Item #1

Approval of the Agenda

#1

Item #2

Mayor and Trustee Comments

#2

Item #3

Public Input

(2 Minute Limit Per Speaker)

#3

#4

Draft Minutes
Regular Trustee Meeting
December 14th, 2023
6:00 P.M.

The Village of Capitan Board of Trustees met for a regular meeting on Tuesday December 14th, 2023 at the Village Hall in Capitan, New Mexico at 6:00 PM.

Mayor Lowrance Called the meeting to order at 6:00 PM

Roll Call: Mayor Lowrance – Present, Trustee Kerns – Present, Trustee Shearer – Present, Trustee Fraley – Present, Trustee Hair – Present Via Zoom. Village Clerk Al Cavazos, Deputy Clerk Angela Autrey, Finance Officer LeAnne Brasher, Police Chief Randy Spear, Fire Chief Kevin Kennedy, Water Department Steve Osborn, Street Department Jonathan LaMay as department heads were all present. A list of others in attendance is attached.

Item #1 on the Agenda: Approval of the Agenda.
Trustee Kearns made a motion to approve the agenda with a discussion. Trustee Fraley seconded the motion.

Trustee Kearns made a motion to exclude items #12, and 14 from the agenda. Trustee Shearer seconded the motion.

Discussion:
Trustee Kearns – Mr. Mayor, I'm a little concerned about a few of these things. Particularly number 7, 11, 12, and 14. Because, we're in the middle of a change here. You are going to have two trustee's and a Mayor going to be sitting here a month from now. I really feel like we ought to be postponing each of those, for that meeting. For example, #7, we are talking about moving the regular meeting to the third Tuesday of the month. I believe that is something that those folks ought to be discussing.
Trustee Shearer – That's to accommodate the new Trustee's so that they can go to the elected official orientation.
Trustee Kearns - Oh, it's just for that one week. Okay. We can drop that, but I would like to focus on 11, 12, and 14. Those are big expenditures, and again something that I think the new board ought to be…. They are going to make the decision and live with it. If I make that decision tonight, I'm going to be walking away from this and not worry about whether or not these things fit our budget. We've had budget problems since I've began here, 4 years and 9 months ago and we still don't have it all put together. All of those are large budget issues. I feel like they should be postponed for the next Trustee's and board to make a decision on them, because everyone is going to have to live with it.
I make a motion that item's number 11, 12, and 14 be postponed.
Trustee Shearer – I second the motion.
Village Clerk Al Cavazos – Mr. Mayor, On #11.
Mayor Lowrance – Okay.

Village Clerk Al Cavazos – What that is, is we are trying to get that signed because, the school board needs to sign off on that. That is because they are going to be paying us a larger amount on a monthly basis. Because of the increase in salary for the SRO.
Trustee Kearns – Yea, so, it's in increase in salary and a substantial increase to the budget expenditures.
Village Clerk Al Cavazos – No, it's not. That has already been approved. This is for the school board to sign off and agreed to pay us the increase.
Trustee Fraley – Yea.
Trustee Kearns – Have I lost my ability to read here? Let's see.
Trustee Shearer – This is the pay increase for the SRO.
Trustee Kearns – Approval amendment, memorandum of understanding for the officer down there, to pay increase.
Village Deputy Clerk Angela Autrey- For them to pay their side.
Village Clerk Al Cavazos – For them to pay that money back to us. It's the increased amount that they have to pay us.
Trustee Kearns – Okay, so a few more words would have saved me a lot of words, wouldn't it. Okay, so well drop #11. But I'd still like to hold my motion for # 12, and 14.
Mayor Lowrance – Well, you need to make an amendment motion to disclude #11.

Trustee Kearns – I amend my motion to exclude item number 12 and 14.
Trustee Shearer – Second.

Roll Call On the exclusion of items #12 and 14: Trustee Kearns – Yes, Trustee Fraley – Yes, Trustee Hair – Yes, Trustee Shearer – Yes

Roll Call for the Approval of the Amended Agenda: Trustee Shearer – Yes to approve as amended, Trustee Kearns – Yes, Trustee Fraley – Yes, Trustee Shearer - Yes

Item #2 on the agenda: Public Input:
Mayor Lowrance opened the floor for public input.
No Input from the public.

Item #3 Mayor and Trustee Comments:
Mayor Lowrance opened the floor for Trustee Comments.
Trustee Hair – I don't have anything at this time Mr. Mayor.
Trustee Fraley – I just want to welcome the new Mayor, new board for next year.
Trustee Kearns – I have nothing. Thank you.
Trustee Shearer – Has there been any movement on the audits?
Mayor Lowrance – Yes
Trustee Shearer – What's happened on the audits?
Mayor Lowrance – We've called the audit guy Maestas, with Rick, that was helping us with it, and they will call us Monday or Tuesday.
Trustee Shearer – Has it been submitted to our auditor, the FY 21?
Village Clerk Al Cavazos – Yes

Trustee Shearer - What about the FY 22?
Village Clerk Al Cavazos – I don't understand the question. Has what, been submitted to who?
Trustee Shearer – The last meeting we were told that FY 21 had not gone to Pam Rice yet, because it was still with Carr and Rigs.
Deputy Clerk Angela Autrey – Yes, it has.
Village Clerk Al Cavazos – It has been submitted to Pam.
Trustee Shearer – It has been submitted to Pam Rice, and it's in progress?
Village Clerk Al Cavazos – Yes
Trustee Shearer – The FY 22 is waiting behind that? The FY 23… So, 22 and 23 have not been started?
Mayor Lowrance – They will probably be concurrent.
Trustee Shearer – Okay, but tomorrow is the day we were shooting for, for everything to have been started.
Village Clerk Al Cavazos – That discussion has been had with Maestas and Ricky Bejarano, which are the two people that are in charge of the State Audit.
Trustee Shearer – The State Auditor and the Deputy State Auditor.
Village Clerk Al Cavazos – They are working on that for us.
Trustee Shearer – Working on?
Village Clerk Al Cavazos – Trying to get the resolution on this thing so that we can get that audit taken care of.
Trustee Shearer – Okay.

Item #4 Discussion/Action – Approval of the Minutes- Public Hearing November 14th, 2023 and Regular Trustee meeting November 14th, 2023.
Trustee Fraley made a motion to approve. Trustee Kerns Seconded the motion.
Discussion: There was no discussion of this item.
Roll Call for: All were in favor, the motion carried.

Item #5 Discussion/Action – Approval of October 2023 Bills Paid.
Trustee Fraley made a motion to approve. Trustee Kearns Seconded the motion.
Discussion: There was no discussion of this item.
Roll Call: Trustee Kearns – Yes, Trustee Fraley – Yes, Trustee Hair – Yes, Trustee Shearer – Yes

Item #6 Discussion Review – Of FY 23-24 Monthly Budget Overview.
Mayor Lowrance- This item is open for discussion.
Discussion:
Trustee Shearer – I didn't see any of the budget adjustments in this.
Finance Officer LeAnne Brasher – I did not have that in there. I'm working on the new budget adjustments. Which will be at the next meeting.
Trustee Shearer – I didn't see the budget adjustments from the October either.
Finance Officer LeAnne Brasher – No, I did not have time. I didn't put them in.
Trustee Shearer – Okay. So, this is all the original budget.
Finance Officer LeAnne Brasher – Correct. It will be in the next one.
Trustee Shearer – Okay.

Item #7 Discussion/Action Move Regular January 2024 Trustee Meeting to the Third Tuesday of the Month to January 16, 2024.
Trustee Fraley motioned to approve. Trustee Shearer seconded.
Discussion: There was no discussion on this item.
Roll Call: Trustee Shearer – Yes, Trustee Kearns – Yes, Trustee Fraley – Yes, Trustee Hair – Yes

Item #8 Discussion/Action Remove Ron Lowrance and Kimble Kerns Off As Signers on the Bank Accounts and Add Minerva Davalos As A Signer, Effective January 1.
Trustee Fraley motioned to approve. Trustee Kerns seconded.
Discussion: There was no discussion on this item.
Roll Call: Trustee Shearer – Yes, Trustee Kerns – Yes, Trustee Fraley – Yes, Trustee Hair – Hair

Item #9 Discussion/Action approval amended employee Holiday Calendar Resolution 2023-35.
Trustee Fraley motioned to approve. Trustee Kearns seconded.
Discussion: There was no discussion on this item.
Roll Call: Trustee Shearer – Yes, Trustee Kearns – Yes, Trustee Fraley – Yes, Trustee Hair – Yes

Item #10 Discussion/Action – Approval of Ordinance 2023-2, Landowners Petition for Annexation into the Village of Capitan. Property 8412 US Hwy 380 Capitan New Mexico. – Kathleen McDonald.
Trustee Kearns motioned to approve. Trustee Fraley seconded.
Discussion:
Trustee Fraley – This is the same one as we did last month, wasn't it?
Mayor Lowrance – Yes.
Trustee Shearer – It just wasn't on the agenda.
Roll Call: Trustee Shearer – Yes, Trustee Kearns – Yes, Trustee Fraley – Yes, Trustee Hair – Yes

Item #11 Discussion/Action – Approval Amendment to: Memorandum of Understanding (MOU) for SRO pay increase, Dated June, 2022 and Signed by Superintendent J. Vance Lee on June 19, 2023 for School Year 2023-2024.
Trustee Fraley moved to approve the Memorandum of Understanding for the pay increase. Trustee Kearns seconded.
Discussion: There was no discussion on this item.
Roll Call: Trustee Shearer – Yes, Trustee Kearns – Yes, Trustee Fraley – Yes, Trustee Hair – Yes

Item #13 Discussion – Smokey Bear Museum & Gift Shop Monthly and Annual Sales.
Mayor Lowrance opened the floor for discussion.
Finance Officer LeAnne Brasher – We just wanted to show how well the sales have been increasing over the last three years. Peggy plans on making at least $7,000 by Christmas. She's hoping.
Mayor Lowrance – And we paid for all the improvements out of the earnings. All of those we were going to pay for out of the budget, they paid for from the earnings.

Trustee Kearns – Perfect.
Trustee Shearer - Yea, I have a question about that. What's showing in our budget update, is that it's got $43,000 in expenses and it's made $43,000 in this fiscal year. It's showing that it's barely breaking even. In fact, I came up with, it was in the black by $8.
Finance Officer LeAnne Brasher – Which line are you looking at?
Trustee Shearer – Well I'm looking at your budget for Smokey Bear Enterprises and expenditures. Verses July through present income.
Finance Officer LeAnne Brasher – Okay, and you've taken into consideration the unrestricted cash? Which we partially budgeted for the capital outlay.
Trustee Shearer – Well, the unrestricted cash came from reserve. That's money that we've put in over the last two years. That's not from sales.
Finance Officer LeAnne Brasher – No, that is not strictly from sales.
Trustee Shearer – Not any of it's from sales. You are giving us calendar year revenue.
Finance Officer LeAnne Brasher – I see what you're saying.
Trustee Shearer – It's expenditures, and so, yes, we are selling more, but I think we are buying more merchandise also.
Finance Officer LeAnne Brasher – We put her on hold.
Trustee Shearer – You put that on hold?
Finance Officer LeAnne Brasher – We did.
Trustee Shearer – It's still barely paying for itself and I think it's currently under budget on salary so if we were operating it year-round we would be back in the red, I think.
Finance Officer LeAnne Brasher – I think we will be.
Trustee Shearer – In the red, not in the black. In the red.
Finance Officer LeAnne Brasher – She's been doing very well.
Trustee Shearer – I'm saying, I think if we were operating full time, we would be losing money. In fact, it looks like we should probably shut it down in January and February, because it seems to…. If $2,800 is it's top for January and $3,500 is it's top for February that's probably not paying its expenses in those months.
Village Clerk Al Cavazos – So how do you anticipate generating income if you don't have sales?
Trustee Shearer – Well, I was saying. It looks like March is great. April is not bad. May, June, July, August. But it looks like January and February, you are probably paying more in payroll than you're bringing in.
Village Clerk Al Cavazos – We haven't had anybody working over there, on a part time basis, for a while. We've had Peggy working part time here, and part time there to keep sales up.
Trustee Shearer – But you're still taking her salary out of sales.
Village Clerk Al Cavazos – We are taking a portion of her salary out of sales.
Finance Officer LeAnne Brasher – The hours that she's worked there.
Trustee Shearer – I'm just saying, that it doesn't look to me like it's, even with these numbers. We've crossed over two fiscal years. It's not actually operating with a profit.
Village Clerk Al Cavazos – It's been working in a negative for a long time. This thing is starting to generate income, and it is in the black. Now, what you are saying, you are anticipating that it's going to take losses. Not knowing what the sales are going to be.
Trustee Shearer – I'm just saying, you've given us 3 years' worth of sales. For three years, January and February, haven't exceeded $3,500.

Village Clerk Al Cavazos – How are you anticipating that it's going to be the same? The sales are increasing.
Finance Officer LeAnne Brasher – January and February of this year, did a lot better than the two previous years.
Trustee Shearer – Okay, but if you take July, August, September, and October. What you reported here for November and you add all that up, what does that come to?
Village Clerk Al Cavazos – Are you talking about the difference in those months, from the previous years? Or are you talking about the total income from this year?
Trustee Shearer – No, no. I'm talking about July, August, September, October and November's revenue vs. expenditures.
Village Deputy Clerk Angela Autrey – You can't count November because we had to shut down for all of the repairs.
Trustee Shearer – You still got eight hundred and something in revenue in here and you weren't taking out personnel. Right, you weren't paying somebody to be over there.
Village Deputy Clerk Angela Autrey – No, we weren't paying anyone to be over there because it wasn't open.
Trustee Shearer – So I'm just saying, when you add, July through now, sales up. Then you add July through now, expenditures up. It's almost a wash.
Finance Officer LeAnne Brasher–Because of being closed for the month of November?
Trustee Shearer – No, because it's really not generating profit.
Village Clerk Al Cavazos – It is generating profit.
Trustee Shearer – Okay

Item #15 Discussion – Transfer Eric Chavez to Parks and Rec Department from Street Department, and Transfer Quincy Boyd to Street Department from Parks and Rec Department.
Mayor opened the item for discussion. No discussion was made.

Adjournment:
Trustee Fraley made a motion to adjourn. Trustee Kearns Seconded the motion.
Roll Call: All were in favor, the motion carried.
Meeting adjourned at 6:20 PM.

_____
Minerva Davalos, Mayor, Village of Capitan

Attest:

_____
Al Cavazos, Village Clerk

#4

Draft Minutes
Regular Trustee Meeting
January 16th, 2024
6:00 P.M.

The Village of Capitan Board of Trustees met for a regular meeting on Tuesday January 16th, 2024 at the Village Hall in Capitan, New Mexico at 6:00 PM.

Mayor Davalos Called the meeting to order at 6:00 PM

Roll Call: Mayor Davalos – here, Trustee Shearer – Here (via zoom), Trustee Hair – Here, Trustee Cleckler – Here, Trustee Menix – Here

Item #1 on the Agenda - Employee and Board Introduction

Mayor Davalos - The first item on the agenda, is Employee, and I failed to put Trustee and Employee Board Introductions. We are going to start by introducing ourselves so you know who we are. A little bit of our background. We're not going to go in lengthy but I'd sure like for you to know who we are and if you are out there you can put a face to it. So, Trustee Cleckler, start off with you.

Trustee Cleckler – I am Brian Cleckler for those of you who don't know me. I moved to Capitan probably about 17 years ago, from Ruidoso. I have Oso Grill. I've decided to give back to the community, and see what I can do as a trustee, and try to make the Village to be a bigger and better place to be in.

Mayor Davalos – Thank you. Trustee Menix.

Trustee Menix – Tiffany Menix. I'm a lifer. I'm Third generation here in Capitan. Again, my community means so much to me, and I wanted to give back. I'm a retired school teacher after 25 years. Twenty-three here, I did two in Las Cruces. So that's a little bit of my background.

Mayor Davalos – Thank you. Trustee Hair.

Trustee Hair – Hi! My name is Sherry Hair. I have been blessed to be elected as your representative for the Trustee Board. I appreciate the faith that you have placed in me. I do really consider that important. And looking at addressing your concerns, having the Village of Capitan grow and flourish and be the very best that it can be. I appreciate you having faith in that. Thank You.

Mayor Davalos – Okay, I am your Mayor, Minerva Davalos. I thank you for the community support and placing me in this position. I have retired 20 years Law Enforcement. Started out in Ruidoso Downs and worked my way up to the Sherriff's Office. I worked in the narcotics unit in patrol. I was also here as Municipal Judge. 2013 as the fill in for the Judge when he wasn't here. After that in 2016 I took over and I was here until I ran this past year. So, I was a judge during that time. I enjoyed it. I liked working with the community. There is where I saw the workings of the community here, the administration, and work with some of the people in the community. And that is where I want to be. I want to continue to help, see what we can do, see how we can work together. To find out what you all would like to see, where do we want to go, and I'm here to hear any comments, suggestions. I enjoy what some people have to say. Thank you so much.

Trustee Hair – Madam Mayor, Bobbi.

(Item #1 Continued)

Mayor Davalos – I'm sorry. Trustee Shearer.
Trustee Shearer – I'm not going to try to do this over zoom. I'll pass on this, this time.
Mayor Davalos – Okay, we'll do it the next time when you can make it here. Okay, so. Now we will go to my employees. The people who work for you all. They work for me. I supervise but they work for you all. First of all. Judge.
Judge Bradley – I am Lilly Bradley, and I am your newly elected Judge. I look forward to working with anybody. I have to, or not. Thank you.
Mayor Davalos – Next will be our Village Clerk, Al Cavazos.
Village Clerk Cavazos – My name is Al Cavazos, and I'm the Village Clerk and I've been here for two years. Prior to that I worked for the US Federal Government, the office of the US Small Business Association. I worked with the Legal Department there for the Office of Disaster Assistance, basically working on compliance. Prior to that, I spent 35 years in the banking industry. So, I'm telling my age now, but back in the 1977. I helped Community Re-Investment Act, and Real Estate Settlement Procedures. So, I've been involved in compliance for the majority of my career.
Mayor Davalos – Thank you. My Deputy Clerk Angela Autrey.
Village Deputy Clerk Autrey – I'm Angela Autrey. I worked here for 3 years. I was a Court Clerk with the Magistrate Courts in Lincoln County for 8 years, and worked with all of the Judges. I was the DWI Lincoln County Court Clerk. When I came here, I was the Floater. That's what they called the position. I tried to learn every part of the Village I could possibly learn. I went out with the guys, they showed me everything. I tried to do inventory on everything, to know about everything. My job here, basically I'm HR. I am here to help everybody. I'm here to help all of the employees. I try to do my best and I hope I'm doing a good job. If there is any kind of question, they come to me for the question, I answer it. If I don't know it, I find it. So that's pretty much my job.
Mayor Davalos – Thank you. Finance Officer, LeAnne Brasher.
Finance Officer Brasher - I'm Le Anne Brasher and have been a bookkeeper for over forty years. I worked for a property management company for 20 years before I came to New Mexico. I was responsible for all account receivable and account payable. I did payroll and reporting to the State and the IRS. Among submitting year end financials to their accountant for filing yearly taxes. I have been the Village of Capitan finance officer since February 2022. I take my job seriously as working for the people of the Village of Capitan. Since I started with the Village of Capitan, I have separated various funds into their own bank accounts so that the funds are not co-mingled and are more manageable. Such as the, Fire, Lodger's Tax, Smokey Bear Enterprises, Water and General Funds. With council approval, we have invested over a million dollars. Which has yielded over $40,000.00 in interest. We have taken the CD that was with Washington Federal and turned it into a Public Funds money market. Still with Washington Federal. At the time it was only making .6% in interest. Now it is making 2.98% interest which has yielded over $6,000 to date. With this particular CD, it can be closed or drawn on at any time without penalties.
Additionally, the Water Fund had a CD with City Bank which was in the amount of $109,000.00 and was making .65% in interest. This CD is now making 5%, which has yielded $1,014.00 to date in interest.

(Item #1 Continued)

The finance office has a lot of responsibility's in doing monthly and quarterly reporting, besides the daily reconciling of income and expenses. I make sure that all taxes are being reported correctly, the previous finance officer was paying Gross Receipts Tax on the Water, Sewer and Trash receipts to the New Mexico Tax and Rev Dept twice under two different tax percentages. I have managed to get a refund from the NM Tax and Rev Dept. of over $24,000.00.

I am responsible for making sure payroll is accurate and all leave sheets have been submitted for any time off. QuickBooks had a problem with the classifying of some payroll taxes. I have since then figured out the problem and made the necessary adjustments. Part of that responsibility is also the biweekly reporting of taxes, keeping track of Health Insurance, AFLAC, PERA and other Retirement. We no longer have the need of an outside service for our payroll.

I have maintained oversight on the daily deposits, which are now being approved in triplicate. All cash deposits go to Washington Federal in Ruidoso once a week and are dropped in the overnight box. All check deposits are done through the Washington Federal secure website, VIA, Remote Deposit Capture. The customers canceled checks are then kept in a safe and logged when they are to be destroyed. Washington Federal will be doing an audit on these procedures.

When the Budget is approved by the council I input and report the information to the Local Government Budget Management System. (LGBMS). LGBMS has changed the reporting system this year and I took the required training for the new budgeting system. Last year I took the LGBMS training and the required Procurement training. Recently, I have enrolled into accounting and financial classes that are being held by Michael Steinenger, which was with the New Mexico Department of the Finance and Administration.

I have worked with Angela and the auditor to get all information that she has required. Myself and Angela also, worked closely with CARR RIGGS and INGRAM providing them the information needed to get the accounting corrected for the FY20-21 audit. We discovered there was missing information and information being inputted incorrectly, which took Angela and I many hours of work to find and or correct these mistakes. Since then the reporting in QuickBooks has been updated to have the same reporting classes as LGBMS.

Due to the mess in the finance office, I have made notebooks for easy access to information. Such as Payroll, Investments, Bank Statements, etc.

Thank you.

Mayor Davalos – Thank you. We have Administrative Assistant, Janiece Wall.

Administrative Assistant Wall – Hi, I'm Janiece Wall. I moved here in in 1980 when I was around 5 years old. Went to school here in Capitan K-12. I've gone to school with some of your kids and some of you a little bit. We moved back in 2012. I'm the Administrative assistant to the Clerk and Deputy Clerk. Anything I can help them out with I do. I've been learning about Capitan more and more every. Thank you.

Mayor Davalos – Thank you. Our Water Clerk, Charlene Williams.

Water Clerk Williams – I am Charlene Williams. I've been here six years now, as of last month. I take care of the water department. I'm responsible for setting up the hand-helds for the guys take out to do the reads. They bring it back to me. I input it in the computer to do the billing. I print out the bills, send them out. I am responsible for collecting any payments on those bills. Catching any mistakes that I can. We have over 860 bills now. So, we are growing. I am also responsible for helping Johnathan LaMay, take care of the cemetery. I am the one that does the paperwork when I sell a cemetery plot. As well as getting him information on opening and closing a plot if there is a burial. There're tons of stuff involved with the water department.

(Item #1 Continued)

Mayor Davalos – Thank you Charlene. We have our Clerk Assistant and also our Smokey Bear Enterprise Clerk. Smokey Bear Enterprise is our gift shop that you see across the road over here and she's done a good Job. Peggy.
Clerk Assistant/Smokey Bear Enterprise Clerk Mayson - Hi. I have my bachelor in business and science administration from the University of Phoenix. I have processed paperwork for the Dial Cooperation for over 15 years. I also processed paperwork at the headquarters for Bar S Foods. Those are just the big companies. I also do the ordering for Smokey Bear Enterprises, as well as selling the product. I am very pleased to say, on Sunday, we had over $600 in sales.
Mayor Davalos – Great, thank you Peggy. Our Water Utilities Department Supervisor, Steve Osborn.
Water Department Supervisor Osborn – I'm Steve Osborn. I started here with the Village of Capitan in the 1996. I worked about 12 years. Then I left and was the supervisor for Alto. Just shy of 12 years. I have been back for 4. So, I'm trying to get the water flowing, and safe and in compliance.
Mayor Davalos – Thank you Steve. Street Department Supervisor Johnathan LaMay.
Street Department Supervisor LaMay – I am Johnathan LaMay. I've been in Capitan for 29 years in the Village. I take care of all the roads from right-a-way to right-a-way and any problems, I try to take care of.
Mayor Davalos- That's to include our snow plowing in the winter time. You are up early and getting that done when ever we do have bad weather. Salt and so on and so forth. Thank you, Johnathan. Chief Randy Spear.
Police Chief Spear – Randy Spear. I moved here in 1978 from Roswell. Went to work here until 1990. Then I worked for Ruidoso Police Department. I worked there for 16 years. I advanced from Patrolman up to Sergeant. Then I came back to here. I've been in Law Enforcement for a little over 45 years now.
Mayor Davalos – Thank you Chief. We have Peggy Wilson who is a volunteer for the Village here. She does some of our grant writing and she is also one of the Lobbyist who is going to help us out with funding.
Lobbyist/Grant writer Wilson – I'm Peggy Wilson. I've lived here, not quite 2 years now. We are new. I volunteer doing grant writing for the Village and for a lot of the other community organizations. Like Smokey Bear Museum. I wrote a grant for them for the upcoming Smokey Bear Birthday Celebration. I am your Lobbyist. I am a Lobbyist from the State of Nevada. 45 years working all the elected officials and trying to keep them aware of who we are, what we need, and strictly on a Volunteer basis so. I love this place. It's fun.
Mayor Davalos – Thank you Peggy.

Item #2 Approval of the Agenda
Mayor Davalos – I do have an amendment. If you will look at #12, we are going to have to put a hold on that one.
Okay do we have an approval on the agenda?

Trustee Cleckler motioned to disapprove the agenda. Trustee Menix seconded the motion.

Discussion:
Trustee Cleckler – I move to diss approve it.
Mayor Davalos – Diss approve?
Trustee Minex- I second it.
Trustee Cleckler – Yea, Due to violations of the Open Meetings Act.
Mayor Davalos- Okay.

(Item #2 Continued)

Trustee Shearer – Mayor, I second that motion.
Mayor Davalos – That's a third motion, we have a second already. Um, can you… tell….
Trustee Cleckler – Yea, this is what I pulled off of the Open Meetings Act. The Open Meetings Act requires that the public business be conducted in full view of the public and the public has access to proceedings and the decision-making policy. Meeting notices shall include an agenda containing a list of specific items of business to be discussed or transacted at the meeting 72 hours prior to the meeting. This ensures interested members of the public are given reasonable notice about the topics the body plans to discuss address at the meeting. The public body should avoid describing agenda items, this is where it comes,
agenda items in general, in broad or vague terms that might be interpreted as misleading to the public about the business the public body intends on transaction. This is especially important consideration when the public body intends on acting on agenda item. These are the pages 16 to17 of the Open Meetings Act. By putting out this agenda that doesn't have names of appointed people. Actually, the agenda says that we are just swearing them in now. It doesn't say… It makes it sound like to the public, they have already been appointed and accepted. We are just swearing them in. So, right there. Also our City ordinance states that we have the Chief of Police, the Village Clerk, and the Financial Office. So, when you have on here the Deputy Clerk. In our ordinances it is a hired position, it's not an appointed position. So, that's wrong. I do understand the importance of this meeting and the budget items that has to be discussed by January 31st. So, we need to take care of this but if one person in this audience or from the Village of Capitan goes to the State and says, they don't agree with this agenda because of the Open Meetings Act that we have there, the meeting becomes null and void. We have to have an approved agenda that is legal compared to the Open Meetings Act.
Mayor Davalos – Okay
Trustee Cleckler – I do have right here, a letter that I wrote. I did contact, tried contacting you Mayor, on Thursday evening. We had a meeting Thursday afternoon before the Village Closed. Thursday evening afterwards, I tried calling you and texting saying, please let's get together, discuss the meeting before the 72 hours prior happens. I received nothing from you. Not knowing what to do, I did contact the Village Attorney and I have a letter right here from him, that he sent to the Village of Capitan and the Village Clerk stating, you need to please get this taken care of before the 72 hours are up so we can take care of it. And I never heard anything to try to fix it. I do want this meeting. I want it to happen. But, if somebody dis approves this at the State Level, we've wasted our time.
Mayor Davalos – Okay, when was that letter sent?
Trustee Cleckler – This right here?
Mayor Davalos – Yes
Trustee Cleckler – Here is a copy for you right here. It is from Zack Cook, to the Village of Capitan saying, please take care of this by 6:00 p.m. on Saturday. And I do know that the Village Clerk was here Saturday, working. Or his car was here.
Village Clerk Cavazos – That's wrong. My car was not here. I was out of town.
Trustee Cleckler – I don't know, like I said.
Village Clerk Cavazos – So, that's a mis statement.
Trustee Cleckler – Okay well. Like I said, I know there was a grey pickup like yours out back. It may not have been yours.
Village Clerk Cavazos – It couldn't have been mine. I wasn't here.
Mayor Davalos – Okay. Attorney Cook.
Attorney Zach Cook – Yes ma'am.

(Item #2 Continued)

Mayor Davalos – I see that this was sent out on Saturday January 13th. Which is a day that no one is working on that day. What is your opinion as to our responsibility to answer something that comes in on a day that we are not working, and as soon as we come into work, we find this? Which was this morning.
Attorney Zach Cook- Sure. So, on Saturday Trustee Cleckler contacted me. He sent me a copy of the agenda, and called me about the concerns about the potential lack of reasonable specificity on the agenda. As required on the Open Meetings Act. I took a look at the agenda and said that he may have a point. So, I contacted Al and we discussed it. I don't remember if I called Al then sent an email, or sent the email and then called Al. Bottom line is Al is explained to me, what he thought your thinking was as the Mayor. I said, well okay I would feel comfortable making that argument to the Attorney General, because it's essentially a violation of the Open Meetings Act. Nobody goes to jail, they just make a complaint to the Attorney General's office and they can make a determination and say, "Hey, you blew it on the Open Meetings Act. Go back and do that again." So, what Al explained to me, I thought well maybe there's not case law that has been decided on similar facts.
Mayor Davalos- May I ask a question at this time?
Attorney Zach Cook – Yes, ma'am.
Mayor Davalos – Can it be for you, specifically, which is the item that you feel that I did not give information that you need?
Trustee Cleckler – Well, when we had our, when I met with you Thursday evening, I asked you the list of appointments, what was going on? And you said, that you will give them to us at the meeting. I don't think it's fair for me to decide in a spur of the moment. Which I still haven't received a list. It's spur of the moment. If somebody has a job or doesn't have a job. I need to look at that. I need to know qualifications, I need to know what's going on and you said that it was your choice, you can do what you want to do.
Trustee Menix – That's item 10.
Mayor Davalos – Hang on.
Trustee Menix – And according to our ordinance…
Mayor Davalos – Hang on, hang on. You have to be recognized. I'm sorry. Okay, we are going to keep order here. Okay, go ahead Tiffany.
Trustee Menix- I sent you an email the moment I got this agenda, and I told you that it was against our ordinance and the State Statute. Our Ordinance says, "Appointment. At the organizational meeting of the governing body, the Mayor shall submit, for the confirmation by the governing body, the names of persons who shall be employed to fill the appointive offices." Also, when we were in Santa Fe, I asked the lawyer, do we have to fallow previous precedence? He said, "Absolutely." Previous precedence shows, we hire everybody one at a time. I have a copy of the agenda in 2022 when Mrs. Hair came on the board, when Al came on, and who ever else. Anyway, I have copies here and I brought copies for the audience if they want to see it. (tosses copies to the front of the table)
Mayor Davalos – Okay
Trustee Menix – Well, I'm sorry. The people need to know! I told you I'm running for the people.
Mayor Davalos – Okay, hang on. Hang on, hang on.
Trustee Menix – So, I'm just telling you why.
Mayor Davalos – You don't have to throw it out there.
Trustee Menix – Okay, well I'm just telling you, those are for the audience.
Mayor Davalos – Okay. Attorney Cook. Is this something that needs to be discussed in executive session or can we go ahead?
Trustee Cleckler- Point of Order. We can't have..
Trustee Menix- No!

(Item #2 Continued)

Mayor Davalos – Hang on. Hang on. I am asking for legal opinion here.
Attorney Zach Cook – Mayor, I don't believe that there is any exception to the Open Meetings Act that will allow you to go into an executive session on this.
Mayor Davalos- Okay
Trustee Shearer- Mayor, you're forgetting, you have a motion on the table and a second.
Mayor Davalos- Yes ma'am, I do. Once there is a motion when discussion has started, I do not need a second.
Trustee Menix – We made the motion, it's not for discussion.
Mayor Davalos- Hang on. (two trustees' talking at the same time)
Trustee Shearer – It's my understanding, you need to vote before (in audible)
Mayor Davalos- Pardon me?
Trustee Shearer – I believe you need to vote before you can go any further.
Attorney Zach Cook – I think you are on further discussion after the second. So, you are still discussing the issue.
Mayor Davalos – Okay. From what I understand at the training we took this last week, that discussion begins before a second is brought up. Then it continues, you don't need a second.
Trustee Menix- I seconded it as soon a Brian said it.
Mayor Davalos- Yes you did.
Trustee Menix – So, it's been seconded.
Mayor Davalos – So, it's been seconded. So, hang on a minute.
Trustee Shearer – But Mayor, you still have to call the vote.
Trustee Hair – Madam Mayor, may I be recognized please?
Mayor Davalos – Yes ma'am go ahead.
Trustee Hair- My understanding is, that we can still discuss this information. Is that correct? (looks at Attorney Cook)
Attorney Zach Cook – There was a motion, there was a second and Mayor called for further discussion. Which I don't know that, that ever ended.
Trustee Hair – So, really, calling for a vote at this particular time….
Attorney Zach Cook – You, know eventually people get tired of listening to the conversation, and want to call the vote, then that's…. you know.
Trustee Hair – What I would like to state is, will there be the ability for us to move forward on important items that need to be done if we strike that particular number, agenda item?
Trustee Cleckler- Mayor, City ordinance….
Trustee Shearer – Sherry, if I could answer….
Mayor Davalos – Hang on, hang on. Bobbi, hang on. (Mayor motions back to Trustee Cleckler)
Trustee Cleckler – Our city ordinance state statues state, that within in two weeks after we come into office, we have to have an organizational meeting. So, we are already in violation of having an organizational meeting right now. So, we can't push that back for another meeting. Before we do anything, we have to have the organizational part of it.
Trustee Hair – So, let's you know
Mayor Davalos- Hang on.
Trustee Hair- I'm sorry.
Mayor Davalos – (pauses a moment) Okay, on the item that you are stating that we have to have the organization meeting, two weeks is what I believe you said, from the election. I called on that and I believe…. Al, were you there on that, or Angela, I don't recall? We called to find out about that organization meeting. We called Lincoln County, to the Elections Clerk over there. What we were told

(Item #2 Continued)

was that, that was no longer applicable. It was there for elections that was held that we, the Village, was the one that held that election. But since it was combined with other County elections, School board elections and so on, at that time that became a void. That we did not because we looked into that because I was concerned about having that meeting, and that's what we were told. That's why the organizational meeting was not brought on, we didn't have that organized. So, that is what I found out about that one there.
Trustee Cleckler- But what about City or State Statues on it, on our ordinances? Forget about the County.
Mayor Davalos- Okay, well the County has to abide by the State Statutes.
Trustee Cleckler – So, you are saying the County is not.....
Mayor Davalos- Okay
Trustee Cleckler- I mean, if the County has to abide by the State. Why didn't you call the State?
Mayor Davalos- My mistake. I didn't. But, I depended on the knowledge of the Elections Clerk in Carrizozo. Who I believe have this information and have the knowledge on that.
Trustee Cleckler- I mean, from the training we had, the first thing we were supposed to do, when we take office, is have the organizational meeting. We can't do anything until we have that meeting.
Mayor Davalos- Okay
Trustee Cleckler – But, like I said, this to me is not a valid agenda, because of Item 10. Because it's not free and clear on what's going on and what your intentions are.
Mayor Davalos- Okay, so I want to go back... and I did not want to bring this out but.
Deputy Clerk Autrey – I'm not sure you should, honestly.
Mayor Davalos- Okay. So, we go to a vote? (looking at Deputy Clerk)
Deputy Clerk Autrey- That's up to you. (Inaudible)
Mayor Davalos- Okay
Deputy Clerk Autrey – That should be done in an executive session, and we didn't have time to put that on the agenda.
Mayor Davalos – Correct
Deputy Clerk Autrey – Because you are speaking (Inaudible)
Mayor Davalos – So at this point, vote.
Attorney Zach Cook – Vote, call the question. Have a vote on the motion.
Mayor Davalos – Okay. So, would you repeat your motion?
Trustee Cleckler- I move that we disapprove the agenda because it does not fallow the Open Meetings Act.
Mayor Davalos – Okay, there is a motion to disapprove, and a second, to disapprove the agenda. Go ahead and take a roll call.
Roll Call: Trustee Hair – No, Trustee Cleckler –
Trustee Cleckler – So by saying no, am I agreeing on the agenda? Or am I agreeing....
Mayor Davalos – You made the motion.
Trustee Cleckler- Yes, yes. I say yes.
Village Clerk Cavazos – Trustee Menix – Yes, Trustee Shearer – Yes, to disapprove.
Mayor Davalos - Meeting is adjourned.

Adjournment:
Meeting adjourned at 6:32 PM.

_____
Minerva Davalos, Mayor, Village of Capitan

Attest:

_____
Al Cavazos, Village Clerk

DRAFT

Village of Capitan - Collective Funds
Transaction List by Vendor
December 2023

	Type	Date	Num	Memo	Amount	
Administrative Office of the Courts						
	Check	12/20/2023	7661	October 2023 Court Automation & Judicial Education Fees	-36.00	Court
	Check	12/20/2023	7662	November 2023 Court Automation & Judicial Education Fees	-45.00	Court
	Check	12/28/2023	7668	December 2023 Municipal Court Automation & Judicial Educatic	-90.00	Court
Aflac						
	Check	12/20/2023	7658	Acct#D2L61 Inv#240286 December 2023 services	-935.38	Split
Andy's Parts and Service, LLC						
	Check	12/06/2023	7626	Nov 2023 monthly service	-191.76	Split
Badger Meter						
	Check	12/06/2023	1596	Inv#80144230 Nov 2023 Beacon Mobile Hosting Service	-75.44	Water
Baker Utility Supply						
	Check	12/06/2023	1599	PO#W3207 Inv#317182 brass couplings & inlet valves	-1,785.30	Water
BANKCARD DEP-MERCH FEES						
	Check	12/07/2023	ACH	November 2023 monthly service	-57.95	General
	Check	12/07/2023	ACH	November 2023 monthly service	-57.94	Water
Bob Reed Pest Control, Inc.						
	Check	12/20/2023	1127	12/19/23 Monthly Pest Control	-32.27	SBE
	Check	12/20/2023	7654	12/19/23 Monthly Pest Control	-53.80	Split
C & JS Tire and Auto Service Inc.						
	Check	12/11/2023	7641	PO#ST5343 Inv#1-36269	-110.91	Street
Capitan Service Electric						
	Check	12/06/2023	1600	PO##3211 Inv#November 28, 2023 Wetlans Power for Gate	-2,621.61	Sewer
	Check	12/11/2023	1608	PO#WW4069 Inv#November 28, 2023 working on the gate	-3,272.01	Water
	Check	12/11/2023	7638	PO#ADM7218 Inv#November 28, 2023 wiring of the fule pumps	-2,543.82	Split
	Check	12/11/2023	1609	PO#ADM7218 Inv#November 28, 2023 wiring of the fule pumps	-847.94	Water
	Check	12/11/2023	7640	Po#ADM7217 Inv#November 28, 2023 Street Yard Fuel tanks	-2,922.36	Split
	Check	12/11/2023	1610	Po#ADM7217 Inv#November 28, 2023 Street Yard Fuel tanks	-974.12	Split
Card Service Center						
	Check	12/13/2023	7645	November 2023 monthly charges	-604.11	Split
	Check	12/13/2023	1611	November 2023 monthly charges	-118.93	Water
CARR RIGGS & INGRAM						
	Check	12/11/2023	7630	Inv#17836805 Bookkeeping for FY21 & FY22	-9,888.05	General
Caterpillar Financial Services Corp.						
	Check	12/13/2023	7646	Cont#001-0998312-0000 Cust#1992899 December 2023 Motor	-2,633.97	Street
CES						
	Check	12/20/2023	1128	PO#SBEC70 Inv#24-143319 CII Porposal #15-23568 REV1	-20,257.25	SBE
CF SERVICES						
	Check	12/11/2023	1035	PO#RMB2004 Inv#1409 supplies for annual dinner	-285.05	Fire Reim
Cintas						
	Check	12/06/2023	7625	Cust#10200995 water cooler lease	-60.00	General
City of Roswell						
	Check	12/13/2023	ACH	Cashier Check for Bacti-Samples	-45.00	Water
Classic Industries, Inc						
	Check	12/20/2023	1129	PO#SBEC72 Inv#11-23603-F CII proposal #11-22603 Museum	-3,535.16	SBE
D & D Water Tech						
	Check	12/06/2023	1598	Inv#23101 Sodium Hypochlorite Solution	-360.44	Water
Dennis Engineering Company						
	Check	12/14/2023	1612	Inv#9460 Project SAP-20-E2136-STB Lift Station Equipment & I	-2,433.67	Water
	Check	12/14/2023	1613	Inv#9446 H-685 POD 7 Well Compliance Planning Phase	-2,712.15	Water
	Check	12/14/2023	1614	Inv#9443Project LGPF-PG-6176 Capitan Water System Asset M	-1,076.00	Water
	Check	12/14/2023	7650	Inv#9433 Project HW2L200621 Long Road Improvements	-8,400.00	Street
DIAGNOSTIC TECHNOLOGY CENTER INC.						
	Check	12/06/2023	1601	PO#WW4066 Inv#1123.30 fecal coliform enumeration	-67.96	Sewer
Gayla Bechtol Architect						
	Check	12/20/2023	7655	PO#ADM7226 Inv#dated 12/10/2023	-861.11	Train Depot

#5

Village of Capitan - Collective Funds
Transaction List by Vendor
December 2023

	Type	Date	Num	Memo	Amount	
	Check	12/20/2023	7656	Inv#dated 12/10/2023 Project E2601 Train Depot	-3,324.47	Train Depot
Goodman Factors						
	Check	12/06/2023	7622	Inv#204293 - 5gallons of safety solvent	-336.63	Street
	Check	12/27/2023	7663	Inv#204520 & 204519 Fuel	-7,019.96	Split
Greentree Solid Waste Authority						
	Check	12/13/2023	7649	November 2023 dumpsters	-213.39	Split
	Check	12/28/2023	1627	November 2023 Poly Carts	-18,650.74	Solid Waste
INTERNATIONAL INST OF MUNICIPAL CLERKS						
	Check	12/06/2023	7616	Annual membership ID#47301 for Al Cavazos	-210.00	General
Jared's Garage, LLC						
	Check	12/11/2023	7642	PO#PD2298 Inv#2209 Heater core on Ford F150	-1,101.75	Law Enf
JOHN HANCOCK						
	Check	12/05/2023	ACH	11/20 to 12/3 Payroll Period	-1,189.82	Split
	Check	12/19/2023	ACH	12/4 to 12/17 Payroll Period	-1,274.02	Split
LegalShield						
	Check	12/06/2023	7617	Group#0139546 Nov 2023 services	-200.35	Split
Lincoln County Mercantile						
	Check	12/11/2023	7631	Nov 2023 monthly service	-451.56	Split
	Check	12/11/2023	1124	PO#PR6113 Inv#A151709 Ext Cords	-44.98	Water
NEW MEXICO GENERAL SERVICES DEPARTMENT						
	Check	12/06/2023	7624	Inv#GSD108638 & Inv#GSD108500 Health & Medical Ins for Nc	-16,087.55	Split
NEW MEXICO TAXATION AND REVENUE						
	Check	12/12/2023	ACH	November 2023 GRT's for water, sewer & trash	-3,396.06	Water/Sewer/Trash
New Mexico Taxation and Revenue Dept.						
	Check	12/12/2023	ACH	November 2023 conservation fees	-133.61	Water
Otero County Electric Co-op, Inc.						
	Check	12/20/2023	1130	Acct#395501 - 1/1/23 to 12/1/23 monthly service	-259.32	SBE
	Check	12/20/2023	7660	11/1/23 to 12/1/23 monthly service	-1,269.89	Split
	Check	12/20/2023	1622	11/1/23 to 12/1/23 monthly service	-6,289.36	Water
P & M Signs, Inc.						
	Check	12/11/2023	7639	PO#ADM4216 Inv#9174 street sign	-32.95	General
Paychex of New York, LLC						
	Check	12/05/2023	ACH	Payroll Period 11/20 to 12/3 - 4915900052335X	-33,605.96	Payroll
	Check	12/05/2023	ACH	Payroll Period 11/20 to 12/3 - 4916300007382X Taxes	-11,158.01	Payroll Taxes
	Check	12/05/2023	ACH	Payroll Period 11/20 to 12/3 - Garnishment Quincy Boyd	-187.50	Garnishment
	Check	12/06/2023	ACH	X04924300013847 Payroll Period 11/20 to 12/3	-292.74	General
	Check	12/19/2023	ACH	Payroll Period 12/4 to 12/17	-32,128.48	Payroll
	Check	12/19/2023	ACH	Payroll Period 12/4 to 12/17 Taxes	-10,452.51	Payroll Taxes
	Check	12/19/2023	ACH	12/4 to 12/17 Payroll Period Quincy Boyd Ganishment	-187.50	Garnishment
	Check	12/20/2023	ACH	12/4 to 12/17 Payroll Period #X05106900046298	-279.60	General
PERA Contribution						
	Check	12/06/2023	ACH	Payroll period 11/20 to 12/3 Sam Hanna, Brett McInnes & Phillip	-1,326.12	Law Enf
	Check	12/20/2023	ACH	12/4/ to 12/17 Payroll Period - Sam Hanna, Brett McInnes & Phi	-1,463.87	Law Enf
Pitney Bowes Lease Account						
	Check	12/11/2023	7636	10/25/23 to 1/24/24 postage machine lease	-440.66	General
	Check	12/11/2023	1607	10/25/23 to 1/24/24 postage machine lease	-440.65	Water
PTS Office Systems						
	Check	12/11/2023	7634	Inv#330589 Color copies overage 9/5 to 12/4	-150.92	General
QUICKBOOKS INTUIT						
	Check	12/20/2023	ACH	Payroll Software - this is not the amount they told us	-899.99	General
	Check	12/22/2023	ACH	Payroll Software - this is the amount they told us	-763.90	General
Smokeys Country Market						
	Check	12/11/2023	1034	Po#RMB2003 Inv#41205 Fire Dept annual Dinner	-588.82	Fire Reim
Specialty Communications						
	Check	12/11/2023	7644	PO#PD1061 (LEPF) Inv#143857 install three radios in new units	-6,587.94	Law Enf

Village of Capitan - Collective Funds
Transaction List by Vendor
December 2023

	Type	Date	Num	Memo	Amount	
TDS						
	Check	12/11/2023	7633	12/16/23 to 1/15/24 monthy service	-47.95	Street
	Check	12/20/2023	7659	12/21/23 to 1/20/24 monthly service	-74.50	General
	Check	12/20/2023	1621	12/21/23 to 1/20/24 monthly service	-74.50	Water
Tegrity Data Systems						
	Check	12/06/2023	7621	Inv#2720 Dec 2023 monthly managed services	-777.60	General
	Check	12/06/2023	1595	Inv#2720 Dec 2023 monthly managed services	-777.60	Water
	Check	12/11/2023	7637	PO#ADM77212 Inv#2721 server room cable	-264.00	General
Thryv						
	Check	12/06/2023	7623	Acct#801078794 monthly advert	-25.96	General
TP Pump						
	Check	12/06/2023	1597	PO#WW4061 Inv#276903-1 & PO#WW4067 Inv#277817-1	-4,573.97	Wastewater
UniFirst						
	Check	12/06/2023	7629	Inv#2880078555 & Inv#2880080492 Uniforms	-273.55	Split
	Check	12/06/2023	1604	Inv#2880078555 & Inv#2880080492 Uniforms	-123.90	Water
	Check	12/20/2023	7653	Inv#2880082940 & Inv#2880085446 Uniforms	-287.12	Split
	Check	12/20/2023	1616	Inv#2880082940 & Inv#2880085446 Uniforms	-124.50	Water
	Check	12/27/2023	7664	Inv#2880087915 & Inv#2880090447 Uniforms	-370.09	Split
	Check	12/27/2023	1625	Inv#2880087915 & Inv#2880090447 Uniforms	-124.49	Water
USA Blue Book						
	Check	12/20/2023	1619	PO#W3218 Inv#00219905 Deep Well Sockets	-578.19	Water
Verizon Wireless						
	Check	12/06/2023	7619	Acct#817505654-00004 Oct 23 to 11/22 monthly Service PD SII	-45.24	Law Enf
	Check	12/06/2023	7627	Acct#817505654-00003 Oct 23 to Nov 22 monthly service	-270.85	Split
	Check	12/06/2023	1602	Acct#817505654-00003 Oct 23 to Nov 22 monthly service	-70.52	Water
	Check	12/06/2023	1603	Acct#817505654-00001 Oct 23 to Nov 22 monthly service	-64.41	Water
	Check	12/06/2023	7628	Acct#817505654-00001 Oct 23 to Nov 22 monthly service	-485.95	Split
ViaVista Mapping						
	Check	12/06/2023	1593	PO#CYE-50 Inv#VV-20231128 Ground Penetrating Radar of Ce	-9,888.00	Cemetery
WAC Uplifters, LLC						
	Check	12/11/2023	7643	PO#PD2280 (LEPF) Inv#11676 install new computer in unit 304	-8,047.03	Law Enf
Wagner Equipment Co.						
	Check	12/06/2023	7618	PO#ST5331 Inv#P12C0475504 Maintenece on the 140 Motor G	-215.68	Street
	Check	12/20/2023	7652	PO#ST53337 Inv#P12C0476144 oil sample	-17.83	Street
Wells Fargo Financial Leasing						
	Check	12/06/2023	7615	Cont#603-0285575-000 Inv#5027148377 Nov 2023 & Inv#5027	-658.54	General
	Check	12/11/2023	7635	Cont#603-0277783-000 Inv#5027715663 PD Copier lease	-256.82	Law Enf
Western Auto NAPA						
	Check	12/06/2023	7620	PO#53330 Inv#360971Dash Valve & Adapter Housing	-119.61	Street
	Check	12/20/2023	1617	PO#W3214 Inv#363071 Grease Gun	-229.00	Water
Windstream						
	Check	12/28/2023	7665	Acct#100311812 monthly service 12/13/23 to 1/12/24	-231.16	Law enf
	Check	12/28/2023	1132	Acct#100195391 monthly service 12/13/23 to 1/12/24	-144.40	SBE
	Check	12/28/2023	1626	Acct#100195345 monthly service 12/13/23 to 1/12/24	-283.97	Water
	Check	12/28/2023	7666	Acct#100195345 monthly service 12/13/23 to 1/12/24	-283.97	General
Woodland Catalog, LLC						
	Check	12/11/2023	1125	PO#SBEC69 Inv#84458-5 inventory	-49.44	SBE
	Check	12/27/2023	1131		-145.31	SBE
WX Septic Services, LLC						
	Check	12/06/2023	1605	Project SAP 21E2338-STB Lift Station Equipment & Rehabilitati	-67,050.39	Water
Xerox Financial Services						
	Check	12/06/2023	1594	Cont#010-0139652-001 Inv#5023219 Nov 2023 lease payment	-284.51	Water
	Check	12/28/2023	7667	Cont#010-0139652-001 Inv#5023219 Dec 2023 lease payment	-284.51	Water
Yucca Fire Extinguishers, LLC						
	Check	12/20/2023	1618	PO#W3219 Inv#54538 Annual Inspection	-545.40	Water

Village of Capitan - Collective Funds
Transaction List by Vendor
December 2023

	Type	Date	Num	Memo	Amount	
	Check	12/20/2023	7657	PO#ADM725 Inv#54519 & PO#ST5346 Inv#54520 & PO#PD2	-1,324.74	Split
Zach Cook, LLC Attorney at Law						
	Check	12/06/2023	7614	Inv#563 Nov 2023 services	-2,271.94	General
Zia Natural Gas Company						
	Check	12/20/2023	1126	10/30 to 11/29 monthly Service	-44.50	SBE
	Check	12/20/2023	1615	10/30 to 11/29 monthly Service	-436.45	Water
	Check	12/20/2023	7651	10/30 to 11/29 monthly Service	-842.61	Split

Village of Capitan - Fire Dept
Transaction List by Vendor
December 2023

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Andy's Parts and Service, LLC								
Check	12/06/2023	1304	PO#FD3047 I...	10040 · Fire dept - ...	X	6850.45 · Rep...		33.70
Bob Reed Pest Control Inc								
Check	12/20/2023	1312	12/19/23 Mon...	10040 · Fire dept - ...	X	6850.45 · Rep...		26.90
Capitan Service Electric								
Check	12/11/2023	1307	PO#ADM721...	10040 · Fire dept - ...	X	6860.05 · Othe...		847.92
Check	12/11/2023	1308	Po#ADM7217...	10040 · Fire dept - ...	X	6860.05 · Othe...		974.08
Card Service Center								
Check	12/13/2023	1309	November 20...	10040 · Fire dept - ...	X	6850.20 · Misc...		33.95
KIMTEK CORPORATION								
Check	12/06/2023	1306	PO#FD3016 I...	10040 · Fire dept - ...	X	6850.17 · Equi...		9,205.00
New Mexico Municipal League								
Check	12/30/2023	CC	Waiting for re...	10040 · Fire dept - ...	X	6850.60 · Train...		110.00
Otero County Electric Co-op Inc								
Check	12/20/2023	1313	Acct#399702 ...	10040 · Fire dept - ...	X	-SPLIT-		205.81
Paul Miller								
Check	12/20/2023	1311	PO#FD3054 I...	10040 · Fire dept - ...	X	6850.20 · Misc...		125.00
Village of Capitan- Water								
Check	12/06/2023	1305	Acct#01-0070...	10040 · Fire dept - ...	X	-SPLIT-		290.97
Windstream								
Check	12/28/2023	1315	Acct#100389...	10040 · Fire dept - ...		6850.55 · Tele...		179.44
Yucca Fire Extinguishers, LLC								
Check	12/21/2023	1314	PO#FD3050 I...	10040 · Fire dept - ...		-SPLIT-		1,460.15
Zia Natural Gas Company								
Check	12/20/2023	1310	10/30 to 11/2...	10040 · Fire dept - ...	X	-SPLIT-		154.79

#6

FY 23-24

Monthly Budget Overview

Second Quarter

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Income – Page 1 of 2

GENERAL INCOME

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
11000 General Operating Fund	0001 No Department	10104 State Required Reserve	$ (85,054.25)						
11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	$ 369,102.00						
11000 General Operating Fund	0001 No Department	10103 Investments	$ 1,308,730.00						
11000 General Operating Fund	0001 No Department	41100 Franchise Tax	$ 47,037.00	$ 20,127.12	$ 1,304.04	$ 21,431.16	2.77%	45.56%	
11000 General Operating Fund	0001 No Department	41250 Gross Receipts Tax - Municipal Local Option General	$ 232,000.00	$ 123,627.32	$ 16,447.62	$ 140,074.94	7.09%	60.38%	
11000 General Operating Fund	0001 No Department	41259 CMP - Compensating Tax	$ 2,500.00	$ 1,148.71	$ 82.03	$ 1,230.74	3.28%	49.23%	
11000 General Operating Fund	0001 No Department	41260 ITG - Interstate Telecom Gross Receipts	$ 350.00	$ 202.48	$ 45.95	$ 248.43	13.13%	70.98%	
11000 General Operating Fund	0001 No Department	41500 Property Tax - Current	$ 69,129.00	$ 12,304.83	$ 22,779.94	$ 35,084.77	32.95%	50.75%	
11000 General Operating Fund	0001 No Department	41510 Property Tax - Prior Year	$ 24,012.00	$ 4,280.04	$ 583.30	$ 4,863.34	2.43%	20.25%	
11000 General Operating Fund	0001 No Department	42401 GRT Shared - Municipal Equivalent Distribution	$ 232,000.00	$ 89,904.82	$ 16,447.62	$ 106,352.44	7.09%	45.84%	
11000 General Operating Fund	0001 No Department	42600 Motor Vehicle Excise Tax	$ 3,250.00	$ 1,387.54	$ 236.06	$ 1,623.60	7.26%	49.96%	
11000 General Operating Fund	0001 No Department	43100 Animal Licenses	$ 475.00	$ 189.02	$ 17.00	$ 206.02	3.58%	43.37%	
11000 General Operating Fund	0001 No Department	43300 Building Permit	$ 275.00	$ 275.02	$ 25.00	$ 300.02	9.09%	109.10%	
11000 General Operating Fund	0001 No Department	43400 Business Licenses/Registration	$ 4,500.00	$ 675.02	$ 805.00	$ 1,480.02	17.89%	32.89%	
11000 General Operating Fund	0001 No Department	44150 Printing & Copying	$ 300.00	$ 129.44	$ 11.75	$ 141.19	3.92%	47.06%	

FY 23-24
December 2023
General Fund – Income – Page 2 of 2

11000 General Operating Fund	0001 No Department	45020 Court Fines	$ 1,200.00	$ 1,593.76	$ 221.71	$ 1,815.47	18.48%	151.29%	
11000 General Operating Fund	0001 No Department	46030 Interest Income	$ 1,500.00	$ 27,075.51	$ -	$ 27,075.51	0.00%	1805.03%	Received Interest on Investment
11000 General Operating Fund	0001 No Department	46060 Reimbursements/Refunds	$ 15,000.00	$ 15,620.75	$ 2,383.77	$ 18,004.52	15.89%	120.00%	School Resource Officer, PD Overtime, Lodger's tax advert
11000 General Operating Fund	0001 No Department	46900 Miscellaneous - Other	$ 57,000.00	$ 7,764.97		$ 7,764.97	0.00%	13.62%	Hubbardd Grant for PD/Otero Patronage Capital Refund
11000 General Operating Fund	0001 No Department	47140 Small Cities Assistance (IRD)	$ 300,000.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	0001 No Department	61200 Transfers Out	$ (40,000.00)	$ -	$ -	$ -	0.00%	0.00%	Transfer to Water
			$ 2,543,305.75	$ 306,306.35	$ 61,390.79	$ 367,697.14	2.41%	14.46%	
26000 American Rescue Plan Act	0001 No Department	10101 Unrestricted Cash	$ 156,203.00		$ -				Reported Seperally to LGBMS
28000 Cannabis Regulation Act	0001 No Department	10101 Unrestricted Cash	$ 117.00						Reported Seperally to LGBMS
28000 Cannabis Regulation Act	0001 No Department	41259 Gross Receipts Tax-Cannabis Regulation Act	$ 3,600.00	$ 867.66	$ 418.91	$ 1,286.57	11.64%	35.74%	Reported Seperally to LGBMS

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Governing Body Expenses

Governing Body Expense

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Perecenlage December 2023	Percentage YTD	NOTES
11000 General Operating Fund	1001 Governing Body	51010 Salaries - Elected Officials	$ 4,800.00	$ 2,000.00	$ 400.00	$ 2,400.00	8.33%	50.00%	
11000 General Operating Fund	1001 Governing Body	52010 FICA - Regular	$ 298.00	$ 124.00	$ 24.80	$ 148.80	8.32%	49.93%	
11000 General Operating Fund	1001 Governing Body	52011 FICA - Medicare	$ 68.00	$ 29.00	$ 5.80	$ 34.80	8.53%	51.18%	
11000 General Operating Fund	1001 Governing Body	52110 Workers' Compensation Employer's Fee	$ 40.00	$ 9.20		$ 9.20	0.00%	23.00%	
11000 General Operating Fund	1001 Governing Body	52090 Unemployment Compensation	$ 16.00	$ 6.60	$ 1.93	$ 8.53	12.06%	53.31%	
11000 General Operating Fund	1001 Governing Body	52100 Workers' Compensation Premium	$ 18.00	$ 6.20		$ 6.20	0.00%	34.44%	
11000 General Operating Fund	1001 Governing Body	53010 Travel - Elected Officials	$ 575.00	$ 214.36		$ 214.36	0.00%	37.28%	Annual NMML Conference
11000 General Operating Fund	1001 Governing Body	56020 Supplies - General Office	$ 250.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	1001 Governing Body	57050 Employee Training	$ 575.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	1001 Governing Body	57999 Other Operating Costs	$ 200.00	$ -		$ -	0.00%	0.00%	
		Total Governing Body Expense	$ 6,840.00	$ 2,389.36	$ 432.53	$ 2,821.89	6.32%	41.26%	

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Mayor Expenses

Mayor

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
11000 General Operating Fund	1007 Mayor	51010 Salaries - Elected Officials	$ 6,000.00	$ 2,538.47	$ 461.54	$ 3,000.01	7.69%	50.00%	
11000 General Operating Fund	1007 Mayor	52010 FICA - Regular	$ 372.00	$ 157.40	$ 28.61	$ 186.01	7.69%	50.00%	
11000 General Operating Fund	1007 Mayor	52011 FICA - Medicare	$ 87.00	$ 36.83	$ 6.69	$ 43.52	7.69%	50.02%	
11000 General Operating Fund	1007 Mayor	52110 Workers' Compensation Employer's Fee	$ 10.00	$ 2.30		$ 2.30	0.00%	23.00%	
11000 General Operating Fund	1007 Mayor	52090 Unemployment Compensation	$ 20.00	$ 6.92	$ 0.77	$ 7.69	3.85%	38.45%	
11000 General Operating Fund	1007 Mayor	52100 Workers' Compensation Premium	$ 488.00	$ 1.55		$ 1.55	0.00%	0.32%	
11000 General Operating Fund	1007 Mayor	53010 Travel - Elected Officials	$ 500.00	$ 266.92		$ 266.92	0.00%	53.38%	Annual NMML Conferen ce
11000 General Operating Fund	1007 Mayor	56020 Supplies - General Office	$ 300.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	1007 Mayor	57050 Employee Training	$ 500.00	$ -		$ -	0.00%	0.00%	
		Total Mayor Expenses	$ 8,277.00	$ 3,010.39	$ 497.61	$ 3,508.00	6.01%	42.38%	

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Municipal Court Expenses

Municipal Court

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
11000 General Operating Fund	1009 Municipal Court	51010 Salaries - Elected Officials	$ 4,800.00	$ 1,938.51	$ 369.24	$ 2,307.75	7.69%	48.08%	
11000 General Operating Fund	1009 Municipal Court	51020 Salaries - Full-Time Positions	$ 49,421.00	$ 21,675.06	$ 4,137.48	$ 25,812.54	8.37%	52.23%	
11000 General Operating Fund	1009 Municipal Court	52010 FICA - Regular	$ 3,362.00	$ 1,342.36	$ 255.61	$ 1,597.97	7.60%	47.53%	
11000 General Operating Fund	1009 Municipal Court	52011 FICA - Medicare	$ 787.00	$ 313.92	$ 59.79	$ 373.71	7.60%	47.49%	
11000 General Operating Fund	1009 Municipal Court	52030 Health and Medical Premiums	$ 12,487.00	$ 4,955.10	$ 991.02	$ 5,946.12	7.94%	47.62%	
11000 General Operating Fund	1009 Municipal Court	52100 Workers' Compensation Premium	$ 488.00	$ 29.93		$ 29.93	0.00%	6.13%	
11000 General Operating Fund	1009 Municipal Court	52090 Unemployment Compensation	$ 192.00	$ 9.33		$ 9.33	0.00%	4.86%	
11000 General Operating Fund	1009 Municipal Court	52110 Workers' Compensation Employer's Fee	$ 20.00	$ 4.60		$ 4.60	0.00%	23.00%	
11000 General Operating Fund	1009 Municipal Court	52999 Other Employee Benefits	$ 650.00	$ 275.00	$ 50.00	$ 325.00	7.69%	50.00%	
11000 General Operating Fund	1009 Municipal Court	53010 Travel - Elected Officials	$ 600.00	$ -	$ 227.72	$ 227.72	37.95%	37.95%	Lily Bradley
11000 General Operating Fund	1009 Municipal Court	53030 Travel - Employees	$ 1,000.00	$ 944.14		$ 944.14	0.00%	94.41%	Clerk Institute/Angela/NMMLConference/ Minerva
11000 General Operating Fund	1009 Municipal Court	56010 Software	$ 2,000.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	1009 Municipal Court	56020 Supplies - General Office	$ 1,000.00	$ 147.35		$ 147.35	0.00%	14.74%	
11000 General Operating Fund	1009 Municipal Court	56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)	$ 500.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	1009 Municipal Court	57050 Employee Training	$ 2,000.00	$ 600.00		$ 600.00	0.00%	30.00%	Municipal Clerks Cetification
11000 General Operating Fund	1009 Municipal Court	57150 Subscriptions & Dues	$ 500.00	$ 160.00		$ 160.00	0.00%	32.00%	Annual New Mexico Municipal League dues
		Total Municipal Court Expenses	$ 79,807.00	$ 32,395.30	$ 6,090.86	$ 38,486.16	7.63%	48.22%	

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – General Admin Expenses – Page 1 of 2

Department	Object Code	Approved Budget	Approved Adjustments	Adjusted Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage TYD	NOTES
2002 General Administration	51020 Salaries - Full-Time Positions	$ 76,190.00			$ 36,435.52	$ 6,022.00	$ 42,457.52	7.90%	55.73%	
2002 General Administration	51040 Salaries - Part-Time Positions	$ 3,900.00	$ 9,000.00	$ 12,900.00	$ 3,375.00	$ 1,731.00	$ 5,106.00	13.42%	39.58%	
2002 General Administration	52010 FICA - Regular	$ 4,965.00			$ 2,372.49	$ 400.35	$ 2,772.84	8.06%	55.85%	
2002 General Administration	52011 FICA - Medicare	$ 1,161.00			$ 582.76	$ 162.59	$ 745.35	14.00%	64.20%	
2002 General Administration	52030 Health and Medical Premiums	$ 19,850.00			$ 7,288.54	$ 1,281.29	$ 8,569.83	6.45%	43.17%	
2002 General Administration	52100 Workers' Compensation Premium	$ 1,953.00			$ 122.56		$ 122.56	0.00%	6.28%	
2002 General Administration	52110 Workers' Compensation Employer's Fee	$ 30.00			$ 11.50		$ 11.50	0.00%	38.33%	
2002 General Administration	52090 Unemployment Compensation	$ 268.00			$ 69.01	$ 6.26	$ 75.27	2.34%	28.09%	
2002 General Administration	52999 Other Employee Benefits	$ 1,300.00			$ 425.00	$ 50.00	$ 475.00	3.85%	36.54%	
2002 General Administration	53030 Travel - Employees	$ 200.00			$ 326.85		$ 326.85	0.00%	163.43%	Kevin Kennedy NMML Conference
2002 General Administration	54020 Maintenance & Repairs - Contracts	$ 325.00	$ 1,000.00	$ 1,325.00	$ 270.82	$ 216.85	$ 487.67	16.37%	36.81%	
2002 General Administration	54040 Maintenance & Repairs - Vehicle	$ -			$ 540.06		$ 540.06	0.00%	0.00%	
2002 General Administration	54060 Maintenance Supplies	$ 441.00			$ 26.96		$ 26.96	0.00%	6.11%	
2002 General Administration	55020 Contract - Attorney Fees	$ 30,000.00			$ 5,403.04	$ 2,271.94	$ 7,674.98	7.57%	25.58%	
2002 General Administration	55030 Contract - Professional Services	$ 15,000.00	$ 30,000.00	$ 45,000.00	$ 37,501.86	$ 6,449.00	$ 43,950.86	42.99%	97.67%	CRI/Tegnity (IT)/Payroll Service
2002 General Administration	55999 Contract - Other Services	$ 28,000.00	$ 15,000.00	$ 43,000.00	$ 33,216.52	$ 6,449.09	$ 39,665.61	23.03%	92.25%	CRI/Humane Society
2002 General Administration	56020 Supplies - General Office	$ 3,948.00	$ 2,000.00	$ 5,948.00	$ 6,336.15	$ 167.40	$ 6,503.55	4.24%	109.34%	

FY 23-24
December 2023
General Fund – General Admin Expenses – Page 2 of 2

2002 General Administration	56120 Supplies - Vehicle Fuel	$ 1,000.00			$ 18,738.31	$ 6,989.96	$ 25,728.27	699.00%	2572.83%	We are working on the Breakdown
2002 General Administration	56999 Supplies - Other	$ 500.00			$ 237.25	$ 98.70	$ 335.95	19.74%	67.19%	
2002 General Administration	57050 Employee Training	$ 200.00	$ 500.00	$ 700.00	$ 700.00	$ 150.00	$ 850.00	75.00%	425.00%	Kevin Kennedy NMML Conference
2002 General Administration	57070 Insurance - General Liability/Property	$ 56,738.00			$ 72,926.00		$ 72,926.00	0.00%	128.53%	
2002 General Administration	57080 Postage	$ 3,500.00			$ 1,500.00		$ 1,500.00	0.00%	42.86%	
2002 General Administration	57090 Printing/Publish/Adver	$ -			$ 103.84	$ 176.88	$ 280.72	0.00%	0.00%	
2002 General Administration	57150 Subscriptions & Dues	$ 8,000.00			$ 3,814.63	$ 1,441.23	$ 5,255.86	18.02%	65.70%	Qbooks/Microsoft Subscription
2002 General Administration	57160 Telecommunications	$ 5,950.00			$ 2,062.18	$ 390.73	$ 2,452.91	6.57%	41.23%	
2002 General Administration	57170 Utilities - Electricity	$ 3,020.00			$ 1,872.64	$ 244.86	$ 2,117.50	8.11%	70.12%	
2002 General Administration	57171 Utilities - Natural Gas	$ 3,125.00			$ 132.56	$ 194.01	$ 326.57	6.21%	10.45%	
2002 General Administration	57173 Utilities - Water	$ 6,500.00			$ 1,463.31	$ 96.73	$ 1,560.04	1.49%	24.00%	
2002 General Administration	58999 Other Capital Purchases	$ 10,000.00			$ -		$ -	0.00%	0.00%	
2002 General Administration	58020 Equipment & Machinery	$ 10,000.00			$ 5,325.37		$ 5,325.37	0.00%	53.25%	Vaccum Cleaner/Website Software
2002 General Administration	58060 Lease Purchase	$ 7,500.00			$ 1,727.83	$ 1,443.71	$ 3,171.54	19.25%	42.29%	
	Total General Admin Expenses	$ 303,564.00	$ 57,500.00	$ 108,873.00	$ 244,908.56	$ 36,434.58	$ 281,343.14	12.00%	92.68%	

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Finance Expenses

Finance

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
11000 General Operating Fund	2004 Finance/Budget/Accounting	51020 Salaries - Full-Time Positions	$ 49,421.00	$ 21,648.33	$ 4,073.63	$ 25,721.96	8.24%	52.05%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	52010 FICA - Regular	$ 3,064.00	$ 1,359.25	$ 255.66	$ 1,614.91	8.34%	52.71%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	52011 FICA - Medicare	$ 717.00	$ 289.97	$ 59.79	$ 349.76	8.34%	48.78%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	52100 Workers' Compensation Premium	$ 488.00	$ 28.38		$ 28.38	0.00%	5.82%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	52110 Workers' Compensation Employer's Fee	$ 10.00	$ 4.60		$ 4.60	0.00%	46.00%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	52090 Unemployment Compensation	$ 163.00	$ 6.35		$ 6.35	0.00%	3.90%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	52999 Other Employee Benefits	$ 650.00	$ 275.00	$ 50.00	$ 325.00	7.69%	50.00%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	53030 Travel - Employees	$ 500.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	55010 Contract - Audit	$ 18,500.00	$ 4,625.00		$ 4,625.00	0.00%	25.00%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	56020 Supplies - General Office	$ 1,500.00	$ 1,447.50		$ 1,447.50	0.00%	96.50%	New Computer
11000 General Operating Fund	2004 Finance/Budget/Accounting	56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)	$ 1,000.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	57050 Employee Training	$ 1,000.00	$ 50.00		$ 50.00	0.00%	5.00%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	57150 Subscriptions & Dues	$ 150.00	$ 145.00		$ 145.00	0.00%	96.67%	
11000 General Operating Fund	2004 Finance/Budget/Accounting	57999 Other Operating Costs	$ 200.00	$ -		$ -	0.00%	0.00%	
		Total Finance Expenses	$ 77,363.00	$ 29,879.38	$ 4,439.08	$ 34,318.46	5.74%	44.36%	

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Municipal Clerk Expenses

Municipal Clerk

Fund	Department	Object Code	Approved Budget	Approved Adjustments	Adjusted Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
11000 General Operating Fund	2008 Municipal Clerk	51020 Salaries - Full-Time Positions	$ 58,407.00			$ 25,981.02	$ 4,929.00	$ 30,910.02	8.44%	52.92%	
11000 General Operating Fund	2008 Municipal Clerk	52010 FICA - Regular	$ 3,621.00			$ 1,725.54	$ 327.22	$ 2,052.76	9.04%	56.69%	
11000 General Operating Fund	2008 Municipal Clerk	52011 FICA - Medicare	$ 847.00			$ 403.55	$ 76.53	$ 480.08	9.04%	56.68%	
11000 General Operating Fund	2008 Municipal Clerk	52020 Retirement	$ 3,505.00			$ 2,156.72	$ 298.74	$ 2,455.46	8.52%	70.06%	
11000 General Operating Fund	2008 Municipal Clerk	52100 Workers' Compensation Premium	$ 488.00			$ 28.38		$ 28.38	0.00%	5.82%	
11000 General Operating Fund	2008 Municipal Clerk	52110 Workers' Compensation Employer's Fee	$ 10.00			$ 4.60		$ 4.60	0.00%	46.00%	
11000 General Operating Fund	2008 Municipal Clerk	52090 Unemployment Compensation	$ 193.00			$ 6.82		$ 6.82	0.00%	3.53%	
11000 General Operating Fund	2008 Municipal Clerk	52999 Other Employee Benefits	$ 650.00			$ 275.00	$ 50.00	$ 325.00	7.69%	50.00%	
11000 General Operating Fund	2008 Municipal Clerk	53030 Travel - Employees	$ 1,500.00			$ 154.78		$ 154.78	0.00%	10.32%	
11000 General Operating Fund	2008 Municipal Clerk	56020 Supplies - General Office	$ 200.00	$ 1,500.00	$ 1,700.00	$ 1,519.94		$ 1,519.94	0.00%	89.41%	New Computer
11000 General Operating Fund	2008 Municipal Clerk	57050 Employee Training	$ 1,000.00	$ (210.00)	$ 790.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	2008 Municipal Clerk	57150 Subscriptions & Dues	$ 150.00	$ 210.00	$ 360.00	$ 100.00	$ 210.00	$ 310.00	58.33%	86.11%	NMML//New Mexico Municipal Clerk Institute
11000 General Operating Fund	2008 Municipal Clerk	57160 Telecommunications	$ 980.00			$ 317.99	$ 79.99	$ 397.98	8.16%	40.61%	
		Total Municipal Clerk	$ 71,551.00	$ 1,500.00	$ 2,850.00	$ 32,674.34	$ 5,971.48	$ 38,645.82	8.35%	54.01%	

FY 23-24
December 2023
General Fund – Law Enforcement Expenses

Object Code	Approved Budget	Approved Adjustment	Adjusted Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
51020 Salaries - Full-Time Positions	$ 189,342.00			$ 90,751.73	$ 19,161.64	$ 109,913.37	10.12%	58.05%	
52010 FICA - Regular	$ 11,564.00			$ 5,367.70	$ 1,332.32	$ 6,700.02	11.52%	57.94%	
52011 FICA - Medicare	$ 2,746.00			$ 1,255.34	$ 311.59	$ 1,566.93	11.35%	57.06%	
52020 Retirement	$ 21,906.00			$ 8,501.25	$ 1,148.03	$ 9,649.28	5.24%	44.05%	
52030 Health and Medical Premiums	$ 46,386.00			$ 15,558.93	$ 3,803.32	$ 19,362.25	8.20%	41.74%	
52090 Unemployment Compensation	$ 669.00			$ -		$ -	0.00%	0.00%	
52100 Workers' Compensation Premium	$ 2,600.00			$ 1,323.75		$ 1,323.75	0.00%	50.91%	
52110 Workers' Compensation Employer's Fee	$ 40.00			$ 11.50		$ 11.50	0.00%	28.75%	
52999 Other Employee Benefits	$ 3,200.00			$ 1,023.29	$ 175.00	$ 1,198.29	5.47%	37.45%	
53030 Travel - Employees	$ 1,000.00	$ 1,000.00	$ 2,000.00	$ 954.32		$ 954.32	0.00%	47.72%	Randy & Sam Training
54010 Maintenance & Repairs - Building/Structure	$ 1,500.00			$ 134.50	$ 208.35	$ 342.85	13.89%	22.86%	
54040 Maintenance & Repairs - Vehicles	$ 2,500.00			$ 1,152.22	$ 1,087.76	$ 2,239.98	43.51%	89.60%	
56020 Supplies - General Office	$ 3,000.00			$ 754.70	$ 189.41	$ 944.11	6.31%	31.47%	
56090 Supplies - Safety	$ 1,500.00			$ -	$ 974.12	$ 974.12	64.94%	64.94%	
56120 Supplies - Vehicle Fuel	$ 10,000.00			$ 2,143.27	$ 28.50	$ 2,171.77	0.29%	21.72%	
56122 Supplies - Vehicle Tires	$ 3,000.00			$ -		$ -	0.00%	0.00%	
57050 Employee Training	$ 500.00	$ 1,500.00	$ 2,000.00	$ 1,512.07		$ 1,512.07	0.00%	75.60%	Sam/Property & Evidence/Chief's Conference
57150 Subscriptions & Dues	$ 500.00			$ 125.00		$ 125.00	0.00%	25.00%	
57160 Telecommunications	$ 7,300.00			$ 2,408.49	$ 659.81	$ 3,068.30	9.04%	42.03%	
57170 Utilities - Electricity	$ 1,750.00			$ 937.33	$ 107.54	$ 1,044.87	6.15%	59.71%	
57171 Utilities - Natural Gas	$ 1,000.00			$ 225.90	$ 73.27	$ 299.17	7.33%	29.92%	
57173 Utilities - Water	$ 1,200.00			$ 666.93	$ 132.79	$ 799.72	11.07%	66.64%	
57999 Other Operating Costs	$ 2,500.00			$ 668.13	$ 847.94	$ 1,516.07	33.92%	60.64%	
58060 Lease Purchase	$ 2,970.00			$ 1,284.40	$ 256.82	$ 1,541.22	8.65%	51.89%	
Total Law Enforcement	$ 318,673.00	$ 2,500.00	$ 4,000.00	$ 136,760.75	$ 30,498.21	$ 167,258.96	9.57%	52.49%	

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Animal Control Expenses

Animal Control

FY23-24 December and Second Quarter Year to date

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
11000 General Operating Fund	3004 Animal Control	51020 Salaries - Full-Time Positions	$ 39,686.00	$ 16,847.64	$ 3,281.60	$ 20,129.24	8.27%	50.72%	
11000 General Operating Fund	3004 Animal Control	52010 FICA - Regular	$ 2,461.00	$ 1,048.47	$ 204.17	$ 1,252.64	8.30%	50.90%	
11000 General Operating Fund	3004 Animal Control	52011 FICA - Medicare	$ 575.00	$ 245.21	$ 47.75	$ 292.96	8.30%	50.95%	
11000 General Operating Fund	3004 Animal Control	52110 Workers' Compensation Employer's Fee	$ 10.00	$ 2.30		$ 2.30	0.00%	23.00%	
11000 General Operating Fund	3004 Animal Control	52090 Unemployment Compensation	$ 173.00	$ 51.24	$ 5.20	$ 56.44	3.01%	32.62%	
11000 General Operating Fund	3004 Animal Control	52999 Other Employee Benefits	$ 850.00	$ 275.00	$ 50.00	$ 325.00	5.88%	38.24%	
11000 General Operating Fund	3004 Animal Control	53030 Travel - Employees	$ 600.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	3004 Animal Control	54040 Maintenance & Repairs - Vehicles	$ 3,000.00	$ 1,045.40		$ 1,045.40	0.00%	34.85%	New tires
11000 General Operating Fund	3004 Animal Control	56090 Supplies - Safety	$ 2,000.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	3004 Animal Control	56120 Supplies - Vehicle Fuel	$ 2,700.00	$ 388.00		$ 388.00	0.00%	14.37%	
11000 General Operating Fund	3004 Animal Control	57050 Employee Training	$ 1,000.00	$ -		$ -	0.00%	0.00%	
11000 General Operating Fund	3004 Animal Control	57160 Telecommunications	$ 900.00	$ 331.44	$ 64.41	$ 395.85	7.16%	43.98%	
		Total Animal Control Expenses	$ 53,955.00	$ 20,234.70	$ 3,653.13	$ 23,887.83	6.77%	44.27%	

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Parks & Rec Expenses

Department	Object Code	Approved Budget	Approved Adjustments	Adjusted Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
4003 Parks & Recreation	51020 Salaries - Full-Time Positions	$ 67,475.00			$ 39,652.07	$ 8,698.81	$ 48,350.88	12.89%	71.66%	Michael added on
4003 Parks & Recreation	52010 FICA - Regular	$ 4,183.00			$ 2,387.80	$ 535.46	$ 2,923.26	12.80%	69.88%	
4003 Parks & Recreation	52011 FICA - Medicare	$ 978.00			$ 558.42	$ 125.24	$ 683.66	12.81%	69.90%	
4003 Parks & Recreation	52030 Health and Medical Premiums	$ 6,960.00			$ 6,257.06	$ 1,187.86	$ 7,444.92	17.07%	106.97%	
4003 Parks & Recreation	52100 Workers' Compensation Premium	$ 975.00			$ 474.00		$ 474.00	0.00%	48.62%	
4003 Parks & Recreation	52110 Workers' Compensation Employer's Fee	$ 20.00			$ 6.90		$ 6.90	0.00%	34.50%	
4003 Parks & Recreation	52090 Unemployment Compensation	$ 231.00			$ 66.69	$ 17.64	$ 84.33	7.64%	36.51%	
4003 Parks & Recreation	52999 Other Employee Benefits	$ 400.00			$ 200.00		$ 200.00	0.00%	50.00%	Boots
4003 Parks & Recreation	54040 Maintenance & Repairs - Vehicles	$ 500.00			$ 258.97		$ 258.97	0.00%	51.79%	
4003 Parks & Recreation	56050 Supplies - Janitorial/Maintenance	$ 5,000.00	$ 2,000.00	$ 7,000.00	$ 3,684.12	$ 63.54	$ 3,747.66	1.27%	53.54%	
4003 Parks & Recreation	56110 Supplies - Uniforms/Linen	$ 1,900.00			$ 1,356.10	$ 407.18	$ 1,763.28	21.43%	92.80%	Michael added on
4003 Parks & Recreation	56120 Supplies - Vehicle Fuel	$ 4,000.00			$ 973.74		$ 973.74	0.00%	24.34%	
4003 Parks & Recreation	56122 Supplies - Vehicle Tires	$ 1,200.00			$ 1,047.48		$ 1,047.48	0.00%	87.29%	
4003 Parks & Recreation	57160 Telecommunications	$ 1,341.00			$ 298.76	$ 62.70	$ 361.46	4.68%	26.95%	
4003 Parks & Recreation	57170 Utilities - Electricity	$ 1,100.00			$ 164.59	$ 32.91	$ 197.50	2.99%	17.95%	
4003 Parks & Recreation	57173 Utilities - Water	$ 1,150.00			$ 965.55	$ 135.18	$ 1,100.73	11.75%	95.72%	
4003 Parks & Recreation	57999 Other Operating Costs	$ 1,000.00	$ 1,000.00	$ 2,000.00	$ -	$ 1,835.23	$ 1,835.23	91.76%	91.76%	Fuel Tank Electrical/Train Depot
4003 Parks & Recreation	58020 Equipment & Machinery	$ 800.00	$ 1,500.00	$ 2,300.00	$ 1,833.00	$ 847.94	$ 2,680.94	105.99%	116.56%	Weedeater & Auger Rental//fuel pump electrical
	Total Parks & Rec Expenses	$ 99,213.00	$ 4,500.00	$ 11,300.00	$ 60,185.25	$ 13,949.69	$ 74,134.94	14.06%	74.72%	

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Senior Center Expenses

Senior Center

Fund	Department	Object Code	Approved Budget	YTD Tiotal	Dec-23	YTD Tiotal	Percentage December 2023	Percentage YTD	NOTES
11000 General Operating Fund	4008 Senior Centers/Programs	57173 Ulilities - Water	$ 693.00	$ 305.10	$ 61.02	$ 366.12	8.81%	52.83%	
11000 General Operating Fund	4008 Senior Centers/Programs	57999 Other Operating Costs	$ 715.00	$ 512.99	$ 104.41	$ 617.40	14.60%	86.35%	Locks & Dumpster
		Total Senior Center Expenses	$ 1,408.00	$ 818.09	$ 165.43	$ 983.52	11.75%	69.85%	

FY 23-24
December 2023 and Second Quarter Year to Date
Corrections Fund – Income & Expenses

CORRECTIONS

FY 23/24 December 2023 and Second Quarter Year to Date

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
20100 Corrections	0001 No Department	10101 Unrestricted Cash	$ 27,651.50						
20100 Corrections	0001 No Department	45010 Correction Fees	$ 800.00	$ 480.01	$ 200.00	$ 680.01	25.00%	85.00%	
20100 Corrections	0001 No Department	46900 Miscellaneous - Other (Automation fee & Judicial fee)	$ 500.00	$ 216.00	$ 90.00	$ 306.00	18.00%	61.20%	
		Reimb for Software	$ 1,590.00	$ -		$ -	0.00%	0.00%	
		TOTAL REVENUES	$ 30,541.50	$ 696.01	$ 290.00	$ 986.01	0.95%	3.23%	
20100 Corrections	2002 General Administration	58020 Equipment & Machinery	$ 1,590.00	$ -	$ -	$ -	0.00%		
		Other Operating Costs (Automation fee & Judicial fee)	$ 500.00	$ 252.00	$ 171.00	$ 423.00	34.20%	84.60%	
		TOTAL EXPENSES	$ 2,090.00	$ 252.00	$ 171.00	$ 423.00	8.18%	20.24%	
		NET INCOME	$ 28,451.50	$ 444.01	$ 119.00	$ 563.01			

FY 23-24
December 2023 and Second Quarter Year to Date
Fire Protection Fund – Income & Expenses

Department	Object Code	Approved Budget	Approved Adjustments	Adjusted Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	
2002 General Administration	52080 Other Insurance Premiums	$ 10,000.00	$ (2,142.00)	$ 7,858.00	$ 7,858.00		$ 7,858.00	0.00%	78.58%	
2002 General Administration	56020 Supplies - General Office	$ 600.00			$ -	$ 33.95	$ 33.95	5.66%	5.66%	
2002 General Administration	57160 Telecommunications	$ 2,475.00			$ 941.26	$ 179.44	$ 1,120.70	7.25%	45.28%	
2002 General Administration	57170 Utilities - Electricity	$ 3,300.00			$ 1,328.14	$ 205.81	$ 1,533.95	6.24%	46.48%	
2002 General Administration	57171 Utilities - Natural Gas	$ 1,625.00			$ 198.70	$ 154.79	$ 353.49	9.53%	21.75%	
2002 General Administration	57173 Utilities - Water	$ 1,600.00			$ 1,454.85	$ 290.97	$ 1,745.82	18.19%	109.11%	Water Billing Doubled
3002 Fire Protection	54040 Maintenance & Repairs - Vehicles	$ 25,000.00			$ 7,768.86	$ 1,679.70	$ 9,448.56	6.72%	37.79%	Repairs & Oil Changes
3002 Fire Protection	56030 Supplies - Field Supplies	$ 26,000.00			$ 10,461.42	$ 1,822.00	$ 12,283.42	7.01%	47.24%	Safety Prevention Posters
3002 Fire Protection	56090 Supplies - Safety	$ 14,000.00			$ 6,480.65		$ 6,480.65	0.00%	46.29%	Safety Equipment
3002 Fire Protection	56100 Supplies - Training	$ 2,323.00			$ 1,523.49	$ 110.00	$ 1,633.49	4.74%	70.32%	
3002 Fire Protection	56110 Supplies - Uniforms/Linen	$ 650.00			$ -		$ -	0.00%	0.00%	
3002 Fire Protection	56120 Supplies - Vehicle Fuel	$ 3,750.00			$ 965.43		$ 965.43	0.00%	25.74%	
3002 Fire Protection	56999 Supplies - Other	$ 1,000.00			$ 800.00		$ 800.00	0.00%	80.00%	Expense for Stuff a Truck/Money Donated
3002 Fire Protection	57150 Subscriptions & Dues	$ 1,025.00			$ 520.21		$ 520.21	0.00%	50.75%	
3002 Fire Protection	58020 Equipment & Machinery	$ 26,500.00	$ 13,979.42	$ 40,479.42	$ 32,590.26	$ 9,205.00	$ 41,795.26	34.74%	157.72%	2023 Defender CanAm & Trailer/High Pressure Pump
3002 Fire Protection	57999 Other Operating Costs	$ 1,100.00			$ 177.25	$ 873.87	$ 1,051.12	79.44%	95.56%	
		$ 120,948.00	$ 11,837.42	$ 48,337.42	$ 73,068.52	$ 14,555.53	$ 87,624.05	12.03%	72.45%	

FY 23-24
December 2023 and Second Quarter Year to Date
Law Enforcement Protection Fund (LEPF) – Income & Expenses

FY23-24 December 2023 and Second Quarter Year to Date

Law Enforcement Protection Fund

Income

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	Notes
21100 Law Enforcement Protection	0001 No Department	10101 Unrestricted Cash	$ 39,172.00						
21100 Law Enforcement Protection	0001 No Department	47110 State - Law Enforcement Protection (DFA)	$ 102,500.00	$ 102,500.00	$ -	$ 102,500.00	0.00%	100.00%	
			$ 141,672.00	$ 102,500.00	$ -	$ 102,500.00	0.00%	72.35%	

Expenses

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD
21100 Law Enforcement Protection	2002 General Administration	57999 Other Operating Costs	$ 141,672.00	$ 22,801.06	$ 14,634.97	$ 37,436.03	10.33%	26.42%
			$ 141,672.00	$ 22,801.06	$ 14,634.97	$ 37,436.03	10.33%	26.42%

FY 23-24
December 2023 and Second Quarter Year to Date
Law Enforcement Recruitment & Retention – Income & Expenses

LAW ENFORCEMENT RECRUIT FY 23/24 December	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD
LAW ENFORCEMENT RECRUITMENT								
21200 Law Enforce Recruitment	0001 No Department	47120 State Law Enforcement Appropriation	$ 37,500.00	$ 37,500.00	$ -	$ 37,500.00	100.00%	100.00%
		TOTAL REVENUE	$ 37,500.00	$ 37,500.00	$ -	$ 37,500.00		100.00%
21200 Law Enfoce Recruitment	3001 Law Enforcement	51020 Salaries - Full Tome Position	$ 26,166.00	$ 23,157.39	$ 2,062.80	$ 25,220.19	7.88%	96.39%
21200 Law Enfoce Recruitment	3001 Law Enforcement	52010 Fica - Regular	$ 1,622.00	$ 1,349.83		$ 1,349.83	0.00%	83.22%
21200 Law Enfoce Recruitment	3001 Law Enforcement	52011 Fica - Medicare	$ 380.00	$ 315.69		$ 315.69	0.00%	83.08%
21200 Law Enfoce Recruitment	3001 Law Enforcement	52090 Unemployment Compensation	$ -	$ 316.22		$ 316.22		
21200 Law Enfoce Recruitment	3001 Law Enforcement	52020 Retirement	$ 4,357.00	$ 4,012.06	$ 335.14	$ 4,347.20	7.69%	99.78%
21200 Law Enfoce Recruitment	3001 Law Enforcement	52030 Health & Medical Premiums	$ 4,975.00	$ 5,103.36	$ 567.04	$ 5,670.40	11.40%	113.98%
21200 Law Enfoce Recruitment	3001 Law Enforcement	52100 Worker's Comp Employers Fee	$ -	$ 2.30		$ 2.30		
21200 Law Enfoce Recruitment	3001 Law Enforcement	52999 Other Employee Benefits	$ -	$ 250.00	$ 25.00	$ 275.00		
		TOTAL EXPENSES	$ 37,500.00	$ 34,506.85	$ 2,989.98	$ 37,496.83	7.97%	99.99%

The Balance of Officer Phillip Wall's Salary will be coming from Law Enforcement

FY 23-24
December 2023 and Second Quarter Year to Date
Lodger's Tax Fund – Income & Expenses

FY 23-24 December 2023 and Second Quarter Year to Date

LODGER'S TAX FUND	Department	Object Code	Original Budget	YTD Total	Dec-23	YTD Total	Percentage YTD	
21400 Lodgers' Tax	0001 No Department	10101 Unrestricted Cash	$19,450.17				0.00%	
21400 Lodgers' Tax	0001 No Department	41300 Lodgers' Tax	$6,000.00	$ 3,071.22	$ 426.98	$ 3,498.20	58.30%	
		Total Lodger's Tax Income	$25,450.17	$ 3,071.22	$ 426.98	$3,498.20	13.75%	
21400 Lodgers' Tax	2002 General Administration	57090 Printing/Publishing/Advertising	$12,000.00	$ 9,087.31		$ 9,087.31	75.73%	VOC & Smokey Bear Stamped e
		Total Lodger's Tax Expenses	$12,000.00	$ 9,087.31	$ -	$ 9,087.31	75.73%	

FY 23-24
December 2023 and Second Quarter Year to Date
Municipal Street Fund - Income

Income

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
21600 Municipal Street	0001 No Department	10101 Unrestricted Cash	$7,916.00						
21600 Municipal Street	0001 No Department	41251 Gross Receipts Tax - Municipal Infrastructure	$266,667.00	$125,918.26	$19,275.24	$145,193.50	7.23%	54.45%	
21600 Municipal Street	0001 No Department	42300 Gas Tax for General Purposes	$18,000.00	$6,166.35	$ 1,414.09	$7,580.44	7.86%	42.11%	
21600 Municipal Street	0001 No Department	44990 Other Charges for Services	$5,500.00	$2,774.60		$2,774.60	0.00%	50.45%	Culvert /refund
		Total Municipal Street Income	$298,083.00	$134,859.21	$20,689.33	$155,548.54	6.94%	52.18%	

FY 23-24
December 2023 and Second Quarter Year to Date
Municipal Street Fund - Expenses

Expenses

Fund	Department	Object Code	Approved Budget	Approved Adjustment	Adjusted Budget	YTD Total	Dec 2023	YTD Total	Percentage December 2023	Percentage YTD	NOTES
21600 Municipal Street	2002 General Administration	51020 Salaries - Full-Time Positions	$156,999.00			$ 67,915.31	$ 13,009.24	$80,924.55	8.29%	51.54%	
21600 Municipal Street	2002 General Administration	52010 FICA - Regular	$9,350.00			$ 4,143.26	$ 796.89	$4,940.15	8.52%	52.84%	
21600 Municipal Street	2002 General Administration	52011 FICA - Medicare	$2,277.00			$ 968.99	$ 186.38	$1,155.37	8.19%	50.74%	
21600 Municipal Street	2002 General Administration	52020 Retirement	$4,286.00			$ 2,492.69	$ 342.02	$2,834.71	7.98%	66.14%	
21600 Municipal Street	2002 General Administration	52030 Health and Medical Premiums	$30,541.00			$ 12,119.30	$ 2,423.86	$14,543.16	7.94%	47.62%	
21600 Municipal Street	2002 General Administration	52090 Unemployment Compensation	$550.00			$ 40.03	$ 3.39	$43.42	0.62%	7.89%	
21600 Municipal Street	2002 General Administration	52100 Workers' Compensation Premium	$4,600.00			$ 2,328.50		$2,328.50	0.00%	50.62%	
21600 Municipal Street	2002 General Administration	52110 Workers' Compensation Employer's Fee	$30.00			$ 6.90		$6.90	0.00%	23.00%	
21600 Municipal Street	2002 General Administration	52999 Other Employee Benefits	$600.00			$ 200.00		$200.00	0.00%	33.33%	Book
21600 Municipal Street	2002 General Administration	53030 Travel - Employees	$300.00			$ -	$ 194.22	$194.22	64.74%	64.74%	
21600 Municipal Street	2002 General Administration	54010 Maintenance & Repairs - Building/Structure	$2,500.00			$ -		$0.00	0.00%	0.00%	
21600 Municipal Street	2002 General Administration	54040 Maintenance & Repairs - Vehicles	$2,000.00	$2,000.00	$4,000.00	$ 2,265.94		$2,265.94	0.00%	56.65%	
21600 Municipal Street	2002 General Administration	55030 Contract - Professional Services	$10,000.00			$ 956.71	$ 3,151.14	$4,107.85	31.51%	41.08%	DEC - Anna Dr
21600 Municipal Street	2002 General Administration	56020 Supplies - General Office	$500.00			$ 466.34	$ 74.21	$540.55	14.84%	108.11%	
21600 Municipal Street	5002 Municipal Streets	56030 Supplies - Field Supplies	$17,505.00			$ 15,291.33	$ 2,123.03	$17,414.36	12.13%	99.48%	
21600 Municipal Street	5002 Municipal Streets	56110 Supplies - Uniforms/Linen	$885.00			$ 1,427.83	$ 457.53	$1,885.36	51.70%	213.04%	
21600 Municipal Street	2002 General Administration	56120 Supplies - Vehicle Fuel	$7,500.00			$ 1,466.16	$ 30.00	$1,496.16	0.40%	19.95%	
21600 Municipal Street	2002 General Administration	56121 Supplies - Vehicle Lubricants/Anti-Freeze	$3,000.00			$ 90.27		$90.27	0.00%	3.01%	
21600 Municipal Street	2002 General Administration	56122 Supplies - Vehicle Tires	$5,000.00			$ 2,752.18	$ 110.91	$2,863.09	2.22%	57.26%	
21600 Municipal Street	2002 General Administration	57050 Employee Training	$500.00			$ -		$0.00	0.00%	0.00%	
21600 Municipal Street	2002 General Administration	57070 Insurance - General Liability/Property	$2,000.00			$ 924.00		$924.00	0.00%	46.20%	
21600 Municipal Street	2002 General Administration	57150 Subscriptions & Dues	$250.00			$ 195.19		$195.19	0.00%	78.08%	
21600 Municipal Street	2002 General Administration	57160 Telecommunications	$220.00	$1,000.00	$1,220.00	$ 858.17	$ 181.98	$1,040.15	14.92%	85.26%	
21600 Municipal Street	2002 General Administration	57170 Utilities - Electricity	$5,372.00			$ 4,149.67	$ 884.58	$5,034.25	15.79%	93.71%	
21600 Municipal Street	2002 General Administration	57171 Utilities - Natural Gas	$2,678.00			$ 197.69	$ 575.33	$773.02	0.92%	28.87%	
21600 Municipal Street	2002 General Administration	57173 Utilities - Water	$224.00	$400.00	$624.00	$ 183.05	$ 36.61	$219.66	5.87%	35.20%	
21600 Municipal Street	2002 General Administration	58020 Equipment & Machinery	$7,999.00			$ -	$ 847.94	$847.94	0.00%	10.60%	
21600 Municipal Street	2002 General Administration	58060 Lease Purchase	$20,000.00			$ 13,843.81	$ 2,633.97	$16,477.78	14.82%	82.39%	
		Total Street Dept Expenses	$297,666.00	$3,400.00	$5,844.00	$ 135,283.32	$ 28,063.23	$163,346.55	8.54%	54.88%	

FY 23-24
December 2023 and Second Quarter Year to Date
General Fund – Capital Projects Expenses

FY23-24 December 2023 and Second Quarter Year to Date Capital Projects		1st QT	1st Qt	Oct-23	Oct-23	Nov-23	Nov-23	Dec-23	Dec-23	Notes
Project Funds are reimbursed by the State on a Draw Method										
Street Projects		Income	Expense	Income	Expense	Income	Expense	Income	Expense	
HW2L200621 Long Road									$6,300.00	
HW2L200594 Mount Terrace						$ 115,830.00				
L200568 Anna Dr			$ 3,525.27		$ 290.42		$ 774.90			
LP200396 Tiger Drive			$ 5,418.06							
	Total Street Projects		$ 8,943.33		$ 290.42	$ 115,830.00	$ 774.90	$ -	$6,300.00	
Water Projects		Income	Expense	Income	Expense	Income	Expense	Income	Expense	
LGPF PG-6176 - Water System Asset Mngmt		$ 2,689.07							$ 1,076.00	
19-D2476 - Water line Replacement		$ 37,330.52								FY23 Draw
19-D2477 - Water line Replacement		$ 96,819.67								FY23 Draw
SAP21-E2338 Lift Station									$ 67,050.39	
20-E2136 Lift Station		$ 7,519.09	$ 3,793.98						$ 2,433.67	
	Total Water Projects	$ 141,669.28	$ 3,793.98	$ -	$ -	$ -	$ -			
Train Depot								Income	Expense	
20-E2601									$ 3,324.47	Had funds from previous year
	Total Train Depot							$ -	$ 3,324.47	

FY 23-24
December 2023 and Second Quarter Year to Date
Water Enterprise - Income

Income

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage November 2023	Perecentage YTD	NOTES
50100 Water Enterprise	0001 No Department	10101 Unrestricted Cash	$ 80,754.00						
50100 Water Enterprise	0001 No Department	10103 Investments	$ 109,272.00						
50100 Water Enterprise	0001 No Department	61100 Transfers In	$ 40,000.00						from General Fund
50100 Water Enterprise	0001 No Department	41251 Gross Receipts Tax - Municipal Infrastructure	$ 12,800.00	$ 31,479.57	$ 4,818.81	$ 36,298.38	37.65%	283.58%	
50100 Water Enterprise	0001 No Department	44010 Administrative Fees	$ 1,568.00	$ 1,040.66	$ 200.00	$ 1,240.66	12.76%	79.12%	
50100 Water Enterprise	0001 No Department	44240 Utility Connection Fees	$ 4,000.00	$ 2,067.70	$ 479.86	$ 2,547.56	12.00%	63.69%	
50100 Water Enterprise	0001 No Department	44280 Enterprise Fund Revenue	$ 601,000.00	$ 262,345.25	$ 39,374.81	$ 301,720.06	6.55%	50.20%	
50100 Water Enterprise	0001 No Department	44990 Other Charges for Services	$ 2,000.00	$ 32,205.90	$ 2,251.42	$ 34,457.32	112.57%	1722.87%	Blattner Energy/Wetlands Gale
		Total Water Enterprise Income	$ 851,394.00	$ 329,139.08	$ 47,124.90	$ 376,263.98	5.54%	44.19%	

FY 23-24
December 2023 and Second Quarter Year to Date
Water Enterprise – Expenses – Page 1 of 2

Department	Object Code	Approved Budget	Approved Adjustment	Adjusted Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
2002 General Administration	51020 Salaries - Full-Time Positions	$ 199,181.00			$ 99,973.00	$ 18,510.02	$ 118,483.02	9.29%	59.49%	
2002 General Administration	52010 FICA - Regular	$ 11,578.00			$ 5,952.60	$ 1,117.71	$ 7,070.31	9.65%	61.07%	
2002 General Administration	52011 FICA - Medicare	$ 2,888.00			$ 1,392.92	$ 261.41	$ 1,654.33	9.05%	57.28%	
2002 General Administration	52020 Retirement	$ 4,683.00			$ 4,462.68	$ 591.16	$ 5,053.84	12.62%	107.92%	
2002 General Administration	52030 Health and Medical Premiums	$ 34,905.00			$ 13,851.10	$ 2,770.22	$ 16,621.32	7.94%	47.62%	
2002 General Administration	52100 Workers' Compensation Premium	$ 2,600.00			$ 1,329.50		$ 1,329.50	0.00%	51.13%	
2002 General Administration	52110 Workers' Compensation Employer's Fee	$ 40.00			$ 9.20		$ 9.20	0.00%	23.00%	
2002 General Administration	52090 Unemployment Compensation	$ 1,993.00			$ 50.10	$ 4.99	$ 55.09	0.25%	2.76%	
2002 General Administration	52999 Other Employee Benefits	$ 1,250.00			$ 475.00	$ 250.00	$ 725.00	20.00%	58.00%	Boots
2002 General Administration	53030 Travel - Employees	$ 1,500.00			$ -		$ -	0.00%	0.00%	
2002 General Administration	54010 Maintenance & Repairs - Building/Structure	$ 525.00			$ 336.50		$ 336.50	0.00%	64.10%	
2002 General Administration	54040 Maintenance & Repairs - Vehicles	$ 3,500.00			$ 2,900.60		$ 2,900.60	0.00%	82.87%	Justins vehicle is breaking down
2002 General Administration	54050 Maintenance & Repair - Furniture/Fixtures/Equipment	$ 26,244.00			$ 7,016.47	$ 4,014.95	$ 11,031.42	15.30%	42.03%	Bulk Water Station/Repair POD and repair trucks
2002 General Administration	55020 Contract - Attorney Fees	$ 20,000.00			$ 259.65		$ 259.65	0.00%	1.30%	
2002 General Administration	55030 Contract - Professional Services	$ 50,000.00			$ 28,993.20	$ 3,547.70	$ 32,540.90	7.10%	65.08%	
2002 General Administration	55999 Contract - Other Services	$ 15,000.00			$ 5,710.07		$ 5,710.07	0.00%	38.07%	Wetlands Gate
2002 General Administration	56010 Software	$ 2,500.00			$ 1,344.31		$ 1,344.31	0.00%	53.77%	
2002 General Administration	56020 Supplies - General Office	$ 1,000.00	$ 1,000.00	$ 2,000.00	$ 1,251.41	$ 118.93	$ 1,370.34	5.95%	68.52%	

FY 23-24
December 2023 and Second Quarter Year to Date
Water Enterprise – Expenses – Page 2 of 2

2002 General Administration	56120 Supplies - Vehicle Fuel	$ 14,000.00			$ 1,952.57		$ 1,952.57	0.00%	13.95%	
2002 General Administration	56121 Supplies - Vehicle Lubricants/Anti-Freeze	$ 1,000.00			$ -		$ -	0.00%	0.00%	
2002 General Administration	56122 Supplies - Vehicle Tires	$ 2,500.00			$ 2,087.15		$ 2,087.15	0.00%	83.49%	
2002 General Administration	56999 Supplies - Other	$ 1,600.00			$ -	$ 405.44	$ 405.44	25.34%	25.34%	
2002 General Administration	57050 Employee Training	$ 1,500.00			$ 510.00		$ 510.00	0.00%	34.00%	
2002 General Administration	57070 Insurance - General Liability/Property	$ 11,085.00			$ 1,190.00		$ 1,190.00	0.00%	10.74%	
2002 General Administration	57080 Postage	$ 3,500.00			$ 1,500.00		$ 1,500.00	0.00%	42.86%	
2002 General Administration	57090 Printing/Publishing/Advertising	$ 1,000.00			$ -		$ -	0.00%	0.00%	
2002 General Administration	57150 Subscriptions & Dues	$ 6,000.00			$ 2,625.87	$ 75.44	$ 2,701.31	1.26%	45.02%	
2002 General Administration	57160 Telecommunications	$ 6,000.00			$ 2,769.01	$ 493.40	$ 3,262.41	8.22%	54.37%	
2002 General Administration	57170 Utilities - Electricity	$ 85,000.00			$ 34,553.15	$ 5,419.63	$ 39,972.78	6.38%	47.03%	
2002 General Administration	57171 Utilities - Natural Gas	$ 3,800.00			$ 491.27	$ 436.45	$ 927.72	11.49%	24.41%	
2002 General Administration	57173 Utilities - Water	$ 1,200.00	$ 1,200.00	$ 2,400.00	$ 846.87	$ 169.40	$ 1,016.27	7.06%	42.34%	
2002 General Administration	57999 Other Operating Costs	$ 25,000.00			$ 13,853.02	$ 3,582.55	$ 17,435.57	14.33%	69.74%	GRT's
6003 Water Utility/Authority	56030 Supplies - Field Supplies	$ 50,000.00			$ 28,258.81	$ 2,592.49	$ 30,851.30	5.18%	61.70%	
6003 Water Utility/Authority	56050 Supplies - Janitorial/Maintenance	$ 100.00			$ 45.00		$ 45.00	0.00%	45.00%	
6003 Water Utility/Authority	56090 Supplies - Safety	$ 500.00			$ 207.66		$ 207.66	0.00%	41.53%	
6003 Water Utility/Authority	56110 Supplies - Uniforms/Linen	$ 3,375.00			$ 1,538.25	$ 248.99	$ 1,787.24	7.38%	52.96%	
6003 Water Utility/Authority	58060 Lease Purchase	$ 4,200.00			$ 1,308.08	$ 725.16	$ 2,033.24	17.27%	48.41%	
6003 Water Utility/Authority	59010 Debt Service - Principal Payments	$ 6,925.00			$ -		$ -	0.00%	0.00%	
6003 Water Utility/Authority	59020 Debt Service - Interest Payments	$ 20.00			$ -		$ -	0.00%	0.00%	
2002 General Administration	58020 Equipment & Machinery	$ 61,000.00			$ 82,267.80		$ 82,267.80	0.00%	134.87%	Wetlands Gate & New Vehicle
2002 General Administration	51050 Salaries - Temporary Positions	$ 38,000.00			$ -		$ -	0.00%	0.00%	
	Total Water Enterprise Expenses	$ 706,692.00	$ 2,200.00	$ 4,400.00	$ 351,312.82	$ 45,336.04	$ 396,648.86	6.42%	56.13%	

FY 23-24
December 2023 and Second Quarter Year to Date
Solid Waste Fund – Income & Expenses

FY23-24

Solid Waste

Income

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	Notes
50200 Solid Waste Enterprise	0001 No Department	10101 Unrestricted Cash	$ 47,187.00						
50200 Solid Waste Enterprise	0001 No Department	44280 Enterprise Fund Revenue	$ 232,218.00	$ 106,841.20	$ 19,666.84	$ 126,508.04	8.47%	54.48%	
		Total Solid Waste Income	$ 279,405.00	$ 106,841.20	$ 19,666.84	$ 126,508.04	7.04%	45.28%	

Expenses

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	Notes
50200 Solid Waste Enterprise	2002 General Administration	55030 Contract - Professional Services	$ 221,160.00	$ 98,516.26	$ 18,650.74	$ 117,167.00	8.43%	52.98%	JPA
50200 Solid Waste Enterprise	2002 General Administration	55999 Contract - Other Services	$ 2,400.00	$ 1,370.91	$ -	$ 1,370.91	0.00%	57.12%	ROLL OFFs
50200 Solid Waste Enterprise	2002 General Administration	57999 Other Operating Costs	$ 11,058.00	$ 4,823.03	$ 946.66	$ 5,769.69	8.56%	52.18%	GRT's
		Total Solid Waste Expenses	$ 234,618.00	$ 104,710.20	$ 19,597.40	$ 124,307.60	8.35%	52.98%	

FY 23-24
December 2023 and Second Quarter Year to Date
Wastewater/Sewer Fund - Expenses

Wastewater/Sewer Fund

Expenses

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	NOTES
50300 Wastewater/Sewer Enterprise	2002 General Administration	51060 Salaries	$50,000.00					0.00%	
50300 Wastewater/Sewer Enterprise	2002 General Administration	54060 Maintenance Supplies	$17,500.00	$ 1,275.10	$ 3,339.97	$4,615.07	19.09%	26.37%	
50300 Wastewater/Sewer Enterprise	2002 General Administration	55030 Contract - Professional Services	$190,000.00	$ 2,990.00		$2,990.00	0.00%	1.57%	
50300 Wastewater/Sewer Enterprise	2002 General Administration	57170 Utilities - Electricity	$16,250.00	$ 8,818.56	$ 869.73	$9,688.29	5.35%	59.62%	
50300 Wastewater/Sewer Enterprise	2002 General Administration	57173 Utilities - Water	$568.00	$ 146.44	$ 36.61	$183.05	6.45%	32.23%	
50300 Wastewater/Sewer Enterprise	2002 General Administration	58020 Equipment & Machinery	$55,000.00	$ 56,019.00		$56,019.00	0.00%	101.85%	New Vehicle
50300 Wastewater/Sewer Enterprise	2002 General Administration	59010 Debt Service - Principal Payments	$10,140.00	$ 10,443.85		$10,443.85	0.00%	103.00%	
50300 Wastewater/Sewer Enterprise	2002 General Administration	59020 Debt Service - Interest Payments	$3,487.00	$ 3,183.00		$3,183.00	0.00%	91.28%	
50300 Wastewater/Sewer Enterprise	6005 Wastewater Utility/Authority	56030 Supplies - Field Supplies	$35,242.00	$ 1,488.28		$1,488.28	0.00%	4.22%	
50300 Wastewater/Sewer Enterprise	6005 Wastewater Utility/Authority	57999 Other Operating Costs	$19,000.00	$ 1,581.54	$ 327.52	$1,909.06	1.72%	10.05%	GRT's
50300 Wastewater/Sewer Enterprise	6005 Wastewater Utility/Authority	58020 Equipment & Machinery	$26,574.00	$ -	$ 4,573.97	$4,573.97	17.21%	17.21%	
		Total Wastewater/Sewer Expenses	$423,761.00	$ 85,945.77	$ 9,147.80	$95,093.57	2.16%	22.44%	

FY 23-24
December 2023 and Second Quarter Year to Date
Cemetery – Income & Expenses

Cemetery Fund

FY23/24 December 2023 and Second Quarter Year to Date

Income

Fund	Department	Object Code	Approved Budget	Approved Adjustments	Adjusted Budget	YTD Total	Dec-23	YTD Total	Percentage December 20023	Percentage YTD	Notes
50600 Cemetery Enterprise	0001 No Department	10101 Unrestricted Cash	$ 54,665.00	$ (24,720.00)	$ 29,945.00						
50600 Cemetery Enterprise	0001 No Department	44060 Cemetery Fees	$ 3,000.00			$ 5,585.00	$ 625.00	$ 6,210.00	20.83%	207.00%	Plots, Open & Close
50600 Cemetery Enterprise	0001 No Department	46900 Miscellaneous - Other	$ 1,100.00			$ -		$ -	0.00%	0.00%	
		Total Cemetery Income	$ 58,765.00	$ (24,720.00)	$ 29,945.00	$ 5,585.00	$ 625.00	$ 6,210.00	1.06%	10.57%	

Expenses

Fund	Department	Object Code	Approved Budget			YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	
50600 Cemetery Enterprise	2002 General Administration	57173 Utilities - Water	$ 500.00			$ 183.05	$ 36.61	$ 219.66	7.32%	43.93%	
50600 Cemetery Enterprise	2002 General Administration	57999 Other Operating Costs	$ 200.00	$ 24,720.00	$ 24,920.00	$ -	$ 9,909.73	$ 9,909.73	39.77%	39.77%	Radar Mapping
		Total Cemetery Expenses	$ 700.00	$ 24,720.00	$ 24,920.00	$ 183.05	$ 9,946.34	$ 10,129.39	39.91%	40.65%	

FY 23-24
December 2023 and Second Quarter Year to Date
Smokey Bear Enterprise Fund – Income & Expenses

Smokey Bear Enterprises

Department	Object Code	Approved Budget	Approved Adjustment	Adjusted Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	Notes
0001 No Department	10101 Unrestricted Cash	$ 35,074.00								
0001 No Department	44280 Enterprise Fund Revenue	$ 85,000.00			$ 47,151.75	$ 5,808.10	$ 52,959.85	6.83%	62.31%	
		$ 120,074.00			$ 47,151.75	$ 5,808.10	$ 52,959.85	4.84%	44.11%	

Department	Object Code	Approved Budget	Approved Adjustment	Adjusted Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percentage YTD	Notes
2002 General Administration	51040 Salaries - Part-Time Positions	$ 23,088.00			$ 9,522.00	$ 389.55	$ 9,911.55	1.69%	42.93%	
2002 General Administration	52010 FICA - Regular	$ 1,431.00			$ 574.21	$ 24.15	$ 598.36	1.69%	41.81%	
2002 General Administration	52011 FICA - Medicare	$ 334.00			$ 133.09	$ 5.64	$ 138.73	1.69%	41.54%	
2002 General Administration	52100 Workers' Compensation Premium	$ 1,465.00			$ 84.25		$ 84.25	0.00%	5.75%	
2002 General Administration	52110 Workers' Compensation Employer's Fee	$ 20.00			$ 4.60		$ 4.60	0.00%	23.00%	
2002 General Administration	52090 Unemployment Compensation	$ 111.00			$ 28.04		$ 28.04	0.00%	25.26%	
2002 General Administration	55030 Contract - Professional Services	$ 480.00	$ 464.00	$ 944.00	$ 301.35	$ 77.27	$ 378.62	8.19%	40.11%	
2002 General Administration	56999 Supplies - Other	$ 31,821.00			$ 25,767.09	$ 239.73	$ 26,006.82	0.75%	81.73%	Inventory & Office Supplies
2002 General Administration	57070 Insurance - General Liability/Property	$ 3,350.00			$ 2,291.00		$ 2,291.00	0.00%	68.39%	
2002 General Administration	57090 Printing/Publishing/Advertising	$ 1,000.00			$ -		$ -	0.00%	0.00%	
2002 General Administration	57160 Telecommunications	$ 1,900.00			$ 728.57	$ 144.40	$ 872.97	7.60%	45.95%	
2002 General Administration	57170 Utilities - Electricity	$ 2,200.00			$ 458.25	$ 259.32	$ 717.57	11.79%	32.62%	
2002 General Administration	57171 Utilities - Natural Gas	$ 800.00			$ 110.27	$ 44.50	$ 154.77	5.56%	19.35%	
2002 General Administration	57999 Other Operating Costs	$ 7,000.00			$ 3,797.25		$ 3,797.25	0.00%	54.25%	GRT's
2002 General Administration	58010 Buildings & Structures	$ 25,000.00			$ -	$ 23,792.41	$ 23,792.41	95.17%	95.17%	Capital Improments
2002 General Administration	58020 Equipment & Machinery	$ 12,000.00			$ -		$ -	0.00%	0.00%	Capital Improments
2002 General Administration	58030 Furniture & Fixtures	$ 7,000.00			$ -		$ -	0.00%	0.00%	Capital Improments
		$ 119,000.00	$ 464.00	$ 944.00	$ 43,799.97	$ 24,976.97	$ 68,776.94	20.99%	57.80%	

FY 23-24
December 2023 and Second Quarter Year to Date
Trust & Agency Fund – Income & Expenses
Water Security Deposits

FY23-24
T&A
Water Security Deposits

Income

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percenatge YTD	Notes
79900 Other Trust & Agency	0001 No Department	10101 Unrestricted Cash	$ 141,587.00	$ -		$ -			
79900 Other Trust & Agency	0001 No Department	46099 Sales - Other	$ 6,000.00	$ 2,925.00	$ 550.00	$ 3,475.00	9.17%	57.92%	
		Total T&A Income	$ 147,587.00	$ 2,925.00	$ 550.00	$ 3,475.00	1.98%	2.35%	

Expenses

Fund	Department	Object Code	Approved Budget	YTD Total	Dec-23	YTD Total	Percentage December 2023	Percenatge YTD
79900 Other Trust & Agency	2002 General Administration	57999 Other Operating Costs	$ 5,000.00	$ 2,300.00	$ 350.00	$ 2,650.00	7.00%	53.00%
		Total T&A Expenses	$ 5,000.00	$ 2,300.00	$ 350.00	$ 2,650.00	7.00%	53.00%

#7

VILLAGE OF CAPITAN
RESOLUTION NO. 2024-03

A RESOLUTION AUTHORIZING BUDGETARY ADJUSTMENTS AND REVISONS

WHEREAS, The Governing Body for the Village of Capitan, State of New Mexico**,** on July 27, 2023, PASSED, APPROVED and ADOPTED the operating budget for Fiscal Year 2023-2024 through Resolution # 2023-27, and;

WHEREAS, the Village of Capitan meeting in Special session on January 23, 2024 does propose to make budget adjustments and revisions; and;

WHEREAS, the Village of Capitan does, through Budget Adjustment Resolution 2024-03 ask that authorization to amend budgetary adjustments and revisions be granted to **as summarized in the attached sheet .**

NOW, THEREFORE, the Governing Body of the Village of Capitan does hereby approve the aforementioned budget adjustment(s) resolution, and;

NOW, THEREFORE, it is respectfully requested that authorization for the budgetary adjustments and revisions be granted by the Local Government Division of the Department of Finance and Administration of the State of New Mexico.

IN WITNESS WHEREOF, we have hereunto set our hands and official seal this 23rd day of January 2024.

ATTEST:

Village of Capitan Governing Body

_____
Joseph Cavazos, Village Clerk

_____
Minerva Davalos, Mayor

_____
Brian Cleckler, Trustee

_____
Sherry Hair Trustee

_____
Tiffany Menix, Trustee

_____
Bobbi Shearer, Trustee

State of New Mexico - DFA Local Government Division
Budget Adjustment Request - Capitan (Village) - 2024
Second Quarter Budget Adjustments

Bar ID	Contact	Phone	Email	Status
13-141-15333				ENTITY

Details

Fund	Department	Object Code	PreAdjusted Budget	Adjustment	Adjusted Budget
11000 General Operating Fund	0001 No Department	10104 State Required Reserve	85,054.25	2,600.83	87,655.08
11000 General Operating Fund	2002 General Administration	51040 Salaries - Part-Time Positions	3,900.00	9,000.00	12,900.00
11000 General Operating Fund	2002 General Administration	54020 Maintenance & Repairs - Contracts	325.00	1,000.00	1,325.00
11000 General Operating Fund	2002 General Administration	55030 Contract - Professional Services	25,000.00	20,000.00	45,000.00
11000 General Operating Fund	2008 Municipal Clerk	57150 Subscriptions & Dues	150.00	210.00	360.00
11000 General Operating Fund	4003 Parks & Recreation	57999 Other Operating Costs	1,000.00	1,000.00	2,000.00
50600 Cemetery Enterprise	2002 General Administration	57999 Other Operating Costs	200.00	24,720.00	24,920.00

Justification

Compliance with Section 6-6-2, NMSA, 1978 compilation:

1. The requested budget adjustments were authorized at a scheduled Governing Body meeting open to the public on **2024-01-16**
2. Justification should provide a sufficient explanation for budget adjustment. Backup documentation such as grant award letter or other documents requested by Budget and Finance Analysts, should be submitted on LGBMS.

Approvals

Name	Role	Date
	Entity Submitter	
	Analyst	
	Bureau Chief	

#8

VILLAGE OF CAPITAN
RESOLUTION NO. 2024-06

A RESOLUTION AUTHORIZING BUDGETARY ADJUSTMENTS AND REVISONS

WHEREAS, The Governing Body for the Village of Capitan, State of New Mexico**,** on July 27, 2023, PASSED, APPROVED and ADOPTED the operating budget for Fiscal Year 2023-2024 through Resolution # 2023-27, and;

WHEREAS, the Village of Capitan meeting in Special session on January 23, 2024 does propose to make budget adjustments and revisions; and;

WHEREAS, the Village of Capitan does, through Budget Adjustment Resolution 2024-06 ask that authorization to amend budgetary adjustments and revisions be granted to **as summarized in the attached sheet .**

NOW, THEREFORE, the Governing Body of the Village of Capitan does hereby approve the aforementioned budget adjustment(s) resolution, and;

NOW, THEREFORE, it is respectfully requested that authorization for the budgetary adjustments and revisions be granted by the Local Government Division of the Department of Finance and Administration of the State of New Mexico.

IN WITNESS WHEREOF, we have hereunto set our hands and official seal this 23rd day of January 2024.

ATTEST:

_____
Joseph Cavazos, Village Clerk

Village of Capitan Governing Body

_____
Minerva Davalos, Mayor

_____
Brian Cleckler, Trustee

_____
Sherry Hair Trustee

_____
Tiffany Menix, Trustee

_____
Bobbi Shearer, Trustee

State of New Mexico - DFA Local Government Division
Budget Adjustment Request - Capitan (Village) - 2024
Law Enforcement Recruitment & Retention

Bar ID	Contact	Phone	Email	Status
13-141-15347				ENTITY

Details

Fund	Department	Object Code	PreAdjusted Budget	Adjustment	Adjusted Budget
21200 Laws of FY22 LERR (YEAR 1)	3001 Law Enforcement	51020 Salaries - Full-Time Positions	26,166.00	-26,166.00	0.00
21200 Laws of FY22 LERR (YEAR 1)	3001 Law Enforcement	52010 FICA - Regular	1,622.00	-1,622.00	0.00
21200 Laws of FY22 LERR (YEAR 1)	3001 Law Enforcement	52011 FICA - Medicare	380.00	-380.00	0.00
21200 Laws of FY22 LERR (YEAR 1)	3001 Law Enforcement	52020 Retirement	4,357.00	-4,357.00	0.00
21200 Laws of FY22 LERR (YEAR 1)	3001 Law Enforcement	52030 Health and Medical Premiums	4,975.00	-4,975.00	0.00
21210 Laws of FY22 LERR (YEAR 2)	3001 Law Enforcement	51061 Recruitment Stipend	0.00	37,500.00	37,500.00

Justification

Compliance with Section 6-6-2, NMSA, 1978 compilation:

1. The requested budget adjustments were authorized at a scheduled Governing Body meeting open to the public on **2024-01-16**
2. Justification should provide a sufficient explanation for budget adjustment. Backup documentation such as grant award letter or other documents requested by Budget and Finance Analysts, should be submitted on LGBMS.

Approvals

Name	Role	Date
	Entity Submitter	
	Analyst	
	Bureau Chief	

Al Cavazos

#9

- Restructured Accounting Method: From one general bank account. To individual checking's for each department. Color coded checks for each department.
- Worked with bank to change for village instead for each department. Departments are not charged for individual checking accounts.
- Each department head is now responsible to maintain and to ensure their respective departments maintain records on receipts and expenditures. Work closely with the finance officer. Also, must maintain purchase order book (balance with finance officer). Sign off on all invoices for payment, once products have been received.
- The finance officer reviewed all investments, researched best return on investments for highest return. In one year negotiated for reinvestments with a higher return in one year as opposed to the prior 10 years combined.
- Located documentation from NM State Department that the Village was in bad standing. This document was in a file cabinet. Called the State Dept. to discover that a group of individuals secured an LLC. Through the State Department and was issued 75K shares of stock of the Village of Capitan. The group did not follow protocol and was subsequently given a bad rating. The asked that the Village of Capitan have the bad rating removed as the group was located in California and had nothing to do with the municipality. They said to just re-apply. I consulted with the attorney Zach Cook, and he suggested we not pursue and recourse as it is listed as LLC. Not Municipality. Any inquiry to the State Department for Village of Capitan will still show "not in good standing."

- A performance review program was initiated for all employees. The department head would perform the review for all employees under their supervision. They are to review the performance reviews with each supervisor employee with recommendation for improvement, and get written feedback on the review. This sets the stage for possible incentives of possible promotions. This review applies to all employees from the clerk down.
- Train Depot: An agreement has been in place for 10 years. With an individual. This individual could be best referred to as a project manager. The Village approved loan for the structure to be refurbished. In the amount of $100K. There with virtually no oversight on the progress or the repairs. There was no commercial contractor, no inspections prior to any disbursement other than electrical, no state inspections, and all but 3K was released to the project manager with over $22K to him personally. This was all approved by the governing board. I did not allow this to continue as signed and future contractual agreement with the project manager. A state inspection was ordered and was red tagged for violations. We have to contact the original architect and have arranged to lift the red tag restrictions. A commercial contractor was contacted to submit a proposal for completion. We are also submitting a request for a grant to the amount of $250K to complete the refurbishment of the Train Depot but also to include the old fire station as a possible Community Center. Both of these venues will be revenue producers.
- 10-year-old playground equipment was removed and replaced with new playground equipment. The fenced area behind museum was equipped with playground equipment for the small children and a picnic table for parents to oversee their children of all ages.

- With the oversite and assistance of both the finance supervisor and deputy clerk, Smokey Bear Museum and Gift shop was re-staffed, and inventory of all stock and a proper work schedule was initiated, this took the museum venue from a negative position to a profit entity. This was accomplished without any use of the appropriated $50K from the general fund. The receipts were sufficient to refurbish the museum in the amount of $22K and still remained in the positive and additional revenue will enhance their position as a profit center.
- The IRS issued notification of a dept due in the amount of Approx. $206K, the prior administration began paying the supposed deficit. This was addressed by the previous Mayor and correspondence was initiated. The IRS acknowledge the mistake thru their collection department and all payments on that debt were subsequently terminated. A request with submission for dismissal of the debt, to the central office and was ultimate denied. We have followed up with form 656 Offer in Compromise, indicating that we don't owe the debt and a demand for relief.
- A review of all current ordinances to update and centralize to the specific need of the Village of Capitan. Initially this was requested of the legal counsel, in a follow up discussion with attorney Cook. He indicated that he would have to find a firm to perform their review and offer recommendations based on the overview by the different department heads. I agreed to undertake this effort. I discussed the proposal with Mayor Ron Lowrance and Trustee Kerns. With the approval of Mayor Lowrance, I undertook the task of reviewing all the current ordinances over a 3-day weekend. The overtime paid of $52.00 per hour as opposed to Attorney cost of 30 hours @ $200 per hour. The work was accomplished and is waiting for direction on how to proceed. This administration has

considered this as high priority due to the several changes in our State Laws that are not addressed in our ordinances.

This is just a brief list of positive accomplishments within the past 2 years. This could not have been accomplished without the combined efforts and hard work of all the dedicated employees of the Village of Capitan. This especially applies to the Finance Officer Leanne Brasher and Deputy Clerk Angela Autrey.

Certifications: Chief Procurement Officer; Certified Municipal Clerk

10

Good evening,

I'm Le Anne Brasher and have been a bookkeeper for Forty Years. I worked for a property management company for 20 years before I came to New Mexico. I was responsible for all account receivable and account payable. I did payroll and reporting to the State and the IRS. Among submitting year end financials to their accountant for filing yearly taxes.

I have been the Village of Capitan finance officer since February 2022. I take my job seriously as working for the people of the Village of Capitan.

Since I started with the Village of Capitan, I have separated various funds into their own bank accounts so that the funds are not co-mingled and are more manageable. Fire, Lodger's, Smokey Bear Enterprises, Water and General Funds.

With council approval, I have invested with City Bank two CD's in the amount of one million dollars with up to 5% interest. Which has yielded $40,699.73 to date. These CD's are invested at 6 month increments.

The Washington Federal CD of $308,503. 68 was making .60% in interest. These funds are now in a Public Funds money market with Washington Federal making 2.98% interest. Which has yielded $6,140.95 to date. This CD can be closed or drawn on at any time without penalty.

Additionally, the Water Fund had a CD with City Bank which was in the amount of $109,996.93 and was making .65% in interest. This CD is now making 5%, which has yielded $1,014.14 to date.

The finance office has a lot of responsibility in doing monthly and quarterly reporting, besides the daily reconciling of income and expenses. I make sure that all taxes are being reported correctly, the previous finance officer was paying Gross Receipts Tax on the Water, Sewer and Trash receipts to the New Mexico Tax and Rev Dept twice under two different tax percentages. I have recovered for the Village of Capitan from the NM Tax and Rev Dept. $24,082.89.

I am responsible for making sure payroll is accurate and all leave sheets have been submitted for any time off. Quickbooks had a problem with the classifying of some payroll taxes. I have since then figured out the problem and made the necessary adjustments. Part of that responsibility is also the biweekly reporting of taxes, Keeping track of Health Insurance, AFLAC, Legalshield, PERA and other Retirement. We no longer have the need of an outside source.

I have maintained oversight on the daily deposits, which are now being approved in triplicate. All cash deposits go to Washington Federal in Ruidoso once a week and are dropped in the overnight box. All check deposits are done through the Washington Federal secure website, VIA, Remote Deposit Capture. The customer canceled checks are then kept in a safe and logged when they are to be destroyed. Washington Federal will be doing an audit on these procedures.

When the Budget is approved by the council I input and report the information to the Local Government Budget Management System. (LGBMS). LGBMS has changed the reporting system this year and I took the required training for the new budgeting system. Last year I took the LGBMS training and the required Procurement training. Recently, I have enrolled into accounting and financial classes that are

#11

To: Village of Capitan, Mayor Minerva Davalos, Trustees and community members.

Hello, my name is Phillip Wall and I'm writing this letter to give you some background on who I am and what I hope to accomplish as the Village of Capitan Police Chief.

- Graduated from Putnam City High, Oklahoma City, Ok in 1992.
- Attended Francis Tuttle Vo-tech in Oklahoma City where I received a certificate for Electronics Technology.
- I continued my education at Sooner College of Technology in Oklahoma City where I received a certificate for Electrical Technology.
- I moved to Roswell, NM and met my wife and was married in 1994. We just celebrated our 30th wedding anniversary. We have 3 children and now 8 grandchildren.
- I have worked in the electrical field all my life, but in 2005 I was hired on as a patrolman for the Carlsbad Police Department.
- In 2006 I attended the New Mexico Law Enforcement Academy, Hobbs, NM. I was awarded the Physical Fitness Excellence.
- In 2006 I transferred to the Eddy County Sheriff's Office in Carlsbad, NM. I worked as a patrol deputy and received lots of training and experience as a patrol deputy to include,
    - Traffic enforcement
    - Crash investigations
    - Highway drug interdiction
- I was promoted to Detective in 2010, where I was assigned to Oil Field theft investigation. I also worked investigations outside the oil field that included shootings, homicides, burglaries, sex crimes and other felony crimes.
- Special training and positions held to include:
    - Field Training Officer
    - General Instructor
    - Use of Force instructor
    - Defensive Tactics instructor
    - SWAT team to include a team leader and distraction devise user.
- In 2012, we moved to Capitan, NM and I was hired as a Deputy for the Lincoln County Sheriff's Office.
- In 2017, I decided to leave full time law enforcement, while still a Reserve Deputy for the sheriff's office.
- In 2020, I spoke with Sheriff Robert Shepperd and he informed me that some of his deputies had been deployed and asked if I would come back to full time deputy until the guys came back from deployment. I agreed and went back to the Lincoln County Sheriff's Office in January of 2020.
- In September of 2020, the deputies had returned from deployment and my plan was to leave law enforcement.
- I spoke with Capitan Police Chief Randy Spear and he had a position available and I felt that Capitan Police Department was a good opportunity. I was hired on as a Patrolman in September 2020.
- I have over 1500 hours of advantage training in law enforcement.

I would Like to recognize and thank Chief Randy Spear for his dedication for the many years he served the Village of Capitan as Police Chief.

As your new Police Chief, I hope to accomplish many goals I have set forth to ensure the safety of the community.

- Community outreach: When I was with the Eddy County Sheriff's Office, I ran the "Wise Eyes Neighborhood Watch Program". I would like to start something similar to this program which I believe will help in fighting criminal activity plus build better communication between the community and the police department.
- With the growing community and future plans for our community, I feel it is important to have a better police presence. To accomplish this, it will take creative recruiting.
- To have a good work relationship and to work closely with the neighboring law enforcement agency. This will help to ensure that criminal activity is being shared so communities can be better prepared in preventing such activity.
- To have a good work environment for the employees of the Capitan Police Department.

I'm looking forward to working with and hearing from the community to build on the listed goals and to hear of other concerns within our community.

Thank you,

Phillip Wall

OATH OF OFFICE

#12

STATE OF NEW MEXICO}
} ss
COUNTY OF LINCOLN }

I, **Joseph Albert Cavazos (AL)**, having been appointed to the Office of **Village Clerk for the Village of Capitan,**in the County of Lincoln, State of New Mexico, do solemnly swear that I will support the Constitution of the United States, the Constitution, and laws of the State of New Mexico and faithfully and impartially discharge the duties of said office to the best of my ability, so help me God.

SIGNATURE: _____

Subscribed and sworn to before me this 23rd day of January, 2024.

_____
Honorable Judge Lilly Bradley
Village of Capitan
Capitan Municipal Judge

My Commission expires with Office

OATH OF OFFICE

STATE OF NEW MEXICO}
} ss
COUNTY OF LINCOLN }

I, **LeAnne Brasher**, having been appointed to the Office of **Finance Officer for the Village of Capitan,** in the County of Lincoln, State of New Mexico, do solemnly swear that I will support the Constitution of the United States, the Constitution, and laws of the State of New Mexico and faithfully and impartially discharge the duties of said office to the best of my ability, so help me God.

SIGNATURE: _____

Subscribed and sworn to before me this 23rd day of January, 2024.

_____
Honorable Judge Lilly Bradley
Village of Capitan
Capitan Municipal Judge

My Commission expires with Office

OATH OF OFFICE

STATE OF NEW MEXICO}
} ss
COUNTY OF LINCOLN }

I, **Phillip Wall**, having been appointed to the Office of **Chief of Police for the Village of Capitan,** in the County of Lincoln, State of New Mexico, do solemnly swear that I will support the Constitution of the United States, the Constitution, and laws of the State of New Mexico and faithfully and impartially discharge the duties of said office to the best of my ability, so help me God.

SIGNATURE: _____

Subscribed and sworn to before me this 23rd day of January, 2024.

_____
Honorable Judge Lilly Bradley
Village of Capitan
Capitan Municipal Judge

My Commission expires with Office

Item #13

#13

Discussion/Action – Selection of a Mayor ProTem

Item #14

14

Discussion/Action – Appointment of Green Tree Board Representative – Mayor Davalos

#15

RESOLUTION 2024-01

GOVERNING BODY MEETINGS AND PUBLIC NOTICE

WHEREAS, Section 10-15-1 et seq. NMSA 1978, the Open Meetings Act, states that all meetings of a quorum of members of any board, commission or other policy-making body of any public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of that body, are public meetings open to the public at all times; exceptions to this declaration are strictly limited; and

WHEREAS, the Open Meetings Act also provides that no resolution, rule, regulation, ordinance or action of any board, commission, committee or other policy making body is valid unless taken or passed at a meeting held in accordance with the requirements of that Act; and

WHEREAS, The Open Meetings Act also requires that meetings subject to that Act at which the discussion or adoption of any proposed resolution, rule, regulation, or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, the Open Meetings Act also requires the public body to determine annually what constitutes reasonable notice of its public meetings; and

WHEREAS, any person violating any of the above cited provisions of the Open Meetings Act is guilty of a misdemeanor and may be punished by a fine of $500.00 for each offense.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Village of Capitan:

1. Regular meetings are normally held on the second Tuesday of each month at 6:00 PM Mountain Time. A notice of the meeting and the agenda will be posted and made available at least seventy-two (72) hours before the meeting from the Village Clerk at 114 South Lincoln Avenue, Capitan, New Mexico.

2. The Mayor or a majority of the members of the Board of Trustees may call a special meeting with notice and agenda posted and made available to the public 72 hours before the meeting.

3. The mayor or a majority of the members of the Board of Trustees may call an emergency meeting where unforeseen circumstances demand Immediate action to protect the health, safety and property of citizens or to protect the Village of Capitan from financial loss. The Mayor and Trustees will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or a majority of the Trustees. At least twelve (12)

hours' notice shall be given in advance of the meeting unless the circumstances require less notice. If an emergency action is taken it must be reported to the Office of the Attorney General within 10 days unless a state or national emergency has been declared.

4. The Office of the Attorney General's Open Government Division (OGD) advises all public entities subject to the OMA to first and foremost follow the guidance of the Department of Health and other health officials to ensure the health and safety of both members of the entity and the public. Accordingly, the most prudent thing to do to ensure compliance with OMA would be to postpone/cancel a public meeting. If, however, a board or commission has a time-sensitive matter to attend to it may proceed with a virtual meeting, provided its notice of meeting contains detailed information (password, phone number, etc.) about how members of the public may attend and listen via telephone, live streaming or other similar technologies. More specifically, if a public body decides to proceed with a virtual meeting it should:
    - At the start of the meeting, the chair should announce the names of those members of the public body participating remotely.
    - All members of the public body participating remotely must identify themselves whenever they speak and must be clearly audible to the other members of the public body and the public.
    - Members of the public should be afforded remote access, via live stream or other similar technology, if possible, or call-in number for listening by phone.
    - Chair should suspend discussion if the audio or video is interrupted.
    - All votes of the public body must be by roll call vote.

    Additionally, we are assuming the public body's staff also would be working remotely; otherwise, the staff at least theoretically would have the ability to set up a physical location for the public to listen in. In sum, we believe OMA would require that public bodies cancel or reschedule their meetings whenever possible and opt for a virtual format only as a matter of last resort during the pendency of the public health emergency.

5. The notice requirements in Section 1,2, and 3 of this resolution will be complied with, by the posting at six (6) public places in the Village, which includes Village Hall at 114 South Lincoln Avenue, Capitan, New Mexico and the village website: villageofcapitan.org.

6. A public body may recess and reconvene a meeting to a day subsequent to that stated in the meeting notice if, prior to recessing, the public body specifies the date, time and place for continuation of the meeting and, immediately following the recessed meeting, posts notice of the date, time and place for the reconvened meeting on or near the door of the place where the original meeting was held and in at least one other location appropriate to provide the public notice of the continuation of the meeting. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting.

7. Each notice shall include an agenda for the meeting or in the case of telephonic notice, where permitted, shall say how members of the public may obtain copies of the agenda. All notices shall also include the following language: *If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at 575-354-2247 at least one (1) week prior to the meeting or as soon as possible.*

8. The Board of Trustees may close a meeting to the public only if the subject matter of discussion or action is included in Subsection H of Section 10-15-1 NMSA 1978.
    A. If a meeting is closed during an open meeting, the closure must be approved by a majority vote of a quorum of the Board of Trustees taken in the open meeting. The motion for closure and the subjects to be discussed with reasonable specificity.
    B. A closed meeting called for when the Board of Trustees is not in an open meeting, shall not be held until public notice, appropriate under the circumstances, is given to the members and tot the general public. The notice shall state the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity.
    C. Only those subjects announced or voted upon prior to closure may be discussed in a closed meeting. Following the completion of each closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting after a separately scheduled closed meeting, shall state whether the matters discussed in the closed meeting were limited to those specified in the motion or notice of closure.
    D. Except as permitted in Section 10-15-1 (H) of the Act. Any action taken as a result of discussions in a closed meeting shall be made by vote in an open meeting.

EFFECTIVE: January 1st, 2024

PASSED, ADOPTED AND APPROVED this 23rd day of January, 2024

_____
Minerva Davalos, Mayor, Village of Capitan

ATTEST:

_____
Al Cavazos, Village Clerk

16

RESOLUTION 2024-02
PUBLIC INPUT POLICY

WHEREAS, the Mayor and Trustees of the Village of Capitan have determined a need for a policy for allowing citizens who attend the meetings of the Council to have a specific time to address the Mayor and Trustees.

WHEREAS, it was decided to have the following suggestions incorporated in the public input policy:

- Public comment will be taken after the agenda is approved.
- Each individual will have two (2) minutes to speak and cannot assign any remaining time to someone else.
- Each person will stand at the podium, give their name and address before addressing the council.
- If a group would like to address the council, an appointed spokesperson, will give their name, name of group, number of members and will speak for the group and will have the allotted (2) minutes for comments.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Village of Capitan to adopt a Public Input Policy incorporating the above statements.

ADOPTED AND APPROVED by the Governing Body of the Village of Capitan at the regular meeting this 23rd day of January, 2024.

_____
Minerva Davalos, Mayor, Village of Capitan

ATTEST:

_____
Al Cavazos, Village Clerk

#17

Item #17 Presentation –

Lincoln County Hazard Mitigation Plan

Kevin Kennedy

The link to the most recent version of the HMP is https://drive.google.com/file/d/1D5LoLnc5FiDqbbFt13eP-P9s1tZEgADv/view . This folder has the Word versions of the main body and the Appendix, plus a pdf of the entire document.

Village of Capitan

P.O. Box 1380 Capitan NM 88316

Phone: 575-354-2247 Fax: 575-354-2713 villageofcapitan.org

#18

RESOLUTION NO. 2024-05

A RESOLUTION ADOPTING THE 2023 LINCOLN COUNTY HAZARD MITIGATION PLAN

WHEREAS, *The Village of Capitan is a municipal corporation, and acting by its Village Council, recognizes the threat that natural disasters pose to people and property within the Village of Capitan: and*

WHEREAS, *the Village of Capitan has prepared a multi-hazard mitigation plan, hereby known as the 2023 Lincoln County Multi-Jurisdictional Hazard Mitigation Plan in accordance with federal laws, including the Robert T Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968 as amended; and the National Dam Safety Program Act as amended; and*

WHEREAS, *the 2023 Lincoln County Multi-Jurisdictional Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in The Village of Capitan from impacts of future hazards and disasters; and*

WHEREAS, *the adoption by the Village of Capitan Board of Trustees demonstrates the commitment to hazard mitigation and achieving the goals outlined in the 2023 Lincoln County Multi-Jurisdictional Hazard Mitigation Plan.*

NOW THEREFORE, BE IT RESOLVED THAT, *The Village of Capitan adopts the 2023 Lincoln County Multi-Jurisdictional Hazard Mitigation Plan Update.*

PASSED, APPROVED, and ADOPTED this 23rd day of January, 2024

_____

Minerva Davalos, Mayor

ATTEST:

_____

Al Cavazos, Clerk

[Type here]

Village of Capitan

PO Box 1380 • Capitan, NM 88316
Phone: 575-354-2247 • Fax: 575-354-2713 • Villageofcapitan.org

December 17, 2020

Chelsea Morganti, State Hazard Mitigation Officer
DHSEM
P.O. Box 27111
Santa Fe, NM 87502

SUBJECT: Hazard Mitigation Planning Sub-Grant Application
Non-Federal Funds Commitment Letter for the Village of Capitan

Ms. Morganti,

This letter is to serve as the Non-Federal Funds Commitment Letter as required for the Unified Hazard Mitigation Assistance Programs specifically regarding the Hazard Mitigation Plan Update for the Village of Capitan. The Lincoln County Multi-Jurisdictional Hazardous Mitigation plan will include the following jurisdictions and tribal entities:

Lincoln County
Village of Ruidoso
City of Ruidoso Downs
Village of Carrizozo
Village of Capitan
Village of Corona

The Village of Capitan has budgeted a total of $2000.00, which is 2.86% of the planning project total. The non-federal match will be in the form of in-kind services (personnel hours) and/or cash (contracting, advertisement, and printing).

Ron Lowrance will be the primary contact for the Village of Capitan in preparing the Hazard Mitigation Plan. He can be reached at rlowrance@villageofcapitan.org or (575) 354-2247.

Sincerely,

Stephanie A. Bason
Village Clerk

CC: Ron Lowrance, Mayor

Home of Smokey Bear

Village of Capitan

PO Box 1380 • Capitan, NM 88316
Phone: 575-354-2247 • Fax: 575-354-2713 • Villageofcapitan.org

December 15, 2020

Special Meeting Agenda
Monday, December 21st, 2020 - 4:30 PM - 114 Lincoln Ave.
THE PUBLIC MAY ATTEND VIA TELEPHONE CONFERENCE ONLY*
Call Village Hall 575-354-2247 by 12:00 p.m. 12/21/2020 to obtain call in number and code

MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE
CALL MEETING TO ORDER
ROLL CALL

1. Approval of the Agenda
2. Public Input (Agenda Items Only)
3. Mayor and Trustee Comments

Old Business – Projects and Funding

4. Change order – Waterline Replacement Phase II (Action)
5. Task order – Lift Station Improvements (Action)

New Business – Projects and Funding

6. Application for CARES funding (Discussion/Action)
7. Hazard Mitigation Plan Partnership – Lincoln County (Discussion/Action)

CORRESPONDENCE
ADJOURNMENT

ATTEST:

/s/ Stephanie Bason
Stephanie Bason, Village Clerk

Copies of the Agenda may be obtained at Village Hall or at the Village of Capitan Website villageofcapitan.org
If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at 575-354-2247 at least one (1) week prior to the meeting or as soon as possible.

*The Board of Trustees will meet at Village Hall. Due to current New Mexico Department of Health Covid-19 Restrictions the Public may only attend Via Telephone Conference.

Home of Smokey Bear

Minutes
Special Meeting
December 21st, 2020

The Village of Capitan Board of Trustees met in a Special Meeting via Telephone Conference, via Skype and in person on Monday, December 21st, 2020 at the Village Hall in Capitan, New Mexico at 4:30 PM.

Mayor Ron Lowrance skipped the moment of silence and led the assembly in the Pledge of Allegiance. Mayor Lowrance called the meeting to order at 4:50 PM.

Roll Call: Mayor Lowrance - present, Trustee Kearns – present via Skype, Trustee Johnson – present via Teleconference, Trustee McInnes – present via Skype, Trustee Shearer – not present. Stephanie Bason – Village Clerk and Angela Autrey – Administrative Floater - were also present. A list of others in attendance is attached.

Item #1 on the Agenda: Approval of the Agenda.
Trustee Johnson moved to Approve the Agenda. Trustee McInnes seconded the motion. Roll Call: Trustee Johnson – yes, Trustee McInnes – yes

Item #2 on the Agenda: Public Input. (Agenda Items Only).
There was no public input.

Item #3 on the Agenda: Mayor and Trustee Comments.
Trustee McInnes' comments were indiscernible.
Trustee Johnson had no comments
Trustee Kearns comments were indiscernible.
Mayor Lowrance said he talked to Zach Cook about the $206,000. IRS bill and Tai is also working on it. The Mayor is also going to form a letter because when someone calls they get hung up on. At this time, they are tring to find out how to get it cleaned up and paid for.
The Mayor said the other thing they have is this Tort. They are having a meeting with Rick Foley, the Village's attorney on the Tort Claim from the Livingstons on the RV Park. The Mayor will keep the Trustees informed.

Old Business – Projects and Funding
Item #4 on the Agenda: Action – Approval of Change Order – Waterline Replacement Phase II.
Trustee McInnes made a motion to Approve the Change Order – Waterline Replacement Phase II. Trustee Kearns seconded the motion. The Mayor confirmed that the State required sleeves to be placed and they were not drawn on the plans so a change order was needed. $116,000 request will be sent in to Capital Outlay to be authorized. Roll Call: Trustee Johnson – yes, Trustee Kearns – yes, Trustee McInnes – yes.

Item #5 on the Agenda: Action – Approval of Task Order – Lift Station Improvements.
Trustee Kearns made a motion to Approve Task Order – Lift Station Improvements. Trustee Johnson seconded the motion. Roll Call: Trustee Kearns – yes, Trustee McInnes – yes, Trustee Johnson – yes.

New Business – Projects and Funding
Item # 6 on the Agenda: Discussion/Action – Application for CARES Funding.
Trustee Kearns made a motion to Approve the Application for CARES Funding. Trustee Johnson seconded the motion. Mayor Lowrance explained this Application was for all the money the Village has had to spend due to Covid 19. Trustee McInnes made some comments but they were indiscernible. The Mayor said that the Village checked in to all that and the only way it can be done is through the State and that is what they are trying to do today. More comments were made but it was impossible to determine by whom and the comments were indiscernible. Mayor Lowrance addressed Trustee Johnson and said Trustee McInnes didn't think it was ok, the way the Village filled out the Application and that Trustee Kearns said to fill it out. Trustee Kearns made some more comments but they were indiscernible. Mayor Lowrance replied that Village staff has done due diligence on this and that is why it has been brought before the Trustees. More comments were made by Trustee Kearns but they were indiscernible. Other comments were made but by whom and the comments were indiscernible. Roll Call: Trustee Johnson – yes, Trustee Kearns – yes, Trustee McInnes – yes.

Item #7 on the Agenda: Discussion/Action – Hazard Mitigation Plan Partnership – Lincoln County.
Trustee McInnes made a motion to Approve the Hazard Mitigation Plan Partnership – Lincoln County. Trustee Kearns seconded the motion. Trustee Kearns made some comments but they were indiscernible. Roll Call: Trustee Johnson – yes, Trustee Kearns – yes, Trustee McInnes – yes.

Correspondence:
Trustee McInnes, Trustee Kearns and Trustee Johnson made some comments and had some questions about the Tort Claim against the Village by the Livingstons regarding the RV Park but they were indiscernible. Mayor Lowrance, in response made the following comments. This item will be part of any Agenda for large amounts of money and he wanted to put it out to the public now so the Village doesn't look like its being secretive. The Mayor said the discussion about the Tort claim had nothing to do with the city. This was to alert and inform the Trustees that the Village is discussing this with a lawyer and the lawyer may contact the Trustees. Mayor Lowrance explained that an application for cottages was filled out. The State condemned them so then they switched it to an RV Park. The Village can't shut it down because they have, from the State a Certificate of Occupation for an RV Park and he has a lawyer. After he was approved by the State he never came into the Village to get a permit for an RV Park and he doesn't intend to. The Village received a Tort Claim from the Livingstons that the Village needs to shut the RV Park down but this can't be done because the RV Park is authorized by the State to be open. The Village has an avenue of approach and that is what the Village's lawyer is working on. The attorney is with the New Mexico Municipal League at no cost to the Village. The Mayor said this doesn't need to be addressed in Executive Session at this time because this isn't against the Village and the Mayor believes the public needs to be aware of what is going on. Mayor Lowrance did say that if it goes to litigation then discussions will be held in Executive Session. The Mayor added that the State inspected the RV Park, everything was done legally and by the State's statutes so the State gave him a Certificate of Occupation, a COP which means he can run the business. He has been paying Lodgers Tax to the Village.

Adjournment

Mayor Lowrance Adjourned the meeting at 5:12 PM

Ron Lowrance

Ron Lowrance, Mayor, Village of Capitan

Attest:

Stephanie Bason, Village Clerk

Village of Capitan

P.O. Box 1380 Capitan NM 88316

Phone: 575-354-2247 Fax: 575-354-2713 villageofcapitan.org

#19

RESOLUTION NO. 2024-04

A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR THE 2024 CULTURAL PROPERTIES RESTORATION FUND GRANT PROGRAM

WHEREAS, *The Village of Capitan is a municipal corporation, and acting by its Village Council, is in support of seeking funding assistance, in full or in part, for the restoration of the train depot and surrounding area; and*

WHEREAS, *The State Cultural Properties Restoration Fund is soliciting applications for the restoration of historical sites across the State of New Mexico. The Village of Capitan will be seeking the Maximum award of $250,000; and*

WHEREAS, *The Village of Capitan will furnish in-kind work as to grading, drainage and compaction of parking lot areas; and*

WHEREAS, *The Cultural Properties Restoration Fund Grant Program requests, as part of the application procedure, passage and submittal of a local government resolution of support for the project.*

NOW THEREFORE, BE IT RESOLVED THAT, *the Village of Capitan supports the preparation and submittal of an application in accordance with the procedures established by the Cultural Properties Restoration Fund Grant Program.*

PASSED, APPROVED, and ADOPTED this 23rd day of January, 2024

_____

Minerva Davalos, Mayor

ATTEST:

_____

Al Cavazos, Clerk

[Type here]

ALAMO AUTO SUPPLY
The Accessory Leaders

5923 Gateway West
El Paso, Texas 79925
915 781-1234
Fax 915 781-0600
www.alamoauto.com

Unless otherwise specified this quotation is valid for 30 days from date of issuance.

QUOTE

Sold To:	Ship To:
VILLAGE OF CAPITAN PO BOX 1380 / 124 LINCOLN AVE CAPITAN, NM 88316	VILLAGE OF CAPITAN PO BOX 1380 / 124 LINCOLN AVE WATER DEPT CAPITAN, NM 88316

01EW8884 030
11/30/2023 15:12
11/30/2023 15:30

#20

Customer#	Contact	Telephone	Sales Representative	Payment Terms
224021	STEVE 575-500-2226	575-354-2247	Michael Phillips	Cash

Purchase Order	Billing Code	Order Source

Special Instructions

2023 CHEVY 3500 PICKUP SERVICE BODY CC

LN	PART NUMBER	DESCRIPTION	UOM	QTY ORD	PRICE	AMOUNT
1	FSTHL15PC-AB	HIGHLIGHTER ELITE AMBER/BLUE DUAL COLOR *MOUNT TO HEADACHE RACK*	EA	1	360.00	360.00
2	PATLINER-LB	PATRIOT SPRAY-IN LONG BED	EA	1	539.10	539.10
3	RKIWG49	SERVICE BODY HEADACHE RACK WHITE	EA	1	534.60	534.60
4	LUV415088	GRIP STEP 7IN x 88IN RUNNING BOARDS	EA	1	318.81	318.81
5	LUV401445	BRACKET KIT CHEVY 2500HD/3500HD	EA	1	187.83	187.83
6	ACL5083DC	RELAY 40/60 AMP BEULER WITH 5 WIRE SOCKET	EA	1	4.50	4.50
7	METIBRRSG	INSTALL BAY ROUND ROCKER SWITCH GREEN LED 20 AMP	EA	1	2.95	2.95
8	ZZZLAB120	LABOR INSTALLATION 120.00	EA	7	120.00	840.00
9	777733020	MATERIALS *MOUNTING PLATE FOR 15" LIGHTBAR*	EA	1	50.00	50.00

Other Charges

Misc	Restock fee	Disposal Fee	Shop Supplies	Freight	Delivery
0.00	0.00	0.00	63.00	0.00	0.00

Sub Total	2,837.79
Total Other	63.00
Sales Tax	239.32
Total	3,140.11

Serving New Mexico for Over 60 Years "The Best Service"
CLARK TRUCK EQUIPMENT CO., INC.
501 Industrial NE / P.O. BOX 3483 / Albuquerque, New Mexico 87190-3483
Telephone (505) 880-8222 / Toll Free 1-800-678-2741 / Fax (505) 880-8288
www.cte-nm.com

11/27/2023
Steve Osborn
Village of Capitan
575-500-2226
Sosborn@villageofcapitan.org

SUPPLY AND INSTALL ON CUSTOMER'S CHEVY 2500 WITH KNAPHEIDE SERVICE BODY ALREADY INSTALLED THE FOLLOWING:

Headache rack $1,200.00

All amber light bar installed on headache rack $1,750.00

Spray line cargo area for service body (floor, left and right inside walls front bulkhead and inside of tailgate.) $1,100.00

Nerf bar 3in black $750.00

Floor mats front only $200.00

PER ABOVE QUOTE $5,000.00 PLUS APPLICABLE TAX

Other options not included in the above quote
Seat covers
$475.00

Go-light mounted on custom side bracket off headache rack (passengers side) $1,000.00

IF PAYING WITH CC THERE WILL BE A 3% FEE APPLIED TO THE TOTAL AMOUNT.
(Specify at time of order)

1. **EFFECTIVE ON ANY VEHICLE MFG. AFTER MAY 1, 2018 AND HAS A GVWR OF 10,000 OR LESS, MUST HAVE A REAR BACKUP CAMERA TO BE CERTIFIED PER FMVSS111 STANDARD. UPFITTED VEHICLE WILL NOT CERTIFY PER NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION (NHTSA) REGULATIONS 49 CFR PART 567 WITHOUT CAMERA PRESENT.**

SINCERELY,
Gregg Guild
Sales

4RIVERS EQUIPMENT

#21

1441 RV Drive
El Paso, TX 79928
Cell # (915) 538-9452 Fax # (915) 598-0479

3 WHEEL BROOM QUOTE PROPOSAL
Village of Capitan
1/04/2024

Picture is of Actual Unit being quoted

Used 2017 Broce Broom Model BB250
3 Wheeled Mid Mount Broom
Serial Number – 304943, stock #95472

EQUIPMENT SPECIFICATIONS

Kubota 24 HP Tier 4 Diesel Engine

8 ft. Steel Core with Poly Brush Wafers

Single Direct Drive Motor on Brush Drive

72 Gallon Capacity Water Tank System with Spray Bar

Certified Roll Over Protection Structure (ROPS) Canopy

Padded Seat with Arm Rests and Seatbelts

Sauer Danfoss Hydrostatic

Hydraulic Motor Wheel Drive

Power Steering

Wheels & Tires – P185/70R14 Radials on 14" Wheels

Plus Other Additional Standard Factory Features

See Attached Brochure for other Specifications not listed here

OPTIONAL EQUIPMENT

See Attached Brochure for available options.

WARRANTY

No Remaining Warranty, Sold As Is.

EQUIPMENT PRICING

Used 2014 Broce Broom Model BB250 3 Wheel Mid Mount Sweeper

Serial Number – 304943, stock #95472

New Factory Ordered Unit Price -	$ 37,425.00
Sales Price (this particular unit) -	**$ 22,057.00**
Net Savings of -	($15,368.00)
New Set of Polymer Brushes -	**No Charge**
Total Price -	**$ 22,057.00**

Unit on Site

Accepted By: _____ Date: _____

Printed Name: _____ Title: _____

Quoted By: Rigoberto Ordonez Date: 1/04/2024

Presented By:
Rigo Ordonez, Sales Representative
4 Rivers Equipment, LLC.
rordonez@4riversequipment.com
Cell: 915-538-9452

Item #22

#22

Re Assignment of Village Administration Vehicle to Law Enforcement Fleet.

Al Cavazos

From: Pat Stevens <Pat.Stevens@wafd.com>
Sent: Thursday, January 4, 2024 12:09 PM
To: Al Cavazos
Cc: Angela Autrey; Dylan Cooper
Subject: RE: WaFd Bank - Vacant Building
Attachments: LOI Sale of Capitan.pdf

#23

Hello Al,

Attached is the LOI. Feel free to make edits on items we have not previously discussed like deposit and inspection period. Let me know if you have any questions. Thanks.

Patrick Stevens
Corporate Real Estate Portfolio Manager
Corporate Real Estate

WaFd Bank

425 Pike Street, Seattle, WA 98101
Office: 206-777-8365
Fax: 206-654-8343
Pat.stevens@wafd.com | washingtonfederal.com

From: Al Cavazos <voc@villageofcapitan.org>
Sent: Tuesday, December 12, 2023 6:48 AM
To: Pat Stevens <Pat.Stevens@wafd.com>
Cc: Angela Autrey <aautrey@villageofcapitan.org>
Subject: FW: WaFd Bank - Vacant Building

Good morning Pat,
We will be having a Trustee meeting this Thursday, December 14th.
In order to be able to prepare a resolution for the purchase of the bank building, here in Capitan, I will need documentation from you or someone of authority with WaFd accepting the agreed upon purchase price and any conditions i.e. restrictions on use and the agreed upon lease agreement for the ATM space.
Please call me if the timeline cannot be met or if you perceive any problems or issues.
Thank you
Al

From: Al Cavazos
Sent: Monday, December 11, 2023 8:51 AM
To: Janiece Wall <jwall@villageofcapitan.org>; Angela Autrey <aautrey@villageofcapitan.org>
Subject: FW: WaFd Bank - Vacant Building

This is the email I sent to Pat Stevens at Washington Federal. He called on Wednesday the 6th and said that this counter offer was accepted by their board and he would be sending the written approval. This was a verbal agreement.
Thanks

425 Pike Street
Seattle, WA 98101

PROPOSAL FOR PURCHASE AND LEASEBACK

January 4, 2024

BUYER:	Village of Capitan
Contact:	Al Cavazos
Email:	voc@villageofcapitan.org
SELLER:	WaFd Bank
Contact:	Pat Stevens
Email:	pat.stevens@wafd.com
Property:	1032 East Smokey Bear Blvd Capitan, NM 88316
Purchase Price:	$165,000.00
Deposit:	$8,000.00
Inspection Period:	Upon the joint execution of the definitive contract and the opening of escrow, Buyer shall have ninety (90) days to conduct its inspections of the property ("Inspection Period"). At any time prior to the end of the Inspection Period, Buyer may terminate the Definitive Contract for any reason and obtain a full refund of the Deposit. At the end of the ninety (90) days, should Buyer be satisfied with the results of the inspections and wish to continue forward, Buyer shall notify the escrow holder and provide for the initial $8,000 deposit to become non-refundable, but applicable to the purchase price.
Closing:	Within 30 days from the expiration of the Inspection Period
Leaseback:	During the due diligence period Buyer and Seller agree to negotiate a full service ATM lease with a rent rate of $500.00 per month.
Buyer's Obligations:	Buyer is responsible for all governmental and non-governmental permits and approvals, including surveys.
Seller's Closing Obligations:	The cost of preparation and recordation of the deed and other documents of conveyance. The costs of a standard title insurance policy obtained by Buyer for Buyers parcel, including any fees related thereto. Seller's attorney fees in connection with the contract and closing.

425 Pike Street
Seattle, WA 98101

	Such other costs as may be allocated to Seller under the contract, including pro-rations for tax, maintenance and utilities.
Buyer's Closing Costs:	Any deed transfer tax or similar tax or fee due upon delivery of the deed to the Buyer.
	Buyer's attorney fees in connection with the contract and closing.
	The costs of any premium related to Buyer obtaining extended ALTA title insurance, including any fees related thereto.
	Such other costs as may be allocated to Buyer under the contract, including pro-rations for tax, maintenance and utilities.
Confidentiality:	The parties hereto will keep the terms of this Letter of Intent confidential.

Buyer and Seller acknowledge that this is a non-binding Proposal and is intended as the basis for the preparation of a Purchase Agreement. The property to be sold is "where is" and "as is". The duty of discovery remains solely with the Buyer. All terms shall be subject to Buyer and Seller's approval and full execution. The terms and provisions of this Proposal do not obligate the parties to enter into a Purchase Agreement.

On behalf of Seller: _____

Date: 1/4/2024

On behalf of Buyer: _____

Date: _____

From: Pat Stevens <Pat.Stevens@wafd.com>
Sent: Tuesday, December 12, 2023 9:34 AM
To: Al Cavazos <voc@villageofcapitan.org>
Cc: Ron Lowrance <rlowrance@villageofcapitan.org>; Angela Autrey <aautrey@villageofcapitan.org>; Le Anne Brasher <lbrasher@villageofcapitan.org>
Subject: RE: WaFd Bank - Vacant Building

Hello Al,

The Executive Management Committee has accepted the offer from the Village of a purchase price of $165,000.00 of the WaFd Capitan property. This agreement would include a leaseback of the ATM at the rate of $500.00 per month. There would also be a deed restriction that would not allow any other financial institution to operate on the premises. Let me know if you have any questions, thanks.

Patrick Stevens

Corporate Real Estate Portfolio Manager

Corporate Real Estate

WaFd Bank

425 Pike Street, Seattle, WA 98101

Office: 206-777-8365

Fax: 206-654-8343

Pat.stevens@wafd.com | washingtonfederal.com

AL

From: Al Cavazos
Sent: Thursday, November 2, 2023 5:09 PM
To: Janiece Wall <jwall@villageofcapitan.org>
Subject: FW: WaFd Bank - Vacant Building

From: Al Cavazos
Sent: Thursday, November 2, 2023 5:06 PM
To: Pat Stevens <Pat.Stevens@wafd.com>
Cc: Ron Lowrance <rlowrance@villageofcapitan.org>; Angela Autrey <aautrey@villageofcapitan.org>; Le Anne Brasher <lbrasher@villageofcapitan.org>
Subject: RE: WaFd Bank - Vacant Building

Good afternoon Pat,
I spoke with Mayor Lowrance and we would like to request consideration of $165,000.00 as a purchase price for the WaFd Bank property here in Capitan, NM.
We would also like to request consideration to lease a portion of the property for your ATM in the amount of $500.00 monthly.
Thank you very much for any consideration.
Al

From: Pat Stevens <Pat.Stevens@wafd.com>
Sent: Thursday, October 12, 2023 1:28 PM
To: Al Cavazos <voc@villageofcapitan.org>
Subject: WaFd Bank - Vacant Building

Hello Al,

I suggest you guys submit an offer in writing for what you think would be a fair price. I'll take it to senior management and let you know what they say.

Patrick Stevens
Corporate Real Estate Portfolio Manager
Corporate Real Estate

WaFd Bank

425 Pike Street, Seattle, WA 98101
Office: 206-777-8365
Fax: 206-654-8343
Pat.stevens@wafd.com | WaFdBank.com

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