such as doorknobs, light switches, and handrails
- Polish furniture and fixtures as needed
- Clean and maintain floors, including stripping, waxing, and buffing quarterly or as assigned
- Wash walls, ceilings, and light fixtures bi-monthly or as assigned

Facility Maintenance

- Perform minor maintenance tasks such as changing light bulbs, fixing leaks, and unclogging drains
- Report any maintenance issues or safety hazards to the Public Works Director or Team Lead
- Operate and maintain cleaning equipment such as vacuums, floor buffers, and carpet cleaners
- Ensure proper storage and inventory of cleaning supplies and equipment

Compliance & Safety

- Follow all safety guidelines and protocols to ensure a safe working environment
- Use appropriate personal protective equipment (PPE) when handling cleaning chemicals and equipment
- Adhere to local, state, and federal regulations regarding cleaning and maintenance procedures

- Ensure compliance with health and safety standards

Customer Service

- Interact with community members and staff in a professional and courteous manner
- Respond to cleaning and maintenance requests promptly and efficiently

Other Support Duties & Activities

- Assist in setting up and breaking down for community events, meetings, and activities
- Ensure event spaces are clean and ready for use
- Assist with other public works and utility operations as instructed by the Public Works Director, including grounds maintenance
- Work collaboratively with other staff
- Attend staff meetings and training sessions as required

Qualifications

- Education: High School Diploma or GED preferred
- A valid driver's license is required

Knowledge, Skills, & Abilities

- Ability to operate cleaning equipment and use cleaning chemicals safely
- Obtain OSHA 10 Safety Certification
- Strong attention to detail and thoroughness in cleaning tasks
- Good communication and interpersonal skills
- Ability to follow written and verbal instructions

Physical Demands

- Physical ability to perform manual labor, including lifting, bending, and standing for extended periods of time
- Lifting, carrying, or manipulation of equipment, materials, or documents will be part of the job duties (up to 50 pounds)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: GROUNDS MAINTENANCE WORKER I

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: PUBLIC WORKS DIRECTOR & TEAM LEAD

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Grounds Maintenance Worker I performs a variety of tasks to maintain and improve the public spaces and facilities in The Town of Mesilla. This position involves general labor, groundskeeping, and basic maintenance duties under the supervision of the Public Works Director & Team Lead

Essential Responsibilities

Groundskeeping

- Perform routine groundskeeping tasks such as mowing, trimming, edging, and watering lawns and landscaped areas
- Plant, prune, and maintain trees, shrubs, flowers, and other vegetation
- Clean and maintain public spaces, including parks, playgrounds, and recreational facilities

Facility Maintenance

- Assist in the maintenance and repair of town buildings, facilities, and infrastructure
- Collect and dispose of trash and debris from public areas
- Operate and maintain various groundskeeping and maintenance equipment

Compliance & Safety

- Follow all safety guidelines and protocols to ensure a safe working environment
- Use appropriate personal protective equipment (PPE) when handling chemicals and equipment
- Adhere to local, state, and federal regulations regarding cleaning and maintenance procedures
- Ensure compliance with health and safety standards

Customer Service

- Interact with community members and staff in a professional and courteous manner
- Respond to cleaning and maintenance requests promptly and efficiently

Other Support Duties & Activities

- Assist in setting up and breaking down for community events, meetings, and activities
- Ensure event spaces are clean and ready for use

- Support with other public works and utility operations as instructed by the Public Works Director, including grounds maintenance
- Work collaboratively with other staff
- Attend staff meetings and training sessions as required

Qualifications

- Education: High School Diploma or GED
- Previous experience in groundskeeping, landscaping, or maintenance preferred
- Basic knowledge of building maintenance and repair techniques preferred
- A valid driver's license is required

Knowledge, Skills, & Abilities

- Ability to operate basic groundskeeping and maintenance equipment
- Basic knowledge of groundskeeping techniques and tools
- Physical ability to perform manual labor, including lifting, bending, and working outdoors in various weather conditions
- Good communication and teamwork skills
- Ability to obtain OSHA 10 Safety Certification

Physical Demands

- Physical ability to perform manual labor, including lifting, bending, and standing for extended periods of time
- Lifting, carrying, or manipulation of equipment, materials, or documents will be part of the job duties (up to 50 pounds)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: GROUNDS MAINTENANCE WORKER II

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: PUBLIC WORKS DIRECTOR & TEAM LEAD

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Grounds and Maintenance Worker II performs advanced groundskeeping and maintenance tasks to ensure the upkeep and enhancement of public spaces and facilities in The Town of Mesilla. This position involves more complex duties and responsibilities, often requiring greater expertise and independence

Essential Responsibilities

Groundskeeping

- Perform all groundskeeping tasks such as mowing, trimming, edging, and watering lawns and landscaped areas with increased proficiency
- Plant, prune, and maintain trees, shrubs, flowers, and other vegetation
- Oversee and participate in advanced landscaping tasks, including design, installation, and maintenance of landscaped areas
- Clean and maintain public spaces, including parks, playgrounds, and recreational facilities

Facility Maintenance

- Conduct routine inspections and maintenance of town buildings, facilities, and infrastructure
- Perform minor repairs on plumbing, electrical, and structural components of town facilities
- Operate and maintain advanced groundskeeping and maintenance equipment
- Coordinate with other departments and outside contractors for larger maintenance and repair projects
- Assist in the development and implementation of maintenance schedules and plans

Compliance & Safety

- Follow all safety guidelines and protocols to ensure a safe working environment
- Use appropriate personal protective equipment (PPE) when handling chemicals and equipment
- Adhere to local, state, and federal regulations regarding cleaning and maintenance procedures
- Ensure compliance with health and safety standards

Customer Service

- Interact with community members and staff in a professional and courteous manner
- Respond to cleaning and maintenance requests promptly and efficiently

Other Support Duties & Activities

- Assist in setting up and breaking down for community events, meetings, and activities
- Ensure event spaces are clean and ready for use
- Support with other public works and utility operations as instructed by the Public Works Director, including grounds maintenance
- Work collaboratively with other staff
- Attend staff meetings and training sessions as required

Qualifications

- Education: High School Diploma or GED
- Previous experience in groundskeeping, landscaping, or maintenance preferred
- Basic knowledge of building maintenance and repair techniques preferred
- Experience with project management preferred
- A valid driver's license is required

Knowledge, Skills, & Abilities

- Ability to operate advanced groundskeeping and maintenance equipment
- Proficient knowledge of groundskeeping, landscaping, and building maintenance techniques
- Strong problem-solving skills and the ability to work independently
- Good communication and leadership skills
- Complete OSHA 10 Certification

Physical Demands

- Physical ability to perform manual labor, including lifting, bending, and standing for extended periods of time
- Lifting, carrying, or manipulation of equipment, materials, or documents will be part of the job duties (up to 50 pounds)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: PUBLIC WORKS DIRECTOR

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION: FULL-TIME

FLSA: EXEMPT

REPORTS TO: MAYOR

DIRECT REPORT: GROUNDS MAINTENANCE (1&2) & WATER (1&2) & Custodian

SALARY RANGE:

Position Overview

The Public Works Director oversees the planning, development, and management of municipal infrastructure and services, ensuring efficient and effective delivery of public works functions. This includes roads, bridges, water and sewer systems, public buildings, and other essential public services. The director provides strategic leadership, manages budgets, and ensures compliance with relevant regulations and standards.

Essential Responsibilities

Leadership and Management

- Provide strategic direction and oversight to the Public Works Department
- Supervise and evaluate the performance of department staff, fostering a positive and productive work environment
- Develop and implement policies and procedures to improve efficiency and effectiveness of public works operations

Planning and Development

- Oversee the planning, design, construction, and maintenance of municipal infrastructure projects
- Coordinate town projects with other city departments, agencies, and private contractors
- Ensure compliance with federal, state, and local laws and regulations

Budget and Finance

- Prepare and manage the department's budget, ensuring fiscal responsibility and effective use of resources
- Work with Grant Administrator to secure funding through grants, bonds, and other financial mechanisms for public works projects

Operations and Maintenance

- Oversee the maintenance and repair of public infrastructure, including streets, water/sewer systems, public buildings, and parks
- Implement preventive maintenance programs to extend the lifespan of municipal assets

- Respond to emergencies and coordinate disaster response and recovery efforts related to public works

Regulatory Compliance and Sustainability

- Ensure compliance with environmental regulations, building codes, safety standards, and other legal requirements related to public works projects
- Promote sustainability practices, energy efficiency, and green infrastructure solutions in public works planning and operations

Community Engagement

- Serve as the primary liaison between the public works department and the community, addressing concerns and providing information
- Assist with public meetings and presentations to inform and engage residents on public works projects and initiatives
- Foster strong relationships with community groups, businesses, and other stakeholders

Qualifications

- Education: High School Diploma or GED. Preference to civil engineering, public administration, urban planning, or a related field
- Additional education or training in records management, office administration, or a related field is preferred
- A valid driver's license is required

Knowledge, Skills, & Abilities

- Experience in public works management, civil engineering, or infrastructure development, with a proven track record of successful project delivery
- Strong leadership qualities, decision-making skills, and the ability to inspire and motivate a diverse team of professionals
- Knowledge of budgeting, financial management, project planning, and regulatory compliance in public works operations
- Excellent communication skills, including effective public speaking, writing, and interpersonal interactions

Physical Demands

- The Public Works Director will need to visit construction sites, infrastructure facilities, and public locations, requiring walking, standing, and physical mobility
- Some travel for meetings, site inspections, and professional development activities may be necessary
- Occasional lifting, carrying, or manipulation of equipment, materials, or documents may be part of the job duties (up to 50 pounds).

Supervisory Responsibilities

- Directly supervises all members of the Public Works department
- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: WATER OPERATOR I

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: PUBLIC WORKS DIRECTOR/LEAD

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Water Operator I is responsible for assisting in the operation and maintenance of the town's water treatment and distribution systems. This position involves monitoring water quality, performing routine maintenance, and ensuring compliance with local, state, and federal regulations

Essential Responsibilities

Monitoring & Testing

- Conduct routine water quality tests, including sampling and analysis for chlorine levels, pH, turbidity, and other parameters
- Record and report test results, noting any deviations from established standards

Water System Operations

- Assist in the operation of pumps, valves, and other equipment to control water flow and pressure
- Monitor water storage levels and distribution system pressures

Water Maintenance & Repairs

- Perform routine maintenance on water treatment and distribution equipment, including cleaning and lubricating pumps, motors, and valves
- Inspect and maintain water storage tanks, distribution lines, and related infrastructure
- Assist in locating and repairing leaks in water mains and service lines
- Support the installation and repair of water meters and hydrants

Compliance & Safety

- Ensure compliance with all local, state, and federal water quality regulations
- Complete accurate recording of water quality testing, maintenance activities, and regulatory reporting
- Follow all safety guidelines and procedures to ensure a safe working environment
- Use appropriate personal protective equipment (PPE) when handling chemicals and operating equipment

Customer Service

- Respond to customer inquiries and concerns regarding water quality and service issues
- Provide information and assistance to the public as instructed by the Public Works Director

Other Support Duties & Activities

- Assist in setting up and breaking down for community events, meetings, and activities
- Ensure event spaces are clean and ready for use
- Assist with other public works and utility operations as instructed by the Public Works Director, including grounds maintenance & custodial activities
- Participate in training programs and professional development

Qualifications

- Education: High School Diploma or GED.
- Possession of all New Mexico Environment Department Water Level 1 Certifications or the ability to obtain certification within one year of employment (Water Sample Tech, Water Supply, Distribution Systems)
- A valid driver's license is required

Knowledge, Skills, & Abilities

- Some experience in water treatment, plumbing, or related fields preferred
- Basic understanding of water treatment and distribution systems
- Ability to operate and maintain water treatment equipment
- Good communication and teamwork skills

Physical Demands

- Physical ability to perform manual labor, including lifting, bending, and working outdoors in various weather conditions
- Lifting, carrying, or manipulation of equipment, materials, or documents will be part of the job duties (up to 50 pounds)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: WATER OPERATOR II

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: PUBLIC WORKS DIRECTOR/LEAD

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Water Operator II is a mid-level position responsible for the advanced operation and maintenance of the town's water treatment and distribution systems. This role involves leading routine and complex tasks, ensuring water quality, and compliance with local, state, and federal regulations

Essential Responsibilities

Advanced Monitoring & Testing

- Conduct and oversee comprehensive water quality tests, including sampling and analysis for various parameters
- Interpret test results, identify potential issues, and implement corrective actions

Water System Operations

- Operate and troubleshoot pumps, valves, and other equipment to control water flow and pressure
- Monitor and manage water storage levels and distribution system pressures

Water Maintenance & Repairs

- Perform and oversee routine maintenance on water treatment and distribution equipment
- Develop & implement preventive maintenance schedules for pumps, motors, valves, & other equipment
- Lead efforts in locating and repairing leaks in water mains and service lines
- Administer the installation and repair of water meters and hydrants

Compliance & Safety

- Ensure strict compliance with all local, state, and federal water quality regulations
- Complete accurate recording of water quality testing, maintenance activities, and regulatory reporting
- Follow all safety guidelines and procedures to ensure a safe working environment
- Use appropriate personal protective equipment (PPE) when handling chemicals and operating equipment

Customer Service

- Respond to customer inquiries and concerns regarding water quality and service issues
- Provide information and assistance to the public as instructed by the Publics Works Director

Other Support Duties & Activities

- Assist in setting up and breaking down for community events, meetings, and activities
- Ensure event spaces are clean and ready for use
- Assist with other public works and utility operations as instructed by the Public Works Director, including grounds maintenance & custodial activities
- Participate in training programs and professional development

Qualifications

- Education: High School Diploma or GED. An associate's degree in water technology, environmental science, or a related field is preferred
- Possession of all New Mexico Environment Department Water Level 2 Certifications or the ability to obtain certification within one year of employment (Water Sample Tech, Water Supply, Distribution Systems)
- A valid driver's license is required

Knowledge, Skills, & Abilities

- Proficient experience and understanding of water treatment, plumbing, and distribution systems
- Ability to operate and maintain water treatment equipment
- Strong communication, teamwork, and problem-solving skills

Physical Demands

- Physical ability to perform manual labor, including lifting, bending, and working outdoors in various weather conditions
- Lifting, carrying, or manipulation of equipment, materials, or documents will be part of the job duties (up to 50 pounds)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: WATER OPERATOR II TEAM LEAD

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: PUBLIC WORKS DIRECTOR

DIRECT REPORT: ALL PUBLIC WORKS TEAM IN ABSENCE OF DIRECTOR

SALARY RANGE:

Position Overview

The Water Operator II Team Lead is a mid-level position responsible for the advanced operation and maintenance of the town's water treatment and distribution systems. This role involves leading routine and complex tasks, ensuring water quality, and compliance with local, state, federal regulations, and providing supervisory support to junior public works staff

Essential Responsibilities

Advanced Monitoring & Testing

- Conduct and oversee comprehensive water quality tests, including sampling and analysis for various parameters
- Interpret test results, identify potential issues, and implement corrective actions
- Train junior staff on proper testing procedures and equipment usage

Water System Operations

- Operate and troubleshoot pumps, valves, and other equipment to control water flow and pressure
- Monitor and manage water storage levels and distribution system pressures
- Lead and coordinate system operations during peak demand periods and emergencies

Water Maintenance & Repairs

- Perform and oversee routine maintenance on water treatment and distribution equipment
- Develop & implement preventive maintenance schedules for pumps, motors, valves, & other equipment
- Lead efforts in locating and repairing leaks in water mains and service lines
- Administer the installation and repair of water meters and hydrants
- Train and mentor staff on advanced repair techniques and safety practices

Compliance & Safety

- Ensure strict compliance with all local, state, and federal water quality regulations

- Complete accurate recording of water quality testing, maintenance activities, and regulatory reporting
- Follow all safety guidelines and procedures to ensure a safe working environment
- Use appropriate personal protective equipment (PPE) when handling chemicals and operating equipment
- Conduct internal audits to ensure compliance and readiness for external inspections

Customer Service

- Respond to customer inquiries and concerns regarding water quality and service issues
- Provide information and assistance to the public as instructed by the Public Works Director

Leadership & Team Coordination

- Provide day-to-day supervision and guidance to Public Works Staff
- Coordinate and lead work teams on special projects and emergency response efforts
- Ensure that work assignments are completed efficiently and to high standards
- Foster a collaborative and supportive work environment

Other Support Duties & Activities

- Assist in setting up and breaking down for community events, meetings, and activities
- Ensure event spaces are clean and ready for use
- Assist the Public Works Director in budget preparation, resource allocation, and strategic planning
- Assist with other public works and utility operations as instructed by the Public Works Director, including grounds maintenance & custodial activities
- Participate in training programs and professional development

Qualifications

- Education: High School Diploma or GED. An associate's degree in water technology, environmental science, or a related field is preferred
- Possession of all New Mexico Environment Department Water Level 2 Certifications or the ability to obtain certification within one year of employment (Water Sample Tech, Water Supply, Distribution Systems)
- Prior experience in a supervisory or team leading role preferred
- A valid driver's license is required

Knowledge, Skills, & Abilities

- Ability to train, supervise, and mentor staff
- Proficient experience and understanding of water treatment, plumbing, and distribution systems
- Ability to operate and maintain water treatment equipment
- Strong communication, teamwork, and problem-solving skills

Physical Demands

- Physical ability to perform manual labor, including lifting, bending, and working outdoors in various weather conditions
- Lifting, carrying, or manipulation of equipment, materials, or documents will be part of the job duties (up to 50 pounds)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

CLASSIFICATION: FULL-TIME

FLSA: EXEMPT

REPORTS TO: MAYOR

DIRECT REPORT: HISTORIC PRESERVATION SPECIALIST & EVENTS COORDINATOR

SALARY RANGE:

Position Overview

The Community & Economic Development Director is a key leadership role responsible for guiding and implementing initiatives to promote sustainable growth, community revitalization, preservation of historic inventories, and economic prosperity in the Town of Mesilla. This position plays a pivotal role in fostering partnerships, facilitating development projects, and enhancing the quality of life for residents and businesses.

Essential Responsibilities

Strategic Planning

- Continual development and implementation of a comprehensive community and economic development strategy to align with the town's vision, goals, and priorities
- Collaborate with stakeholders, elected officials, and community leaders to identify opportunities, address challenges, and shape policies that support long-term growth and vibrancy
- Work closely with the Town of Mesilla Grant Administrator to research grant opportunities from government agencies, foundations, and private sources to support community and economic development projects
- Assist with continual ordinance updates and codification to meet current standards as it pertains to Economic & Community Development

Business Attraction & Retention

- Cultivate relationships with local businesses, entrepreneurs, industries, and investors to promote economic development, job creation, and business expansion
- Facilitate the retention and growth of existing businesses, providing support services, incentives, and resources to enhance their competitiveness and sustainability
- Issue & maintain records system for business licenses and business-related permitting being completed

Real Estate Management

- Assist Historic Preservation Specialist with oversight for preservation of significant & contributing inventories within the Town of Mesilla boundaries

- Coordinate efforts to attract investment, develop underutilized properties, and revitalize commercial districts through strategic planning, zoning regulations, and redevelopment incentives
- Manage land use planning, site selection, and infrastructure development to support mixed-use projects, housing affordability, and community amenities

Workforce Development

- Collaborate with educational institutions, training providers, and workforce development agencies to align skills training programs with industry needs and employment opportunities
- Support initiatives to enhance workforce readiness, talent recruitment, and career pathways that strengthen the local labor market and meet the demands of evolving industries

Community Engagement

- Engage residents, neighborhood groups, non-profit organizations, and cultural institutions in the planning and implementation of community development projects, programs, and events
- Facilitate public meetings, workshops, and outreach activities to gather input, build consensus, and foster a sense of ownership and pride in community initiatives
- Foster strong relationships with community groups, businesses, and organizations including Mesilla Valley Economic Development, City of Las Cruces Economic Development, County of Dona Ana Economic Development and other stakeholders
- Direct communication with codes officer for any business-related issues/enforcement

Qualifications

- Education: High School Diploma or GED. Preference to Bachelor's or Master's degree in urban planning, public administration, economic development, or a related field
- Professional certifications in economic development or planning are preferred
- 1-3 Years Supervisory or team leading experience required
- Demonstrated experience in community and economic development, including strategic planning, project management, business recruitment, real estate development, and grant administration

Knowledge, Skills, & Abilities

- Strong analytical skills, strategic thinking, and problem-solving abilities to assess community needs, evaluate market trends, and formulate actionable plans for growth and revitalization
- Proficiency in data analysis, GIS mapping, financial modeling, and project evaluation tools to support evidence-based decision-making and performance measurement
- Strong leadership qualities, decision-making skills, and the ability to inspire and motivate a diverse team of professionals
- Knowledge of land use regulations, economic incentives, public-private partnerships, and best practices in community development for small towns and rural communities
- Excellent communication skills, leadership qualities, and stakeholder engagement abilities to build consensus, foster partnerships, and advocate for community interests

Physical Demands

- The Community & Economic Development Director may participate in site visits, community meetings, and special events that involve standing, walking, and interacting with diverse groups of stakeholders.
- Some travel, including attending regional conferences, training workshops, and networking events, may be required to stay informed on industry trends, grant opportunities, and best practices in community development (utilizing the use of flex time as defined within the employee handbook)
- Occasional lifting, carrying, or manipulation of equipment, materials, or documents may be part of the job duties (up to 50 pounds)

Supervisory Responsibilities

- Directly supervises the Historic Preservations Specialist & Events Coordinator
- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: COMMUNITY EVENTS COORDINATOR

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Community Event Coordinator is responsible for planning, organizing, and executing a variety of community events that engage residents and promote community spirit. The ideal candidate will have a passion for event planning, strong organizational skills, and the ability to manage multiple projects simultaneously. This role requires creativity, attention to detail, and excellent interpersonal skills to foster relationships with community members, vendors, and sponsors

Essential Responsibilities

Event Planning and Coordination

- Develop, plan, and execute a diverse range of community events, including cultural festivals, recreational activities, educational workshops, and social gatherings
- Coordinate all logistical aspects of events, such as venue selection, permits, catering, transportation, equipment rentals, and staffing
- Create detailed event plans, timelines, and budgets to ensure events are delivered on time and within budget

Community Engagement

- Build and maintain strong relationships with community members, local businesses, vendors, and volunteers
- Conduct outreach to promote events and encourage community participation through various channels, including social media, newsletters, flyers, and local media
- Gather feedback from community members and vendors to continually improve and tailor events to meet their needs and interests

Volunteer Management

- Recruit, train, and manage volunteers to support event execution
- Assign tasks and responsibilities to volunteers, ensuring they are well-prepared and motivated
- Oversee and update volunteer job descriptions & volunteer manual

Marketing & Promotion

- Develop and implement marketing strategies to promote community events, utilizing social media, email campaigns, local advertising, and partnerships with community organizations
- Design promotional materials such as posters, flyers, and online content to attract attendees

Administration & Reporting

- Maintain accurate records of event details, budgets, and participation metrics
- Prepare post-event reports to evaluate success and identify areas for improvement
- Ensure compliance with all relevant regulations and policies
- Oversees Lodgers Tax Committee
- Oversees Public & Cultural Arts Committee

Qualifications

- Education: High School Diploma or GED. Bachelor's degree in Event Management, Hospitality, Public Relations, or a related field is preferred
- Experience in event planning and coordination, preferably in a community setting
- Valid driver's license

Knowledge, Skills, & Abilities

- Strong organizational and project management skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in office software, including word processing, spreadsheets, and presentation tools
- Creative thinking and problem-solving abilities
- Flexibility to work evenings and weekends as required for events

Physical Demands

- Office environment with frequent travel within the community to attend meetings and events.
- Flexibility in work hours, including evenings and weekends, based on event schedules
- Occasional lifting, carrying, or manipulation of equipment, materials, or documents may be part of the job duties (up to 25 pounds)

Supervisory Responsibilities

- This position oversees interns and volunteers and may require occasional supervision of part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

POSITION TITLE: HISTORIC PRESERVATION SPECIALIST

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

DIRECT REPORT: NONE

SALARY RANGE:

Position Overview

The Historic Preservation Specialist is a specialized role dedicated to preserving and promoting the historical and cultural heritage of the Town of Mesilla. This position plays a critical part in conserving historic sites, coordinating cultural heritage programs, and engaging residents in activities that celebrate the community's unique identity and legacy.

Essential Responsibilities

Historic Preservation

- Identify, document, and assess historic properties, landmarks, and districts within the community to ensure their preservation, protection, and recognition
- Advise property owners, developers, and government officials on historic preservation guidelines, restoration techniques, and regulatory compliance related to historic structures
- Work Closely with Economic Development Director, Grants Administrator, Town Clerk and New Mexico Office of Cultural Affairs for grant opportunities and designations that support historic preservation projects
- Direct communication with codes officer for any business-related issues/enforcement

Public Outreach & Education

- Engage residents, schools, businesses, and community groups in educational workshops, walking tours, lectures, and volunteer activities to raise awareness of local history and preservation efforts
- Develop outreach materials, interpretive signage, digital resources, and social media content to communicate the significance of historic sites and cultural assets to a wider audience

Archival Management

- Maintain archives, collections, and historical records (written and oral) related to the community's heritage, ensuring proper documentation, cataloging, and preservation of artifacts, photographs, and documents
- Digitize records, create inventories, and implement conservation measures to safeguard tangible and intangible aspects of the community's cultural legacy for future generations

Program Development

- Collaborate with State agencies (State Historic Preservation Office), planning departments, historic commissions, and municipal authorities to develop preservation ordinances, design guidelines, and cultural resource inventories that protect and promote the community's historical character
- Cultivate relationships with donors, sponsors, and supporters to raise funds for heritage conservation, public art installations, museum collections, and cultural heritage programs

Planning, Zoning, & Historic Appropriateness Commission (PZHAC)

- Coordinate land use planning, development review processes, and heritage conservation through recommendations obtained from the PZHAC
- Conduct & maintain minutes for PZHAC meetings and their recommendations to the Board of Trustees
- Complete building applications and permitting for reviewal of the PZHAC (where appropriate following the Mesilla Town Code)

Qualifications

- Education: High School Diploma or GED. Preference to Bachelor's or Master's degree in historic preservation, cultural heritage, museum studies, or a related field
- Specialized training or certification in heritage conservation is preferred
- Experience in historic preservation, cultural programming, archival management, or museum administration, preferably within a municipal, non-profit, or cultural institutions

Knowledge, Skills, & Abilities

- Knowledge of local history, architectural styles, preservation principles, museum practices, conservation standards, and best practices in heritage interpretation and public engagement
- Excellent communication skills, storytelling abilities, and community engagement techniques for connecting diverse audiences with the community's cultural heritage and historic resources
- Preferred proficiency in archival research, collections management, digital preservation, GIS mapping, and database systems for organizing and sharing historical information with stakeholders
- Passion for preserving and promoting cultural heritage, fostering creativity, and building partnerships that enrich the cultural fabric of the community

Physical Demands

- The Historic Preservation & Cultural Affairs Specialist may conduct field surveys, site assessments, or walking tours that involve physical activities such as walking, climbing stairs, or outdoor exploration.
- Participation in cultural events, exhibits, or public programs may require standing, speaking, and interacting with visitors, volunteers, or community members in diverse settings.

- Occasional lifting, carrying, or manipulation of equipment, materials, or documents may be part of the job duties (up to 50 pounds)

Supervisory Responsibilities

- This position may require occasional supervision of interns, volunteers, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***

**Town of Mesilla Fiscal Year
Gross Receipts Tax**

FY 22-23	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Munic. Share - State GRS Tax	\$ 57,195	\$ 68,591	\$ 64,876	\$ 59,306	\$ 70,165	\$ 70,784	\$ 61,330	\$ 78,540	\$ 76,439	\$ 70,553	\$ 74,449	\$ 74,835	\$ 827,063
Munic. GRT 650 (FOOD MED) - 650	\$ 67	\$ 197	\$ 157	\$ 41	\$ 668	\$ 167	\$ 414	\$ 960	\$ (297)	\$ 1,503	\$ 264	\$ 264	\$ 4,405
Munic. Infra-Structure GRS - 645	\$ 13	\$ 39	\$ 31	\$ 8	\$ 132	\$ 33	\$ 82	\$ 190	\$ (59)	\$ 297	\$ 52	\$ 52	\$ 870
Munic. Capital Outlay - 635	\$ 13	\$ 39	\$ 31	\$ 8	\$ 132	\$ 33	\$ 82	\$ 190	\$ (59)	\$ 297	\$ 52	\$ 52	\$ 870
Munic. Environmental GRS -630	\$ 3	\$ 10	\$ 8	\$ 2	\$ 33	\$ 8	\$ 20	\$ 47	\$ (15)	\$ 74	\$ 13	\$ 13	\$ 216
Munic. GRT-R 602	\$ 13,653	\$ 17,001	\$ 15,915	\$ 14,296	\$ 17,330	\$ 17,659	\$ 14,880	\$ 19,733	\$ 19,486	\$ 17,196	\$ 18,732	\$ 18,846	\$ 204,727
Munic. GRT 601	\$ 65,170	\$ 78,005	\$ 73,839	\$ 67,634	\$ 79,265	\$ 80,528	\$ 69,682	\$ 88,477	\$ 87,530	\$ 78,752	\$ 84,638	\$ 85,077	\$ 938,956
ITG (Interstate Telecom)	\$ 67	\$ 30	\$ 28	\$ 32	\$ 28	\$ 21	\$ 21	\$ 22	\$ 19	\$ 16	\$ 20	\$ 20	\$ 325
CMP TAX	\$ 463	\$ 369	\$ 403	\$ 260	\$ 332	\$ 569	\$ 410	\$ 1,418	\$ 2,418	\$ 876	\$ 941	\$ 941	\$ 9,400
Cannibus Tax					\$ 4	\$ 57	\$ 234	\$ 502	\$ 249	\$ 1,672	\$ 1,882	\$ 1,882	\$ 6,481
*Grand Total	\$ 136,645	\$ 164,282	\$ 155,287	\$ 141,585	\$ 168,089	\$ 169,859	\$ 147,153	\$ 190,079	\$ 185,711	\$ 171,236	\$ 181,043	\$ 181,982	\$ 1,992,953
difference over last FY	\$34,897	\$38,216	\$24,864	\$12,974	\$46,041	\$31,001	\$16,798	\$22,171	\$61,091	\$48,444	\$35,729	\$28,678	400,904
% over last FY	34%	30%	19%	10%	38%	22%	13%	13%	49%	39%	25%	19%	25%
FY 23-24	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Munic. Share - State GRS Tax	\$ 74,449	\$ 74,490	\$ 69,178	\$ 59,187	\$ 65,092	\$ 57,810	\$ 57,893	\$ 58,507	\$ 63,158	\$58,427.30	\$ 63,158	\$ 65,713	\$ 767,063
Munic. GRT 650 (FOOD MED) - 650	\$ 264	\$ 614	\$ 6,127	\$ 3,078	\$ 204	\$ 204	\$ 82	\$ 736	\$ (6,030)	\$-71.13	\$ (6,030)	\$ 54	\$ (971)
Munic. Infra-Structure GRS - 645	\$ 52	\$ 121	\$ 1,208	\$ 608	\$ 40	\$ 40	\$ 16	\$ 146	\$ (1,191)	\$-14.17	\$ (1,191)	\$ 11	\$ (195)
Munic. Capital Outlay - 635	\$ 52	\$ 121	\$ 1,208	\$ 608	\$ 40	\$ 40	\$ 16	\$ 146	\$ (1,191)	\$-14.17	\$ (1,191)	\$ 11	\$ (195)
Munic. Environmental GRS -630	\$ 13	\$ 30	\$ 300	\$ 152	\$ 10	\$ 10	\$ 4	\$ 36	\$ (298)	\$-83.58	\$ (298)	\$ 3	\$ (51)
Munic. GRT-R 602	\$ 18,732	\$ 18,635	\$ 15,384	\$ 13,321	\$ 15,925	\$ 13,799	\$ 13,847	\$ 13,811	\$ 17,199	\$14,025.84	\$ 17,199	\$ 16,155	\$ 188,033
Munic. GRT 601	\$ 84,638	\$ 84,267	\$ 71,806	\$ 63,897	\$ 73,880	\$ 65,729	\$ 65,916	\$ 65,777	\$ 78,764	\$66,603.20	\$ 78,764	\$ 74,759	\$ 874,802
ITG (Interstate Telecom)	\$ 20	\$ 24	\$ 21	\$ 19	\$ 22	\$ 23	\$ 19	\$ 12	\$ 17	\$15.07	\$ 17	\$ 17	\$ 226
CMP TAX	\$ 941	\$ 749	\$ 687	\$ 1,132	\$ 1,108	\$ 1,290	\$ 1,048	\$ 856	\$ 1,211	\$906.30	\$ 1,211	\$ 444	\$ 11,581
H.B. 6 - Internet Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cannibus Tax	\$ 1,882	\$ 1,802.89	\$ 1,927	\$ 2,173	\$ 1,275	\$ 3,775	\$ 5,416	\$ 125	\$ 2,553	\$1,410.06	\$ 2,553	\$ 152	\$ 25,044
*Grand Total	\$ 181,042	\$ 180,854	\$ 167,848	\$ 144,175	\$ 157,596	\$ 142,544	\$ 144,141	\$ 140,151	\$ 154,193	\$141,284.72	\$ 154,193	\$ 157,317	\$ 1,865,338
difference over last FY	\$ 44,396	\$ 16,572	\$ 12,561	\$ 2,590	\$ (10,493)	\$ (27,316)	\$ (3,011)	\$ (49,929)	\$ (31,518)	\$ (29,951)	\$ (26,850)	\$ (24,665)	(127,615)
% over last FY	32%	10%	8%	2%	-6%	-16%	-2%	-26%	-17%	-17%	-15%	-14%	365%



Memorandum

To: Mayor and Trustees

From: Gloria S Maya
Town Clerk-Treasurer

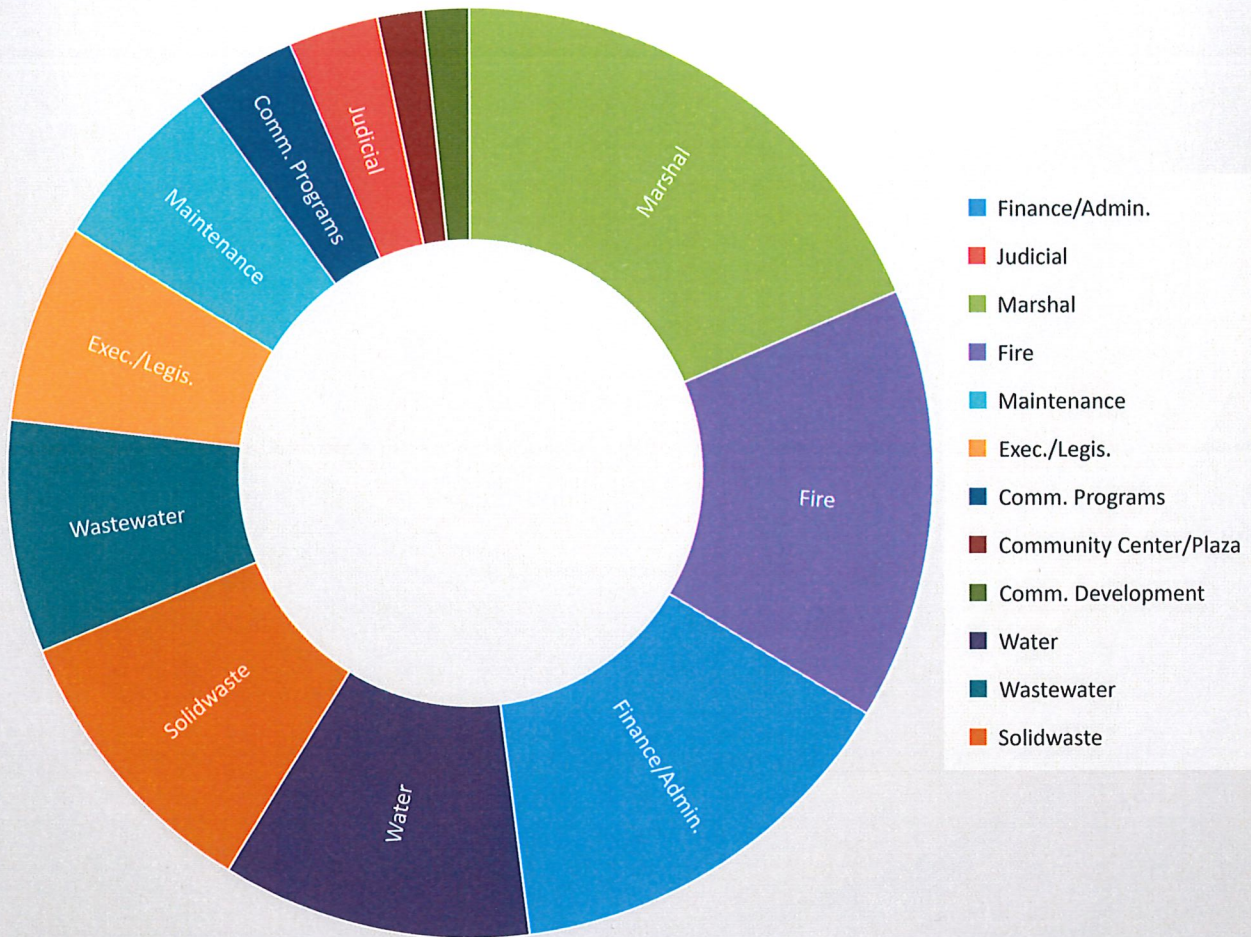
RE: Monthly Finance Report

Listed below is a review of department and fund expenditures for: Jun-24
General Fund should be at: 100% spending

EXPENDITURES ARE HIGHER DUE TO 1ST HALF OF INSURANCES BEING DUE IN JULY

YTD EXPENDITURES	%Exp.	\$ Money YTD	Mo. %	YTD % over/under	Approved Budget
Finance/Admin.	93.35%	\$429,945	100.00%	-6.65%	\$ 460,570
Judicial	84.26%	\$73,782	100.00%	-15.74%	\$ 87,567
Marshal	75.66%	\$638,564	100.00%	-24.34%	\$ 844,046
Fire	79.46%	\$140,881	100.00%	-20.54%	\$ 177,288
Maintenance	31.03%	\$116,850	100.00%	-68.97%	\$ 376,581
Exec./Legis.	95.20%	\$218,934	100.00%	-4.80%	\$ 229,980
Comm. Programs	79.35%	\$98,538	100.00%	-20.65%	\$ 124,181
Community Center/Plaza	46.19%	\$34,411	100.00%	-53.81%	\$ 74,492
Comm. Development	92.62%	\$75,024	100.00%	-7.38%	\$ 81,006
General Fund	74.40%	\$1,826,928	100.00%	-25.60%	\$ 2,455,711
Water	75.16%	\$268,779	100.00%	-24.84%	\$ 357,597
Wastewater	112.40%	\$277,050	100.00%	12.40%	\$ 246,484
Solidwaste	87.29%	\$275,957	100.00%	-12.71%	\$ 316,141
Enterprise Fund	84.35%	\$821,786	100.00%	-15.65%	\$ 974,222

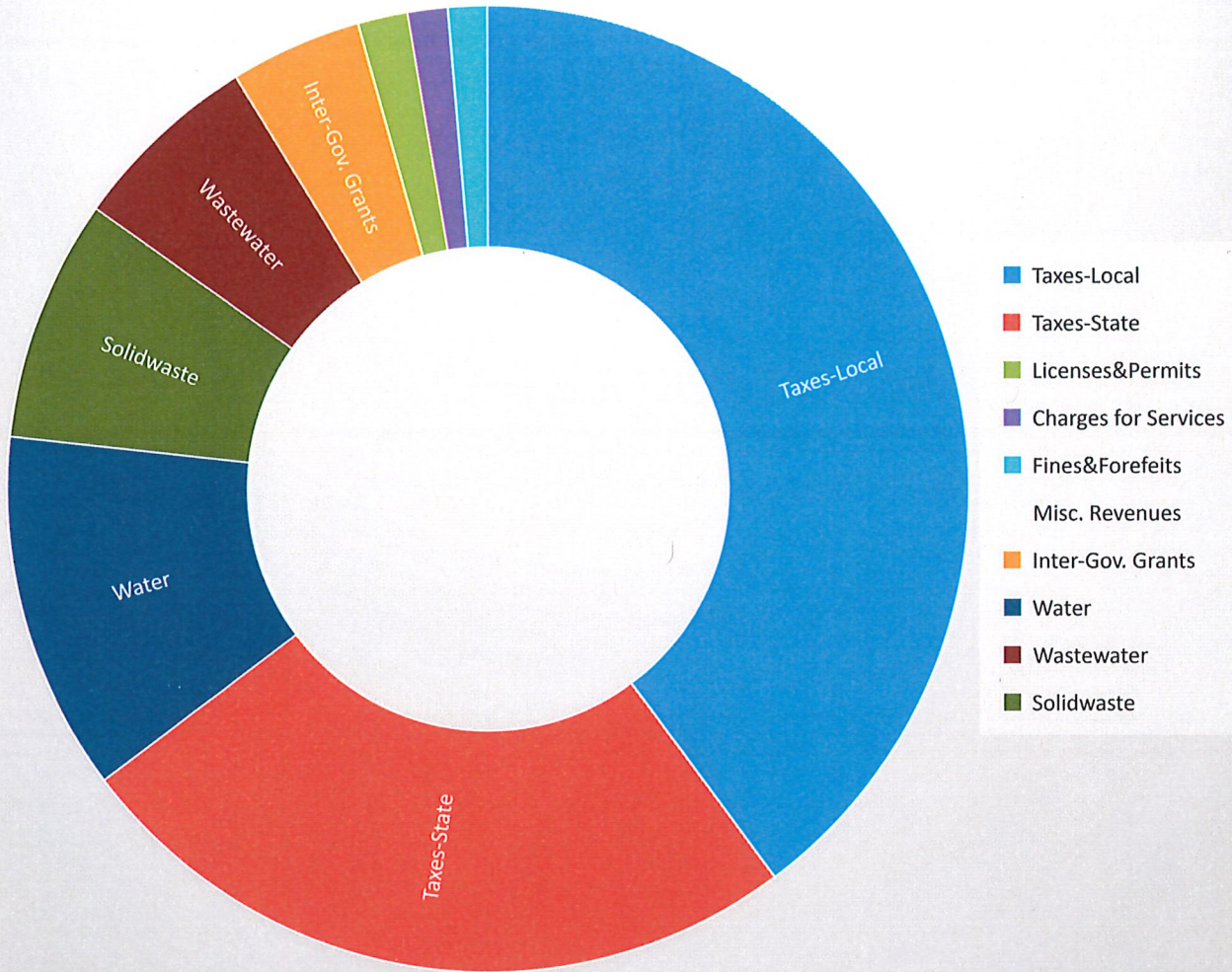
EXPENDITURES



REVENUE

YTD REVENUES	% Rec.	YTD Money \$	% Est.	YTD % over/under	AMOUNT BUDGETED
Taxes-Local	88.01%	\$1,250,591	100.00%	-11.99%	\$1,421,000
Taxes-State	102.79%	\$829,799	100.00%	2.79%	\$807,250
Licenses&Permits	99.58%	\$118,992	100.00%	-0.42%	\$119,500
Charges for Service	79.91%	\$47,947	100.00%	-20.09%	\$60,000
Fines&Forefeits	63.99%	\$51,192	100.00%	-36.01%	\$80,000
Misc. Revenues	201.98%	\$48,475	100.00%	101.98%	\$24,000
Inter-Gov. Grants	97.43%	\$101,721	100.00%	-2.57%	\$104,400
General Fund	93.60%	\$2,448,719	100.00%	-6.40%	\$2,616,150
Water	118.82%	\$504,861	100.00%	18.82%	\$ 424,900
Wastewater	112.23%	\$268,471	100.00%	12.23%	\$ 239,220
Solidwaste	94.27%	\$283,312	100.00%	-5.73%	\$ 300,517
Enterprise Fund	109.54%	\$1,056,644	100.00%	9.54%	\$964,637

REVENUES



10 -GENERAL FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>REVENUE SUMMARY</u>							
	TAXES - LOCAL	1,421,000.00	110,595.92	0.00	1,250,591.45	0.00	170,408.55	88.01
	TAXES - STATE	807,250.00	67,590.12	0.00	829,799.37	0.00	22,549.37	102.79
	LICENSES & PERMITS	119,500.00	17,409.97	0.00	118,992.42	0.00	507.58	99.58
	CHARGES FOR SERVICES	60,000.00	2,801.12	0.00	47,946.84	0.00	12,053.16	79.91
	FINES & FORFEITS	80,000.00	9,046.00	0.00	51,192.26	0.00	28,807.74	63.99
	MISCELLANEOUS REVENUES	24,000.00	280.82	0.00	48,475.48	0.00	24,475.48	201.98
	INTER-GOV/GRANTS	104,400.00	0.00	0.00	101,721.31	0.00	2,678.69	97.43
	TOTAL REVENUES	2,616,150.00	207,723.95	0.00	2,448,719.13	0.00	167,430.87	0.00

EXPENDITURE SUMMARY

	FINANCE	460,570.00	41,250.26	0.00	429,944.65	0.00	30,625.35	93.35
	COURT	87,567.00	5,142.53	0.00	73,781.67	0.00	13,785.33	84.26
	MARSHAL	844,046.00	42,199.27	0.00	638,563.58	0.00	205,482.42	75.66
	FIRE	177,288.00	9,815.55	0.00	140,881.05	0.00	36,406.95	79.46
	MAINTENANCE	376,581.00	3,957.67	0.00	116,849.50	0.00	259,731.50	31.03
	EXECUTIVE/LEGISLATIVE	229,980.00	41,054.51	0.00	218,933.85	0.00	11,046.15	95.20
	COMMUNITY PROGRAMS	124,181.00	8,155.49	0.00	98,538.06	0.00	25,642.94	79.35
	COMM CNTR/PLAZA	74,492.00	2,204.13	0.00	34,411.16	0.00	40,080.84	46.19
	COMMUNITY DEVELOPMENT	81,006.00	5,911.86	0.00	75,024.42	0.00	5,981.58	92.62
	TOTAL EXPENDITURES	2,455,711.00	159,691.27	0.00	1,826,927.94	0.00	628,783.06	74.40
	EXCESS REVENUES/EXPENDITURES	160,439.00	48,032.68	0.00	621,791.19	0.00	461,352.19	387.56
	TRANSFERS OUT	73,067.00	0.00	0.00	0.00	0.00	73,067.00	0.00
	NET TRANSFERS	(73,067.00)	0.00	0.00	0.00	0.00	73,067.00	0.00

REVENUES & TRANSFERS IN OVER/
(UNDER) EXPENDITURES & TRANSFERS OUT

87,372.00	48,032.68	0.00	621,791.19	0.00	534,419.19	711.66
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10 -GENERAL FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TAXES - LOCAL								
10-41002	FRANCHISE TAX	80,000.00	1,553.49	0.00	70,678.76	0.00	9,321.24	88.35
10-41030	INFRASTRUCTURE	1,000.00	10.64	0.00	2,295.38	0.00	1,295.38	229.54
10-41050	MUN. GROSS REC. TAX 48%	1,200,000.00	90,978.21	0.00	1,077,938.45	0.00	122,061.55	89.83
10-41060	PROPERTY TAX	140,000.00	18,053.58	0.00	99,678.86	0.00	40,321.14	71.20
	TOTAL TAXES - LOCAL	1,421,000.00	110,595.92	0.00	1,250,591.45	0.00	170,408.55	88.01
TAXES - STATE								
10-42050	STATE GROSS REC.1.225-48%	775,000.00	65,712.94	0.00	779,253.78	0.00	4,253.78	100.55
10-42060	EQUIVALENT COMPENSATING TAX	2,000.00	443.97	0.00	10,065.64	0.00	8,065.64	503.28
10-42070	INTERSTATE TELECOM	250.00	17.30	0.00	221.58	0.00	28.42	88.63
10-42080	AUTO LIC DIST/REG/ALL CITIES	15,000.00	1,264.23	0.00	14,270.72	0.00	729.28	95.14
10-42090	CANNABIS GR	15,000.00	151.68	0.00	25,987.65	0.00	10,987.65	173.25
	TOTAL TAXES - STATE	807,250.00	67,590.12	0.00	829,799.37	0.00	22,549.37	102.79
LICENSES & PERMITS								
10-43010	BUILDING PERMITS	60,000.00	10,942.97	0.00	100,668.42	0.00	40,668.42	167.78
10-43020	BUSINESS LICENSES	15,000.00	360.00	0.00	10,014.00	0.00	4,986.00	66.76
10-43030	LIQUOR LICENSES	4,500.00	1,750.00	0.00	2,250.00	0.00	2,250.00	50.00
10-43060	OTHER PERMITS	40,000.00	4,357.00	0.00	6,057.00	0.00	33,943.00	15.14
10-43100	ANIMAL CONTROL LICENSES	0.00	0.00	0.00	3.00	0.00	3.00	0.00
	TOTAL LICENSES & PERMITS	119,500.00	17,409.97	0.00	118,992.42	0.00	507.58	99.58
CHARGES FOR SERVICES								
10-44010	OTHER ADMINISTRATIVE FEES	15,000.00	200.00	0.00	6,450.00	0.00	8,550.00	43.00
10-44070	COMM CENTER/PLAZA RENTALS	45,000.00	2,601.12	0.00	41,496.84	0.00	3,503.16	92.22
	TOTAL CHARGES FOR SERVICES	60,000.00	2,801.12	0.00	47,946.84	0.00	12,053.16	79.91
FINES & FORFEITS								
10-45020	COURT FINES	80,000.00	9,046.00	0.00	51,192.26	0.00	28,807.74	63.99
	TOTAL FINES & FORFEITS	80,000.00	9,046.00	0.00	51,192.26	0.00	28,807.74	63.99
MISCELLANEOUS REVENUES								
10-46030	INTEREST	5,000.00	0.00	0.00	11,077.88	0.00	6,077.88	221.56
10-46050	RESTITUTION	0.00	0.00	0.00	6,800.00	0.00	6,800.00	0.00
10-46060	REFUNDS/REIMBURSEMENTS	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
10-46090	MISCELLANEOUS INCOME	15,000.00	280.82	0.00	30,544.40	0.00	15,544.40	203.63
10-46095	VISITOR CENTER REVENUES	1,000.00	0.00	0.00	53.20	0.00	946.80	5.32
	TOTAL MISCELLANEOUS REVENUES	24,000.00	280.82	0.00	48,475.48	0.00	24,475.48	201.98

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2024

10 -GENERAL FUND

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>INTER-GOV/GRANTS</u>								
10-47050	SMALL CITIES ASSISTANCE	90,000.00	0.00	0.00	90,000.00	0.00	0.00	100.00
10-47080	LOCAL GRANTS	14,400.00	0.00	0.00	11,721.31	0.00	2,678.69	81.40
	TOTAL INTER-GOV/GRANTS	104,400.00	0.00	0.00	101,721.31	0.00	2,678.69	97.43
	TOTAL REVENUES	2,616,150.00	207,723.95	0.00	2,448,719.13	0.00	167,430.87	93.60

10 -GENERAL FUND
FINANCE

DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
10-501-1001	SALARIES	107,080.00	8,064.64	0.00	104,155.95	0.00	2,924.05	97.27
10-501-1003	FICA/MEDICARE	12,429.97	587.88	0.00	7,540.73	0.00	4,889.24	60.67
10-501-1004	PERA/ICMA	8,199.00	621.91	0.00	4,626.06	0.00	3,572.94	56.42
10-501-1005	HEALTH & LIFE INSURANCE	20,510.00	1,284.26	0.00	14,850.04	0.00	5,659.96	72.40
10-501-1006	WORKERS' COMPENSATION	28.00	4.60	0.00	18.40	0.00	9.60	65.71
10-501-1007	UNEMPLOYMENT INSURANCE	5,487.00	0.00	0.00	1,026.20	0.00	4,460.80	18.70
	TOTAL PERSONNEL EXPENSES	153,733.97	10,563.29	0.00	132,217.38	0.00	21,516.59	86.00
OPERATING EXPENSES								
10-501-2110	TRAVEL/CONF/PER DIEM	6,765.60	200.00	0.00	5,964.33	0.00	801.27	88.16
10-501-2240	VEHICLE R & M	1,223.42	0.00	0.00	1,223.42	0.00	0.00	100.00
10-501-2241	EQUIPMENT R & M	2,737.00	2,737.00	0.00	2,737.00	0.00	0.00	100.00
10-501-2242	MEDICAL/DRUG ADMIN	3,650.00	3,650.00	0.00	3,650.00	0.00	0.00	100.00
10-501-2305	AUDIT FEES	16,500.00	0.00	0.00	14,939.00	0.00	1,561.00	90.54
10-501-2315	PROFESSIONAL SERVICES	1,500.00	703.61	0.00	719.80	0.00	780.20	47.99
10-501-2320	AGREEMENTS/CONTRACTS	181,458.93	8,164.89	0.00	181,458.93	0.00	0.00	100.00
10-501-2405	OFFICE SUPPLIES	6,000.00	1,604.08	0.00	4,750.46	0.00	1,249.54	79.17
10-501-2530	INSURANCE	12,641.07	0.00	0.00	9,483.87	0.00	3,157.20	75.02
10-501-2535	POSTAGE	5,000.00	156.95	0.00	5,000.00	0.00	0.00	100.00
10-501-2540	PRINT/PUBLISH/ADVERTISE	4,700.00	179.10	0.00	1,346.50	0.00	3,353.50	28.65
10-501-2570	DUES & SUBSCRIPTIONS	13,110.45	1,627.50	0.00	13,110.45	0.00	0.00	100.00
10-501-2575	TELEPHONE	12,838.23	606.90	0.00	12,838.23	0.00	0.00	100.00
10-501-2580	UTILITIES	34,000.00	1,747.48	0.00	30,565.31	0.00	3,434.69	89.90
10-501-2585	FUEL	1,000.00	39.91	0.00	166.95	0.00	833.05	16.70
10-501-2597	OTHER EXPENSES	3,711.33	9,269.55	0.00	9,773.02	0.00	6,061.69	263.33
	TOTAL OPERATING EXPENSES	306,836.03	30,686.97	0.00	297,727.27	0.00	9,108.76	97.03
CAPITAL OUTLAY								
	TOTAL FINANCE	460,570.00	41,250.26	0.00	429,944.65	0.00	30,625.35	93.35

10 -GENERAL FUND
COURT

DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
10-502-1001	SALARIES	54,521.00	4,193.92	0.00	53,488.63	0.00	1,032.37	98.11
10-502-1003	FICA/MEDICARE	7,073.89	320.84	0.00	4,088.11	0.00	2,985.78	57.79
10-502-1004	PERA/ICMA	5,888.00	328.32	0.00	4,820.55	0.00	1,067.45	81.87
10-502-1005	HEALTH & LIFE INSURANCE	128.00	4.86	0.00	83.28	0.00	44.72	65.06
10-502-1006	WORKERS' COMPENSATION	396.00	4.60	0.00	18.40	0.00	377.60	4.65
10-502-1007	UNEMPLOYMENT INSURANCE	1,015.00	0.00	0.00	203.00	0.00	812.00	20.00
	TOTAL PERSONNEL EXPENSES	69,021.89	4,852.54	0.00	62,701.97	0.00	6,319.92	90.84
OPERATING EXPENSES								
10-502-2110	TRAVEL/CONF/TRAINING	771.87	0.00	0.00	771.87	0.00	0.00	100.00
10-502-2320	AGREEMENTS/CONTRACTS	3,277.00	12.94	0.00	3,178.01	0.00	98.99	96.98
10-502-2405	OFFICE SUPPLIES	2,700.00	0.00	0.00	1,871.22	0.00	828.78	69.30
10-502-2535	POSTAGE	1,000.00	0.00	0.00	704.97	0.00	295.03	70.50
10-502-2570	DUES & SUBSCRIPTIONS	400.00	0.00	0.00	288.43	0.00	111.57	72.11
10-502-2575	TELEPHONE	3,396.24	277.05	0.00	3,294.09	0.00	102.15	96.99
10-502-2596	INDIGENT FEES	6,000.00	0.00	0.00	811.11	0.00	5,188.89	13.52
10-502-2597	OTHER EXPENSES	1,000.00	0.00	0.00	160.00	0.00	840.00	16.00
	TOTAL OPERATING EXPENSES	18,545.11	289.99	0.00	11,079.70	0.00	7,465.41	59.74
CAPITAL OUTLAY								
	TOTAL COURT	87,567.00	5,142.53	0.00	73,781.67	0.00	13,785.33	84.26

10 -GENERAL FUND
MARSHAL
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
10-503-1001	SALARIES	391,105.00	21,145.23	0.00	306,907.95	0.00	84,197.05	78.47
10-503-1003	FICA/MEDICARE	56,075.36	1,708.17	0.00	27,950.78	0.00	28,124.58	49.85
10-503-1004	PERA/ICMA	78,808.00	3,501.62	0.00	55,407.25	0.00	23,400.75	70.31
10-503-1005	HEALTH & LIFE INSURANCE	31,156.00	810.06	0.00	17,223.93	0.00	13,932.07	55.28
10-503-1006	WORKERS' COMPENSATION	12,978.00	661.08	0.00	704.78	0.00	12,273.22	5.43
10-503-1007	UNEMPLOYMENT INSURANCE	8,490.00	0.00	0.00	1,698.00	0.00	6,792.00	20.00
10-503-1008	OVERTIME ALLOTMENT	49,883.64	1,110.24	0.00	49,883.64	0.00	0.00	100.00
	TOTAL PERSONNEL EXPENSES	628,496.00	28,936.40	0.00	459,776.33	0.00	168,719.67	73.16
OPERATING EXPENSES								
10-503-2110	TRAVEL/CONF/TRAINING	15,000.00	69.48	0.00	14,659.69	0.00	340.31	97.73
10-503-2240	VEHICLE R & M	30,000.00	1,143.15	0.00	27,579.27	0.00	2,420.73	91.93
10-503-2241	EQUIPMENT R & M	7,315.76	76.35	0.00	4,829.02	0.00	2,486.74	66.01
10-503-2320	AGREEMENTS/CONTRACTS	57,200.00	2,050.62	0.00	50,010.83	0.00	7,189.17	87.43
10-503-2324	ANIMAL CONTROL	8,265.32	3,500.00	0.00	8,265.32	0.00	0.00	100.00
10-503-2405	OFFICE SUPPLIES	1,500.00	42.98	0.00	1,239.10	0.00	260.90	82.61
10-503-2420	UNIFORM ALLOWANCE	15,000.00	0.00	0.00	13,218.74	0.00	1,781.26	88.12
10-503-2421	INTERN UNIFORMS	1,000.00	0.00	0.00	494.52	0.00	505.48	49.45
10-503-2530	INSURANCE	37,000.00	3,735.60	0.00	23,629.26	0.00	13,370.74	63.86
10-503-2535	POSTAGE	150.00	15.95	0.00	25.55	0.00	124.45	17.03
10-503-2540	PRINT/PUBLISH/ADVERTISE	1,000.00	0.00	0.00	520.22	0.00	479.78	52.02
10-503-2570	DUES & SUBSCRIPTIONS	500.00	0.00	0.00	223.96	0.00	276.04	44.79
10-503-2575	TELEPHONE/GPS	5,418.92	480.68	0.00	5,418.92	0.00	0.00	100.00
10-503-2585	FUEL	31,200.00	2,148.06	0.00	26,932.85	0.00	4,267.15	86.32
	TOTAL OPERATING EXPENSES	210,550.00	13,262.87	0.00	177,047.25	0.00	33,502.75	84.09
CAPITAL OUTLAY								
10-503-3050	AMMO FOR QUALS	5,000.00	0.00	0.00	1,740.00	0.00	3,260.00	34.80
	TOTAL CAPITAL OUTLAY	5,000.00	0.00	0.00	1,740.00	0.00	3,260.00	34.80
	TOTAL MARSHAL	844,046.00	42,199.27	0.00	638,563.58	0.00	205,482.42	75.66

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

10 -GENERAL FUND
FIRE
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
10-504-1001	SALARIES	59,161.00	4,550.88	0.00	59,081.44	0.00	79.56	99.87
10-504-1002	STIPENDS	34,009.00	0.00	0.00	30,069.00	0.00	3,940.00	88.41
10-504-1003	FICA/MEDICARE	16,181.00	326.70	0.00	6,574.46	0.00	9,606.54	40.63
10-504-1004	PERA/ICMA	13,548.00	996.64	0.00	12,920.37	0.00	627.63	95.37
10-504-1005	HEALTH & LIFE INSURANCE	22,962.00	1,126.76	0.00	12,906.72	0.00	10,055.28	56.21
10-504-1006	WORKERS' COMPENSATION	3,729.00	2.30	0.00	32.20	0.00	3,696.80	0.86
10-504-1007	UNEMPLOYMENT INSURANCE	1,098.00	0.00	0.00	219.60	0.00	878.40	20.00
	TOTAL PERSONNEL EXPENSES	150,688.00	7,003.28	0.00	121,803.79	0.00	28,884.21	80.83
OPERATING EXPENSES								
10-504-2320	AGREEMENTS/CONTRACTS	6,600.00	200.00	0.00	5,329.53	0.00	1,270.47	80.75
10-504-2420	EQUIPMENT	5,000.00	2,447.24	0.00	5,000.00	0.00	0.00	100.00
10-504-2597	OTHER EXPENSES	15,000.00	165.03	0.00	8,747.73	0.00	6,252.27	58.32
	TOTAL OPERATING EXPENSES	26,600.00	2,812.27	0.00	19,077.26	0.00	7,522.74	71.72
CAPITAL OUTLAY								
	TOTAL FIRE	177,288.00	9,815.55	0.00	140,881.05	0.00	36,406.95	79.46

10 -GENERAL FUND
MAINTENANCE
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
10-505-1001	SALARIES	112,763.00	1,294.40	0.00	56,672.31	0.00	56,090.69	50.26
10-505-1003	FICA/MEDICARE	14,559.00	92.75	0.00	3,358.26	0.00	11,200.74	23.07
10-505-1004	PERA/ICMA	12,178.00	139.80	0.00	4,697.47	0.00	7,480.53	38.57
10-505-1005	HEALTH & LIFE INSURANCE	9,403.00	288.06	0.00	3,324.07	0.00	6,078.93	35.35
10-505-1006	WORKERS' COMPENSATION	3,002.00	1.15	0.00	6.90	0.00	2,995.10	0.23
10-505-1007	UNEMPLOYMENT INSURANCE	1,998.00	0.00	0.00	399.60	0.00	1,598.40	20.00
10-505-1008	OVERTIME ALLOTMENT	2,000.00	12.14	0.00	1,722.85	0.00	277.15	86.14
	TOTAL PERSONNEL EXPENSES	155,903.00	1,828.30	0.00	70,181.46	0.00	85,721.54	45.02
OPERATING EXPENSES								
10-505-2110	TRAVEL/CONF/PER DIEM	3,500.00	0.00	0.00	1,937.28	0.00	1,562.72	55.35
10-505-2205	BUILDING MAINTENANCE	26,800.00	676.40	0.00	3,264.69	0.00	23,535.31	12.18
10-505-2230	MAINT/GROUNDS/ROADS	80,449.00	1,223.70	0.00	15,979.15	0.00	64,469.85	19.86
10-505-2300	INSURANCE CLAIMS	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
10-505-2303	AGREEMENTS/CONTRACTS	5,070.00	59.43	0.00	4,714.53	0.00	355.47	92.99
10-505-2321	VECTOR CONTROL	19,700.00	141.57	0.00	17,924.71	0.00	1,775.29	90.99
10-505-2413	EQUIPMENT/SUPPLIES	5,000.00	28.27	0.00	2,787.69	0.00	2,212.31	55.75
10-505-2545	EBID TAXES	1,117.00	0.00	0.00	0.00	0.00	1,117.00	0.00
10-505-2597	OTHER EXPENSES	3,042.00	0.00	0.00	59.99	0.00	2,982.01	1.97
	TOTAL OPERATING EXPENSES	145,678.00	2,129.37	0.00	46,668.04	0.00	99,009.96	32.04
CAPITAL OUTLAY								
10-505-3050	CAPITAL PURCHASES	75,000.00	0.00	0.00	0.00	0.00	75,000.00	0.00
	TOTAL CAPITAL OUTLAY	75,000.00	0.00	0.00	0.00	0.00	75,000.00	0.00
	TOTAL MAINTENANCE	376,581.00	3,957.67	0.00	116,849.50	0.00	259,731.50	31.03

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

10 -GENERAL FUND
EXECUTIVE/LEGISLATIVE
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
10-506-1001	SALARIES	62,000.00	4,769.12	0.00	61,998.56	0.00	1.44	100.00
10-506-1003	FICA/MEDICARE	8,386.00	403.99	0.00	4,782.32	0.00	3,603.68	57.03
10-506-1004	PERA/ICMA	2,828.00	276.55	0.00	2,828.00	0.00	0.00	100.00
10-506-1006	WORKER'S COMPENSATION	335.00	11.50	0.00	46.00	0.00	289.00	13.73
10-506-1007	UNEMPLOYMENT INSURANCE	446.00	0.00	0.00	89.20	0.00	356.80	20.00
	TOTAL PERSONNEL EXPENSES	73,995.00	5,461.16	0.00	69,744.08	0.00	4,250.92	94.26
OPERATING EXPENSES								
10-506-2110	TRAVEL/CONF/TRAINING	16,000.00	0.00	0.00	15,341.45	0.00	658.55	95.88
10-506-2310	LEGAL FEES - GM	31,346.31	4,209.65	0.00	25,591.31	0.00	5,755.00	81.64
10-506-2311	LEGAL FEES - COURT	73,268.69	15,138.84	0.00	73,268.69	0.00	0.00	100.00
10-506-2315	PROFESSIONAL SERVICES	3,104.00	2,722.32	0.00	2,722.32	0.00	381.68	87.70
10-506-2405	OFFICE SUPPLIES	2,023.15	0.00	0.00	2,023.15	0.00	0.00	100.00
10-506-2530	INSURANCE	4,443.03	0.00	0.00	4,443.03	0.00	0.00	100.00
10-506-2540	PRINT/PUBLISH/ADVERTISE	10,850.11	5,873.89	0.00	10,850.11	0.00	0.00	100.00
10-506-2570	DOES & SUBSCRIPTIONS	4,001.92	0.00	0.00	4,001.92	0.00	0.00	100.00
10-506-2575	TELEPHONE	2,281.79	94.16	0.00	2,281.79	0.00	0.00	100.00
10-506-2597	OTHER EXPENSES	8,666.00	7,554.49	0.00	8,666.00	0.00	0.00	100.00
	TOTAL OPERATING EXPENSES	155,985.00	35,593.35	0.00	149,189.77	0.00	6,795.23	95.64
CAPITAL OUTLAY								
	TOTAL EXECUTIVE/LEGISLATIVE	229,980.00	41,054.51	0.00	218,933.85	0.00	11,046.15	95.20

10 -GENERAL FUND
COMMUNITY PROGRAMS
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL EXPENSES</u>								
10-507-1001	SALARIES	44,642.00	3,433.96	0.00	44,561.51	0.00	80.49	99.82
10-507-1003	FICA/MEDICARE	6,830.00	253.02	0.00	3,297.98	0.00	3,532.02	48.29
10-507-1004	PERA/ICMA	4,497.00	345.94	0.00	4,480.97	0.00	16.03	99.64
10-507-1005	HEALTH & LIFE INSURANCE	5,984.00	512.60	0.00	5,871.72	0.00	112.28	98.12
10-507-1006	WORKER'S COMPENSATION	27.00	2.30	0.00	9.20	0.00	17.80	34.07
10-507-1007	UNEMPLOYMENT INSURANCE	997.00	0.00	0.00	199.40	0.00	797.60	20.00
	TOTAL PERSONNEL EXPENSES	62,977.00	4,547.82	0.00	58,420.78	0.00	4,556.22	92.77
<u>OPERATING EXPENSES</u>								
10-507-2110	TRAVEL/CONF/TRAINING	1,000.00	0.00	0.00	389.00	0.00	611.00	38.90
10-507-2405	OFFICE SUPPLIES	750.00	68.07	0.00	750.00	0.00	0.00	100.00
10-507-2411	COMMUNITY PROGRAMS	19,300.00	870.04	0.00	14,657.40	0.00	4,642.60	75.95
10-507-2516	COMM/PLAZA REFUNDS	1,350.00	0.00	0.00	1,350.00	0.00	0.00	100.00
10-507-2535	POSTAGE	1,890.00	627.19	0.00	641.01	0.00	1,248.99	33.92
10-507-2540	PRINT/PUBLISH/ADVERTISE	16,977.11	28.38	0.00	4,101.80	0.00	12,875.31	24.16
10-507-2570	DUES & SUBSCRIPTIONS	5,936.89	0.00	0.00	5,936.89	0.00	0.00	100.00
10-507-2597	CLEAN & BEAUTIFUL GRANT	14,000.00	2,013.99	0.00	12,291.18	0.00	1,708.82	87.79
	TOTAL OPERATING EXPENSES	61,204.00	3,607.67	0.00	40,117.28	0.00	21,086.72	65.55
<u>CAPITAL OUTLAY</u>								
	TOTAL COMMUNITY PROGRAMS	124,181.00	8,155.49	0.00	98,538.06	0.00	25,642.94	79.35

10 -GENERAL FUND
COMM CNTR/PLAZA
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES								
10-508-2205	BUILDING MAINTENANCE	26,642.00	497.09	0.00	10,107.03	0.00	16,534.97	37.94
10-508-2210	BUILDING R&M	19,000.00	0.00	0.00	611.45	0.00	18,388.55	3.22
10-508-2252	ELECTRICAL R & M	5,500.00	408.30	0.00	1,125.09	0.00	4,374.91	20.46
10-508-2410	R & M SUPPLIES	1,000.00	0.00	0.00	217.59	0.00	782.41	21.76
10-508-2580	UTILITIES	22,050.00	1,298.74	0.00	22,050.00	0.00	0.00	100.00
10-508-2597	OTHER EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00	100.00
	TOTAL OPERATING EXPENSES	74,492.00	2,204.13	0.00	34,411.16	0.00	40,080.84	46.19

CAPITAL OUTLAY

TOTAL COMM CNTR/PLAZA	74,492.00	2,204.13	0.00	34,411.16	0.00	40,080.84	46.19
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FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
10-509-1001	SALARIES	49,161.00	3,746.15	0.00	48,950.83	0.00	210.17	99.57
10-509-1003	FICA/MEDICARE	7,233.40	258.00	0.00	3,417.35	0.00	3,816.05	47.24
10-509-1004	PERA/ICMA	5,309.00	404.59	0.00	5,277.72	0.00	31.28	99.41
10-509-1005	HEALTH & LIFE INSURANCE	17,519.00	1,500.82	0.00	17,191.32	0.00	327.68	98.13
10-509-1006	WORKER'S COMPENSATION	496.00	2.30	0.00	9.20	0.00	486.80	1.85
10-509-1007	UNEMPLOYMENT INSURANCE	999.00	0.00	0.00	199.40	0.00	799.60	19.96
	TOTAL PERSONNEL EXPENSES	80,717.40	5,911.86	0.00	75,045.82	0.00	5,671.58	92.97
OPERATING EXPENSES								
10-509-2110	TRAVEL/CONF/TRAINING	288.60	0.00	0.00	288.60	0.00	0.00	100.00
10-509-2597	OTHER EXPENSES	0.00	0.00	(310.00)	310.00	0.00	310.00	0.00
	TOTAL OPERATING EXPENSES	288.60	0.00	(310.00)	21.40	0.00	310.00	7.42
CAPITAL OUTLAY								
	TOTAL COMMUNITY DEVELOPMENT	81,006.00	5,911.86	0.00	75,024.42	0.00	5,981.58	92.62
	TOTAL EXPENDITURES	2,455,711.00	159,691.27	0.00	1,826,927.94	0.00	628,783.06	74.40
	EXCESS REVENUES/EXPENDITURES	160,439.00	48,032.68	0.00	621,791.19	0.00	(461,352.19)	387.56
TRANSFERS IN								
TRANSFERS OUT								
10-500-4444	TRANSFER OUT	73,067.00	0.00	0.00	0.00	0.00	73,067.00	0.00
	TOTAL TRANSFERS OUT	73,067.00	0.00	0.00	0.00	0.00	73,067.00	0.00
	NET TRANSFERS	(73,067.00)	0.00	0.00	0.00	0.00	(73,067.00)	0.00
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	87,372.00	48,032.68	0.00	621,791.19	0.00	(534,419.19)	711.66

12 -FIRE PROTECTION FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>REVENUE SUMMARY</u>							
	INTER-GOV/GRANTS	508,798.00	0.00	0.00	427,118.85	0.00	81,679.15	83.95
	TOTAL REVENUES	508,798.00	0.00	0.00	427,118.85	0.00	81,679.15	0.00
	<u>EXPENDITURE SUMMARY</u>							
	FIRE DEPARTMENT	674,950.43	186,107.22	0.00	380,836.73	412,144.80	(118,031.10)	117.49
	TOTAL EXPENDITURES	674,950.43	186,107.22	0.00	380,836.73	412,144.80	(118,031.10)	117.49
	EXCESS REVENUES/EXPENDITURES	(166,152.43)	(186,107.22)	0.00	46,282.12	(412,144.80)	199,710.25	220.20
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(166,152.43)	(186,107.22)	0.00	46,282.12	(412,144.80)	199,710.25	220.20

12 -FIRE PROTECTION FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUES</u>								
<u>INTER-GOV/GRANTS</u>								
12-47040	STATE ALLOTMENT	274,500.00	0.00	0.00	0.00	0.00	274,500.00	0.00
12-47498	SF GRANT - STIPENDS/RADIOS	0.00	0.00	0.00	175,000.00	0.00	(175,000.00)	0.00
12-47499	FIRE GRANTS	234,298.00	0.00	0.00	252,118.85	0.00	(17,820.85)	107.61
	TOTAL INTER-GOV/GRANTS	508,798.00	0.00	0.00	427,118.85	0.00	81,679.15	83.95
	TOTAL REVENUES	508,798.00	0.00	0.00	427,118.85	0.00	81,679.15	83.95

12 -FIRE PROTECTION FUND
FIRE DEPARTMENT
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
12-504-1001	STIPENDS	0.00	3,940.50	0.00	27,472.50	0.00	27,472.50	0.00
12-504-1003	FICA/MEDICARE	0.00	301.45	0.00	2,101.65	0.00	2,101.65	0.00
	TOTAL PERSONNEL EXPENSES	0.00	4,241.95	0.00	29,574.15	0.00	29,574.15	0.00
OPERATING EXPENSES								
12-504-2110	TRAVEL/CONF/TRAINING	21,035.00	0.00	0.00	1,222.22	0.00	19,812.78	5.81
12-504-2205	BUILDING R & M	6,000.00	0.00	0.00	1,391.92	0.00	4,608.08	23.20
12-504-2240	VEHICLE R & M	36,043.43	5,946.38	0.00	33,202.23	4,887.04	2,045.84	105.68
12-504-2241	EQUIPMENT R & M	20,000.00	5,438.29	0.00	33,425.53	54,250.27	67,675.80	438.38
12-504-2320	AGREEMENTS/CONTRACTS	5,000.00	0.00	0.00	12,447.30	0.00	7,447.30	248.95
12-504-2405	OFFICE SUPPLIES	2,000.00	0.00	0.00	1,552.36	0.00	447.64	77.62
12-504-2407	MAINTENANCE SUPPLIES	5,000.00	0.00	0.00	1,321.49	0.00	3,678.51	26.43
12-504-2410	EQUIPMENT PURCHASES	70,594.47	4,052.40	0.00	45,588.27	86,223.94	61,217.74	186.72
12-504-2412	DEMO SUPPLIES	3,000.00	0.00	0.00	1,670.61	0.00	1,329.39	55.69
12-504-2420	UNIFORM ALLOWANCE	12,500.00	0.00	0.00	10,893.75	0.00	1,606.25	87.15
12-504-2530	INSURANCE	6,000.00	0.00	0.00	18,206.18	0.00	12,206.18	303.44
12-504-2540	PRINT/PUBLISH/ADVERTISE	1,900.00	225.83	0.00	376.54	0.00	1,523.46	19.82
12-504-2570	DUES/SUBSCRIPTIONS	4,000.00	0.00	0.00	3,252.53	0.00	747.47	81.31
12-504-2575	TELEPHONE/PAGERS	10,000.00	0.00	0.00	1,163.24	0.00	8,836.76	11.63
12-504-2580	UTILITIES	20,000.00	474.25	0.00	8,675.62	0.00	11,324.38	43.38
12-504-2585	FUEL	10,000.00	850.59	0.00	11,587.24	0.00	1,587.24	115.87
12-504-2598	MISCELLANEOUS	2,500.00	0.00	0.00	408.02	0.00	2,091.98	16.32
	TOTAL OPERATING EXPENSES	235,572.90	16,987.74	0.00	186,385.05	145,361.25	96,173.40	140.83
CAPITAL OUTLAY								
12-504-3050	CAPITAL PURCHASES	164,877.53	164,877.53	0.00	164,877.53	16,612.45	16,612.45	89.92
12-504-3051	STATE FIRE GRANT	274,500.00	0.00	0.00	0.00	283,396.00	8,896.00	103.24
	TOTAL CAPITAL OUTLAY	439,377.53	164,877.53	0.00	164,877.53	266,783.55	7,716.45	98.24
	TOTAL FIRE DEPARTMENT	674,950.43	186,107.22	0.00	380,836.73	412,144.80	118,031.10	117.49
	TOTAL EXPENDITURES	674,950.43	186,107.22	0.00	380,836.73	412,144.80	118,031.10	117.49
	EXCESS REVENUES/EXPENDITURES	(166,152.43)	(186,107.22)	0.00	46,282.12	(412,144.80)	199,710.25	220.20

12 -FIRE PROTECTION FUND
FIRE DEPARTMENT
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	TRANSFERS IN							
	TRANSFERS OUT							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(166,152.43)	(186,107.22)	0.00	46,282.12	(412,144.80)	199,710.25	220.20

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

13 -RECREATION FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	MISCELLANEOUS REVENUES	750.00	0.00	0.00	775.00	0.00	25.00	103.33
	INTER-GOV/GRANTS	8,000.00	0.00	0.00	7,000.00	0.00	1,000.00	87.50
	TOTAL REVENUES	8,750.00	0.00	0.00	7,775.00	0.00	975.00	0.00
<u>EXPENDITURE SUMMARY</u>								
	RECREATION	8,750.00	3,143.08	0.00	5,217.78	0.00	3,532.22	59.63
	TOTAL EXPENDITURES	8,750.00	3,143.08	0.00	5,217.78	0.00	3,532.22	59.63
	EXCESS REVENUES/EXPENDITURES	0.00	(3,143.08)	0.00	2,557.22	0.00	(2,557.22)	0.00
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00	(3,143.08)	0.00	2,557.22	0.00	(2,557.22)	0.00

13 -RECREATION FUND

REVENUE	FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TAXES - STATE									
MISCELLANEOUS REVENUES									
	13-46090	STUDENT REGS/DONATIONS	750.00	0.00	0.00	775.00	0.00	(25.00)	103.33
		TOTAL MISCELLANEOUS REVENUES	750.00	0.00	0.00	775.00	0.00	(25.00)	103.33
INTER-GOV/GRANTS									
	13-47080	SUMMER REC GRANTS	8,000.00	0.00	0.00	7,000.00	0.00	1,000.00	87.50
		TOTAL INTER-GOV/GRANTS	8,000.00	0.00	0.00	7,000.00	0.00	1,000.00	87.50
		TOTAL REVENUES	8,750.00	0.00	0.00	7,775.00	0.00	975.00	88.86

13 -RECREATION FUND
RECREATION
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	PERSONNEL EXPENSES							
	13-513-1001 SALARIES	4,012.00	2,295.25	0.00	4,012.00	0.00	0.00	100.00
	13-513-1003 FICA/MEDICARE	215.00	83.65	0.00	215.00	0.00	0.00	100.00
	TOTAL PERSONNEL EXPENSES	4,227.00	2,378.90	0.00	4,227.00	0.00	0.00	100.00
	OPERATING EXPENSES							
	13-513-2598 SUPPLIES	4,523.00	764.18	0.00	990.78	0.00	3,532.22	21.91
	TOTAL OPERATING EXPENSES	4,523.00	764.18	0.00	990.78	0.00	3,532.22	21.91
	TOTAL RECREATION	8,750.00	3,143.08	0.00	5,217.78	0.00	3,532.22	59.63
	TOTAL EXPENDITURES	8,750.00	3,143.08	0.00	5,217.78	0.00	3,532.22	59.63
	EXCESS REVENUES/EXPENDITURES	0.00 (3,143.08)	0.00	2,557.22	0.00 (2,557.22)	0.00
	TRANSFERS IN							
	TRANSFERS OUT							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00 (3,143.08)	0.00	2,557.22	0.00 (2,557.22)	0.00

14 -EMS FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	INTER-GOV/GRANTS	9,641.00	0.00	0.00	7,404.00	0.00	2,237.00	76.80
	TOTAL REVENUES	9,641.00	0.00	0.00	7,404.00	0.00	2,237.00	0.00
<u>EXPENDITURE SUMMARY</u>								
	EMS	22,210.00	2,335.08	0.00	8,818.53	0.00	13,391.47	39.71
	TOTAL EXPENDITURES	22,210.00	2,335.08	0.00	8,818.53	0.00	13,391.47	39.71
	EXCESS REVENUES/EXPENDITURES	(12,569.00)	(2,335.08)	0.00	(1,414.53)	0.00	(11,154.47)	11.25
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(12,569.00)	(2,335.08)	0.00	(1,414.53)	0.00	(11,154.47)	11.25

14 -EMS FUND

REVENUE		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FUND ACCOUNT #	ACCOUNT NAME							
<u>MISCELLANEOUS REVENUES</u>								
INTER-GOV/GRANTS								
14-47035	STATE ALLOTMENT	9,641.00	0.00	0.00	7,404.00	0.00	2,237.00	76.80
	TOTAL INTER-GOV/GRANTS	9,641.00	0.00	0.00	7,404.00	0.00	2,237.00	76.80
	TOTAL REVENUES	9,641.00	0.00	0.00	7,404.00	0.00	2,237.00	76.80

14 -EMS FUND
EMS

DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES								
14-514-2110	TRAVEL/CONF/TRAINING	741.00	251.84	0.00	291.84	0.00	449.16	39.38
14-514-2241	EQUIPMENT R & M	400.00	0.00	0.00	202.76	0.00	197.24	50.69
14-514-2320	AGREEMENTS/CONTRACTS	2,500.00	500.00	0.00	1,853.00	0.00	647.00	74.12
14-514-2410	EQUIPMENT/SUPPLIES	7,452.22	1,583.24	0.00	7,452.22	0.00	0.00	100.00
14-514-2545	LOCAL SYSTEM IMP GRANT	11,116.78	0.00	0.00	981.29	0.00	12,098.07	8.83
	TOTAL OPERATING EXPENSES	22,210.00	2,335.08	0.00	8,818.53	0.00	13,391.47	39.71

CAPITAL OUTLAY

TOTAL EMS	22,210.00	2,335.08	0.00	8,818.53	0.00	13,391.47	39.71
TOTAL EXPENDITURES	22,210.00	2,335.08	0.00	8,818.53	0.00	13,391.47	39.71

EXCESS REVENUES/EXPENDITURES

(12,569.00)	(2,335.08)	0.00	(1,414.53)	0.00	(11,154.47)	11.25
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TRANSFERS IN

TRANSFERS OUT

REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(12,569.00)	(2,335.08)	0.00	(1,414.53)	0.00	(11,154.47)	11.25
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15 -AMERICAN RECOVERY FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	CHARGES FOR SERVICES	226,961.00	0.00	0.00	0.00	0.00	226,961.00	0.00
	TOTAL REVENUES	226,961.00	0.00	0.00	0.00	0.00	226,961.00	0.00
<u>EXPENDITURE SUMMARY</u>								
	COVID 19	317,770.00	0.00	0.00	56,184.12	51,367.08	210,218.80	33.85
	TOTAL EXPENDITURES	317,770.00	0.00	0.00	56,184.12	51,367.08	210,218.80	33.85
	EXCESS REVENUES/EXPENDITURES	(90,809.00)	0.00	0.00	(56,184.12)	(51,367.08)	16,742.20	118.44
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT (90,809.00)	0.00	0.00	(56,184.12)	(51,367.08)	16,742.20	118.44

15 -AMERICAN RECOVERY FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	CHARGES FOR SERVICES							
15-44083	AREA DEPOSITS	226,961.00	0.00	0.00	0.00	0.00	226,961.00	0.00
	TOTAL CHARGES FOR SERVICES	226,961.00	0.00	0.00	0.00	0.00	226,961.00	0.00
	MISCELLANEOUS REVENUES							
	TOTAL REVENUES	226,961.00	0.00	0.00	0.00	0.00	226,961.00	0.00

15 -AMERICAN RECOVERY FUND
COVID 19
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL EXPENSES</u>								
<u>OPERATING EXPENSES</u>								
15-515-2241	EQUIPMENT	127,997.00	0.00	0.00	34,388.56	51,367.08	42,241.36	67.00
15-515-2597	OTHER EXPENSES	189,773.00	0.00	0.00	21,795.56	0.00	167,977.44	11.49
	TOTAL OPERATING EXPENSES	317,770.00	0.00	0.00	56,184.12	51,367.08	210,218.80	33.85
	TOTAL COVID 19	317,770.00	0.00	0.00	56,184.12	51,367.08	210,218.80	33.85
	TOTAL EXPENDITURES	317,770.00	0.00	0.00	56,184.12	51,367.08	210,218.80	33.85
	EXCESS REVENUES/EXPENDITURES	(90,809.00)	0.00	0.00	(56,184.12)	(51,367.08)	16,742.20	118.44
<u>TRANSFERS IN</u>								
<u>TRANSFERS OUT</u>								
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(90,809.00)	0.00	0.00	(56,184.12)	(51,367.08)	16,742.20	118.44

16 -CORRECTIONS FUND
 FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>REVENUE SUMMARY</u>							
	FINES & FORFEITS	15,000.00	1,834.00	0.00	16,631.45	0.00 (1,631.45)	110.88
	MISCELLANEOUS REVENUES	1,500.00	0.00	0.00	2,841.32	0.00 (1,341.32)	189.42
	TOTAL REVENUES	16,500.00	1,834.00	0.00	19,472.77	0.00 (2,972.77)	0.00
	<u>EXPENDITURE SUMMARY</u>							
	CORRECTIONS	35,000.00	2,832.63	0.00	27,923.42	0.00	7,076.58	79.78
	TOTAL EXPENDITURES	35,000.00	2,832.63	0.00	27,923.42	0.00	7,076.58	79.78
	EXCESS REVENUES/EXPENDITURES	(18,500.00) (998.63)	0.00 (8,450.65)	0.00 (10,049.35)	45.68
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT (18,500.00) (998.63)	0.00 (8,450.65)	0.00 (10,049.35)	45.68

16 -CORRECTIONS FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>FINES & FORFEITS</u>								
16-45010	CORRECTION FEES	10,000.00	1,264.84	0.00	11,418.07	0.00 (1,418.07)	114.18
16-45040	DWI PREVENTION FEES	0.00	0.00	0.00	35.32	0.00 (35.32)	0.00
16-45042	JUDICIAL EDUCATION FEES	2,000.00	189.73	0.00	1,712.64	0.00	287.36	85.63
16-45043	LABORATORY FEES	0.00	0.00	0.00	40.03	0.00 (40.03)	0.00
16-45044	COURT AUTOMATION FEES	3,000.00	379.43	0.00	3,425.39	0.00 (425.39)	114.18
	TOTAL FINES & FORFEITS	15,000.00	1,834.00	0.00	16,631.45	0.00 (1,631.45)	110.88
<u>MISCELLANEOUS REVENUES</u>								
16-46030	INTEREST	1,500.00	0.00	0.00	2,841.32	0.00 (1,341.32)	189.42
	TOTAL MISCELLANEOUS REVENUES	1,500.00	0.00	0.00	2,841.32	0.00 (1,341.32)	189.42
	TOTAL REVENUES	16,500.00	1,834.00	0.00	19,472.77	0.00 (2,972.77)	118.02

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

16 -CORRECTIONS FUND
CORRECTIONS
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES								
16-516-2510	PRISONER CARE	29,800.12	2,629.64	0.00	22,723.54	0.00	7,076.58	76.25
16-516-2515	AUTO/LAB/DWI/JUD ED	5,199.88	202.99	0.00	5,199.88	0.00	0.00	100.00
	TOTAL OPERATING EXPENSES	35,000.00	2,832.63	0.00	27,923.42	0.00	7,076.58	79.78
CAPITAL OUTLAY								
	TOTAL CORRECTIONS	35,000.00	2,832.63	0.00	27,923.42	0.00	7,076.58	79.78
	TOTAL EXPENDITURES	35,000.00	2,832.63	0.00	27,923.42	0.00	7,076.58	79.78
	EXCESS REVENUES/EXPENDITURES	(18,500.00)	(998.63)	0.00	(8,450.65)	0.00	(10,049.35)	45.68
TRANSFERS IN								
TRANSFERS OUT								
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(18,500.00)	(998.63)	0.00	(8,450.65)	0.00	(10,049.35)	45.68

18 -LAW ENFORCEMENT FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>REVENUE SUMMARY</u>							
	INTER-GOV/GRANTS	102,500.00	0.00	0.00	86,275.45	0.00	16,224.55	84.17
	TOTAL REVENUES	102,500.00	0.00	0.00	86,275.45	0.00	16,224.55	0.00
	<u>EXPENDITURE SUMMARY</u>							
	LAW ENFORCEMENT	102,500.00	53,735.74	0.00	92,405.48	0.00	10,094.52	90.15
	TOTAL EXPENDITURES	102,500.00	53,735.74	0.00	92,405.48	0.00	10,094.52	90.15
	EXCESS REVENUES/EXPENDITURES	0.00	(53,735.74)	0.00	(6,130.03)	0.00	6,130.03	0.00
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00	(53,735.74)	0.00	(6,130.03)	0.00	6,130.03	0.00

18 -LAW ENFORCEMENT FUND

REVENUE FUND ACCOUNT # ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>TAXES - STATE</u>							
<u>MISCELLANEOUS REVENUES</u>							
<u>INTER-GOV/GRANTS</u>							
18-47045 STATE ALLOTMENT	102,500.00	0.00	0.00	86,275.45	0.00	16,224.55	84.17
TOTAL INTER-GOV/GRANTS	102,500.00	0.00	0.00	86,275.45	0.00	16,224.55	84.17
TOTAL REVENUES	102,500.00	0.00	0.00	86,275.45	0.00	16,224.55	84.17

18 -LAW ENFORCEMENT FUND
LAW ENFORCEMENT
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES								
18-518-2240	VEHICLE R&M	7,500.00	5,031.24	0.00	7,500.00	0.00	0.00	100.00
18-518-2241	EQUIPMENT R & M	23,000.00	23,000.00	0.00	23,000.00	0.00	0.00	100.00
18-518-2410	EQUIPMENT PURCHASES	30,877.00	(6,686.06)	0.00	25,595.75	0.00	5,281.25	82.90
18-518-2520	EMPLOYEE TRAINING	10,500.00	6,245.83	0.00	10,165.00	0.00	335.00	96.81
	TOTAL OPERATING EXPENSES	71,877.00	27,591.01	0.00	66,260.75	0.00	5,616.25	92.19
CAPITAL OUTLAY								
18-518-3050	AMMO	11,000.00	11,000.00	0.00	11,000.00	0.00	0.00	100.00
18-518-3052	NMFA DEBT	19,623.00	15,144.73	0.00	15,144.73	0.00	4,478.27	77.18
	TOTAL CAPITAL OUTLAY	30,623.00	26,144.73	0.00	26,144.73	0.00	4,478.27	85.38
	TOTAL LAW ENFORCEMENT	102,500.00	53,735.74	0.00	92,405.48	0.00	10,094.52	90.15
	TOTAL EXPENDITURES	102,500.00	53,735.74	0.00	92,405.48	0.00	10,094.52	90.15
	EXCESS REVENUES/EXPENDITURES	0.00	(53,735.74)	0.00	(6,130.03)	0.00	6,130.03	0.00
TRANSFERS IN								
TRANSFERS OUT								
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00	(53,735.74)	0.00	(6,130.03)	0.00	6,130.03	0.00

20 -COURT AUTOMATION FUND
 FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	MISCELLANEOUS REVENUES	0.00	0.00	0.00	3,292.74	0.00	3,292.74	0.00
	TOTAL REVENUES	0.00	0.00	0.00	3,292.74	0.00	3,292.74	0.00
<u>EXPENDITURE SUMMARY</u>								
	COURT AUTOMATION	0.00	0.00	0.00	149.97	0.00	149.97	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	149.97	0.00	149.97	0.00
	EXCESS REVENUES/EXPENDITURES	0.00	0.00	0.00	3,142.77	0.00	3,142.77	0.00
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00	0.00	0.00	3,142.77	0.00	3,142.77	0.00

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2024

20 -COURT AUTOMATION FUND

REVENUE	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
MISCELLANEOUS REVENUES							
20-46060 COURT AUTOMATION GRANT	0.00	0.00	0.00	3,292.74	0.00	3,292.74	0.00
TOTAL MISCELLANEOUS REVENUES	0.00	0.00	0.00	3,292.74	0.00	3,292.74	0.00
TOTAL REVENUES	0.00	0.00	0.00	3,292.74	0.00	3,292.74	0.00

20 -COURT AUTOMATION FUND
COURT AUTOMATION
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>								
20-520-3050	CAPITAL PURCHASES	0.00	0.00	0.00	149.97	0.00	149.97	0.00
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	149.97	0.00	149.97	0.00
<u>TOTAL COURT AUTOMATION</u>								
	TOTAL EXPENDITURES	0.00	0.00	0.00	149.97	0.00	149.97	0.00
<u>EXCESS REVENUES/EXPENDITURES</u>								
		0.00	0.00	0.00	3,142.77	0.00	3,142.77	0.00
<u>TRANSFERS IN</u>								
<u>TRANSFERS OUT</u>								
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00	0.00	0.00	3,142.77	0.00	3,142.77	0.00

21 -TOWN HALL PROJECT
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	MISCELLANEOUS REVENUES	2,411.00	0.00	0.00	4,876.27	0.00	2,465.27	202.25
	TOTAL REVENUES	2,411.00	0.00	0.00	4,876.27	0.00	2,465.27	0.00
<u>EXPENDITURE SUMMARY</u>								
	EXCESS REVENUES/EXPENDITURES	2,411.00	0.00	0.00	4,876.27	0.00	2,465.27	202.25
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	2,411.00	0.00	0.00	4,876.27	0.00	2,465.27	202.25

21 -TOWN HALL PROJECT

REVENUE	FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>TAXES - LOCAL</u>									
<u>MISCELLANEOUS REVENUES</u>									
	21-46030	INTEREST	2,411.00	0.00	0.00	4,876.27	0.00	2,465.27	202.25
		TOTAL MISCELLANEOUS REVENUES	2,411.00	0.00	0.00	4,876.27	0.00	2,465.27	202.25
		TOTAL REVENUES	2,411.00	0.00	0.00	4,876.27	0.00	2,465.27	202.25

21 -TOWN HALL PROJECT
TOWN HALL PROJECT
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	OPERATING EXPENSES							
	EXCESS REVENUES/EXPENDITURES	2,411.00	0.00	0.00	4,876.27	0.00 (2,465.27)	202.25
	TRANSFERS IN							
	TRANSFERS OUT							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	2,411.00	0.00	0.00	4,876.27	0.00 (2,465.27)	202.25

23 -WATER SERVICES FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	CHARGES FOR SERVICES	411,200.00	50,735.43	0.00	487,501.89	0.00	(76,301.89)	118.56
	MISCELLANEOUS REVENUES	11,200.00	(823.89)	0.00	15,559.52	0.00	(4,359.52)	138.92
	INTER-GOV/GRANTS	2,500.00	0.00	0.00	1,800.00	0.00	700.00	72.00
	TOTAL REVENUES	424,900.00	49,911.54	0.00	504,861.41	0.00	(79,961.41)	0.00
<u>EXPENDITURE SUMMARY</u>								
	WATER OPERATIONS	357,597.00	38,075.79	0.00	268,778.85	0.00	88,818.15	75.16
	TOTAL EXPENDITURES	357,597.00	38,075.79	0.00	268,778.85	0.00	88,818.15	75.16
	EXCESS REVENUES/EXPENDITURES	67,303.00	11,835.75	0.00	236,082.56	0.00	(168,779.56)	350.78
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	67,303.00	11,835.75	0.00	236,082.56	0.00	(168,779.56)	350.78

23 -WATER SERVICES FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES								
23-44080	WATER SERVICES	400,000.00	49,420.16	0.00	475,083.69	0.00 (75,083.69)	118.77
23-44081	WATER CONNECTIONS FEES	8,500.00	500.00	0.00	6,700.00	0.00 (1,800.00	78.82
23-44082	WATER SERVICES PENALTY	2,700.00	815.27	0.00	5,718.20	0.00 (3,018.20)	211.79
	TOTAL CHARGES FOR SERVICES	411,200.00	50,735.43	0.00	487,501.89	0.00 (76,301.89)	118.56
MISCELLANEOUS REVENUES								
23-46030	INTEREST	700.00	0.00	0.00	3,053.98	0.00 (2,353.98)	436.28
23-46090	MISCELLANEOUS INCOME	2,000.00	804.92	0.00	7,070.18	0.00 (5,070.18)	353.51
23-46100	UNAPPLIED CREDITS	8,500.00	(1,628.81)	0.00	5,435.36	0.00	3,064.64	63.95
	TOTAL MISCELLANEOUS REVENUES	11,200.00	(823.89)	0.00	15,559.52	0.00 (4,359.52)	138.92
INTER-GOV/GRANTS								
23-47030	EXCAVATION/BORING PERMIT	2,500.00	0.00	0.00	1,800.00	0.00	700.00	72.00
	TOTAL INTER-GOV/GRANTS	2,500.00	0.00	0.00	1,800.00	0.00	700.00	72.00
	TOTAL REVENUES	424,900.00	49,911.54	0.00	504,861.41	0.00 (79,961.41)	118.82

23 -WATER SERVICES FUND
WATER OPERATIONS
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	PERSONNEL EXPENSES							
23-510-1001	SALARIES	111,831.00	6,705.61	0.00	93,132.62	0.00	18,698.38	83.28
23-510-1003	FICA/MEDICARE	13,260.00	5,513.90	0.00	12,020.49	0.00	1,239.51	90.65
23-510-1004	PERA/ICMA	12,078.00	724.20	0.00	9,364.34	0.00	2,713.66	77.53
23-510-1005	HEALTH & LIFE INSURANCE	9,277.00	73.78	0.00	9,277.00	0.00	0.00	100.00
23-510-1006	WORKERS' COMPENSATION	3,750.00	1,505.71	0.00	1,525.26	0.00	2,224.74	40.67
23-510-1007	UNEMPLOYMENT INSURANCE	3,486.00	2,788.80	0.00	3,486.00	0.00	0.00	100.00
23-510-1008	OVERTIME ALLOTMENT	6,200.00	166.93	0.00	5,980.64	0.00	219.36	96.46
	TOTAL PERSONNEL EXPENSES	159,882.00	17,478.93	0.00	134,786.35	0.00	25,095.65	84.30

OPERATING EXPENSES

23-510-2240	VEHICLE R & M	5,666.37	0.00	0.00	5,666.37	0.00	0.00	100.00
23-510-2241	EQUIPMENT R & M	5,804.54	0.00	0.00	5,804.54	0.00	0.00	100.00
23-510-2253	WATER LINE R & M	7,869.51	0.00	0.00	7,367.50	0.00	502.01	93.62
23-510-2320	AGREEMENTS/CONTRACTS	24,300.00	1,117.27	0.00	20,528.65	0.00	3,771.35	84.48
23-510-2405	OFFICE SUPPLIES	3,190.00	357.08	0.00	1,972.02	0.00	1,217.98	61.82
23-510-2410	EQUIPMENT/SUPPLIES	9,500.00	172.23	0.00	7,542.68	0.00	1,957.32	79.40
23-510-2415	SAFETY EQUIPMENT	1,800.00	0.00	0.00	1,654.88	0.00	145.12	91.94
23-510-2420	UNIFORM ALLOWANCE	2,758.00	290.92	0.00	2,208.58	0.00	549.42	80.08
23-510-2430	CHEMICALS	3,533.00	0.00	0.00	3,533.00	0.00	0.00	100.00
23-510-2530	INSURANCE	24,700.00	9,389.70	0.00	24,699.99	0.00	0.01	100.00
23-510-2535	POSTAGE	4,279.61	351.42	0.00	4,073.61	0.00	206.00	95.19
23-510-2540	PRINT/PUBLISH/ADVERTISE	2,300.00	0.00	0.00	356.04	0.00	1,943.96	15.48
23-510-2546	CONSERVATION FEES TO NM	4,157.42	376.95	0.00	3,757.42	0.00	400.00	90.38
23-510-2560	EQUIPMENT RENTAL	500.00	0.00	0.00	0.00	0.00	500.00	0.00
23-510-2570	DUES/SUBSCRIPTIONS	1,400.00	0.00	0.00	830.39	0.00	569.61	59.31
23-510-2575	TELEPHONE	9,545.55	561.56	0.00	9,187.95	0.00	357.60	96.25
23-510-2580	UTILITIES	27,195.00	341.52	0.00	20,995.08	0.00	6,199.92	77.20
23-510-2581	METER REPLACEMENT PROGRAM	3,205.00	0.00	0.00	3,205.00	0.00	0.00	100.00
23-510-2585	FUEL	4,000.00	801.78	0.00	3,772.37	0.00	227.63	94.31
	TOTAL OPERATING EXPENSES	145,704.00	13,760.43	0.00	127,156.07	0.00	18,547.93	87.27

CAPITAL OUTLAY

23-510-3050	CAPITAL OUTLAY	52,011.00	6,836.43	0.00	6,836.43	0.00	45,174.57	13.14
	TOTAL CAPITAL OUTLAY	52,011.00	6,836.43	0.00	6,836.43	0.00	45,174.57	13.14

TOTAL WATER OPERATIONS

		357,597.00	38,075.79	0.00	268,778.85	0.00	88,818.15	75.16
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TOTAL EXPENDITURES

		357,597.00	38,075.79	0.00	268,778.85	0.00	88,818.15	75.16
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EXCESS REVENUES/EXPENDITURES

		67,303.00	11,835.75	0.00	236,082.56	0.00	168,779.56	350.78
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TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

23 -WATER SERVICES FUND
WATER OPERATIONS
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>TRANSFERS IN</u>							
	<u>TRANSFERS OUT</u>							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	67,303.00	11,835.75	0.00	236,082.56	0.00	168,779.56	350.78

24 -WASTEWATER SERVICES FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	CHARGES FOR SERVICES	230,220.00	24,911.82	0.00	255,623.83	0.00 (25,403.83)	111.03
	MISCELLANEOUS REVENUES	9,000.00	0.00	0.00	12,847.00	0.00 (3,847.00)	142.74
	TOTAL REVENUES	239,220.00	24,911.82	0.00	268,470.83	0.00 (29,250.83)	0.00
	<u>=====</u>							
	EXPENDITURE SUMMARY							
	WASTEWATER OPERATIONS	246,484.00	23,249.45	0.00	277,050.01	0.00 (30,566.01)	112.40
	TOTAL EXPENDITURES	246,484.00	23,249.45	0.00	277,050.01	0.00 (30,566.01)	112.40
	<u>=====</u>							
	EXCESS REVENUES/EXPENDITURES	(7,264.00)	1,662.37	0.00 (8,579.18)	0.00	1,315.18	118.11
	<u>=====</u>							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT (7,264.00)	1,662.37	0.00 (8,579.18)	0.00	1,315.18	118.11

24 -WASTEWATER SERVICES FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES								
24-44080	WASTEWATER SERVICES	210,000.00	24,470.81	0.00	249,906.35	0.00 (39,906.35)	119.00
24-44081	WASTEWATER CONNECTIONS FEES	18,200.00	0.00	0.00	3,000.00	0.00	15,200.00	16.48
24-44082	SEWER SERVICES PENALTY	2,020.00	441.01	0.00	2,717.48	0.00 (697.48)	134.53
	TOTAL CHARGES FOR SERVICES	230,220.00	24,911.82	0.00	255,623.83	0.00 (25,403.83)	111.03
MISCELLANEOUS REVENUES								
24-46030	INTEREST	300.00	0.00	0.00	0.00	0.00	300.00	0.00
24-46090	MISCELLANEOUS INCOME	8,700.00	0.00	0.00	12,847.00	0.00 (4,147.00)	147.67
	TOTAL MISCELLANEOUS REVENUES	9,000.00	0.00	0.00	12,847.00	0.00 (3,847.00)	142.74
	TOTAL REVENUES	239,220.00	24,911.82	0.00	268,470.83	0.00 (29,250.83)	112.23

24 -WASTEWATER SERVICES FUND
WASTEWATER OPERATIONS
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
24-510-1001	SALARIES	47,112.00	3,806.40	0.00	65,829.13	0.00	18,717.13	139.73
24-510-1003	FICA/MEDICARE	7,208.00	288.75	0.00	4,264.44	0.00	2,943.56	59.16
24-510-1004	PERA/TCMA	5,088.00	411.10	0.00	5,189.10	0.00	101.10	101.99
24-510-1005	HEALTH & LIFE INSURANCE	71.00	577.28	0.00	3,496.80	0.00	3,425.80	925.07
24-510-1006	WORKERS' COMPENSATION	1,100.00	2.30	0.00	9.20	0.00	1,090.80	0.84
24-510-1007	UNEMPLOYMENT INSURANCE	996.00	0.00	0.00	199.60	0.00	796.40	20.04
24-510-1008	OVERTIME ALLOTMENT	3,000.00	54.84	0.00	7,977.20	0.00	4,977.20	265.91
	TOTAL PERSONNEL EXPENSES	64,575.00	5,140.67	0.00	86,965.47	0.00	22,390.47	134.67
OPERATING EXPENSES								
24-510-2240	VEHICLE R & M	4,039.10	495.00	0.00	4,534.10	0.00	495.00	112.26
24-510-2242	EQUIPMENT R&M	773.22	0.00	0.00	773.22	0.00	0.00	100.00
24-510-2253	SEWER LINE R & M	1,681.92	0.00	0.00	1,681.92	0.00	0.00	100.00
24-510-2322	SEWER LINE CLEANING	13,178.67	113.34	0.00	8,821.63	0.00	4,357.04	66.94
24-510-2325	CLC FEES	114,127.62	0.00	0.00	114,127.62	0.00	0.00	100.00
24-510-2326	CLC CONNECTION FEES	23,998.00	16,356.00	0.00	40,344.00	0.00	16,346.00	168.11
24-510-2415	SAFETY EQUIPMENT	1,800.00	0.00	0.00	469.92	0.00	1,330.08	26.11
24-510-2420	UNIFORM ALLOWANCE	1,901.12	1,047.29	0.00	1,971.12	0.00	70.00	103.68
24-510-2430	CHEMICALS	11,796.33	0.00	0.00	11,796.33	0.00	0.00	100.00
24-510-2540	PRINT/PUBLISH/ADVERTISE	1,600.00	0.00	0.00	1,061.48	0.00	538.52	66.34
24-510-2575	TELEPHONE	90.00	0.00	0.00	0.00	0.00	90.00	0.00
24-510-2580	UTILITIES	2,923.02	97.15	0.00	923.02	0.00	2,000.00	31.58
24-510-2585	FUEL	4,000.00	0.00	0.00	3,580.18	0.00	419.82	89.50
	TOTAL OPERATING EXPENSES	181,909.00	18,108.78	0.00	190,084.54	0.00	8,175.54	104.49
CAPITAL OUTLAY								
	TOTAL WASTEWATER OPERATIONS	246,484.00	23,249.45	0.00	277,050.01	0.00	30,566.01	112.40
	TOTAL EXPENDITURES	246,484.00	23,249.45	0.00	277,050.01	0.00	30,566.01	112.40
	EXCESS REVENUES/EXPENDITURES	(7,264.00)	1,662.37	0.00	9,579.18	0.00	1,315.18	118.11

24 -WASTEWATER SERVICES FUND
WASTEWATER OPERATIONS
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	TRANSFERS IN							
	TRANSFERS OUT							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT (7,264.00)	1,662.37	0.00 (8,579.18)	0.00	1,315.18	118.11

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2024

25 -DEBT SERVICE FUND
 FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	TAXES - LOCAL	32,532.00	0.00	0.00	0.00	0.00	32,532.00	0.00
	MISCELLANEOUS REVENUES	200.00	0.00	0.00	0.00	0.00	200.00	0.00
	TOTAL REVENUES	32,732.00	0.00	0.00	0.00	0.00	32,732.00	0.00
<u>EXPENDITURE SUMMARY</u>								
	FIRE TRUCK LOAN - NMFA	32,532.00	0.00	0.00	0.00	0.00	32,532.00	0.00
	TOTAL EXPENDITURES	32,532.00	0.00	0.00	0.00	0.00	32,532.00	0.00
	EXCESS REVENUES/EXPENDITURES	200.00	0.00	0.00	0.00	0.00	200.00	0.00
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	200.00	0.00	0.00	0.00	0.00	200.00	0.00

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

25 -DEBT SERVICE FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	TAXES - LOCAL							
	25-41040 MUNICIPAL GR	32,532.00	0.00	0.00	0.00	0.00	32,532.00	0.00
	TOTAL TAXES - LOCAL	32,532.00	0.00	0.00	0.00	0.00	32,532.00	0.00
	MISCELLANEOUS REVENUES							
	25-46030 INTEREST	200.00	0.00	0.00	0.00	0.00	200.00	0.00
	TOTAL MISCELLANEOUS REVENUES	200.00	0.00	0.00	0.00	0.00	200.00	0.00
	TOTAL REVENUES	32,732.00	0.00	0.00	0.00	0.00	32,732.00	0.00

25 -DEBT SERVICE FUND
FIRE TRUCK LOAN - NMFA
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES								
25-525-2320 NMFA PAYMENT 2846-PP		32,532.00	0.00	0.00	0.00	0.00	32,532.00	0.00
TOTAL OPERATING EXPENSES		32,532.00	0.00	0.00	0.00	0.00	32,532.00	0.00
TOTAL FIRE TRUCK LOAN - NMFA								
		32,532.00	0.00	0.00	0.00	0.00	32,532.00	0.00
TOTAL EXPENDITURES								
		32,532.00	0.00	0.00	0.00	0.00	32,532.00	0.00
EXCESS REVENUES/EXPENDITURES								
		200.00	0.00	0.00	0.00	0.00	200.00	0.00
TRANSFERS IN								
TRANSFERS OUT								
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT								
		200.00	0.00	0.00	0.00	0.00	200.00	0.00

26 -LODGER'S TAX FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>REVENUE SUMMARY</u>							
	TAXES - LOCAL	25,000.00	(9,394.26)	0.00	8,970.98	0.00	16,029.02	35.88
	TOTAL REVENUES	25,000.00	(9,394.26)	0.00	8,970.98	0.00	16,029.02	0.00
	<u>EXPENDITURE SUMMARY</u>							
	LODGER'S TAX	25,000.00	0.00	0.00	6,630.96	0.00	18,369.04	26.52
	TOTAL EXPENDITURES	25,000.00	0.00	0.00	6,630.96	0.00	18,369.04	26.52
	EXCESS REVENUES/EXPENDITURES	0.00	(9,394.26)	0.00	2,340.02	0.00	(2,340.02)	0.00
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00	(9,394.26)	0.00	2,340.02	0.00	(2,340.02)	0.00

26 -LODGER'S TAX FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	TAXES - LOCAL							
26-41056	LODGER'S TAXES	25,000.00	2,255.74	0.00	20,620.98	0.00	4,379.02	82.48
26-41066	NM DEPT. OF TOURISM GRANT	0.00	(11,650.00)	0.00	(11,650.00)	0.00	11,650.00	0.00
	TOTAL TAXES - LOCAL	25,000.00	(9,394.26)	0.00	8,970.98	0.00	16,029.02	35.88
	TOTAL REVENUES	25,000.00	(9,394.26)	0.00	8,970.98	0.00	16,029.02	35.88

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES								
26-526-2411	COMMUNITY PROGRAMS	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
26-526-2525	TOURISM MATCHING	6,709.00	0.00	0.00	4,332.00	0.00	2,377.00	64.57
26-526-2526	TOURISM PROMOTION	16,291.00	0.00	0.00	2,298.96	0.00	13,922.04	14.11
	TOTAL OPERATING EXPENSES	25,000.00	0.00	0.00	6,630.96	0.00	18,369.04	26.52
TOTAL LODGER'S TAX								
	TOTAL LODGER'S TAX	25,000.00	0.00	0.00	6,630.96	0.00	18,369.04	26.52
TOTAL EXPENDITURES								
	TOTAL EXPENDITURES	25,000.00	0.00	0.00	6,630.96	0.00	18,369.04	26.52
EXCESS REVENUES/EXPENDITURES								
	EXCESS REVENUES/EXPENDITURES	0.00 (9,394.26)	0.00	2,340.02	0.00 (2,340.02)	0.00
TRANSFERS IN								
TRANSFERS OUT								
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT								
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00 (9,394.26)	0.00	2,340.02	0.00 (2,340.02)	0.00

27 -ROAD FUND
 FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	TAXES - STATE	5,500.00	417.00	0.00	5,069.16	0.00	430.84	92.17
	MISCELLANEOUS REVENUES	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
	TOTAL REVENUES	5,500.00	417.00	0.00	6,069.16	0.00	569.16	0.00
<u>EXPENDITURE SUMMARY</u>								
	ROAD FUND	16,500.00	0.00	0.00	17,567.50	0.00	1,067.50	106.47
	TOTAL EXPENDITURES	16,500.00	0.00	0.00	17,567.50	0.00	1,067.50	106.47
	EXCESS REVENUES/EXPENDITURES	(11,000.00)	417.00	0.00	(11,498.34)	0.00	498.34	104.53
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT (11,000.00)	417.00	0.00	(11,498.34)	0.00	498.34	104.53

27 -ROAD FUND

REVENUE	FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TAXES - STATE									
	27-42030	GASOLINE TAX/MUNI ROAD	5,450.00	417.00	0.00	5,004.00	0.00	446.00	91.82
	27-42040	GASOLINE TAX/COUNTY ROAD	50.00	0.00	0.00	65.16	0.00	15.16	130.32
		TOTAL TAXES - STATE	5,500.00	417.00	0.00	5,069.16	0.00	430.84	92.17
MISCELLANEOUS REVENUES									
	27-46090	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
		TOTAL MISCELLANEOUS REVENUES	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
INTER-GOV/GRANTS									
		TOTAL REVENUES	5,500.00	417.00	0.00	6,069.16	0.00	569.16	110.35

27 -ROAD FUND
ROAD FUND

DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES								
27-527-2231	STREET R&M	4,316.06	0.00	0.00	2,579.34	0.00	1,736.72	59.76
27-527-2232	STREET SIGNS	2,641.28	0.00	0.00	445.50	0.00	2,195.78	16.87
27-527-2542	SAP CALLE PICACHO DRAIN	3,183.94	0.00	0.00	3,183.94	0.00	0.00	100.00
27-527-2543	CALLE PICACHO TPF NMDOT	1,358.72	0.00	0.00	1,358.72	0.00	0.00	100.00
	TOTAL OPERATING EXPENSES	11,500.00	0.00	0.00	7,567.50	0.00	3,932.50	65.80
CAPITAL OUTLAY								
27-527-3010	MISCELLANEOUS	5,000.00	0.00	0.00	10,000.00	0.00	5,000.00	200.00
	TOTAL CAPITAL OUTLAY	5,000.00	0.00	0.00	10,000.00	0.00	5,000.00	200.00
	TOTAL ROAD FUND	16,500.00	0.00	0.00	17,567.50	0.00	1,067.50	106.47
	TOTAL EXPENDITURES	16,500.00	0.00	0.00	17,567.50	0.00	1,067.50	106.47
	EXCESS REVENUES/EXPENDITURES	(11,000.00)	417.00	0.00	(11,498.34)	0.00	498.34	104.53
TRANSFERS IN								
TRANSFERS OUT								
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(11,000.00)	417.00	0.00	(11,498.34)	0.00	498.34	104.53

28 -SOLID WASTE FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	TAXES - LOCAL	24,117.00	2.65	0.00	515.19	0.00	23,601.81	2.14
	CHARGES FOR SERVICES	271,400.00	23,221.77	0.00	280,513.08	0.00	9,213.08	103.39
	MISCELLANEOUS REVENUES	5,000.00	0.00	0.00	2,183.38	0.00	2,816.62	43.67
	TOTAL REVENUES	300,517.00	23,224.42	0.00	283,311.65	0.00	17,205.35	0.00
<u>EXPENDITURE SUMMARY</u>								
	OPERATING EXPENSES	316,141.00	21,879.90	0.00	275,956.81	0.00	40,184.19	87.29
	TOTAL EXPENDITURES	316,141.00	21,879.90	0.00	275,956.81	0.00	40,184.19	87.29
	EXCESS REVENUES/EXPENDITURES	(15,624.00)	1,344.52	0.00	7,354.84	0.00	22,978.84	47.07-
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(15,624.00)	1,344.52	0.00	7,354.84	0.00	22,978.84	47.07-

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

28 -SOLID WASTE FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TAXES - LOCAL								
28-41020	ENVIRONMENTAL GR	24,117.00	2.65	0.00	515.19	0.00	23,601.81	2.14
	TOTAL TAXES - LOCAL	24,117.00	2.65	0.00	515.19	0.00	23,601.81	2.14
CHARGES FOR SERVICES								
28-44080	SOLID WASTE SERVICES	268,000.00	23,019.70	0.00	277,558.83	0.00	9,558.83	103.57
28-44082	SOLID WASTE SERVICES PENALTY	3,400.00	202.07	0.00	3,054.25	0.00	345.75	89.83
	TOTAL CHARGES FOR SERVICES	271,400.00	23,221.77	0.00	280,613.08	0.00	9,213.08	103.39
MISCELLANEOUS REVENUES								
28-46030	INTEREST	2,000.00	0.00	0.00	2,183.38	0.00	183.38	109.17
28-46090	MISCELLANEOUS	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
	TOTAL MISCELLANEOUS REVENUES	5,000.00	0.00	0.00	2,183.38	0.00	2,816.62	43.67
	TOTAL REVENUES	300,517.00	23,224.42	0.00	283,311.65	0.00	17,205.35	94.27

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

28 -SOLID WASTE FUND
OPERATING EXPENSES
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES								
28-510-1001	SALARIES	56,943.17	14,399.48	0.00	46,254.83	0.00	10,688.34	81.23
28-510-1003	FICA/MEDICARE	9,866.00	566.00	0.00	2,743.27	0.00	7,122.73	27.81
28-510-1004	PERA/ICMA	6,964.00	267.84	0.00	3,527.13	0.00	3,436.87	50.65
28-510-1005	HEALTH & LIFE INSURANCE	13,566.83	1,000.00	0.00	13,566.83	0.00	0.00	100.00
28-510-1006	WORKERS' COMPENSATION	10.00	2.30	0.00	9.20	0.00	0.80	92.00
28-510-1008	OVERTIME ALLOTMENT	3,000.00	27.36	0.00	1,433.00	0.00	1,567.00	47.77
	TOTAL PERSONNEL EXPENSES	90,350.00	16,262.98	0.00	67,534.26	0.00	22,815.74	74.75
OPERATING EXPENSES								
28-510-2110	TRAVEL/CONF/TRAINING	1,500.00	0.00	0.00	1,038.62	0.00	461.38	69.24
28-510-2240	VEHICLE R&M	5,500.00	199.50	0.00	3,317.85	0.00	2,182.15	60.32
28-510-2241	EQUIPMENT R&M	9,612.25	0.00	0.00	2,687.85	0.00	6,924.40	27.96
28-510-2320	AGREEMENTS/CONTRACTS	190,000.00	5,247.03	0.00	190,000.00	0.00	0.00	100.00
28-510-2323	SPEC EVENTS TRASH SVC	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
28-510-2324	CLC LANDFILL	1,000.00	0.00	0.00	254.72	0.00	745.28	25.47
28-510-2405	MAINTENANCE SUPPLIES	2,000.00	0.00	0.00	84.96	0.00	1,915.04	4.25
28-510-2415	SAFETY EQUIPMENT	1,000.00	117.94	0.00	162.82	0.00	837.18	16.28
28-510-2420	UNIFORM ALLOWANCE	2,300.00	0.00	0.00	2,183.24	0.00	116.76	94.92
28-510-2425	CLEANING SUPPLIES	3,300.00	0.00	0.00	3,119.51	0.00	180.49	94.53
28-510-2430	CHEMICALS	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
28-510-2535	POSTAGE	500.00	0.00	0.00	0.00	0.00	500.00	0.00
28-510-2540	PRINT/PUBLISH/ADVERTISE	1,078.75	0.00	0.00	1,078.75	0.00	0.00	100.00
28-510-2575	TELEPHONE	1,000.00	52.45	0.00	107.23	0.00	892.77	10.72
28-510-2585	FUEL	5,000.00	0.00	0.00	4,387.00	0.00	613.00	87.74
	TOTAL OPERATING EXPENSES	225,791.00	5,616.92	0.00	208,422.55	0.00	17,368.45	92.31
CAPITAL OUTLAY								
	TOTAL OPERATING EXPENSES	316,141.00	21,879.90	0.00	275,956.81	0.00	40,184.19	87.29
	TOTAL EXPENDITURES	316,141.00	21,879.90	0.00	275,956.81	0.00	40,184.19	87.29
	EXCESS REVENUES/EXPENDITURES	(15,624.00)	1,344.52	0.00	7,354.84	0.00	22,978.84	47.07-

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

28 -SOLID WASTE FUND
OPERATING EXPENSES
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	TRANSFERS IN							
	TRANSFERS OUT							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT (15,624.00)	1,344.52	0.00	7,354.84	0.00 (22,978.84)	47.07-

29 -SCHOOL RESOURCE OFFICER
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>REVENUE SUMMARY</u>							
	INTER-GOV/GRANTS	140,539.00	12,575.00	0.00	135,587.39	0.00	4,951.61	96.48
	TOTAL REVENUES	140,539.00	12,575.00	0.00	135,587.39	0.00	4,951.61	0.00
	<u>EXPENDITURE SUMMARY</u>							
	SCHOOL RESOURCE OFFICER	140,539.00	11,194.07	0.00	161,042.92	0.00	20,503.92	114.59
	TOTAL EXPENDITURES	140,539.00	11,194.07	0.00	161,042.92	0.00	20,503.92	114.59
	EXCESS REVENUES/EXPENDITURES	0.00	1,380.93	0.00	(25,455.53)	0.00	25,455.53	0.00
	TRANSFERS IN	15,177.00	0.00	0.00	0.00	0.00	15,177.00	0.00
	NET TRANSFERS	15,177.00	0.00	0.00	0.00	0.00	15,177.00	0.00
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	15,177.00	1,380.93	0.00	(25,455.53)	0.00	40,632.53	167.72-

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2024

29 -SCHOOL RESOURCE OFFICER

REVENUE	FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
			INTER-GOV/GRANTS							
			29-47080 SRO REIMBURSEMENTS	140,539.00	12,575.00	0.00	135,587.39	0.00	4,951.61	96.48
			TOTAL INTER-GOV/GRANTS	140,539.00	12,575.00	0.00	135,587.39	0.00	4,951.61	96.48
			TOTAL REVENUES	140,539.00	12,575.00	0.00	135,587.39	0.00	4,951.61	96.48

29 -SCHOOL RESOURCE OFFICER
 SCHOOL RESOURCE OFFICER
 DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	PERSONNEL EXPENSES							
	29-529-1001 SRO SALARIES	84,423.00	7,476.00	0.00	100,826.89	0.00 (16,403.89)	119.43
	29-529-1003 FICA/MEDICARE	12,917.00	649.21	0.00	9,575.71	0.00 (3,341.29	74.13
	29-529-1004 P.E.R.A.	17,011.00	1,504.34	0.00	19,778.40	0.00 (2,767.40)	116.27
	29-529-1005 HEALTH & LIFE INSURANCE	12,301.00	1,019.92	0.00	14,643.72	0.00 (2,342.72)	119.04
	29-529-1006 WORKER'S COMPENSATION	2,523.00	4.60	0.00	18.40	0.00	2,504.60	0.73
	29-529-1007 UNEMPLOYMENT INSURANCE	1,364.00	0.00	0.00	272.80	0.00	1,091.20	20.00
	29-529-1008 OVERTIME	10,000.00	540.00	0.00	15,927.00	0.00 (5,927.00)	159.27
	TOTAL PERSONNEL EXPENSES	140,539.00	11,194.07	0.00	161,042.92	0.00 (20,503.92)	114.59

	TOTAL SCHOOL RESOURCE OFFICER	140,539.00	11,194.07	0.00	161,042.92	0.00 (20,503.92)	114.59
	TOTAL EXPENDITURES	140,539.00	11,194.07	0.00	161,042.92	0.00 (20,503.92)	114.59

	EXCESS REVENUES/EXPENDITURES	0.00	1,380.93	0.00 (25,455.53)	0.00	25,455.53	0.00
	TRANSFERS IN	15,177.00	0.00	0.00	0.00	0.00	15,177.00	0.00
	29-48888 TRANSFERS IN	15,177.00	0.00	0.00	0.00	0.00	15,177.00	0.00
	TOTAL TRANSFERS IN	15,177.00	0.00	0.00	0.00	0.00	15,177.00	0.00

	TRANSFERS OUT	15,177.00	0.00	0.00	0.00	0.00	15,177.00	0.00
	NET TRANSFERS	15,177.00	0.00	0.00	0.00	0.00	15,177.00	0.00
	REVENUES & TRANSFERS IN OVER/	15,177.00	1,380.93	0.00 (25,455.53)	0.00	40,632.53	167.72-
	(UNDER) EXPENDITURES & TRANSFERS OUT	15,177.00	1,380.93	0.00 (25,455.53)	0.00	40,632.53	167.72-

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

30 -EVENTS FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	CHARGES FOR SERVICES	20,300.00	0.00	0.00	14,950.00	0.00	5,350.00	73.65
	MISCELLANEOUS REVENUES	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
	TOTAL REVENUES	23,300.00	0.00	0.00	14,950.00	0.00	8,350.00	0.00
<u>EXPENDITURE SUMMARY</u>								
	EVENTS FUND	20,300.00	1,922.15	0.00	14,533.97	0.00	5,766.03	71.60
	TOTAL EXPENDITURES	20,300.00	1,922.15	0.00	14,533.97	0.00	5,766.03	71.60
	EXCESS REVENUES/EXPENDITURES	3,000.00	(1,922.15)	0.00	416.03	0.00	2,583.97	13.87
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	3,000.00	(1,922.15)	0.00	416.03	0.00	2,583.97	13.87

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2024

30 -EVENTS FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>CHARGES FOR SERVICES</u>								
30-44070	RENTALS	20,300.00	0.00	0.00	14,950.00	0.00	5,350.00	73.65
	TOTAL CHARGES FOR SERVICES	20,300.00	0.00	0.00	14,950.00	0.00	5,350.00	73.65
<u>MISCELLANEOUS REVENUES</u>								
30-46090	MISCELLANEOUS INCOME	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
	TOTAL MISCELLANEOUS REVENUES	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
	TOTAL REVENUES	23,300.00	0.00	0.00	14,950.00	0.00	8,350.00	64.16

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

30 -EVENTS FUND
EVENTS FUND
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>OPERATING EXPENSES</u>							
	30-530-2530 FIESTA REFUNDS	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	TOTAL OPERATING EXPENSES	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	<u>CAPITAL OUTLAY</u>							
	30-530-3062 VENDOR AGREE/CONTRACTS	10,000.00 (150.00)	0.00	7,000.00	0.00	3,000.00	70.00
	30-530-3082 MISCELLANEOUS	9,800.00	2,072.15	0.00	7,533.97	0.00	2,266.03	76.88
	TOTAL CAPITAL OUTLAY	19,800.00	1,922.15	0.00	14,533.97	0.00	5,266.03	73.40
	TOTAL EVENTS FUND	20,300.00	1,922.15	0.00	14,533.97	0.00	5,766.03	71.60
	TOTAL EXPENDITURES	20,300.00	1,922.15	0.00	14,533.97	0.00	5,766.03	71.60
	EXCESS REVENUES/EXPENDITURES	3,000.00 (1,922.15)	0.00	416.03	0.00	2,583.97	13.87
	TRANSFERS IN							
	TRANSFERS OUT							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	3,000.00 (1,922.15)	0.00	416.03	0.00	2,583.97	13.87

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2024

32 -PARKING FUND
 FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	MISCELLANEOUS REVENUES	5,000.00	0.00	0.00	5,265.00	0.00	265.00	105.30
	TOTAL REVENUES	5,000.00	0.00	0.00	5,265.00	0.00	265.00	0.00
<u>EXPENDITURE SUMMARY</u>								
	EXCESS REVENUES/EXPENDITURES	5,000.00	0.00	0.00	5,265.00	0.00	265.00	105.30
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	5,000.00	0.00	0.00	5,265.00	0.00	265.00	105.30

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

32 -PARKING FUND

REVENUE	FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
MISCELLANEOUS REVENUES									
32-46020 PARKING FEE DEPOSITS			5,000.00	0.00	0.00	5,265.00	0.00	(265.00)	105.30
TOTAL MISCELLANEOUS REVENUES			5,000.00	0.00	0.00	5,265.00	0.00	(265.00)	105.30
TOTAL REVENUES			5,000.00	0.00	0.00	5,265.00	0.00	(265.00)	105.30
EXCESS REVENUES/EXPENDITURES			5,000.00	0.00	0.00	5,265.00	0.00	(265.00)	105.30
TRANSFERS IN									
TRANSFERS OUT									
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT			5,000.00	0.00	0.00	5,265.00	0.00	(265.00)	105.30

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

33 -MUNICIPAL COURT BONDS
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	MISCELLANEOUS REVENUES	9,000.00	0.00	0.00	892.00	0.00	8,108.00	9.91
	TOTAL REVENUES	9,000.00	0.00	0.00	892.00	0.00	8,108.00	0.00
<u>EXPENDITURE SUMMARY</u>								
	COURT BONDS	9,000.00	0.00	0.00	(1,913.00)	0.00	10,913.00	21.26-
	TOTAL EXPENDITURES	9,000.00	0.00	0.00	(1,913.00)	0.00	10,913.00	21.26-
	EXCESS REVENUES/EXPENDITURES	0.00	0.00	0.00	2,805.00	0.00	(2,805.00)	0.00
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00	0.00	0.00	2,805.00	0.00	(2,805.00)	0.00

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

33 -MUNICIPAL COURT BONDS

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE								
MISCELLANEOUS REVENUES								
33-46020	BOND DEPOSITS	9,000.00	0.00	0.00	892.00	0.00	8,108.00	9.91
	TOTAL MISCELLANEOUS REVENUES	9,000.00	0.00	0.00	892.00	0.00	8,108.00	9.91
	TOTAL REVENUES	9,000.00	0.00	0.00	892.00	0.00	8,108.00	9.91

33 -MUNICIPAL COURT BONDS
COURT BONDS
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>								
33-533-3301	COURT REFUNDS/PAYMENTS	9,000.00	0.00	0.00	(1,913.00)	0.00	10,913.00	21.26-
	TOTAL CAPITAL OUTLAY	9,000.00	0.00	0.00	(1,913.00)	0.00	10,913.00	21.26-
<u>TOTAL COURT BONDS</u>								
	TOTAL EXPENDITURES	9,000.00	0.00	0.00	(1,913.00)	0.00	10,913.00	21.26-
	EXCESS REVENUES/EXPENDITURES	0.00	0.00	0.00	2,805.00	0.00	(2,805.00)	0.00
<u>TRANSFERS_OUT</u>								
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	0.00	0.00	0.00	2,805.00	0.00	(2,805.00)	0.00

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

35 -CAPITAL IMPROVEMENTS FUND
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	FINES & FORFEITS	420,000.00	0.00	0.00	100,000.00	0.00	320,000.00	23.81
	INTER-GOV/GRANTS	482,170.40	64,096.85	0.00	2,650,087.99	0.00	(2,167,917.59)	549.62
	TOTAL REVENUES	902,170.40	64,096.85	0.00	2,750,087.99	0.00	(1,847,917.59)	0.00
	EXPENDITURE SUMMARY							
	CAPITAL IMPROVEMENTS	3,399,631.00	112,092.10	0.00	2,047,664.77	301,294.62	1,050,671.61	69.09
	TOTAL EXPENDITURES	3,399,631.00	112,092.10	0.00	2,047,664.77	301,294.62	1,050,671.61	69.09
	EXCESS REVENUES/EXPENDITURES	(2,497,460.60)	47,995.25	0.00	702,423.22	(301,294.62)	(2,898,589.20)	16.06-

REVENUES & TRANSFERS IN OVER/	(UNDER) EXPENDITURES & TRANSFERS OUT
702,423.22	(301,294.62)
(2,898,589.20)	16.06-

335 -CAPITAL IMPROVEMENTS FUND

REVENUE

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
35-45060	SCADA SYSTEM	100,000.00	0.00	0.00	100,000.00	0.00	0.00	100.00
35-45063	RIP NMED CPB	320,000.00	0.00	0.00	0.00	0.00	320,000.00	0.00
	TOTAL FINES & FORFEITS	420,000.00	0.00	0.00	100,000.00	0.00	320,000.00	23.81

MISCELLANEOUS REVENUES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
INTER-GOV/GRANTS								
35-47059	D-CN1213006 LIGHTING	125,000.00	0.00	0.00	7,682.31	0.00	117,317.69	6.15
35-47062	20-E3389 MARSHAL'S CARS/EQUIP	36,544.00	0.00	0.00	0.00	0.00	36,544.00	0.00
35-47064	20-E2124-STB BOOSTER STATION	0.00	0.00	0.00	320,000.00	0.00	320,000.00	0.00
35-47065	UNIVERSITY WATERLINE REPLACE	0.00	32,263.16	0.00	674,355.25	0.00	674,355.25	0.00
35-47070	LA LLORONA WATCHING FUNDS	0.00	0.00	0.00	132,130.00	0.00	132,130.00	0.00
35-47071	PICACHO - LP10014	0.00	23,215.96	0.00	626,758.17	0.00	626,758.17	0.00
35-47072	SIDEWALK/EASEMENTS IMPROVEME	0.00	0.00	0.00	116,914.35	0.00	116,914.35	0.00
35-47073	C021-F2740 MARSHAL VEHICLES	0.00	0.00	0.00	74,014.51	0.00	74,014.51	0.00
35-47074	LGTFF NORTE LP10004	65,400.00	0.00	0.00	0.00	0.00	65,400.00	0.00
35-47077	ADMIN VEHICLES	0.00	0.00	0.00	40,000.00	0.00	40,000.00	0.00
35-47080	20-E2566 PLAYGROUND EQUIP	0.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00
35-47087	FIRE HYDRANTS - G2334	0.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00
35-47088	JR AWARD-MD RADIOS 23-ZH9202	75,000.00	0.00	0.00	0.00	0.00	75,000.00	0.00
35-47090	PSB RENOVATION GRANT 22-G284	0.00	0.00	0.00	2,354.12	0.00	2,354.12	0.00
35-47091	CORONA EMERGENCY SUPPLEMENT	100,306.40	0.00	0.00	100,941.55	0.00	635.15	100.63
35-47092	NMSIF REIMBURSEMENT	79,920.00	0.00	0.00	40,320.00	0.00	39,600.00	50.45
35-47093	23-H2996 SWEEPER	0.00	0.00	0.00	306,000.00	0.00	306,000.00	0.00
35-47097	C1233326 CALLE DE OESTE	0.00	8,617.73	0.00	8,617.73	0.00	8,617.73	0.00
	TOTAL INTER-GOV/GRANTS	482,170.40	64,096.85	0.00	2,650,087.99	0.00	2,167,917.59	549.62

TOTAL REVENUES

902,170.40	64,096.85	0.00	2,750,087.99	0.00	1,847,917.59	304.83
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35 -CAPITAL IMPROVEMENTS FUND
CAPITAL IMPROVEMENTS
DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CAPITAL OUTLAY									
35-535-	3559	PLAZA LIGHTING CAPITAL OU	142,000.00	0.00	0.00	0.00	70,569.99	71,430.01	49.70
35-535-	3560	SCADA SYSTEM	86,186.98	0.00	0.00	83,964.48	2,222.50	0.00	100.00
35-535-	3564	20-E2124-STB BOOSTER STAT	320,000.00	0.00	0.00	293,406.20	0.00	26,593.80	91.69
35-535-	3565	UNIVERSITY WATER LINE REP	742,621.00	0.00	0.00	666,260.28	0.00	76,360.72	89.72
35-535-	3566	CAPITAL OUTLAY- PLAYGROUN	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00
35-535-	3570	LA LLORONA WATCHING FUNDS	36,594.16	0.00	0.00	0.00	0.00	36,594.16	0.00
35-535-	3571	PICACHO - LP10014	5,825.53	0.00	0.00	5,825.53	0.00	0.00	100.00
35-535-	3572	SIDEWALK/EASEMENTS IMPRV	96,689.80	0.00	0.00	96,605.49	84.31	0.00	100.00
35-535-	3573	CO21-F2740 Marsh Vhcl \$75	75,000.00	0.00	0.00	0.00	0.00	75,000.00	0.00
35-535-	3574	LGRPF NORTE LP10004	48,914.86	0.00	0.00	48,914.86	0.00	0.00	100.00
35-535-	3575	CALLE DE CURA - HW2 L1005	114,824.00	0.00	0.00	20,815.94	0.00	94,008.06	18.13
35-535-	3576	PICACHO F3005 CAPITAL OUT	180,000.00	0.00	0.00	26,966.47	0.00	206,966.47	14.98
35-535-	3577	ADMIN VEHICLES	41,118.00	0.00	0.00	41,118.00	0.00	0.00	100.00
35-535-	3578	CALLE DE SANTIAGO - LP100	468,656.00	2,500.00	0.00	67,761.25	37,176.36	363,718.39	22.39
35-535-	3587	FIRE HYDRANTS - G2334	108,327.38	0.00	0.00	107,734.34	593.04	0.00	100.00
35-535-	3588	JR AWARD - MD RADIOS 23-Z	75,000.00	75,000.00	0.00	75,000.00	0.00	0.00	100.00
35-535-	3589	SANTIAGO LGRF HW2L100562	22,835.69	0.00	0.00	19,290.75	3,544.94	0.00	100.00
35-535-	3590	PSB RENOVATION 22-G2846	33,597.49	0.00	0.00	3,814.26	29,783.23	0.00	100.00
35-535-	3591	CORONA EMERGENCY SUPPLEME	101,186.13	13,803.90	0.00	101,186.13	0.00	0.00	100.00
35-535-	3592	NMSIF REIMBURSEMENT	39,920.00	40,000.00	0.00	39,920.00	0.00	0.00	100.00
35-535-	3593	23-H2996 SWEEPER	306,000.00	0.00	0.00	306,000.00	0.00	0.00	100.00
35-535-	3594	HW2LP10057 CALLE DEL NORT	29,235.50	0.00	0.00	0.00	29,235.50	0.00	100.00
35-535-	3595	REC QUALITY OF LIFE 23-H5	97,058.48	0.00	0.00	0.00	97,058.48	0.00	100.00
35-535-	3596	MARSHAL VEHICLES	88,396.00	88,396.00	0.00	88,396.00	0.00	0.00	100.00
35-535-	3597	C12333256 CALLE DE OESTE	39,644.00	0.00	0.00	8,617.73	31,026.27	0.00	100.00
		TOTAL CAPITAL OUTLAY	3,399,631.00	112,092.10	0.00	2,047,664.77	301,294.62	1,050,671.61	69.09
		TOTAL CAPITAL IMPROVEMENTS	3,399,631.00	112,092.10	0.00	2,047,664.77	301,294.62	1,050,671.61	69.09
		TOTAL EXPENDITURES	3,399,631.00	112,092.10	0.00	2,047,664.77	301,294.62	1,050,671.61	69.09
		EXCESS REVENUES/EXPENDITURES	(2,497,460.60)	47,995.25	0.00	702,423.22	301,294.62	(2,898,589.20)	16.06

335 -CAPITAL IMPROVEMENTS FUND
CAPITAL IMPROVEMENTS
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	TRANSFERS IN							
	TRANSFERS OUT							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(2,497,460.60)	(47,995.25)	0.00	702,423.22	(301,294.62)	(2,898,589.20)	16.06-

36 -WATER RIGHTS ACQUISITIONS
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	CHARGES FOR SERVICES	500.00	14.60	0.00	465.83	0.00	34.17	93.17
	MISCELLANEOUS REVENUES	10,000.00	1,149.86	0.00	11,320.32	0.00	1,320.32	113.20
	TOTAL REVENUES	10,500.00	1,164.46	0.00	11,786.15	0.00	1,286.15	0.00
<u>EXPENDITURE SUMMARY</u>								
	EXCESS REVENUES/EXPENDITURES	10,500.00	1,164.46	0.00	11,786.15	0.00	1,286.15	112.25
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	10,500.00	1,164.46	0.00	11,786.15	0.00	1,286.15	112.25

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

36 -WATER RIGHTS ACQUISITIONS

REVENUE	FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES									
		36-44082 WTR RTS ACQ PENALTY	500.00	14.60	0.00	465.83	0.00	34.17	93.17
		TOTAL CHARGES FOR SERVICES	500.00	14.60	0.00	465.83	0.00	34.17	93.17
MISCELLANEOUS REVENUES									
		36-46070 ACQUISITION FEES	10,000.00	1,149.86	0.00	11,320.32	0.00	1,320.32	113.20
		TOTAL MISCELLANEOUS REVENUES	10,000.00	1,149.86	0.00	11,320.32	0.00	1,320.32	113.20
		TOTAL REVENUES	10,500.00	1,164.46	0.00	11,786.15	0.00	1,286.15	112.25

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

36 -WATER RIGHTS ACQUISITIONS
WATER RIGHTS ACQUISITION
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>OPERATING EXPENSES</u>							
	EXCESS REVENUES/EXPENDITURES	10,500.00	1,164.46	0.00	11,786.15	0.00 (1,286.15)	112.25
	<u>TRANSFERS IN</u>							
	<u>TRANSFERS OUT</u>							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	10,500.00	1,164.46	0.00	11,786.15	0.00 (1,286.15)	112.25

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2024

37 -WATER RIGHTS MANAGEMENT
 FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	CHARGES FOR SERVICES	50.00	12.30	0.00	70.25	0.00 (20.25)	140.50
	MISCELLANEOUS REVENUES	4,000.00	639.05	0.00	5,603.60	0.00 (1,603.60)	140.09
	TOTAL REVENUES	4,050.00	651.35	0.00	5,673.85	0.00 (1,623.85)	0.00
<u>EXPENDITURE SUMMARY</u>								
	EXCESS REVENUES/EXPENDITURES	4,050.00	651.35	0.00	5,673.85	0.00 (1,623.85)	140.10
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	4,050.00	651.35	0.00	5,673.85	0.00 (1,623.85)	140.10

37 -WATER RIGHTS MANAGEMENT

REVENUE	FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES										
	37	44082	WTR RIGHTS PENALTY	50.00	12.30	0.00	70.25	0.00	20.25	140.50
			TOTAL CHARGES FOR SERVICES	50.00	12.30	0.00	70.25	0.00	20.25	140.50
MISCELLANEOUS REVENUES										
	37	46075	MANAGEMENT FEES	4,000.00	639.05	0.00	5,603.60	0.00	1,603.60	140.09
			TOTAL MISCELLANEOUS REVENUES	4,000.00	639.05	0.00	5,603.60	0.00	1,603.60	140.09
			TOTAL REVENUES	4,050.00	651.35	0.00	5,673.85	0.00	1,623.85	140.10

37 -WATER RIGHTS MANAGEMENT
WATER RIGHTS MANAGEMENT
DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>OPERATING EXPENSES</u>								
	EXCESS REVENUES/EXPENDITURES	4,050.00	651.35	0.00	5,673.85	0.00 (1,623.85)	140.10
	<u>TRANSFERS IN</u>							
	<u>TRANSFERS OUT</u>							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	4,050.00	651.35	0.00	5,673.85	0.00 (1,623.85)	140.10

38 -WATER RIGHTS DEVELOPMENT
FINANCIAL SUMMARY

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
	MISCELLANEOUS REVENUES	13,500.00	1,200.00	0.00	15,600.00	0.00	(2,100.00)	115.56
	TOTAL REVENUES	13,500.00	1,200.00	0.00	15,600.00	0.00	(2,100.00)	0.00
<u>EXPENDITURE SUMMARY</u>								
	EXCESS REVENUES/EXPENDITURES	13,500.00	1,200.00	0.00	15,600.00	0.00	(2,100.00)	115.56
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	13,500.00	1,200.00	0.00	15,600.00	0.00	(2,100.00)	115.56

38 -WATER RIGHTS DEVELOPMENT

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE									
CHARGES FOR SERVICES									
MISCELLANEOUS REVENUES									
		38-46060 DEVELOPMENT FEES (1 TIME ONL	13,500.00	1,200.00	0.00	15,600.00	0.00	2,100.00	115.56
		TOTAL MISCELLANEOUS REVENUES	13,500.00	1,200.00	0.00	15,600.00	0.00	2,100.00	115.56
		TOTAL REVENUES	13,500.00	1,200.00	0.00	15,600.00	0.00	2,100.00	115.56

38 -WATER RIGHTS DEVELOPMENT
 WATER RIGHTS DEVELOPMENT
 DEPARTMENTAL EXPENDITURES

FUND ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
	<u>OPERATING EXPENSES</u>							
	<u>CAPITAL OUTLAY</u>							
	EXCESS REVENUES/EXPENDITURES	13,500.00	1,200.00	0.00	15,600.00	0.00 (2,100.00)	115.56
	<u>TRANSFERS IN</u>							
	<u>TRANSFERS OUT</u>							
	REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	13,500.00	1,200.00	0.00	15,600.00	0.00 (2,100.00)	115.56

MESILLA FIRE DEPARTMENT

P.O. Box 10
Mesilla, NM 88046
Ph: 575.523.1311
www.mesillafire.com



2 July 2024

To: Mayor and Board of Trustees
Re: June 2024 report

Your Fire Department continues to remain busy. 16 transports and 74 emergency calls puts us at an all-time record 71 transports and 380 emergencies, compared to last year's totals of 66 transports and 643 emergencies.

We continue to see engagement on Community Connect, and I invite each of you to explore the system for yourselves.

We received our new StairMaster, partially paid for with donations from Landmark Mercantile, and Del Valle Physical Therapy. We are happy to have better physical training equipment and look forward to the sweat and tears in our future.

Our Autopulse is now in service. This device provides machine compression in CPR, freeing up responders to perform other life saving interventions. I hope we never have to use it, but we will, and it is a game changer in CPR.

We also participated in Water Day for the Summer Rec Program. As always, we all had a great time.

By the time you receive this, the 4th of July will be past. I hope everyone had a great Holiday, and enjoyed it safely. The Department had its annual 4th of July BBQ, and then patrolled the Town for Fireworks safety.

Thank you all for your continued support for the department and our wonderful volunteers!

Most respectfully,

Chief Greg Whited, FM, IAAI-CFI(V)-CI-ECT, NAFI-CFEI-CVFI, NREMT-I
Fire Chief
Mesilla Fire Department
C: (915)241-3322





Mesilla Community Connect

Together, Building a Safer Community Through Prevention, Preparedness & Response



CREATE OR UPDATE YOUR PROFILE TODAY

1 Create account

Sign in for free and get started doing your part. It just takes your email, phone number and address.

2 Enter the info that matters most

Enter valuable information that can help us assist more effectively during an emergency.

3 Help your Fire Department when seconds count

That's it. Just keep us updated when things change overtime so we can always be prepared.

WHAT KINDS OF INFORMATION CAN I PROVIDE?

For Households

Any information you provide through Community Connect is completely voluntary and based on what you are comfortable sharing. We have made it easy for you to know what may be important by organizing your secure portal into buckets of information you can enter.

For Businesses

Enable your business, school, age-care facility or other public location First Responders with critical information, valuable emergency plans and more - available at a moment's notice in the event of an incident. Stay aware with notifications from First Responders through text messages in the event they are ever dispatched to your property.



HOW SECURE IS MY DATA AND HOW IS IT USED?

Data that you provide Community Connect is secure and is used only for the purpose of better serving you during emergency situations. Your information is never used for any other purpose. All logins are password protected with bank level encryption and security. If you're comfortable logging in to your online bank you'll be comfortable logging in to Community Connect.



Community Connect is **Safe & Secure**