



THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA AND THE PLANNING, ZONING, AND HISTORICAL APPROPRIATENESS COMMISSION WILL HOLD A **JOINT WORK SESSION AT THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.**

MONDAY, NOVEMBER 14, 2022 – 4:30 PM

AGENDA

1. Discussion on PZHAC Rules of Procedure and Mesilla Town Code (MTC) Chapter 18 Zoning – **Board of Trustees & Planning, Zoning and Historical Appropriateness Commission**

THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA WILL HOLD A **REGULAR MEETING AT THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.**

MONDAY, NOVEMBER 14, 2022 – 6:00 PM

AGENDA

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL & DETERMINATION OF A QUORUM**
3. **CHANGES TO THE AGENDA & APPROVAL**
4. **PUBLIC INPUT – The public is invited to address the Board for up to 3 minutes.**
5. **APPROVAL OF CONSENT AGENDA:** (The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk *)
 - a) ***BOT MINUTES** - Minutes of Regular Meeting, October 24, 2022
6. **PUBLIC HEARING**
 - a) **Ordinance 2022-01:** \$411,633 Loan Agreement with the New Mexico Environment Department for the Calle de Picacho Utility Replacement Project (RIP 00040)
7. **EXECUTIVE SESSION**
 - a) Discussion concerning purchase, acquisition, or disposal of real property or water rights pursuant to NMSA 1978, Section 10-15-1(H)(8)
 - b) Discussion concerning attorney/client privilege matters pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7)
 - c) Discussion concerning Admin./Finance Department Job Descriptions pursuant to NMSA 1978 Chapter 10-15-1(H)(2)

8. STAFF REPORTS

- a) Loan Agreement with the New Mexico Environment Department for the Calle de Picacho Utility Replacement Project - Rod McGillivray

9. NEW BUSINESS

- a) **For Approval: Ordinance 2022-01:** \$411,633 Loan Agreement with the New Mexico Environment Department for the Calle de Picacho Utility Replacement Project (RIP 00040)
- b) **For Approval:** Resolution 2022-17 RIP 00040 Signatory
- c) **For Approval:** Admin./Finance Department Job Descriptions

10. BOARD OF TRUSTEE COMMITTEE REPORTS

11. BOARD OF TRUSTEE/STAFF COMMENTS

(Written staff reports included in packet)

12. ADJOURNMENT

NOTICE

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

Posted 11.11.2022 online and at the following locations: Town Clerk's Office 2231 Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Shorty's Food Mart 2290 Avenida de Mesilla, Ristramn Chile Co., 2531 Avenida de Mesilla and the U.S. Post Office 2253 Calle de Parian.



BOARD OF TRUSTEES (BOT)

TOWN OF MESILLA

REGULAR MEETING

MONDAY, OCTOBER 24, 2022 – 6:00 PM

MINUTES

TRUSTEES: Nora Barraza, Mayor
Stephanie Johnson-Burick, Mayor Pro Tem
Biviana Cadena, Trustee
Veronica Garcia, Trustee
Adrianna Merrick, Trustee

STAFF: Rani Bush, Town Clerk/Treasurer
Kevin Hoban, Fire Chief
Enrique Salas, Marshal
Gloria Maya, Recorder

PUBLIC: Crystal Davis-Whited Greg Whited
Andy Embury G. Klebansky
Robert Reynolds Laurie Findley
Susan Krueger Rose Sherman
Jasha Zapien

1. PLEDGE OF ALLEGIANCE

Mayor Barraza led the Pledge of Allegiance.

2. ROLL CALL & DETERMINATION OF A QUORUM

Roll Call.

Present: Mayor Barraza, Mayor Pro-Tem Johnson-Burick, Trustee Cadena, Trustee Garcia, Trustee Merrick.

3. CHANGES TO THE AGENDA & APPROVAL

Motion: To approve agenda, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.

Roll Call Vote: Motion passed (**summary:** Yes =4).

Mayor Pro Tem Johnson-Burick Yes

Trustee Cadena Yes

Trustee Garcia Yes

Trustee Merrick Yes

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

50 **No Public Input**

51

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

55 **Motion: To approve consent agenda, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee**
56 **Garcia.**

57

58 **Roll Call Vote:** Motion passed (summary: Yes =4).

59 Mayor Pro Tem Johnson-Burick Yes

60 Trustee Cadena Yes

61 Trustee Garcia Yes

62 Trustee Merrick Yes

63

64 a) ***BOT MINUTES - Minutes of Regular Meeting, September 26, 2022 *Approved by consent***
65 ***agenda***

66

67 **6. EXECUTIVE SESSION**

68 **Motion: To close Regular Meeting and enter Executive Session for discussion:**

69 a) **Concerning purchase, acquisition, or disposal of real property or water rights pursuant to**
70 **NMSA 1978, Section 10-15-1(H)(8)**

71 b) **Concerning attorney/client privilege matters pertaining to threatened or pending litigation**
72 **in which the public body is or may become a participant pursuant to NMSA 1978, Section**
73 **10-15-1(H)(7)**

74 **Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.**

75

76 **Roll Call Vote:** Motion passed (summary: Yes =4).

77 Mayor Pro Tem Johnson-Burick Yes

78 Trustee Cadena Yes

79 Trustee Garcia Yes

80 Trustee Merrick Yes

81

82 **Entered Executive Session at 6:04 p.m.**

83

84 **Motion: To enter Regular Meeting after discussion:**

85 a) **Concerning purchase, acquisition, or disposal of real property or water rights pursuant to**
86 **NMSA 1978, Section 10-15-1(H)(8)**

87 b) **Concerning attorney/client privilege matters pertaining to threatened or pending litigation**
88 **in which the public body is or may become a participant pursuant to NMSA 1978, Section**
89 **10-15-1(H)(7),**

90 **No Action Taken, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.**

91

92 **Entered Regular Meeting at 7:22 p.m.**

93

94 **7. STAFF REPORTS**

95 a) **PA System Update for Boardroom & Budget Adjustments – Rani Bush, Clerk-Treasurer**

96 Ms. Bush gave an update on the PA System for boardroom, quote came in at \$45,182.00 to be paid with
97 ARC funds and the budget adjustments.

98

99 Mayor Barraza stated there is a delay on the shipping of materials.

100

101 Mayor Barraza stated that Ms. Bush has done a great job cleaning up the budget. They met with the
102 Department Heads to review the adjustments.

103

104 **8. NEW BUSINESS**

105 **a) For Approval: PZHAC Case#061457** – 2415 Calle de Parian submitted by Robert
106 Reynolds to install solar project. **Zoned: Historical Residential (HR).**

107 **Motion: To approve PZHAC Case #061457 – 2415 Calle de Parian submitted by Robert Reynolds to**
108 **install solar project. Zoned: Historical Residential (HR), Moved by Trustee Garcia, Seconded by**
109 **Trustee Merrick.**

110

111 Mayor Barraza stated the panels will not be visible from the street; will need to go to CID.

112

113 Mr. Padilla stated PZHAC vote was 4-0; they assured that it would not be visible from the street.

114

115 **Roll Call Vote:** Motion passed (**summary:** Yes =4).

116 Mayor Pro Tem Johnson-Burick Yes

117 Trustee Cadena Yes

118 Trustee Garcia Yes

119 Trustee Merrick Yes

120

121 **b) For Approval: PZHAC Case #061461** – 2190 Avenida de Mesilla submitted by Emily
122 Cano to replace three windows. **Zoned: Historical Commercial (HC)**

123 **Motion: To approve PZHAC Case #061461 – 2190 Avenida de Mesilla submitted by Emily Cano to**
124 **replace three windows. Zoned Historical Commercial (HC), Moved by Mayor Pro Tem Johnson-Burick,**
125 **Seconded by Trustee Garcia.**

126

127 Trustee Garcia stated Mr. Maese was going to go to see if the current windows were commercial or residential.

128

129 Mr. Padilla stated the PZHAC condition was that the windows would have tempered glass since it is a
130 commercial building, and if possible, the presence of old wood frame. Mr. Maese stated the current windows
131 are very old, so he asked that the windows replacements be aesthetic wood type.

132

133 **Amended Motion: To approve PZHAC Case #061461 – 2190 Avenida de Mesilla submitted by Emily**
134 **Cano to replace three windows with the PZHAC conditions, Moved by Moved by Mayor Pro Tem**
135 **Johnson-Burick, Second by Trustee Garcia.**

136

137 **Amended Motion Roll Call Vote:** Motion passed (**summary:** Yes =4).

138 Mayor Pro Tem Johnson-Burick Yes

139 Trustee Cadena Yes

140 Trustee Garcia Yes

141 Trustee Merrick Yes

142

143 **Original Motion Roll Call Vote:** Motion passed (**summary:** Yes =4).

144 Mayor Pro Tem Johnson-Burick Yes

145 Trustee Cadena Yes

146 Trustee Garcia Yes

147 Trustee Merrick Yes

148

149

150 **c) For Approval: NMED Capital Appropriation Project Agreement for SAP 22-G2334-STB**
151 **Mesilla Fire Hydrants**

152 Mayor Barraza stated we will be utilizing Capital Outlay funds for this project approved by the
153 legislators.

154

155 **Motion: To approve NMED Capital Appropriation Project Agreement for SAP-22-G2334-STB Mesilla**
156 **Fire Hydrants, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.**

157

158 **Roll Call Vote:** Motion passed (**summary:** Yes =4).

159 Mayor Pro Tem Johnson-Burick Yes

160 Trustee Cadena Yes

161 Trustee Garcia Yes

162 Trustee Merrick Yes

163

164 **d) For Approval:** Resolution 2022-18 NMED SAP 22-G2334-STB Mesilla Fire Hydrants
165 Authorized Officer(s) and Agent(s)

166 Mayor Barraza stated the authorized officer(s) and agent(s) would be herself, Mr. McGillivray, and Ms.
167 Bush.

168

169 **Motion: To approve Resolution 2022-18 NMED SAP 22-G2334-STB Mesilla Fire Hydrants Authorized**
170 **Officers(s) and Agent(s), Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Merrick.**

171

172 **Roll Call Vote:** Motion passed (**summary:** Yes =4).

173 Mayor Pro Tem Johnson-Burick Yes

174 Trustee Cadena Yes

175 Trustee Garcia Yes

176 Trustee Merrick Yes

177

178 **e) For Approval:** Resolution 2022-19 Budget Adjustment #1 FY23

179 **Motion: To approve Resolution 2022-19 Budget Adjustments #1 FY23, Moved by Mayor Pro Tem**
180 **Johnson-Burick, Seconded by Trustee Garcia.**

181

182 Trustee Garcia stated this increase is only for the Public Works staff. She understands that Mr. Astorga will
183 not be receiving the increase.

184

185 Ms. Bush stated Mr. McGillivray recommended the increase be for the crew.

186

187 Trustee Garcia asked what needs to be done so Mr. Astorga can receive the increase.

188

189 Mayor Barraza responded an amendment to the motion can be made to include Mr. Astorga.

190

191 Trustee Garcia asked if the increase would put all employees to at least \$15 an hour.

192

193 Ms. Bush responded the lowest paid would be at \$14.50.

194

195 Trustee Garcia stated looking at the numbers would we be able to give the Marshal's Department an increase.

196

197 Mayor Barraza responded that would not be her recommendation. Everyone got a 5% a COLA this year. If
198 you look at one department then you need to look at the entire staff.

199

200 Trustee Garcia stated everything is going up and we should look at giving everyone an increase. She
201 understands the Marshal's Department is union.

202

203 Mayor Barraza stated the Marshal's Department is not a union.

204

205 Trustee Garcia stated then now is a good time to give an increase because if they do become union then we
206 have to open up our books. It would show that we did give them an increase.

207 Mayor Barraza stated if it opens up for negotiations that means more money. Reiterated that would not be her
208 recommendation at this time. This is the budget adjustment that we are proposing currently.
209
210 Trustee Merrick asked how employees are hourly.
211
212 Ms. Bush responded seventeen are hourly and four salaried.
213
214 Trustee Garcia stated we need to take care of our staff and be competitive. A COLA is not a raise. The
215 employees had their hours cut; was that ever made up. This board always says we will look at it in the future
216 but “mañana never comes.” We need to look at giving everyone an increase in a month, not a percentage but a
217 dollar amount. She understood employees would be at \$15 an hour and that is not what happened.
218
219 Trustee Merrick stated we are cautious regarding spending, but hourly employees need to be revisited. It will
220 help us keep employees and creates a better environment. She would like to see the cost for including all the
221 hourly employees and then also look at the Department Heads.
222
223 Mayor Pro Tem Johnson-Burick stated she supports the passion and beliefs of the trustees. We looked at
224 employees making under \$15. She cautioned the trustees that raises cannot be give to only some employees.
225 We need to ensure we are fair with the compensation and job responsibilities but does support looking at this
226 down the road.
227
228 Trustee Cadena stated she supports giving everyone an increase; asked about the costs.
229
230 Mayor Barraza stated there is different funding sources for employees. An increase needs to include benefits
231 (if applicable), PERA and taxes.
232
233 Trustee Cadena stated we would like to get that number.
234
235 Mayor Barraza stated another thing is we would need to see if the increase would be from the operational fund
236 or the cushion that we currently have. Ms. Bush would need to do the calculation. She would like to open a
237 position to help Ms. Bush. The board requested that there be a range scheduled step for each updated job
238 description which she has asked Department Heads to look at. We need to be fair by including all employees
239 as well as the Department Heads.
240
241 Trustee Garcia asked for the numbers and also recommended leaving the vacant positions at the current rate
242 which would allow a cushion for negotiating.
243
244 Mayor Barraza stated the goal is to get everyone to minimum wage, does not feel that would work.
245
246 Mayor Pro Tem Johnson-Burick stated that could become a liability challenge.
247
248 Trustee Garcia asked how long it will take to get the numbers.
249
250 Mayor Barraza stated we will work at getting these numbers for the next meeting. Due to Mr. Padilla leaving
251 Ms. Bush and herself will have added responsibilities.
252
253 Trustee Garcia asked about compensation for the added duties being placed on Ms. Bush.
254
255 Mayor Barraza responded we can discuss that at the next meeting.
256
257 Trustee Garcia stated amended the original motion to include the Public Works Foreman and to begin at the
258 start of the next pay period.
259
260
261
262
263 **Amended Motion: To approve Resolution 2022-19 Budget Adjustments #1 FY23 with a \$1.00 increase**

264 **for all Public Works staff starting on next pay period; to include Mr. Astorga and to begin at the next**
265 **pay period start date, Moved by Trustee Garcia, Seconded by Mayor Pro Tem Johnson-Burick.**
266

267 **Amended Motion Roll Call Vote:** Motion passed (**summary:** Yes =4).

268 Mayor Pro Tem Johnson-Burick Yes

269 Trustee Cadena Yes

270 Trustee Garcia Yes

271 Trustee Merrick Yes

272

273

274 **Original Motion Roll Call Vote:** Motion passed (**summary:** Yes =4).

275 Mayor Pro Tem Johnson-Burick Yes

276 Trustee Cadena Yes

277 Trustee Garcia Yes

278 Trustee Merrick Yes

279

280 **9. BOARD OF TRUSTEE COMMITTEE REPORTS**

281 Trustee Merrick: (did not attend) MPO meeting

282

283 Mayor Pro Tem Johnson-Burick: MPO meeting, next MPO meeting November 9th

284

285 Trustee Garcia: did not attend the meeting, Architectural Style Committee Tuesday

286

287 Trustee Cadena: Committee Meeting via Zoom October 27th

288

289 Mayor Barraza: (did not attend) MPO meeting, US/Mexico Summit, Legal Conference; NMIFA, RTD meeting
290 (will not attend), NMDOT virtual meeting

291

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

293 *(Written staff reports included in packet)*

294 Marshal Salas stated Halloween Carnival, DEA medicine disposal program this week.

295

296 Ms. Bush stated the summit was highly informative. Early voting taking place at town hall and Halloween
297 Carnival on Saturday.

298

299 Mayor Barraza stated Mr. Padilla's last day is Friday; thanked him for all he did for the town.

300

301 Ms. Bush thanked Mr. Padilla for all he did.

302

303 Mr. Padilla thanked everyone, and it was a pleasure working with everyone.

304

305 Trustee Cadena stated it is nice to know that we will be updating our system. She asked if the attorney is on a
306 retainer.

307

308 Mayor Barraza responded he is in 15-minute increments.

309

310 Trustee Cadena stated she had asked about the PZHAC terms. We need to move forward in following the
311 ordinances.

312

312 Trustee Merrick thanked Mr. Padilla for everything he did. He will be missed. Thanked Ms. Bush for doing a
313 great job on the budget. She is available to help where needed. She has looked at the budget and it is possible

314 to give everyone an increase. We want to address salaries to be competitive. It is of utmost importance to
315 have a joint worksession. She understands there are three PZHAC vacancies; believes there was appointments
316 without board approval. Zoom is new reality; people should not be excluded. It is not in the ordinances that
317 there is Zoom participation is not allowed. Dia de Los Muertos is a great event. She is always willing to help
318 where it is needed.

319
320 Trustee Garcia thanked Mr. Padilla for the great job he did. Ms. Bush did a great job on the budget and
321 appreciates the open-door policy. She needs guidance with the Workforce Solution meetings. She supports
322 the staff because without them things would not get done.

323
324 Mayor Pro Tem Johnson-Burick thanked Mr. Padilla and Ms. Bush for all their hard work.

325
326 Mayor Barraza stated tomorrow will be the last Architectural Style Meeting. We will be doing our best to
327 move cases forward. The Board of Trustees and PZHAC worksession is crucial.

328
329 Ms. Bush stated we are looking at November 14th for the worksession.

330
331 Mayor Barraza stated she researched the PZHAC appointments and could not find the information. We are
332 looking at getting positions on schedule. Appointments will be staggered and be two-year terms, January to
333 December. Voting taking place at Town Hall and Dia de Los Muertos will be this weekend. The mayor puts
334 the agenda together and can choose to allow Zoom or Teleconference. Issues that arise with Zoom and
335 Teleconference is the difficulty to hear or to see presentations which is not fair to the applicant. She is
336 bothered with comments being made by the Board of Trustees. Staff has been offended by comments being
337 made by this board as well. There are trustees contacting former employees and offering them a position that
338 is not even available. If you want to campaign for a candidate that is your choice but please do not contact
339 former employees regarding filling positions. She is the current mayor and will be till the end of next year.
340 Also, at this point she will be running again. Also does not appreciate members of this board offering former
341 employees or current employee's positions. Cautioned the board on their interaction with the employees. She
342 is the CEO/boss of the town; that is what she was elected to be. It is her responsibility and not the trustees to
343 oversee the staff. If trustees have any questions or concerns, they are to call her not the department heads or
344 staff. If need be, she will direct staff to not respond to the board's phone calls. A reminder this is not an
345 election year. She respects the board and their decisions but do not undermine her. Everything gets back to
346 her. It saddens her because she felt the board had a good working relationship and does not like the staff being
347 put in that kind of position.

348
349 **11. ADJOURNMENT**

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

351
352 **MEETING ADJOURNED AT 8:34 P.M.**

353
354 **APPROVED THIS 14TH TH DAY OF NOVEMBER, 2022.**

355
356
357
358

Nora L. Barraza
Mayor

360
361 **ATTEST:**

362
363
364
365

Rani Bush
366 **Town Clerk-Treasurer**

ORDINANCE NO. 2022-01

AUTHORIZING THE TOWN OF MESILLA (“BORROWER”) TO ENTER INTO A LOAN AGREEMENT WITH THE NEW MEXICO ENVIRONMENT DEPARTMENT (“NMED”) FOR THE PURPOSE OF OBTAINING PROJECT LOAN FUNDS IN THE PRINCIPAL AMOUNT OF \$411,633 PLUS 2.375% ACCRUED INTEREST AND LOAN SUBSIDY GRANT FUNDS IN THE AMOUNT OF \$100,000; FOR A TOTAL FUNDED AMOUNT OF \$511,633; DESIGNATING THE USE OF THE FUNDS FOR THE PURPOSE DEFINED IN THE MOST CURRENT PROJECT DESCRIPTION FORM AS APPROVED BY NMED; DECLARING THE NECESSITY FOR THE LOAN; PROVIDING THAT THE LOAN WILL BE PAYABLE AND COLLECTIBLE SOLELY FROM THE BORROWER’S PLEDGED REVENUES DEFINED BELOW; PRESCRIBING OTHER DETAILS CONCERNING THE LOAN AND THE SECURITY FOR THAT PURPOSE.

Capitalized terms used in the following preambles are defined in Section 1 of this Ordinance unless the context requires otherwise.

WHEREAS, the Borrower is a legally and regularly created public body organized under the general laws of the State of New Mexico (“State”); and

WHEREAS, the Borrower now owns, operates and maintains a public utility constituting a Water and Wastewater System (“System”),

WHEREAS, the present System is insufficient and inadequate to meet the needs of the Borrower; and

WHEREAS, the Loan Agreement will be payable solely from the Pledged Revenues; and

WHEREAS, the Borrower has the following obligations outstanding to which the Pledged Revenues have already been pledged:

Funding Source (e.g., Revenue Bond, NMED, NMFA, etc.) and Series# or Loan/Project #	Principal Amount Outstanding at 06/30/2021 (use the most current fiscal year end date)	Is the listed funding source superior, subordinate or on parity with this funding?
NMFA WPF-722	\$3,732.64	Subordinate
NMFA WPF-759	\$10,340.69	Subordinate
NMFA WPF-3766	\$377,852.68	Subordinate
NMFA WPF-3558	\$92,262.21	Subordinate
NMFA WPF-4711	\$35,983.87	Subordinate

WHEREAS, the Governing Body of the Borrower has determined that it is in the best interest of the Borrower to accept and enter into the Loan Agreement.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE BORROWER:

Section 1. DEFINITIONS. As used in the Ordinance, the following terms shall have the meanings specified below, unless the context clearly requires otherwise (*such meanings to be equally applicable to both the singular and the plural forms of the terms defined unless the plural form is separately defined*):

ACT. The general laws of the State, including the Rural Infrastructure Act at sections 75-1-1 to 75-1-6 NMSA 1978, as amended; enactments of the governing Body of the Borrower relating to the Loan Agreement made by resolution or ordinance, including this Ordinance; and the powers of the Borrower as a public body under authority given by the Constitution and Statutes of the State.

ANNUAL AUDIT or SINGLE AUDIT. Financial statements of the Borrower as of the end of each Fiscal Year, audited by an Auditor, consistent with the State Auditor's rules.

AUTHORIZED OFFICER. The Borrower's mayor, chairperson, director or other officer or agent of the Borrower as designated by the Borrower's Resolution Number **2022-17** adopted by the governing body of the Borrower, as amended.

BORROWER. The entity requesting funds pursuant to the Act.

FISCAL YEAR. The twelve-month period commencing on the first day of July of each year and ending on the last day of June of the succeeding year, or any other twelve-month period which the Borrower hereafter may establish as the fiscal year or the System.

FUNDS. Loan and Loan Subsidy Grant Funds

GOVERNING BODY OF THE BORROWER (e.g., Council, Commission, Board, etc.)

Council.

LOAN. A loan of funds from NMED made pursuant to the Loan Agreement.

LOAN AGREEMENT. The loan agreement between the Borrower and the NMED, pursuant to which funds will be loaned to the Borrower to construct the Project and pay eligible costs relating thereto; and the final loan agreement which shall state the final amount the NMED loaned to the Borrower, which shall be executed upon completion of the Project and dated on the date of execution.

LOAN SUBSIDY GRANT. A sub-grant of funds to the Borrower for the purpose of subsidizing the amount loaned to the Borrower under the Loan Agreement.

NMSA. New Mexico Statutes Annotated, 1978 Compilation, as amended and supplemented.

OPERATION AND MAINTENANCE. All reasonable and necessary expenses of the System, paid or accrued, relating to operating, maintaining and repairing the System.

ORDINANCE. This Ordinance including amendments.

PARITY BONDS or PARITY OBLIGATIONS. Revenue Bonds and other bonds or other obligations payable from the Pledged Revenues issued with a lien on the Pledged Revenues on parity with the bonds or obligations as listed in this Ordinance.

PLEDGED REVENUES. General Fund and Water and Wastewater Fund.

PROJECT. The most current NMED approved Project Description described on the Project Description Form on file with NMED.

PROJECT COMPLETION DATE. The date that operations of the completed works are initiated or capable of being initiated, whichever is earlier. This also applies to individual phases or segments.

REGULATIONS. Regulations promulgated by the New Mexico Environment Department at 20.7.2 NMAC.

SUBORDINATE OBLIGATIONS. Other obligations payable from the Pledged Revenues issued with a lien on the Pledged Revenues subordinate to the lien of the Loan Agreement as may be listed in this Ordinance.

Section 2. RATIFICATION. All action before now (not inconsistent with the provisions of the Ordinance) by the Board, the officers and employees of the Borrower, directed toward the Loan Agreement, is ratified, approved and confirmed as a result of this document.

Section 3. FINDINGS. The Governing Body of the Borrower declares that it has considered all relevant information and data and makes the following findings:

(A) The execution and delivery of the Loan Agreement pursuant to the Act to provide funds to finance the Project, is necessary and in the interest of the public health, safety, and welfare of the residents of the Borrower.

(B) The money available for the Project from all sources other than the Loan Agreement is not sufficient to pay when due the cost of the Project.

(C) The Pledged Revenues may lawfully be pledged to secure the payment of amounts due under the Loan Agreement.

Section 4. SYSTEM. The System shall continue to constitute a Water and Wastewater System and shall be operated and maintained as such.

Section 5. AUTHORIZATION OF PROJECT. The acquisition and construction of the Project and payment of eligible items as set forth in the Regulations from proceeds of the Loan Agreement is hereby authorized at a cost not to exceed the principal Loan amount of \$411,633 and the Loan Subsidy Grant amount of no less than \$100,000; for a Total Funded Amount of \$511,633 excluding any cost of the Project to be paid from any source other than the proceeds of the Loan Agreement.

Section 6. AUTHORIZATION OF LOAN AGREEMENT.

(A) For the purpose of protecting the public health, conserving the property, and protecting the general welfare of the borrowing community it is hereby declared necessary that the Borrower execute and deliver the Loan Agreement to be payable and collectible solely from the Pledged Revenues. The NMED has agreed to disburse the proceeds according to the terms of the Loan Agreement to the Borrower over the construction period of the Project. The principal Loan amount shall not exceed \$411,633 plus accrued interest without the adoption of another Ordinance amending the Ordinance by the Governing Body of the Borrower, *and the annual interest rate on that principal amount shall not exceed 2.375% percent per annum. Interest shall be computed as a percentage per year on the outstanding principal amount on the Loan on the basis of a 365-day year, actual number of days lapsed.* The final maturity date shall not extend beyond the agreed upon useful life of the project. The Loan shall be repaid in substantially equal annual installments

in the amount and on the dates provided in the Loan Agreement with the first annual installment due no later than one year after completion of the project. The Borrower must maintain a debt service coverage ratio of no less than 1.2 and must obtain the written consent of the NMED before issuing additional obligations secured by the Pledged Revenues.

(B) The Borrower is hereby authorized to accept a Loan Subsidy Grant of no less than \$100,000 under the terms of the Loan Agreement.

(C) The form of the Loan Agreement is approved. The Mayor is hereby authorized and directed to execute and deliver the Loan Agreement and any amendments to the Loan Agreement to be executed after completion of the Project with such changes consistent with the Ordinance. The approval by an Authorized Officer of these documents in their final forms shall constitute conclusive evidence of their approval and compliance with this section.

(D) From the date of the initial execution and delivery of the Loan Agreement Authorized Officers, agents and employees of the Borrower are authorized, empowered and directed to carry out such acts and to execute all such documents as may be necessary to comply with the provisions of this Ordinance and the Loan Agreement.

Section 7. SPECIAL LIMITED OBLIGATIONS. All Funds disbursed pursuant to the Loan Agreement shall be special limited obligations of the Borrower and shall be payable and collectible solely from the Pledged Revenues which are irrevocably pledged as set forth in this Ordinance. The NMED may not look to any general or other fund for the payment on the Loan Agreement except the designated special funds pledged. The Loan Agreement shall not constitute indebtedness or debts within the meaning of any constitutional, charter or statutory provision or limitation, nor shall they be considered or be held to be general obligations of the Borrower and shall recite that they are payable and collectible solely from the Pledged Revenues.

Section 8. OPERATION OF PROJECT. The Borrower shall operate and maintain the Project so that it will function properly over its structural and material design life.

Section 9. USE OF PROCEEDS. The NMED shall disburse Funds pursuant to the Loan Agreement for NMED approved costs incurred by the Borrower for the Project or to pay contractors or suppliers of materials for work performed on the Project as set forth in the Loan Agreement.

Section 10. APPLICATION OF REVENUES.

(A) **OPERATION AND MAINTENANCE.** So long as the Loan Agreement is outstanding, either as to principal or interest, or both, the Borrower shall pay for the operation and maintenance expenses of the System, approved indirect charges and any amounts for capital replacement and repair of the System as incurred.

(B) **PARITY OBLIGATIONS AND OTHER APPROVED DEBT(S).** The Borrower shall pay the principal and interest of parity obligations and other approved debts which are secured from the Pledged Revenues as scheduled.

(C) **EQUITABLE AND RATABLE DISTRIBUTION.** Obligations of the Borrower secured by the Pledged Revenues on parity with the Loan Agreement, from time to time outstanding, shall not be entitled to any priority one over the other in the application of the Pledged Revenues, regardless of the time or times of their issuance or creation.

(D) **SUBORDINATE OBLIGATIONS.** The Pledged Revenues used for the payment of Subordinate Obligations shall be applied first to the payment of the amounts due the Loan Agreement, including payments to be made to other obligations payable from the Pledged Revenues which have a lien on the Pledged Revenues on parity with the Loan Agreement.

Section 11. LIEN OF LOAN AGREEMENT. The Loan Agreement shall constitute irrevocable liens upon the Pledged Revenues with priorities on the Pledged Revenues as set forth

in this Ordinance. The Borrower hereby pledges and grants a security interest in the Pledged Revenues for the payment and any other amounts owed by the Borrower to the NMED pursuant to the Loan Agreement.

Section 12. OTHER OBLIGATIONS. Nothing in the Ordinance shall be construed to prevent the Borrower from issuing bonds or other obligations payable from the Pledged Revenues and having a lien thereon subordinate to the liens of the Loan Agreement. The Borrower must obtain the written consent of the NMED before issuing additional obligations secured by the Pledged Revenues.

Section 13. DEFAULT. The following shall constitute an event of default under the Loan Agreement:

(A) The failure by the Borrower to pay the annual payment due on the repayment of the Loan set forth in the Loan Agreement when due and payable either at maturity or otherwise; or

(B) Default by the Borrower in any of its covenants or conditions set forth under the Loan Agreement (*other than a default described in the previous clause of this section*) for 60 days after the NMED has given written notice to the Borrower specifying such default and requiring the same to be remedied.

UPON OCCURRENCE OF DEFAULT:

(A) The entire unpaid principal amount of the Interim and Final Loan Agreement plus accrued interest and any fees thereon may be declared by the NMED to be immediately due and payable and the Borrower shall pay the amounts due from the Pledged Revenues, either immediately or in the manner required by the NMED in its declaration, but only to the extent funds are available for payment. However, if insufficient funds are available for payment, the NMED may require the Borrower to adjust the rates charged by the System to ensure repayment.

(B) The NMED shall have no further obligation to make payments to the Borrower under the Loan Agreement.

Section 14. **ENFORCEMENT; VENUE.** The NMED retains the right to seek enforcement of the terms of the Loan Agreement. If the NMED and the Borrower cannot reach agreement regarding disputes as to the terms and conditions of this Loan Agreement, such disputes are to be resolved promptly and expeditiously in the district court of Santa Fe County. The Borrower agrees that the district court for Santa Fe County shall have exclusive jurisdiction over the Borrower and the subject matter of this Loan Agreement and waives the right to challenge such jurisdiction.

Section 15. **REMEDIES UPON DEFAULT.** Upon the occurrence of any of the events of default as provided in the Loan Agreement or in this Ordinance, the NMED may proceed against the Borrower to protect and enforce its rights under the Ordinance by mandamus or other suit, action or special proceedings in equity or at law, in any court of competent jurisdiction, either for the appointment of a receiver or for the specific performance of any covenant or agreement contained in the Ordinance for the enforcement of any proper legal or equitable remedy as the NMED may deem most effective to protect and enforce the rights provided above, or to enjoin any act or thing which may be unlawful or in violation of any right of the NMED, or to require the Borrower to act as if it were the trustee of an express trust, or any combination of such remedies. Each right or privilege of the NMED is in addition and cumulative to any other right or privilege under the Ordinance or the Loan Agreement and the exercise of any right or privilege by the NMED shall not be deemed a waiver of any other right or privilege.

Section 16. **DUTIES UPON DEFAULT.** Upon the occurrence of any of the events of default as provided in this Ordinance, the Borrower, in addition, will do and perform all proper acts on behalf of and for the NMED to protect and preserve the security created for the payment

of the Agreement to ensure the payment on the Agreement promptly as the same become due. All proceeds derived from the System, so long as the Agreement is outstanding, shall be treated as revenues. If the Borrower fails or refuses to proceed as required by this Section, the NMED, after demand in writing, may proceed to protect and enforce the rights of the NMED as provided in the Ordinance and the Loan Agreement.

Section 17. TERMINATION. When all obligations under the Loan Agreement have been paid, the Loan Agreement shall terminate and the pledge, lien, and all other obligations of the Borrower under the Ordinance shall be discharged. The principal amount o, or any part thereof, may be prepaid at any time without penalty at the discretion of the Borrower and the prepayments of principal shall be applied as set forth in the Loan Agreement.

Section 18. AMENDMENT OF ORDINANCE. This Ordinance may be amended with the prior written consent of the NMED.

Section 19. ORDINANCE IRREPEALABLE. After the Loan Agreement has been executed and delivered, the Ordinance shall be and remain irpealable until the Agreement has been fully paid, terminated and discharged, as provided in the Ordinance.

Section 20. SEVERABILITY CLAUSE. If any section, paragraph, clause or provision of the Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of the Ordinance.

Section 21. REPEALER CLAUSE. All bylaws, orders, Ordinances and Ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any bylaw, order, Ordinance or Ordinance, or part thereof, heretofore repealed.

(BORROWER SHOULD ADD SIGNATURE PAGE AS USUAL AND CUSTOMARY)

A RESOLUTION AUTHORIZING THE ASSIGNMENT OF AUTHORIZED OFFICER(S) AND AGENT(S)

Resolution No. 2022-17

Whereas, the **Town of Mesilla of Dona Ana County** of the State of New Mexico shall enter into a Loan Agreement with the State of New Mexico Environment Department, and

Whereas, the Agreement is identified as **RIP 00040**.

NOW THEREFORE, BE IT RESOLVED by the named applicant that:

Nora L. Barraza, Mayor, or successor is authorized to sign the Loan Agreement for this project, and

Rani Bush, Clerk Treasurer or successor is the AUTHORIZED OFFICER who is authorized to sign all other documents necessary to fulfill the Loan Agreement requirements (Project Description, Budget, Reimbursement Requests) and to act as the project contact (*may have more than one*), and

Rani Bush, Clerk Treasurer, or successor is the SIGNATORY AUTHORITY who is authorized to sign reimbursement requests only for this project. (*optional*)

PASSED, APPROVED, AND ADOPTED: October 11, 2022.

Nora L. Barraza, Mayor, Town of Mesilla

(Signature)

Date

(SEAL)

ATTEST:

(Municipal Clerk)

Name of Borrower: Town of Mesilla Project Number: RIP 00040**Current Authorized Signatures** (submit with Signature Resolution; update when necessary)

Loan Agreement			
Name	Nora L. Barraza	Name	
Title	Mayor	Title	
Signature		Signature	
Address	2231 Avenida de Mesilla	Address	
	Mesilla, NM 88046		
Email	mayor@mesillanm.gov	Email	
Phone	575-524-3262	Phone	
All Other Documents			
Name	Rani Bush	Name	
Title	Clerk Treasurer	Title	
Signature		Signature	
Address	2231 Avenida de Mesilla	Address	
	Mesilla, NM 88046		
Email	clerktreasurer@mesillanm.gov	Email	
Phone	575-524-3262	Phone	
Disbursements Only			
Name	Rani Bush	Name	
Title	Clerk Treasurer	Title	
Signature		Signature	
Address	2231 Avenida de Mesilla	Address	
	Mesilla, NM 88046		
Email	clerktreasurer@mesillanm.gov	Email	
Phone	575-524-3262	Phone	

JOB TITLE: ADMINISTRATIVE FILE CLERK

DEPARTMENT: ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

SALARY RANGE: BEGINNING FROM \$13.00 PER HOUR

JOB SUMMARY:

Under general direction of the Town Clerk-Treasurer, assists in matters relating to filing, and organizing. In addition to greeting the public, answering the telephone, and providing general clerical support to the Town Clerk, Mayor, and administrative staff.

MAJOR DUTIES:

- Establishes, updates, and maintains town files, inventories, records, forms, data, and applications, as required.
- Files projects, programs, agreements, and grants both electronically and hardcopy.
- Establishes a records retention schedule and prepares files for destruction.
- Deliver, recover, and distribute Town mail.
- Assist correspondence for town administration.
- Assists the town clerk with the posting of meeting agendas and notices according to the Open Meetings Act resolution.
- Assists with the following duties of Utility Clerk/Receptionist:
 - Greeting the public, takes messages, and provides general information to visitors.
 - Answering telephones; referring calls to the appropriate individuals, departments.
 - Receiving payments for utilities, permits, business registration, facility rentals, and deposits from service window, mail, and drop-box.
- Assists other personnel when needed.

- Performs other related duties as assigned.

JOB SPECIFICATIONS:

- Skill in organizing resources and establishing priorities
- Skill in the use of personal computers and related software applications
- Record maintenance skills
- Database management skills
- Demonstrated ability to maintain confidentiality
- Ability to communicate both orally and in writing
- Ability to analyze and evaluate data and communications as it relates to area of assignment
- Ability to coordinate and direct a variety of complex tasks and assignments simultaneously
- Ability to work with a variety of organizations, both public and private
- Skill in utilizing such office equipment such as computer, calculator, copier/printer, phone system

SUPERVISORY CONTROLS:

The Town Clerk/Treasurer assigns work in terms of general instructions. Completed work is reviewed for accuracy and for compliance with policies and procedures.

PERSONAL CONTACTS:

Contacts are typically with co-workers, local elected officials, employees from other departments and state agencies, and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to exchange information, file information in appropriate areas, resolve problems, and provide services.

PHYSICAL DEMANDS:

The work is typically performed with the employee sitting at a desk.

WORK ENVIRONMENT:

The work is performed in an office. Occasionally at the reception desk when the utility clerk/receptionist is absent.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

None.

MINIMUM QUALIFICATIONS:

1. High school diploma or General Educational Development (GED) test certificate;
2. Experience equivalent to two (2) year's full-time work in an office utilizing bookkeeping, accounting, data processing, and related financial skills.
3. Bilingual proficiency in speaking the English and Spanish language is preferred.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

**** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the town.***

JOB TITLE: TOWN CLERK-TREASURER

DEPARTMENT: ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: EXEMPT

SALARY RANGE:

JOB SUMMARY:

This position is exempt as per the Personnel Rules and Regulations and serves at the pleasure of the Mayor and Board of Trustees. The Town Clerk-Treasurer may be terminated by the Mayor subject to approval of the Town Trustees, with or without cause.

The position is responsible for performing all duties imposed on the office by statute (§ 3-13-1 and § 3-37-1, NMSA 1978), ordinance, custom and personnel rules and regulations. The position is also responsible for the planning and directing the operations of the department, including supervising utility billing and collections.

MAJOR DUTIES:

- The town clerk-treasurer as the municipal clerk shall:
 - Be custodian of the official seal of the municipality.
 - Attend all meetings of the Board of Trustees.
 - Prepare all board of trustees agendas under the guidance of the mayor and disseminate agenda packets according to the Open Meetings Act resolution.
 - Publish all proceedings, legal notices, ordinances, and resolutions that are required to published by state law and Mesilla Town code.
 - Keep in custody all proceedings, ordinances, and resolutions of and for the Board of Trustees.
 - Upon request, furnish copies of municipal records.
 - Manage all Town contracts, agreements, inventory, and assets.

- Meets with various local, regional and state agencies and commissions to discuss departmental activities and projects.
- The town clerk-treasurer as the finance officer of the municipality shall:
 - Supervise the depositing and safekeeping of all money belonging to the municipality.
 - Keep & expend the budget in the manner directed by the Board of Trustees.
 - Submit monthly, or more often if required by the Board of Trustees, a report of the receipts and expenditures of the municipality.
 - Prepare annual & quarterly, financial reports showing the receipts, expenditures and balances for each fund and submit them to the appropriate state agency. A copy of the financial report shall be filed in the office of the town clerk-treasurer as a public document.
 - Oversee the yearly audit.
- Be administratively responsible for any staff under her/him.
- Assists the Mayor with personnel matters.
- Perform other duties as may from time to time be delegated to the town clerk-treasurer pursuant to the Town of Mesilla personnel rules.

JOB SPECIFICATIONS:

- Knowledge of the principles, procedures, and practices of governmental accounting and budgeting.
- Knowledge of state and federal laws governing municipal financial operations, risk management, and grants.
- Knowledge of state and federal laws and reporting requirements as related to payroll and personnel functions.
- Knowledge of town ordinances and departmental rules, regulations, policies and procedures as related to payroll and personnel processes, department operations, and grant activity.
- Knowledge of general accounting and bookkeeping practices.
- Knowledge of general office practices.

- Knowledge of computerized systems for the maintenance of financial records.
- Skill in performing basic mathematical calculations.
- Skill in maintaining accurate financial records and in preparing reports.
- Skill in utilizing a personal computer and various word processing and database software applications.
- Skill in utilizing such modern office equipment as a computer, adding machine, typewriter, calculator, copier and facsimile machine.
- Skill in oral and written communication.

SUPERVISORY CONTROLS:

The Mayor assigns work in terms of goals and objectives. The employee manages the daily operation of the department fairly independently. The work may be reviewed upon completion for the nature and propriety of the final results.

GUIDELINES:

Guidelines include governmental accounting and audit principles, town codes, and state and federal laws regarding the financial operation and personnel activities of municipalities. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY:

The work consists of a variety of administrative and technical accounting duties.

SCOPE AND EFFECT:

The purpose of this position is to oversee the operations of the Finance/Administration department to insure proper processing and maintenance of the town's financial and public records. Successful performance helps ensure the accountability of the town's financial transactions.

PERSONAL CONTACTS:

Contacts are typically with co-workers, attorneys, and local elected officials, employees from other departments and state agencies, and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to give and exchange information, resolve problems, motivate personnel, and justify or negotiate matters.

PHYSICAL DEMANDS:

The work is typically performed with the employee sitting at a desk.

WORK ENVIRONMENT:

The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

This position has direct supervision over the Finance/Administration staff unless otherwise specified by the Mayor.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from a college or university in finance, accounting, business administration, or public administration.
2. Experience equivalent to four-(4) year's full-time work in governmental financial administration.
3. Bilingual proficiency in speaking the English and Spanish language is preferred.
4. Certified Municipal Clerk (CMC) designation or ability to obtain within three years of employment.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature	Date

Witness

**** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the town.***

JOB TITLE: DEPUTY CLERK-TREASURER

DEPARTMENT: ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

SALARY RANGE:

JOB SUMMARY:

This position is responsible for maintaining the financial status records of the town; processing payroll, personnel forms, insurance claims, and retirement records for all town employees.

MAJOR DUTIES:

- The deputy town clerk-treasurer as the deputy clerk shall:
 - Serves as secretary for Board of Trustee meetings to record and prepare minutes.
 - Notarizes documents for public and town personnel.
- The deputy clerk-treasurer as the deputy treasurer of the municipality shall:
 - Processes all accounts payable.
 - Issues purchase orders.
 - Maintains towns accounts payable, files, records, and state reports.
 - Compiles monthly journal entries; verifies account balances for month-end financial reports; reconciles bank statements with town's checking accounts prior to giving to Town Clerk for approval.
 - Makes deposits at the bank in the event the Utility Clerk is absent.
 - Processes and submits bi-weekly town payroll from timesheets submitted by department heads.

- Responsible for maintaining and issuing W-2's, W-4's and 1099's.
- Prepares and issues payroll and deduction checks.
- Maintains payroll and personnel files including annual and sick leave, over-time, retirement, workers comp claims, and insurance data.
- Prepares all monthly, quarterly, and annual state and federal tax and payroll reports.
- Processes town, state, and federal personnel forms for new and separating employees including benefits form and separation notices.
- Prepares bi-weekly PERA retirement report for Town Clerk-Treasurer.
- Along with the Town Clerk-Treasurer, assists auditors with conducting the annual financial audit for the town.
- Trains and supervises the Utility Clerk.
- Performs other related duties as assigned.

JOB SPECIFICATIONS:

- Knowledge of the principles, procedures, and practices of governmental accounting and budgeting.
- Knowledge of state and federal laws governing municipal financial operations, risk management, and grants.
- Knowledge of state and federal laws and reporting requirements as related to payroll and personnel functions.
- Knowledge of town ordinances and departmental rules, regulations, policies and procedures as related to payroll and personnel processes, department operations, and grant activity.
- Knowledge of general accounting and bookkeeping practices.
- Knowledge of general office practices.

- Knowledge of computerized systems for the maintenance of financial records.
- Skill in performing basic mathematical calculations.
- Skill in maintaining accurate financial records and in preparing reports.
- Skill in utilizing a personal computer and various word processing and database software applications.
- Skill in utilizing such modern office equipment as a computer, adding machine, typewriter, calculator, copier and facsimile machine.
- Skill in oral and written communication.

SUPERVISORY CONTROLS:

The Deputy Town Clerk/Treasurer assigns work in terms of very general instructions. The work is spot-checked for the nature and propriety of the final results.

GUIDELINES:

Guidelines include governmental accounting and audit principles, town codes, and state and federal laws regarding the financial operation and personnel activities of municipalities. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY:

The work consists of a variety of administrative and technical accounting duties.

SCOPE AND EFFECT:

The purpose of this position is to prepare and maintain the town's financial, payroll, insurance, and budget records. Successful performance helps ensure the accountability of the town's financial transactions.

PERSONAL CONTACTS:

Contacts are typically with co-workers, attorneys, and local elected officials, employees from other departments and state agencies, and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to give and exchange information, resolve problems, motivate personnel, and justify or negotiate matters.

PHYSICAL DEMANDS:

The work is typically performed with the employee sitting at a desk.

WORK ENVIRONMENT:

The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

None

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from a college or university in finance, accounting, business administration, or public administration; Experience equivalent to four-(4) year's full-time work in governmental financial administration.
2. Bilingual proficiency in speaking the English and Spanish language is preferred.
3. Ability to be bonded.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

****This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the town.***

JOB TITLE: UTILITY CLERK-RECEPTIONIST

DEPARTMENT: ADMINISTRATION

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

SALARY RANGE:

JOB SUMMARY:

This position is responsible for processing and verifying utility accounts receivable transactions for the town, greeting the public, answering the telephone, and providing general clerical support to Town Clerk-Treasurer and Public Works Director as needed.

MAJOR DUTIES:

- Greets the public, takes messages, and provides general information to visitors.
- Answers the telephone; refers callers to the appropriate individuals and departments and takes and delivers messages for staff, Mayor, Town Clerk, and Trustees.
- Receives payments for utilities, permits, business registrations, and facility rentals and deposits at the service window, by mail, and from the drop-box.
- Posts payments for utilities, permits, business registrations, and facility rentals and deposits to the financial system on a timely basis.
- Prepares a daily cash report; balances cash received to the financial system.
- Advises Public Works staff of accounts to be turned on or off.
- Reviews aging reports on a monthly basis.
- Generates monthly utility bills.
- Generates and posts late fees to utility accounts and sends past due letters to customers.
- Assists the public by resolving problems and complaints in person and by telephone and by providing customers with their account history.
- Processes final bills for customers.
- Processes monthly customer bank drafts.

- Assists other personnel when needed.
- Performs other related duties as assigned.

JOB SPECIFICATIONS:

- Knowledge of general accounting and bookkeeping practices.
- Knowledge of general office procedures.
- Knowledge of utility account processing methods.
- Knowledge of town ordinances, policies, and procedures.
- Knowledge of computerized systems for maintaining financial records.
- Skill in maintaining accurate records and preparing reports.
- Skill in performing basic mathematical calculations.
- Skill in utilizing such modern office equipment as a computer, calculator, typewriter, ten key typewriter, dispatcher radio, copier, and printer.
- Skill in oral and written communication.
- Skill in dealing with the public.

SUPERVISORY CONTROLS:

The Town Clerk-Treasurer assigns work in terms of general instructions. Completed work is reviewed for accuracy and compliance with policies and procedures.

GUIDELINES:

Guidelines include accepted accounting and bookkeeping practices, town ordinances, contracts, and utility rate schedules. These guidelines are clear and specific but may require some interpretation in application.

COMPLEXITY:

The position consists of related bookkeeping and clerical tasks.

SCOPE AND EFFECT:

The purpose of this position is to process utility accounts receivable for the town. Successful performance helps ensure that utility payments are processed in a timely manner and that related business records are maintained accurately.

PERSONAL CONTACTS:

Contacts are typically with co-workers, other town employees, service contractors, and the

general public.

PURPOSE OF CONTACTS:

Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS:

The work is typically performed with the employee sitting at a desk with intermittent standing or walking. The employee occasionally lifts light objects.

WORK ENVIRONMENT:

The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

None.

MINIMUM QUALIFICATIONS:

1. High school diploma or General Educational Development (GED) test certificate.
2. Bilingual proficiency in speaking the English and Spanish language is preferred.
3. Previous customer service experience required with a preference in utility service.
4. Sufficient office experience required; operate computer, telephone, 10-key and other small office equipment.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

**** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the town.***

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TAXES - LOCAL									
10-41002		FRANCHISE TAX	75,000.00	1,598.01	0.00	33,433.64	0.00	41,566.36	44.58
10-41030		INFRASTRUCTURE	40,000.00	0.00	0.00	364.36	0.00	39,635.64	0.91
10-41050		MUN.GROSS REC. TAX 48%	800,000.00	0.00	0.00	346,673.83	0.00	453,326.17	43.33
10-41060		PROPERTY TAX	96,000.00	0.00	0.00	1,272.21	0.00	94,727.79	1.33
		TOTAL TAXES - LOCAL	1,011,000.00	1,598.01	0.00	381,744.04	0.00	629,255.96	37.76
TAXES - STATE									
10-42050		STATE GROSS REC.1.225-48%	600,000.00	0.00	0.00	250,677.57	0.00	349,322.43	41.78
10-42060		EQUIVALENT COMPENSATING TAX	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
10-42070		INTERSTATE TELECOM	200.00	0.00	0.00	62.15	0.00	137.85	31.08
10-42080		AUTO LIC DIST/REG/ALL CITIES	15,000.00	0.00	0.00	6,063.13	0.00	8,936.87	40.42
10-42090		INTERNET SALES TAXES	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
		TOTAL TAXES - STATE	633,700.00	0.00	0.00	256,802.85	0.00	376,897.15	40.52
LICENSES & PERMITS									
10-43010		BUILDING PERMITS	60,000.00	0.00	0.00	7,843.76	0.00	52,156.24	13.07
10-43020		BUSINESS LICENSES	15,000.00	70.00	0.00	1,405.00	0.00	13,595.00	9.37
10-43030		LIQUOR LICENSES	4,500.00	0.00	0.00	2,020.00	0.00	2,480.00	44.89
10-43060		OTHER PERMITS	40,000.00	0.00	0.00	1,344.76	0.00	38,655.24	3.36
10-43100		ANIMAL CONTROL LICENSES	100.00	0.00	0.00	0.00	0.00	100.00	0.00
		TOTAL LICENSES & PERMITS	119,600.00	70.00	0.00	12,613.52	0.00	106,986.48	10.55
CHARGES FOR SERVICES									
10-44010		OTHER ADMINISTRATIVE FEES	15,000.00	0.00	0.00	200.00	0.00	14,800.00	1.33
10-44070		COMM CENTER/PLAZA RENTALS	40,000.00	826.12	0.00	14,673.74	0.00	25,326.26	36.68
		TOTAL CHARGES FOR SERVICES	55,000.00	826.12	0.00	14,873.74	0.00	40,126.26	27.04
FINES & FORFEITS									
10-45020		COURT FINES	80,000.00	833.00	0.00	13,379.00	0.00	66,621.00	16.72
		TOTAL FINES & FORFEITS	80,000.00	833.00	0.00	13,379.00	0.00	66,621.00	16.72
MISCELLANEOUS REVENUES									
10-46030		INTEREST	1,000.00	0.00	0.00	874.38	0.00	125.62	87.44
10-46060		REFUNDS/REIMBURSEMENTS	3,000.00	0.00	0.00	627.00	0.00	2,373.00	20.90
10-46090		MISCELLANEOUS INCOME	15,000.00	0.00	0.00	745.27	0.00	14,254.73	4.97
10-46095		VISITOR CENTER REVENUES	1,000.00	5.40	0.00	57.24	0.00	942.76	5.72
		TOTAL MISCELLANEOUS REVENUES	20,000.00	5.40	0.00	2,303.89	0.00	17,696.11	11.52

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND

FINANCE

DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
10-501-1001		SALARIES	138,542.00	0.00	0.00	38,649.28	0.00	99,892.72	27.90
10-501-1003		FICA/MEDICARE	21,197.00	318.63	0.00	2,843.92	0.00	18,353.08	13.42
10-501-1004		PERA/ICMA	8,620.00	228.59	0.00	2,072.49	0.00	6,547.51	24.04
10-501-1005		HEALTH & LIFE INSURANCE	14,365.00	0.00	0.00	4,782.84	0.00	9,582.16	33.30
10-501-1006		WORKERS' COMPENSATION	1,949.00	0.00	0.00	381.48	0.00	1,567.52	19.57
10-501-1007		UNEMPLOYMENT INSURANCE	2,972.00	0.00	0.00	0.00	0.00	2,972.00	0.00
		TOTAL PERSONNEL EXPENSES	187,645.00	547.22	0.00	48,730.01	0.00	138,914.99	25.97
OPERATING EXPENSES									
10-501-2110		TRAVEL/CONF/PER DIEM	6,000.00	0.00	0.00	3,298.70	1,000.00	1,701.30	71.65
10-501-2240		VEHICLE R & M	500.00	0.00	0.00	413.38	0.00	86.62	82.68
10-501-2241		EQUIPMENT R & M	2,737.00	0.00	0.00	0.00	0.00	2,737.00	0.00
10-501-2242		MEDICAL/DRUG ADMIN	3,650.00	0.00	0.00	0.00	0.00	3,650.00	0.00
10-501-2305		AUDIT FEES	15,710.00	0.00	0.00	0.00	0.00	15,710.00	0.00
10-501-2315		PROFESSIONAL SERVICES	1,500.00	0.00	0.00	116.23	0.00	1,383.77	7.75
10-501-2320		AGREEMENTS/CONTRACTS	145,000.00	2,546.96	0.00	68,454.72	0.00	76,545.28	47.21
10-501-2405		OFFICE SUPPLIES	5,000.00	39.95	0.00	516.83	0.00	4,483.17	10.34
10-501-2520		EMPLOYEE TRAINING	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
10-501-2530		INSURANCE	16,100.00	0.00	0.00	0.00	0.00	16,100.00	0.00
10-501-2535		POSTAGE	2,720.00	0.00	0.00	2,272.99	0.00	447.01	83.57
10-501-2540		PRINT/PUBLISH/ADVERTISE	4,700.00	0.00	0.00	1,147.24	0.00	3,552.76	24.41
10-501-2570		DUES & SUBSCRIPTIONS	5,502.00	0.00	0.00	2,018.07	0.00	3,483.93	36.68
10-501-2575		TELEPHONE	6,750.00	131.63	0.00	3,304.04	0.00	3,445.96	48.95
10-501-2580		UTILITIES	33,971.00	3,293.16	0.00	21,697.25	0.00	12,273.75	63.87
10-501-2585		FUEL	2,000.00	0.00	0.00	60.01	0.00	1,939.99	3.00
10-501-2590		ELECTIONS	250.00	0.00	0.00	0.00	0.00	250.00	0.00
10-501-2597		OTHER EXPENSES	3,500.00	0.00	0.00	47.25	0.00	3,452.75	1.35
		TOTAL OPERATING EXPENSES	256,590.00	6,011.70	0.00	103,346.71	1,000.00	152,243.29	40.67
CAPITAL OUTLAY									
TOTAL FINANCE			444,235.00	6,558.92	0.00	152,076.72	1,000.00	291,158.28	34.46

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND

COURT

DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
10-502-1001		SALARIES	50,944.00	75.00	0.00	17,487.60	0.00	33,456.40	34.33
10-502-1003		FICA/MEDICARE	7,942.00	143.10	0.00	1,283.38	0.00	6,658.62	16.16
10-502-1004		PERA/ICMA	5,144.00	192.67	0.00	1,718.96	0.00	3,425.04	33.42
10-502-1005		HEALTH & LIFE INSURANCE	119.00	0.00	0.00	39.76	0.00	79.24	33.41
10-502-1006		WORKERS' COMPENSATION	396.00	0.00	0.00	381.48	0.00	14.52	96.33
10-502-1007		UNEMPLOYMENT INSURANCE	1,006.00	0.00	0.00	0.00	0.00	1,006.00	0.00
		TOTAL PERSONNEL EXPENSES	65,551.00	410.77	0.00	20,911.18	0.00	44,639.82	31.90
OPERATING EXPENSES									
10-502-2110		TRAVEL/CONF/TRAINING	700.00	0.00	0.00	0.00	0.00	700.00	0.00
10-502-2320		AGREEMENTS/CONTRACTS	7,700.00	84.00	0.00	4,186.60	0.00	3,513.40	54.37
10-502-2405		OFFICE SUPPLIES	3,000.00	58.00	0.00	493.41	0.00	2,506.59	16.45
10-502-2535		POSTAGE	1,000.00	0.00	0.00	351.42	0.00	648.58	35.14
10-502-2570		DUES & SUBSCRIPTIONS	500.00	0.00	0.00	135.16	0.00	364.84	27.03
10-502-2575		TELEPHONE	3,000.00	0.00	0.00	933.44	0.00	2,066.56	31.11
10-502-2596		INDIGENT FEES	4,800.00	0.00	0.00	2,416.24	0.00	2,383.76	50.34
10-502-2597		OTHER EXPENSES	1,315.00	0.00	0.00	(75.72)	0.00	1,390.72	5.76-
		TOTAL OPERATING EXPENSES	22,015.00	142.00	0.00	8,440.55	0.00	13,574.45	38.34
CAPITAL OUTLAY									
TOTAL COURT			87,566.00	552.77	0.00	29,351.73	0.00	58,214.27	33.52

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND

MARSHAL

DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
10-503-1001		SALARIES	280,925.00	0.00	0.00	87,540.87	0.00	193,384.13	31.16
10-503-1003		FICA/MEDICARE	47,572.00	924.41	0.00	8,130.79	0.00	39,441.21	17.09
10-503-1004		PERA/ICMA	45,650.00	2,004.62	0.00	16,154.80	0.00	29,495.20	35.39
10-503-1005		HEALTH & LIFE INSURANCE	17,852.00	0.00	0.00	6,874.00	0.00	10,978.00	38.51
10-503-1006		WORKERS' COMPENSATION	10,844.00	0.00	0.00	6,268.43	0.00	4,575.57	57.81
10-503-1007		UNEMPLOYMENT INSURANCE	8,232.00	0.00	0.00	918.46	0.00	7,313.54	11.16
10-503-1008		OVERTIME ALLOTMENT	30,000.00	0.00	0.00	16,738.03	0.00	13,261.97	55.79
		TOTAL PERSONNEL EXPENSES	441,075.00	2,929.03	0.00	142,625.38	0.00	298,449.62	32.34
OPERATING EXPENSES									
10-503-2110		TRAVEL/CONF/TRAINING	10,000.00	0.00	0.00	5,335.28	920.00	3,744.72	62.55
10-503-2240		VEHICLE R & M	24,500.00	107.11	0.00	8,885.60	0.00	15,614.40	36.27
10-503-2241		EQUIPMENT R & M	10,000.00	229.50	0.00	1,018.50	0.00	8,981.50	10.19
10-503-2320		AGREEMENTS/CONTRACTS	17,400.00	85.64	0.00	1,813.54	0.00	15,586.46	10.42
10-503-2324		ANIMAL CONTROL	6,000.00	0.00	0.00	3,880.00	0.00	2,120.00	64.67
10-503-2405		OFFICE SUPPLIES	1,000.00	0.00	0.00	42.46	0.00	957.54	4.25
10-503-2420		UNIFORM ALLOWANCE	15,000.00	1,009.80	0.00	1,709.79	415.00	12,875.21	14.17
10-503-2421		INTERN UNIFORMS	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
10-503-2530		INSURANCE	36,500.00	0.00	0.00	0.00	0.00	36,500.00	0.00
10-503-2535		POSTAGE	100.00	0.00	0.00	0.00	0.00	100.00	0.00
10-503-2540		PRINT/PUBLISH/ADVERTISE	750.00	0.00	0.00	0.00	0.00	750.00	0.00
10-503-2570		DUES & SUBSCRIPTIONS	150.00	0.00	0.00	0.00	0.00	150.00	0.00
10-503-2575		TELEPHONE/GPS	4,500.00	0.00	0.00	1,695.37	0.00	2,804.63	37.67
10-503-2585		FUEL	26,000.00	0.00	0.00	10,915.98	0.00	15,084.02	41.98
		TOTAL OPERATING EXPENSES	152,900.00	1,432.05	0.00	35,296.52	1,335.00	116,268.48	23.96
CAPITAL OUTLAY									
10-503-3050		AMMO FOR QUALS	5,000.00	0.00	0.00	3,077.50	0.00	1,922.50	61.55
		TOTAL CAPITAL OUTLAY	5,000.00	0.00	0.00	3,077.50	0.00	1,922.50	61.55
TOTAL MARSHAL			598,975.00	4,361.08	0.00	180,999.40	1,335.00	416,640.60	30.44

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND

FIRE

DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
10-504-1001		SALARIES	68,600.00	0.00	0.00	23,695.36	0.00	44,904.64	34.54
10-504-1002		STIPENDS	34,009.00	0.00	0.00	0.00	0.00	34,009.00	0.00
10-504-1003		FICA/MEDICARE	16,639.00	196.93	0.00	1,768.52	0.00	14,870.48	10.63
10-504-1004		PERA/ICMA	15,367.00	591.00	0.00	5,294.81	0.00	10,072.19	34.46
10-504-1005		HEALTH & LIFE INSURANCE	23,753.00	0.00	0.00	14,482.08	0.00	9,270.92	60.97
10-504-1006		WORKERS' COMPENSATION	3,729.00	0.00	0.00	2,593.07	0.00	1,135.93	69.54
10-504-1007		UNEMPLOYMENT INSURANCE	1,098.00	0.00	0.00	0.00	0.00	1,098.00	0.00
		TOTAL PERSONNEL EXPENSES	163,195.00	787.93	0.00	47,833.84	0.00	115,361.16	29.31
OPERATING EXPENSES									
10-504-2320		AGREEMENTS/CONTRACTS	6,600.00	0.00	0.00	750.00	0.00	5,850.00	11.36
10-504-2420		EQUIPMENT	172,000.00	0.00	0.00	167,000.00	0.00	5,000.00	97.09
		TOTAL OPERATING EXPENSES	178,600.00	0.00	0.00	167,750.00	0.00	10,850.00	93.92
CAPITAL OUTLAY									
		TOTAL FIRE	341,795.00	787.93	0.00	215,583.84	0.00	126,211.16	63.07

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND

MAINTENANCE

DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
10-505-1001		SALARIES	72,613.00	0.00	0.00	24,769.21	0.00	47,843.79	34.11
10-505-1003		FICA/MEDICARE	11,416.00	213.80	0.00	1,854.07	0.00	9,561.93	16.24
10-505-1004		PERA/ICMA	7,479.00	287.66	0.00	2,537.06	0.00	4,941.94	33.92
10-505-1005		HEALTH & LIFE INSURANCE	3,195.00	0.00	0.00	1,065.28	0.00	2,129.72	33.34
10-505-1006		WORKERS' COMPENSATION	2,576.00	0.00	0.00	380.34	0.00	2,195.66	14.76
10-505-1007		UNEMPLOYMENT INSURANCE	1,494.00	0.00	0.00	0.00	0.00	1,494.00	0.00
10-505-1008		OVERTIME ALLOTMENT	2,000.00	0.00	0.00	293.04	0.00	1,706.96	14.65
		TOTAL PERSONNEL EXPENSES	100,773.00	501.46	0.00	30,899.00	0.00	69,874.00	30.66
OPERATING EXPENSES									
10-505-2110		TRAVEL/CONF/PER DIEM	3,500.00	0.00	0.00	59.90	0.00	3,440.10	1.71
10-505-2205		BUILDING MAINTENANCE	26,800.00	476.13	0.00	20,722.23	0.00	6,077.77	77.32
10-505-2230		MAINT/GROUNDS/ROADS	20,449.00	42.77	0.00	12,397.33	0.00	8,051.67	60.63
10-505-2300		INSURANCE CLAIMS	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
10-505-2303		AGREEMENTS/CONTRACTS	2,070.00	0.00	0.00	536.02	0.00	1,533.98	25.89
10-505-2321		VECTOR CONTROL	19,700.00	0.00	0.00	527.96	0.00	19,172.04	2.68
10-505-2413		EQUIPMENT/SUPPLIES	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
10-505-2545		EBID TAXES	1,117.00	0.00	0.00	0.00	0.00	1,117.00	0.00
10-505-2597		OTHER EXPENSES	3,042.00	0.00	0.00	0.00	0.00	3,042.00	0.00
		TOTAL OPERATING EXPENSES	82,678.00	518.90	0.00	34,243.44	0.00	48,434.56	41.42
CAPITAL OUTLAY									
10-505-3050		CAPITAL PURCHASES	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
		TOTAL CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
TOTAL MAINTENANCE			198,451.00	1,020.36	0.00	65,142.44	0.00	133,308.56	32.83

TOWN OF MESILLA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND
EXECUTIVE/LEGISLATIVE
DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
10-506-1001		SALARIES	62,000.00	0.00	0.00	21,461.04	0.00	40,538.96	34.61
10-506-1003		FICA/MEDICARE	9,486.00	182.43	0.00	1,641.87	0.00	7,844.13	17.31
10-506-1004		PERA/ICMA	1,568.00	63.38	0.00	567.34	0.00	1,000.66	36.18
10-506-1006		WORKER'S COMPENSATION	335.00	0.00	0.00	306.25	0.00	28.75	91.42
10-506-1007		UNEMPLOYMENT INSURANCE	440.00	0.00	0.00	0.00	0.00	440.00	0.00
		TOTAL PERSONNEL EXPENSES	73,829.00	245.81	0.00	23,976.50	0.00	49,852.50	32.48
OPERATING EXPENSES									
10-506-2110		TRAVEL/CONF/TRAINING	16,000.00	0.00	0.00	6,468.10	0.00	9,531.90	40.43
10-506-2310		LEGAL FEES - GM	37,065.00	1,261.08	0.00	2,403.51	0.00	34,661.49	6.48
10-506-2311		LEGAL FEES - COURT	67,550.00	12,667.61	0.00	40,449.98	0.00	27,100.02	59.88
10-506-2315		PROFESSIONAL SERVICES	3,104.00	0.00	0.00	0.00	0.00	3,104.00	0.00
10-506-2405		OFFICE SUPPLIES	500.00	0.00	0.00	52.14	0.00	447.86	10.43
10-506-2530		INSURANCE	2,500.00	0.00	0.00	1,618.12	0.00	881.88	64.72
10-506-2540		PRINT/PUBLISH/ADVERTISE	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
10-506-2570		DUES & SUBSCRIPTIONS	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
10-506-2575		TELEPHONE	1,600.00	0.00	0.00	408.24	0.00	1,191.76	25.52
10-506-2597		OTHER EXPENSES	8,666.00	65.00	0.00	718.61	0.00	7,947.39	8.29
		TOTAL OPERATING EXPENSES	155,985.00	13,993.69	0.00	52,118.70	0.00	103,866.30	33.41
CAPITAL OUTLAY									
		TOTAL EXECUTIVE/LEGISLATIVE	229,814.00	14,239.50	0.00	76,095.20	0.00	153,718.80	33.11

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND
 COMMUNITY PROGRAMS
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
10-507-1001		SALARIES	37,482.00	0.00	0.00	12,947.01	0.00	24,534.99	34.54
10-507-1003		FICA/MEDICARE	5,735.00	95.92	0.00	861.18	0.00	4,873.82	15.02
10-507-1004		PERA/ICMA	3,862.00	148.48	0.00	1,326.43	0.00	2,535.57	34.35
10-507-1005		HEALTH & LIFE INSURANCE	16,373.00	0.00	0.00	5,457.60	0.00	10,915.40	33.33
10-507-1006		WORKER'S COMPENSATION	237.00	0.00	0.00	574.58	0.00	(337.58)	242.44
10-507-1007		UNEMPLOYMENT INSURANCE	997.00	0.00	0.00	0.00	0.00	997.00	0.00
		TOTAL PERSONNEL EXPENSES	64,686.00	244.40	0.00	21,166.80	0.00	43,519.20	32.72
OPERATING EXPENSES									
10-507-2110		TRAVEL/CONF/TRAINING	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
10-507-2405		OFFICE SUPPLIES	2,250.00	0.00	0.00	1,115.81	0.00	1,134.19	49.59
10-507-2411		COMMUNITY PROGRAMS	14,300.00	0.00	0.00	7,358.99	0.00	6,941.01	51.46
10-507-2516		COMM/PLAZA REFUNDS	2,000.00	500.00	0.00	500.00	0.00	1,500.00	25.00
10-507-2535		POSTAGE	890.00	0.00	0.00	0.00	0.00	890.00	0.00
10-507-2540		PRINT/PUBLISH/ADVERTISE	15,764.00	0.00	0.00	16.21	0.00	15,747.79	0.10
10-507-2570		DUES & SUBSCRIPTIONS	2,500.00	0.00	0.00	1,282.95	0.00	1,217.05	51.32
10-507-2575		TELEPHONE	1,604.00	0.00	0.00	0.00	0.00	1,604.00	0.00
10-507-2597		CLEAN & BEAUTIFUL GRANT	14,400.00	0.00	0.00	3,021.10	0.00	11,378.90	20.98
		TOTAL OPERATING EXPENSES	54,708.00	500.00	0.00	13,295.06	0.00	41,412.94	24.30
CAPITAL OUTLAY									
		TOTAL COMMUNITY PROGRAMS	119,394.00	744.40	0.00	34,461.86	0.00	84,932.14	28.86

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND
 COMM CNTR/PLAZA
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES									
10-508-2205		BUILDING MAINTENANCE	26,642.00	115.54	0.00	4,293.86	0.00	22,348.14	16.12
10-508-2210		BUILDING R&M	19,000.00	0.00	0.00	303.00	0.00	18,697.00	1.59
10-508-2252		ELECTRICAL R & M	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
10-508-2410		R & M SUPPLIES	1,300.00	0.00	0.00	18.45	0.00	1,281.55	1.42
10-508-2516		COMM/PLAZA REFUNDS	0.00 (500.00)	0.00	0.00	0.00	0.00	0.00
10-508-2580		UTILITIES	20,000.00	504.74	0.00	3,002.64	0.00	16,997.36	15.01
		TOTAL OPERATING EXPENSES	72,442.00	120.28	0.00	7,617.95	0.00	64,824.05	10.52
CAPITAL OUTLAY									
		TOTAL COMM CNTR/PLAZA	72,442.00	120.28	0.00	7,617.95	0.00	64,824.05	10.52

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

10 -GENERAL FUND
 COMMUNITY DEVELOPMENT
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
10-509-1001		SALARIES	44,683.00	0.00	0.00	15,439.25	0.00	29,243.75	34.55
10-509-1003		FICA/MEDICARE	6,837.00	138.53	0.00	1,010.28	0.00	5,826.72	14.78
10-509-1004		PERA/ICMA	4,602.00	177.00	0.00	1,565.62	0.00	3,036.38	34.02
10-509-1005		HEALTH & LIFE INSURANCE	13,945.00	0.00	0.00	6,558.84	0.00	7,386.16	47.03
10-509-1006		WORKER'S COMPENSATION	496.00	0.00	0.00	2.30	0.00	493.70	0.46
10-509-1007		UNEMPLOYMENT INSURANCE	998.00	0.00	0.00	0.00	0.00	998.00	0.00
		TOTAL PERSONNEL EXPENSES	71,561.00	315.53	0.00	24,576.29	0.00	46,984.71	34.34
OPERATING EXPENSES									
CAPITAL OUTLAY									
TOTAL COMMUNITY DEVELOPMENT			71,561.00	315.53	0.00	24,576.29	0.00	46,984.71	34.34
TOTAL EXPENDITURES			2,164,233.00	28,700.77	0.00	785,905.43	2,335.00	1,375,992.57	36.42
EXCESS REVENUES/EXPENDITURES			(96,659.00)	(25,368.24)	0.00	(97,740.16)	(2,335.00)	3,416.16	103.53
TRANSFERS IN									
TRANSFERS OUT									
10-500-4444		TRANSFER OUT	73,067.00	0.00	0.00	0.00	0.00	73,067.00	0.00
		TOTAL TRANSFERS OUT	73,067.00	0.00	0.00	0.00	0.00	73,067.00	0.00
NET TRANSFERS			(73,067.00)	0.00	0.00	0.00	0.00	(73,067.00)	0.00
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT			(169,726.00)	(25,368.24)	0.00	(97,740.16)	(2,335.00)	69,650.84	58.96

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

12 -FIRE PROTECTION FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
MISCELLANEOUS REVENUES									
	12-46090	MISC INCOME/DONATIONS	5,000.00	0.00	0.00	1,600.00	0.00	3,400.00	32.00
		TOTAL MISCELLANEOUS REVENUES	5,000.00	0.00	0.00	1,600.00	0.00	3,400.00	32.00
INTER-GOV/GRANTS									
	12-47040	STATE ALLOTMENT	252,035.00	0.00	0.00	110,965.00	0.00	141,070.00	44.03
		TOTAL INTER-GOV/GRANTS	252,035.00	0.00	0.00	110,965.00	0.00	141,070.00	44.03
		TOTAL REVENUES	257,035.00	0.00	0.00	112,565.00	0.00	144,470.00	43.79

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

12 -FIRE PROTECTION FUND
 FIRE DEPARTMENT
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
12-504-1001		STIPENDS	10,588.00	0.00	0.00 (158.00)	0.00	10,746.00	1.49-
12-504-1002		STIPENDS - DONATION	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
12-504-1003		FICA/MEDICARE	2,322.00 (12.09)	0.00 (12.09)	0.00	2,334.09	0.52-
		TOTAL PERSONNEL EXPENSES	17,910.00 (12.09)	0.00 (170.09)	0.00	18,080.09	0.95-
OPERATING EXPENSES									
12-504-2110		TRAVEL/CONF/TRAINING	3,564.00	0.00	0.00	310.84	0.00	3,253.16	8.72
12-504-2205		BUILDING R & M	35,000.00	0.00	0.00	1,105.14	0.00	33,894.86	3.16
12-504-2240		VEHICLE R & M	36,043.43	2,207.04	0.00	3,171.74	0.00	32,871.69	8.80
12-504-2241		EQUIPMENT R & M	20,000.00	2,874.75	0.00	6,959.17	0.00	13,040.83	34.80
12-504-2320		AGREEMENTS/CONTRACTS	5,000.00	0.00	0.00	2,129.67	0.00	2,870.33	42.59
12-504-2405		OFFICE SUPPLIES	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
12-504-2407		MAINTENANCE SUPPLIES	5,000.00	0.00	0.00	1,639.89	0.00	3,360.11	32.80
12-504-2410		EQUIPMENT PURCHASES	3,200.00	2,077.64	0.00	9,084.69	0.00 (5,884.69)	283.90
12-504-2412		DEMO SUPPLIES	3,000.00	0.00	0.00	1,128.17	0.00	1,871.83	37.61
12-504-2420		UNIFORM ALLOWANCE	5,000.00	3,148.02	0.00	4,468.19	0.00	531.81	89.36
12-504-2530		INSURANCE	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
12-504-2540		PRINT/PUBLISH/ADVERTISE	200.00	0.00	0.00	1,119.04	0.00 (919.04)	559.52
12-504-2570		DUES/SUBSCRIPTIONS	1,000.00	0.00	0.00	1,817.14	0.00 (817.14)	181.71
12-504-2575		TELEPHONE/PAGERS	10,000.00	138.10	0.00	3,403.13	0.00	6,596.87	34.03
12-504-2580		UTILITIES	20,000.00	1,351.26	0.00	10,687.59	0.00	9,312.41	53.44
12-504-2585		FUEL	20,000.00	0.00	0.00	3,534.53	0.00	16,465.47	17.67
12-504-2598		MISCELLANEOUS	4,971.00	0.00	0.00	427.38	0.00	4,543.62	8.60
		TOTAL OPERATING EXPENSES	179,978.43	11,796.81	0.00	50,986.31	0.00	128,992.12	28.33
CAPITAL OUTLAY									
12-504-3050		CAPITAL PURCHASES	73,958.00	0.00	0.00	45,324.00	21,664.75	6,969.25	90.58
12-504-3051		RESCUE REPLACEMENT	28,586.00	0.00	0.00	0.00	0.00	28,586.00	0.00
		TOTAL CAPITAL OUTLAY	102,544.00	0.00	0.00	45,324.00	21,664.75	35,555.25	65.33
TOTAL FIRE DEPARTMENT									
			300,432.43	11,784.72	0.00	96,140.22	21,664.75	182,627.46	39.21
TOTAL EXPENDITURES									
			300,432.43	11,784.72	0.00	96,140.22	21,664.75	182,627.46	39.21
EXCESS REVENUES/EXPENDITURES									
			(43,397.43)	(11,784.72)	0.00	16,424.78	(21,664.75)	(38,157.46)	12.07

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

13 -RECREATION FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TAXES - STATE									
MISCELLANEOUS REVENUES									
	13-46090	STUDENT REGS/DONATIONS	1,250.00	0.00	0.00	0.00	0.00	1,250.00	0.00
		TOTAL MISCELLANEOUS REVENUES	1,250.00	0.00	0.00	0.00	0.00	1,250.00	0.00
INTER-GOV/GRANTS									
	13-47080	SUMMER REC GRANTS	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0.00
		TOTAL INTER-GOV/GRANTS	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0.00
		TOTAL REVENUES	5,750.00	0.00	0.00	0.00	0.00	5,750.00	0.00

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

13 -RECREATION FUND

RECREATION
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
	13-513-1001	SALARIES	5,673.00	0.00	0.00	1,650.50	0.00	4,022.50	29.09
	13-513-1003	FICA/MEDICARE	870.00	0.00	0.00	126.28	0.00	743.72	14.51
	TOTAL PERSONNEL EXPENSES		6,543.00	0.00	0.00	1,776.78	0.00	4,766.22	27.16
OPERATING EXPENSES									
	13-513-2598	SUPPLIES	7,500.00	0.00	0.00	2,929.63	0.00	4,570.37	39.06
	TOTAL OPERATING EXPENSES		7,500.00	0.00	0.00	2,929.63	0.00	4,570.37	39.06
TOTAL RECREATION			14,043.00	0.00	0.00	4,706.41	0.00	9,336.59	33.51
TOTAL EXPENDITURES			14,043.00	0.00	0.00	4,706.41	0.00	9,336.59	33.51
EXCESS REVENUES/EXPENDITURES			(8,293.00)	0.00	0.00	(4,706.41)	0.00	(3,586.59)	56.75
TRANSFERS IN									
TRANSFERS OUT									
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT			(8,293.00)	0.00	0.00	(4,706.41)	0.00	(3,586.59)	56.75

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

14 -EMS FUND

EMS

DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES									
	14-514-2110	TRAVEL/CONF/TRAINING	4,999.00	0.00	0.00	0.00	0.00	4,999.00	0.00
	14-514-2241	EQUIPMENT R & M	1,400.00	0.00	0.00	0.00	0.00	1,400.00	0.00
	14-514-2320	AGREEMENTS/CONTRACTS	1,142.00	0.00	0.00	1,790.33	0.00 (648.33)	156.77
	14-514-2410	EQUIPMENT/SUPPLIES	2,100.00	1,477.70	0.00	3,918.57	0.00 (1,818.57)	186.60
	14-514-2545	LOCAL SYSTEM IMP GRANT	12,569.00	0.00	0.00	0.00	0.00	12,569.00	0.00
	TOTAL OPERATING EXPENSES		22,210.00	1,477.70	0.00	5,708.90	0.00	16,501.10	25.70
CAPITAL OUTLAY									
TOTAL EMS			22,210.00	1,477.70	0.00	5,708.90	0.00	16,501.10	25.70
TOTAL EXPENDITURES			22,210.00	1,477.70	0.00	5,708.90	0.00	16,501.10	25.70
EXCESS REVENUES/EXPENDITURES			(12,569.00)	(1,477.70)	0.00	3,932.10	0.00 (16,501.10)	31.28-
TRANSFERS IN									
TRANSFERS OUT									
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT			(12,569.00)	(1,477.70)	0.00	3,932.10	0.00 (16,501.10)	31.28-

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

15 -AMERICAN RECOVERY FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES									
	15-44083	ARFA DEPOSITS	226,961.00	0.00	0.00	226,960.50	0.00	0.50	100.00
		TOTAL CHARGES FOR SERVICES	226,961.00	0.00	0.00	226,960.50	0.00	0.50	100.00
MISCELLANEOUS REVENUES									
		TOTAL REVENUES	226,961.00	0.00	0.00	226,960.50	0.00	0.50	100.00

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

15 -AMERICAN RECOVERY FUND
 COVID 19
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
	15-515-1003	FICA/MEDICARE	1,610.00	0.00	0.00	1,609.74	0.00	0.26	99.98
	15-515-1008	COVID PAY ENHANCEMENTS	21,045.00	0.00	0.00	21,040.50	0.00	4.50	99.98
		TOTAL PERSONNEL EXPENSES	22,655.00	0.00	0.00	22,650.24	0.00	4.76	99.98
OPERATING EXPENSES									
	15-515-2241	EQUIPMENT	128,574.00	0.00	0.00	56,618.80	12,868.07	59,087.13	54.04
	15-515-2597	OTHER EXPENSES	246,388.00	0.00	0.00	0.00	0.00	246,388.00	0.00
		TOTAL OPERATING EXPENSES	374,962.00	0.00	0.00	56,618.80	12,868.07	305,475.13	18.53
		TOTAL COVID 19	397,617.00	0.00	0.00	79,269.04	12,868.07	305,479.89	23.17
		TOTAL EXPENDITURES	397,617.00	0.00	0.00	79,269.04	12,868.07	305,479.89	23.17
		EXCESS REVENUES/EXPENDITURES	(170,656.00)	0.00	0.00	147,691.46	(12,868.07)	(305,479.39)	79.00-
		TRANSFERS IN							
		TRANSFERS OUT							
		REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(170,656.00)	0.00	0.00	147,691.46	(12,868.07)	(305,479.39)	79.00-

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

16 -CORRECTIONS FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINES & FORFEITS									
16-45010		CORRECTION FEES	53,000.00	204.14	0.00	3,445.51	0.00	49,554.49	6.50
16-45040		DWI PREVENTION FEES	340.00	0.00	0.00	0.00	0.00	340.00	0.00
16-45042		JUDICIAL EDUCATION FEES	7,945.00	30.62	0.00	516.82	0.00	7,428.18	6.50
16-45043		LABORATORY FEES	386.00	0.00	0.00	0.00	0.00	386.00	0.00
16-45044		COURT AUTOMATION FEES	15,906.00	61.24	0.00	1,033.67	0.00	14,872.33	6.50
		TOTAL FINES & FORFEITS	77,577.00	296.00	0.00	4,996.00	0.00	72,581.00	6.44
MISCELLANEOUS REVENUES									
16-46030		INTEREST	200.00	0.00	0.00	307.95	0.00	(107.95)	153.98
		TOTAL MISCELLANEOUS REVENUES	200.00	0.00	0.00	307.95	0.00	(107.95)	153.98
TOTAL REVENUES			77,777.00	296.00	0.00	5,303.95	0.00	72,473.05	6.82

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

16 -CORRECTIONS FUND

CORRECTIONS

DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES									
	16-516-2510	PRISONER CARE	37,777.00	0.00	0.00	18,407.48	0.00	19,369.52	48.73
	16-516-2515	AUTO/LAB/DWI/JUD ED	15,000.00	0.00	0.00	1,561.21	0.00	13,438.79	10.41
	16-516-2520	TRANSPORT FEES - COURT	2,025.00	0.00	0.00	0.00	0.00	2,025.00	0.00
	16-516-2598	MISCELLANEOUS	22,975.00	0.00	0.00 (0.88)	0.00	22,975.88	0.00
		TOTAL OPERATING EXPENSES	77,777.00	0.00	0.00	19,967.81	0.00	57,809.19	25.67
CAPITAL OUTLAY									
TOTAL CORRECTIONS									
			77,777.00	0.00	0.00	19,967.81	0.00	57,809.19	25.67
TOTAL EXPENDITURES									
			77,777.00	0.00	0.00	19,967.81	0.00	57,809.19	25.67
EXCESS REVENUES/EXPENDITURES									
			0.00	296.00	0.00 (14,663.86)	0.00	14,663.86	0.00
TRANSFERS IN									
TRANSFERS OUT									
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT									
			0.00	296.00	0.00 (14,663.86)	0.00	14,663.86	0.00

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

18 -LAW ENFORCEMENT FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TAXES - STATE									
	18-42520	TRANSPORT FEES - COURT	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
		TOTAL TAXES - STATE	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
MISCELLANEOUS REVENUES									
INTER-GOV/GRANTS									
	18-47045	STATE ALLOTMENT	52,000.00	0.00	0.00	32,377.00	0.00	19,623.00	62.26
		TOTAL INTER-GOV/GRANTS	52,000.00	0.00	0.00	32,377.00	0.00	19,623.00	62.26
		TOTAL REVENUES	53,000.00	0.00	0.00	32,377.00	0.00	20,623.00	61.09

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

18 -LAW ENFORCEMENT FUND
 LAW ENFORCEMENT
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES									
	18-518-2240	VEHICLE R&M	10,000.00	0.00	0.00	1,311.00	0.00	8,689.00	13.11
	18-518-2241	EQUIPMENT R & M	0.00	0.00	0.00	0.00	10,070.00 (10,070.00)	0.00
	18-518-2410	EQUIPMENT PURCHASES	18,377.00	0.00	0.00	0.00	0.00	18,377.00	0.00
	18-518-2520	EMPLOYEE TRAINING	5,000.00	0.00	0.00	350.00	0.00	4,650.00	7.00
		TOTAL OPERATING EXPENSES	33,377.00	0.00	0.00	1,661.00	10,070.00	21,646.00	35.15
CAPITAL OUTLAY									
	18-518-3052	NMFA DEBT	19,623.00	0.00	0.00	0.00	0.00	19,623.00	0.00
		TOTAL CAPITAL OUTLAY	19,623.00	0.00	0.00	0.00	0.00	19,623.00	0.00
TOTAL LAW ENFORCEMENT			53,000.00	0.00	0.00	1,661.00	10,070.00	41,269.00	22.13
TOTAL EXPENDITURES			53,000.00	0.00	0.00	1,661.00	10,070.00	41,269.00	22.13
EXCESS REVENUES/EXPENDITURES			0.00	0.00	0.00	30,716.00 (10,070.00) (20,646.00)	0.00
TRANSFERS IN									
TRANSFERS OUT									
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT			0.00	0.00	0.00	30,716.00 (10,070.00) (20,646.00)	0.00

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

23 -WATER SERVICES FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES									
23-44080		WATER SERVICES	400,000.00	0.00	0.00	148,868.27	0.00	251,131.73	37.22
23-44081		WATER CONNECTIONS FEES	8,500.00	0.00	0.00	0.00	0.00	8,500.00	0.00
23-44082		WATER SERVICES PENALTY	2,700.00	0.00	0.00	0.00	0.00	2,700.00	0.00
		TOTAL CHARGES FOR SERVICES	411,200.00	0.00	0.00	148,868.27	0.00	262,331.73	36.20
MISCELLANEOUS REVENUES									
23-46030		INTEREST	209.00	0.00	0.00	158.00	0.00	51.00	75.60
23-46090		MISCELLANEOUS INCOME	2,376.00	0.00	0.00	55.37	0.00	2,320.63	2.33
23-46100		UNAPPLIED CREDITS	2,000.00	1,177.51	0.00	3,287.81	0.00	1,287.81	164.39
		TOTAL MISCELLANEOUS REVENUES	4,585.00	1,177.51	0.00	3,501.18	0.00	1,083.82	76.36
INTER-GOV/GRANTS									
23-47030		EXCAVATION/BORING PERMIT	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
		TOTAL INTER-GOV/GRANTS	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL REVENUES			418,285.00	1,177.51	0.00	152,369.45	0.00	265,915.55	36.43

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

23 -WATER SERVICES FUND
 WATER OPERATIONS
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
23-510-1001		SALARIES	105,293.00	0.00	0.00	26,481.57	1,741.24	77,070.19	26.80
23-510-1003		FICA/MEDICARE	16,493.00	308.21	0.00	1,892.97	0.00	14,600.03	11.48
23-510-1004		PERA/ICMA	10,845.00	393.00	0.00	2,647.61	0.00	8,197.39	24.41
23-510-1005		HEALTH & LIFE INSURANCE	8,477.00	0.00	0.00	2,827.89	0.00	5,649.11	33.36
23-510-1006		WORKERS' COMPENSATION	3,750.00	0.00	0.00	2,867.00	0.00	883.00	76.45
23-510-1007		UNEMPLOYMENT INSURANCE	3,486.00	0.00	0.00	0.00	0.00	3,486.00	0.00
23-510-1008		OVERTIME ALLOTMENT	2,500.00	0.00	0.00	1,414.12	0.00	1,085.88	56.56
		TOTAL PERSONNEL EXPENSES	150,844.00	701.21	0.00	38,131.16	1,741.24	110,971.60	26.43
OPERATING EXPENSES									
23-510-2240		VEHICLE R & M	4,589.00	0.00	0.00	1,664.87	0.00	2,924.13	36.28
23-510-2241		EQUIPMENT R & M	9,800.00	0.00	0.00	1,688.44	730.00	7,381.56	24.68
23-510-2253		WATER LINE R & M	11,050.00	1,444.44	0.00	2,140.39	0.00	8,909.61	19.37
23-510-2320		AGREEMENTS/CONTRACTS	24,300.00	0.00	0.00	3,231.84	0.00	21,068.16	13.30
23-510-2405		OFFICE SUPPLIES	3,190.00	0.00	0.00	59.96	499.44	2,630.60	17.54
23-510-2410		EQUIPMENT/SUPPLIES	9,500.00	0.00	0.00	4,086.51	0.00	5,413.49	43.02
23-510-2415		SAFETY EQUIPMENT	1,800.00	0.00	0.00	341.86	0.00	1,458.14	18.99
23-510-2420		UNIFORM ALLOWANCE	1,500.00	0.00	0.00	1,086.69	0.00	413.31	72.45
23-510-2430		CHEMICALS	3,275.00	0.00	0.00	2,165.83	0.00	1,109.17	66.13
23-510-2530		INSURANCE	24,700.00	0.00	0.00	0.00	0.00	24,700.00	0.00
23-510-2535		POSTAGE	3,100.00	0.00	0.00	1,746.77	0.00	1,353.23	56.35
23-510-2540		PRINT/PUBLISH/ADVERTISE	2,300.00	785.10	0.00	1,113.67	0.00	1,186.33	48.42
23-510-2546		CONSERVATION FEES TO NM	3,200.00	233.64	0.00	1,856.31	0.00	1,343.69	58.01
23-510-2560		EQUIPMENT RENTAL	500.00	0.00	0.00	0.00	0.00	500.00	0.00
23-510-2570		DUES/SUBSCRIPTIONS	1,400.00	0.00	0.00	920.00	0.00	480.00	65.71
23-510-2575		TELEPHONE	6,100.00	269.48	0.00	3,414.61	0.00	2,685.39	55.98
23-510-2580		UTILITIES	24,500.00	2,210.59	0.00	19,730.98	0.00	4,769.02	80.53
23-510-2581		METER REPLACEMENT PROGRAM	4,400.00	0.00	0.00	0.00	0.00	4,400.00	0.00
23-510-2585		FUEL	4,000.00	0.00	0.00	3,114.14	0.00	885.86	77.85
23-510-2598		MISCELLANEOUS	1,500.00	(256.39)	0.00	1,035.34	0.00	464.66	69.02
		TOTAL OPERATING EXPENSES	144,704.00	4,686.86	0.00	49,398.21	1,229.44	94,076.35	34.99
CAPITAL OUTLAY									
23-510-3050		CAPITAL OUTLAY	45,175.00	0.00	0.00	26,806.81	0.00	18,368.19	59.34
		TOTAL CAPITAL OUTLAY	45,175.00	0.00	0.00	26,806.81	0.00	18,368.19	59.34
		TOTAL WATER OPERATIONS	340,723.00	5,388.07	0.00	114,336.18	2,970.68	223,416.14	34.43
		TOTAL EXPENDITURES	340,723.00	5,388.07	0.00	114,336.18	2,970.68	223,416.14	34.43
		EXCESS REVENUES/EXPENDITURES	77,562.00	(4,210.56)	0.00	38,033.27	(2,970.68)	42,499.41	45.21

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

24 -WASTEWATER SERVICES FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES									
	24-44080	WASTEWATER SERVICES	210,000.00	0.00	0.00	76,843.99	0.00	133,156.01	36.59
	24-44081	WASTEWATER CONNECTIONS FEES	18,200.00	0.00	0.00	0.00	0.00	18,200.00	0.00
	24-44082	SEWER SERVICES PENALTY	2,020.00	0.00	0.00	0.00	0.00	2,020.00	0.00
		TOTAL CHARGES FOR SERVICES	230,220.00	0.00	0.00	76,843.99	0.00	153,376.01	33.38
MISCELLANEOUS REVENUES									
	24-46030	INTEREST	300.00	0.00	0.00	0.00	0.00	300.00	0.00
	24-46090	MISCELLANEOUS INCOME	8,700.00	0.00	0.00	0.00	0.00	8,700.00	0.00
		TOTAL MISCELLANEOUS REVENUES	9,000.00	0.00	0.00	0.00	0.00	9,000.00	0.00
		TOTAL REVENUES	239,220.00	0.00	0.00	76,843.99	0.00	162,376.01	32.12

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

24 -WASTEWATER SERVICES FUND
 WASTEWATER OPERATIONS
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
24-510-1001		SALARIES	42,034.00	631.47	0.00	23,908.13	6,760.26	11,365.61	72.96
24-510-1003		FICA/MEDICARE	6,890.00	133.64	0.00	1,191.18	0.00	5,698.82	17.29
24-510-1004		PERA/ICMA	4,330.00	162.08	0.00	1,272.34	0.00	3,057.66	29.38
24-510-1005		HEALTH & LIFE INSURANCE	66.00	0.00	0.00	22.08	0.00	43.92	33.45
24-510-1006		WORKERS' COMPENSATION	1,100.00	0.00	0.00	1,146.80	0.00	(46.80)	104.25
24-510-1007		UNEMPLOYMENT INSURANCE	996.00	0.00	0.00	0.00	0.00	996.00	0.00
24-510-1008		OVERTIME ALLOTMENT	3,000.00	0.00	0.00	1,167.79	0.00	1,832.21	38.93
		TOTAL PERSONNEL EXPENSES	58,416.00	927.19	0.00	28,708.32	6,760.26	22,947.42	60.72
OPERATING EXPENSES									
24-510-2240		VEHICLE R & M	5,500.00	0.00	0.00	363.95	0.00	5,136.05	6.62
24-510-2242		EQUIPMENT R&M	0.00	0.00	0.00	36.94	0.00	(36.94)	0.00
24-510-2251		PUMP R & M	10,000.00	0.00	0.00	3,465.98	0.00	6,534.02	34.66
24-510-2253		SEWER LINE R & M	11,989.00	0.00	0.00	309.06	0.00	11,679.94	2.58
24-510-2322		SEWER LINE CLEANING	27,000.00	0.00	0.00	6,403.25	211.00	20,385.75	24.50
24-510-2325		CLC FEES	96,840.00	8,069.12	0.00	40,345.60	0.00	56,494.40	41.66
24-510-2326		CLC CONNECTION FEES	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
24-510-2415		SAFETY EQUIPMENT	1,800.00	0.00	0.00	17.95	0.00	1,782.05	1.00
24-510-2420		UNIFORM ALLOWANCE	1,600.00	0.00	0.00	539.35	0.00	1,060.65	33.71
24-510-2430		CHEMICALS	11,569.00	0.00	0.00	3,990.95	0.00	7,578.05	34.50
24-510-2540		PRINT/PUBLISH/ADVERTISE	1,600.00	785.10	0.00	999.77	0.00	600.23	62.49
24-510-2575		TELEPHONE	2,100.00	0.00	0.00	151.10	0.00	1,948.90	7.20
24-510-2580		UTILITIES	900.00	0.00	0.00	487.07	0.00	412.93	54.12
24-510-2585		FUEL	4,000.00	0.00	0.00	2,917.14	0.00	1,082.86	72.93
		TOTAL OPERATING EXPENSES	178,898.00	8,854.22	0.00	60,028.11	211.00	118,658.89	33.67
CAPITAL OUTLAY									
TOTAL WASTEWATER OPERATIONS			237,314.00	9,781.41	0.00	88,736.43	6,971.26	141,606.31	40.33
TOTAL EXPENDITURES			237,314.00	9,781.41	0.00	88,736.43	6,971.26	141,606.31	40.33
EXCESS REVENUES/EXPENDITURES			1,906.00	(9,781.41)	0.00	(11,892.44)	(6,971.26)	20,769.70	989.70-

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

26 -LODGER'S TAX FUND
 LODGER'S TAX
 DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES									
	26-526-2411	COMMUNITY PROGRAMS	1,000.00	0.00	0.00	2,169.17	0.00	(1,169.17)	216.92
	26-526-2525	TOURISM MATCHING	5,709.00	0.00	0.00	5,709.00	0.00	0.00	100.00
	26-526-2526	TOURISM PROMOTION	15,000.00	0.00	0.00	5,502.80	0.00	9,497.20	36.69
		TOTAL OPERATING EXPENSES	21,709.00	0.00	0.00	13,380.97	0.00	8,328.03	61.64
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		TOTAL LODGER'S TAX	21,709.00	0.00	0.00	13,380.97	0.00	8,328.03	61.64
		TOTAL EXPENDITURES	21,709.00	0.00	0.00	13,380.97	0.00	8,328.03	61.64
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		EXCESS REVENUES/EXPENDITURES	(1,709.00)	310.44	0.00	(4,330.69)	0.00	2,621.69	253.40
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		TRANSFERS IN							
		TRANSFERS OUT							
<hr/>									
		REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	(1,709.00)	310.44	0.00	(4,330.69)	0.00	2,621.69	253.40

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

27 -ROAD FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TAXES - STATE									
	27-42030	GASOLINE TAX/MUNI ROAD	5,450.00	0.00	0.00	1,668.00	0.00	3,782.00	30.61
	27-42040	GASOLINE TAX/COUNTY ROAD	50.00	0.00	0.00	33.03	0.00	16.97	66.06
		TOTAL TAXES - STATE	5,500.00	0.00	0.00	1,701.03	0.00	3,798.97	30.93
MISCELLANEOUS REVENUES									
INTER-GOV/GRANTS									
		TOTAL REVENUES	5,500.00	0.00	0.00	1,701.03	0.00	3,798.97	30.93

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

DEPARTMENTAL EXPENDITURES			CURRENT	CURRENT	PRIOR YEAR	Y-T-D	Y-T-D	BUDGET	% OF
FUND	ACCOUNT #	ACCOUNT NAME	BUDGET	PERIOD	PO ADJUST.	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
OPERATING EXPENSES									
	27-527-2231	STREET R&M	5,500.00	972.56	0.00	3,957.92	0.00	1,542.08	71.96
	27-527-2232	STREET SIGNS	2,000.00	542.55	0.00	542.55	0.00	1,457.45	27.13
	27-527-2540	PLAZA SIDEWALK IMPS	0.00	0.00	0.00	0.00	21,410.30 (21,410.30)	0.00
	27-527-2542	SAP CALLE PICACHO DRAIN	0.00	0.00	0.00	0.00	31,698.94 (31,698.94)	0.00
	27-527-2543	CALLE PICACHO TPF NMDOT	0.00	0.00	0.00	0.00	50,857.00 (50,857.00)	0.00
	27-527-2544	MESILLA STREET LGT IMPS	0.00	0.00	0.00	0.00	116,747.18 (116,747.18)	0.00
	TOTAL OPERATING EXPENSES		7,500.00	1,515.11	0.00	4,500.47	220,713.42 (217,713.89)	2.85
CAPITAL OUTLAY									
	27-527-3010	MISCELLANEOUS	20,000.00	5,619.25	0.00	5,619.25	0.00	14,380.75	28.10
	TOTAL CAPITAL OUTLAY		20,000.00	5,619.25	0.00	5,619.25	0.00	14,380.75	28.10
TOTAL ROAD FUND									
			27,500.00	7,134.36	0.00	10,119.72	220,713.42 (203,333.14)	839.39
TOTAL EXPENDITURES									
			27,500.00	7,134.36	0.00	10,119.72	220,713.42 (203,333.14)	839.39
EXCESS REVENUES/EXPENDITURES									
			(22,000.00)	(7,134.36)	0.00	(8,418.69)	(220,713.42)	207,132.11	41.51
TRANSFERS IN									
TRANSFERS OUT									
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT									
			(22,000.00)	(7,134.36)	0.00	(8,418.69)	(220,713.42)	207,132.11	41.51

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

28 -SOLID WASTE FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TAXES - LOCAL									
	28-41020	ENVIRONMENTAL GRT	24,117.00	0.00	0.00	22.83	0.00	24,094.17	0.09
		TOTAL TAXES - LOCAL	24,117.00	0.00	0.00	22.83	0.00	24,094.17	0.09
CHARGES FOR SERVICES									
	28-44080	SOLID WASTE SERVICES	268,000.00	0.00	0.00	86,240.28	0.00	181,759.72	32.18
	28-44082	SOLID WASTE SERVICES PENALTY	3,400.00	0.00	0.00	0.00	0.00	3,400.00	0.00
		TOTAL CHARGES FOR SERVICES	271,400.00	0.00	0.00	86,240.28	0.00	185,159.72	31.78
MISCELLANEOUS REVENUES									
	28-46030	INTEREST	100.00	0.00	0.00	236.64	0.00	(136.64)	236.64
	28-46090	MISCELLANEOUS	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
		TOTAL MISCELLANEOUS REVENUES	3,100.00	0.00	0.00	236.64	0.00	2,863.36	7.63
		TOTAL REVENUES	298,617.00	0.00	0.00	86,499.75	0.00	212,117.25	28.97

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

28 -SOLID WASTE FUND

OPERATING EXPENSES

DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL EXPENSES									
28-510-1001		SALARIES	55,120.00	0.00	0.00	16,157.60	0.00	38,962.40	29.31
28-510-1003		FICA/MEDICARE	8,892.00	78.62	0.00	1,280.59	0.00	7,611.41	14.40
28-510-1004		PERA/ICMA	5,678.00	111.24	0.00	1,654.36	0.00	4,023.64	29.14
28-510-1005		HEALTH & LIFE INSURANCE	5,535.00	0.00	0.00	1,860.35	0.00	3,674.65	33.61
28-510-1006		WORKERS' COMPENSATION	2,200.00	0.00	0.00	1,149.10	0.00	1,050.90	52.23
28-510-1007		UNEMPLOYMENT INSURANCE	1,992.00	0.00	0.00	0.00	0.00	1,992.00	0.00
28-510-1008		OVERTIME ALLOTMENT	3,000.00	0.00	0.00	1,234.63	0.00	1,765.37	41.15
		TOTAL PERSONNEL EXPENSES	82,417.00	189.86	0.00	23,336.63	0.00	59,080.37	28.32
OPERATING EXPENSES									
28-510-2110		TRAVEL/CONF/TRAINING	1,500.00	0.00	0.00	774.71	0.00	725.29	51.65
28-510-2240		VEHCILE R&M	5,500.00	0.00	0.00	3,922.03	0.00	1,577.97	71.31
28-510-2241		EQUIPMENT R&M	10,791.00	0.00	0.00	3,875.40	0.00	6,915.60	35.91
28-510-2320		AGREEMENTS/CONTRACTS	190,000.00	16,040.77	0.00	78,679.99	0.00	111,320.01	41.41
28-510-2323		SPEC EVENTS TRASH SVC	800.00	0.00	0.00	0.00	0.00	800.00	0.00
28-510-2324		CLC LANDFILL	711.00	0.00	0.00	70.13	0.00	640.87	9.86
28-510-2405		MAINTENANCE SUPPLIES	2,000.00	0.00	0.00	9.98	0.00	1,990.02	0.50
28-510-2415		SAFETY EQUIPMENT	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
28-510-2420		UNIFORM ALLOWANCE	2,000.00	198.86	0.00	996.08	0.00	1,003.92	49.80
28-510-2425		CLEANING SUPPLIES	3,000.00	0.00	0.00	1,879.13	0.00	1,120.87	62.64
28-510-2430		CHEMICALS	1,000.00	0.00	0.00	32.98	0.00	967.02	3.30
28-510-2535		POSTAGE	500.00	0.00	0.00	0.00	0.00	500.00	0.00
28-510-2540		PRINT/PUBLISH/ADVERTISE	500.00	500.00	0.00	1,169.83	0.00	(669.83)	233.97
28-510-2575		TELEPHONE	1,000.00	0.00	0.00	151.10	0.00	848.90	15.11
28-510-2585		FUEL	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
28-510-2598		MISCELLANEOUS	0.00	0.00	0.00	15.25	0.00	(15.25)	0.00
		TOTAL OPERATING EXPENSES	225,302.00	16,739.63	0.00	91,576.61	0.00	133,725.39	40.65
CAPITAL OUTLAY									
TOTAL OPERATING EXPENSES									
			307,719.00	16,929.49	0.00	114,913.24	0.00	192,805.76	37.34
TOTAL EXPENDITURES									
			307,719.00	16,929.49	0.00	114,913.24	0.00	192,805.76	37.34
EXCESS REVENUES/EXPENDITURES									
			(9,102.00)	(16,929.49)	0.00	(28,413.49)	0.00	19,311.49	312.17

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

30 -EVENTS FUND

EVENTS FUND

DEPARTMENTAL EXPENDITURES

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OPERATING EXPENSES									
	30-530-2530	FIESTA REFUNDS	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	TOTAL OPERATING EXPENSES		500.00	0.00	0.00	0.00	0.00	500.00	0.00
CAPITAL OUTLAY									
	30-530-3062	VENDOR AGREE/CONTRACTS	10,000.00	0.00	0.00	4,725.00	0.00	5,275.00	47.25
	30-530-3082	MISCELLANEOUS	9,800.00	0.00	0.00	4,751.02	0.00	5,048.98	48.48
	TOTAL CAPITAL OUTLAY		19,800.00	0.00	0.00	9,476.02	0.00	10,323.98	47.86
TOTAL EVENTS FUND			20,300.00	0.00	0.00	9,476.02	0.00	10,823.98	46.68
TOTAL EXPENDITURES			20,300.00	0.00	0.00	9,476.02	0.00	10,823.98	46.68
EXCESS REVENUES/EXPENDITURES			0.00	0.00	0.00	(3,708.02)	0.00	3,708.02	0.00
TRANSFERS IN									
TRANSFERS OUT									
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT			0.00	0.00	0.00	(3,708.02)	0.00	3,708.02	0.00

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

32 -PARKING FUND

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
MISCELLANEOUS REVENUES									
	32-46020	PARKING FEE DEPOSITS	7,200.00	0.00	0.00	300.00	0.00	6,900.00	4.17
		TOTAL MISCELLANEOUS REVENUES	7,200.00	0.00	0.00	300.00	0.00	6,900.00	4.17
TOTAL REVENUES			7,200.00	0.00	0.00	300.00	0.00	6,900.00	4.17
EXCESS REVENUES/EXPENDITURES			7,200.00	0.00	0.00	300.00	0.00	6,900.00	4.17
TRANSFERS OUT									
REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT			7,200.00	0.00	0.00	300.00	0.00	6,900.00	4.17

TOWN OF MESILLA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2022

37 -WATER RIGHTS MANAGEMENT

REVENUE

FUND	ACCOUNT #	ACCOUNT NAME	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES									
	37-44082	WTR RIGHTS PENALTY	50.00	0.00	0.00	0.00	0.00	50.00	0.00
		TOTAL CHARGES FOR SERVICES	50.00	0.00	0.00	0.00	0.00	50.00	0.00
MISCELLANEOUS REVENUES									
	37-46075	MANAGEMENT FEES	3,500.00	0.00	0.00	2,044.65	0.00	1,455.35	58.42
		TOTAL MISCELLANEOUS REVENUES	3,500.00	0.00	0.00	2,044.65	0.00	1,455.35	58.42
		TOTAL REVENUES	3,550.00	0.00	0.00	2,044.65	0.00	1,505.35	57.60

**TOWN OF MESILLA FIRE DEPARTMENT
MONTHLY BOT REPORT**



DATE: **October, 2022**

MAJOR ADDITIONS TO INVENTORY

None

MAINTENANCE OF EQUIPMENT

The department has initiated monthly testing and inspections of all Personal Protective Ensembles to meet current standards of readiness. A database has been created to track inspections of PPE gear to meet NFPA guidelines. All vehicles are inspected weekly including equipment assigned to the apparatus including Self Contained Breathing Apparatus, saws, tools, etc. to insure unit readiness and to address any repair or replacement issues as soon as possible.
Our SCBA fill station received its quarterly inspection with no issues noted.

COMMENTS

The department has been awarded two grants. One is a federal grant to replace our aging extrication gear commonly referred to as the Jaws of Life. The other is to replace our 1999 transport unit, Squad 32, with a new unit. This was through the NM Fire Grant program. We are still awaiting word on a federal AFG grant for wildland equipment. Mechanical testing of all hydrants in the Town was completed. This is now an annual requirement which we need to meet in order to lower our ISO rating as well as assist the Public Works Department with making them aware of problem hydrants. Also hydrant flowing helps maintain a healthier water system.

The MFD would like to wish everyone a Happy and Safe Thanksgiving.

SUBMITTED BY

Fire Chief Kevin Hoban _____

Mesilla Fire Department

Mesilla, NM

This report was generated on 11/9/2022 11:43:17 AM



Incident Statistics

Zone(s): All Zones | Start Date: 10/01/2022 | End Date: 10/31/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		28	
FIRE		17	
TOTAL		45	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
Bat31	1	1	9
Bat32	0	0	1
BR31	0	0	1
SQ32	1	1	6
TOTAL	2	2	17
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		9	
Aid Received		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
10		22.22	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Mesilla Fire Main Station 31	0:10:39	0:13:51	
AVERAGE FOR ALL CALLS		0:10:56	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Mesilla Fire Main Station 31	0:02:07	0:01:32	
AVERAGE FOR ALL CALLS		0:01:52	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Mesilla Fire Department		31:57	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

Mesilla Fire Department

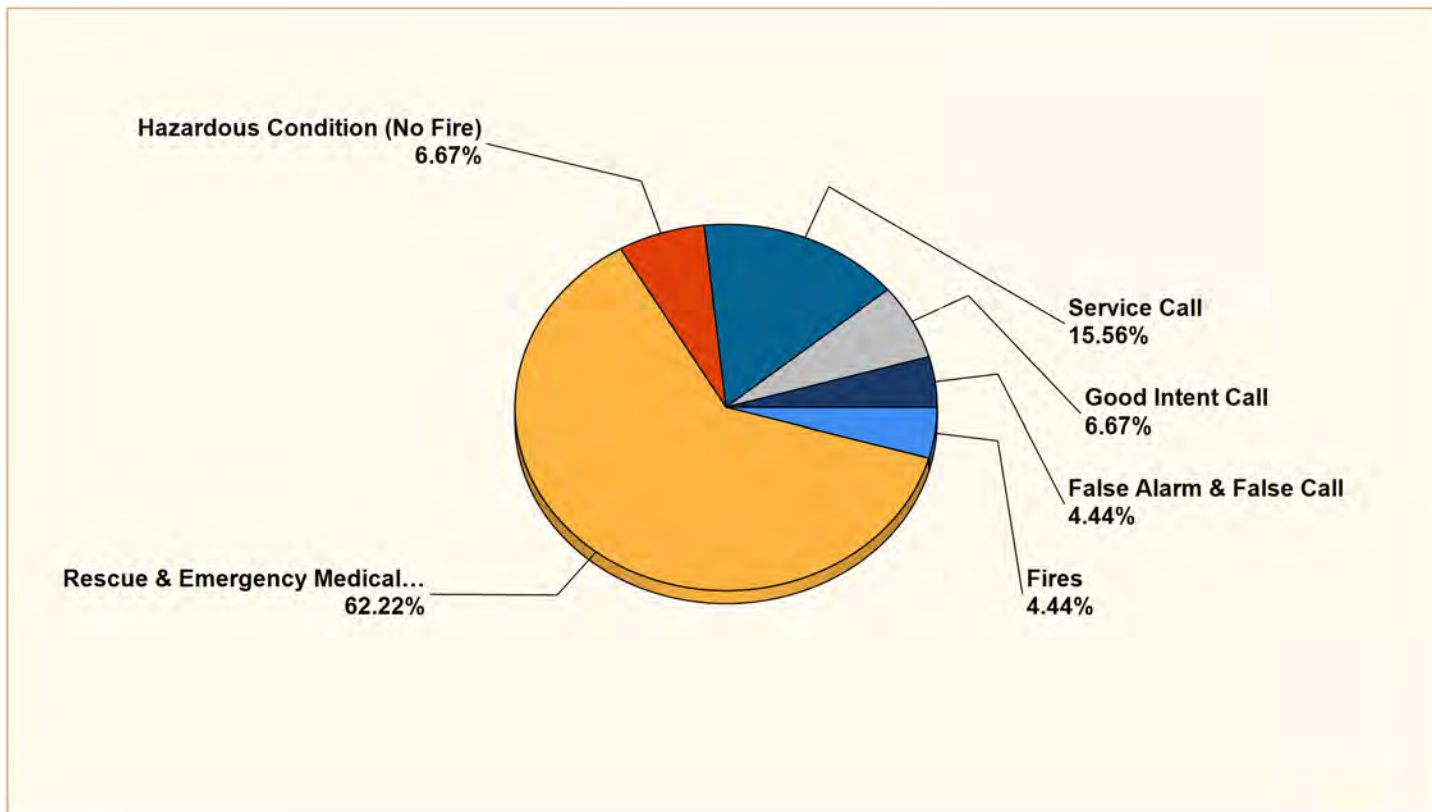
Mesilla, NM

This report was generated on 11/9/2022 12:20:03 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2022 | End Date: 10/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	4.44%
Rescue & Emergency Medical Service	28	62.22%
Hazardous Condition (No Fire)	3	6.67%
Service Call	7	15.56%
Good Intent Call	3	6.67%
False Alarm & False Call	2	4.44%
TOTAL	45	100%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	4.44%
300 - Rescue, EMS incident, other	1	2.22%
311 - Medical assist, assist EMS crew	2	4.44%
321 - EMS call, excluding vehicle accident with injury	15	33.33%
322 - Motor vehicle accident with injuries	5	11.11%
324 - Motor vehicle accident with no injuries.	1	2.22%
381 - Rescue or EMS standby	4	8.89%
412 - Gas leak (natural gas or LPG)	1	2.22%
442 - Overheated motor	1	2.22%
445 - Arcing, shorted electrical equipment	1	2.22%
511 - Lock-out	1	2.22%
522 - Water or steam leak	1	2.22%
540 - Animal problem, other	1	2.22%
551 - Assist police or other governmental agency	1	2.22%
552 - Police matter	1	2.22%
561 - Unauthorized burning	2	4.44%
611 - Dispatched & cancelled en route	2	4.44%
622 - No incident found on arrival at dispatch address	1	2.22%
730 - System malfunction, other	1	2.22%
745 - Alarm system activation, no fire - unintentional	1	2.22%
TOTAL INCIDENTS:	45	100%

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



Mesilla Fire Department

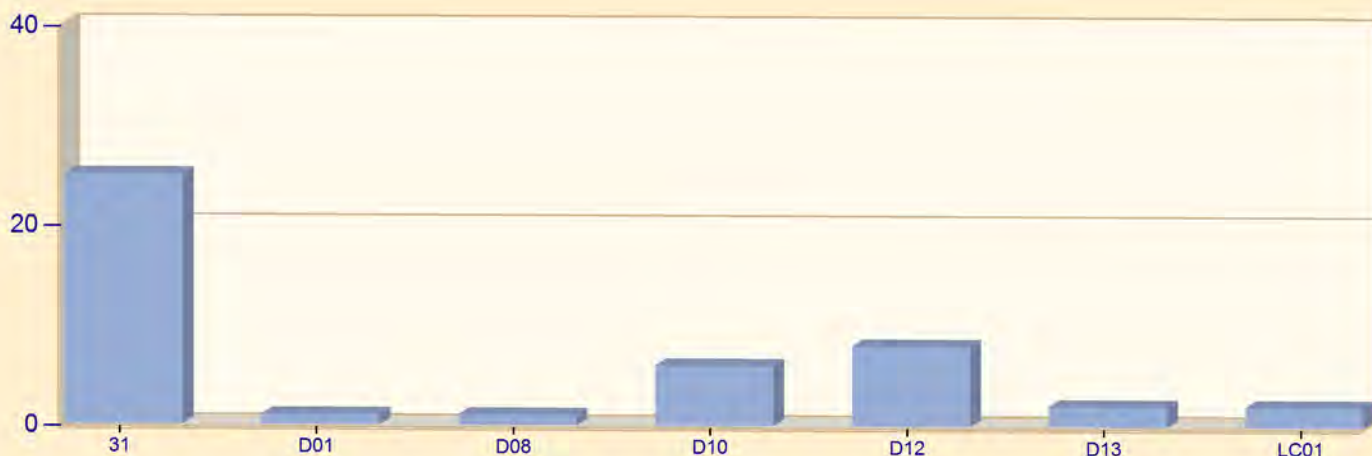
Mesilla, NM

This report was generated on 11/9/2022 12:09:08 PM



Incident Type Count per Zone for Date Range

Start Date: 10/01/2022 | End Date: 10/31/2022



ZONES	INCIDENT TYPE	COUNT
31 - Town of Mesilla		
	300 - Rescue, EMS incident, other	1
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	12
	322 - Motor vehicle accident with injuries	1
	381 - Rescue or EMS standby	2
	412 - Gas leak (natural gas or LPG)	1
	442 - Overheated motor	1
	511 - Lock-out	1
	522 - Water or steam leak	1
	540 - Animal problem, other	1
	551 - Assist police or other governmental agency	1
	730 - System malfunction, other	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 31 - Town of Mesilla:</i>	25
D01 - Dona Ana		
	111 - Building fire	1
	<i>Total Incidents for D01 - Dona Ana:</i>	1
D08 - Radium Springs		
	321 - EMS call, excluding vehicle accident with injury	1
	<i>Total Incidents for D08 - Radium Springs:</i>	1

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



ZONES	INCIDENT TYPE	COUNT
D10 - Mesquite		
	322 - Motor vehicle accident with injuries	1
	381 - Rescue or EMS standby	2
	445 - Arcing, shorted electrical equipment	1
	561 - Unauthorized burning	1
	622 - No incident found on arrival at dispatch address	1
	<i>Total Incidents for D10 - Mesquite:</i>	6
D12 - Fairacres		
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	2
	322 - Motor vehicle accident with injuries	2
	561 - Unauthorized burning	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for D12 - Fairacres:</i>	8
D13 - South Valley		
	111 - Building fire	1
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for D13 - South Valley:</i>	2
LC01 - City of Las Cruces		
	322 - Motor vehicle accident with injuries	1
	552 - Police matter	1
	<i>Total Incidents for LC01 - City of Las Cruces:</i>	2
Total Count for all Zone:		45

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



Mesilla Fire Department

Mesilla, NM

This report was generated on 11/9/2022 12:13:05 PM



Response Activity Report

Start Date: 10/01/2022 | End Date: 10/31/2022

INCIDENT #	DATE	APPARATUS ID	ALARM TIME	ARRIVE TIME	RESPONSE TIME	ADDRESS
111 - Building fire						
2022-00417	10/04/2022	E31	20:37:07	21:07:30	00:30:23	6660 RIO DORADO DR
2022-00451	10/29/2022	E31	11:21:38	11:52:35	00:30:57	5402 CHRISTO REY ST
Subtotal Count: 2		111 - Building fire Average Response Time: 00:30:40				
300 - Rescue, EMS incident, other						
2022-00422	10/10/2022	Bat31	19:51:00	20:04:28	00:13:28	W COLLEGE AVE
2022-00422	10/10/2022	Bat32	19:51:00	20:08:15	00:17:15	W COLLEGE AVE
Subtotal Count: 2		300 - Rescue, EMS incident, other Average Response Time: 00:15:21				
311 - Medical assist, assist EMS crew						
2022-00425	10/11/2022	Bat31	13:50:45	13:57:38	00:06:53	1680 CALLE DE ALVAREZ
2022-00425	10/11/2022	BR31	13:50:45	13:59:48	00:09:03	1680 CALLE DE ALVAREZ
2022-00442	10/23/2022	Bat31	12:22:54	12:44:00	00:21:06	6195 RAASAF CIR
2022-00442	10/23/2022	Bat32	12:22:54	12:39:53	00:16:59	6195 RAASAF CIR
Subtotal Count: 4		311 - Medical assist, assist EMS crew Average Response Time: 00:13:30				
321 - EMS call, excluding vehicle accident with injury						
2022-00415	10/01/2022	Bat31	23:33:50	23:47:01	00:13:11	2544 SNOW RD
2022-00415	10/01/2022	SQ32	23:33:50	23:47:18	00:13:28	2544 SNOW RD
2022-00419	10/07/2022	Bat31	12:10:56	12:14:59	00:04:03	2251 CALLE DE SANTIAGO
2022-00419	10/07/2022	SQ32	12:10:56	12:24:44	00:13:48	2251 CALLE DE SANTIAGO
2022-00420	10/07/2022	Bat31	18:02:21	18:06:40	00:04:19	2355 CALLE DE GUADALUPE
2022-00420	10/07/2022	SQ32	18:02:21	18:06:32	00:04:11	2355 CALLE DE GUADALUPE
2022-00421	10/08/2022	Bat31	10:07:32	10:21:19	00:13:47	2830 TERESITA ST
2022-00421	10/08/2022	Bat32	10:07:32	10:13:28	00:05:56	2830 TERESITA ST
2022-00423	10/11/2022	Bat31	09:06:34	09:10:19	00:03:45	2425 CALLE DE SANTIAGO
2022-00423	10/11/2022	E32	09:06:34	09:12:31	00:05:57	2425 CALLE DE SANTIAGO
2022-00426	10/12/2022	Bat31	07:45:54	08:08:34	00:22:40	603 CONWAY AVE
2022-00426	10/12/2022	Bat32	07:45:54	07:59:18	00:13:24	603 CONWAY AVE
2022-00432	10/15/2022	BR31	11:40:11	11:43:22	00:03:11	203 CAPRI ARC
2022-00437	10/17/2022	Bat31	07:44:18	07:56:42	00:12:24	2195 CALLE DE SANTA ANA
2022-00437	10/17/2022	Bat32	07:44:18	07:50:01	00:05:43	2195 CALLE DE SANTA ANA
2022-00437	10/17/2022	SQ32	07:44:18	08:01:39	00:17:21	2195 CALLE DE SANTA ANA
2022-00444	10/25/2022	Bat31	17:42:43	18:06:15	00:23:32	6130 ASWAN CT
2022-00445	10/26/2022	Bat31	08:05:33	08:11:35	00:06:02	2491 CALLE DEL NORTE
2022-00445	10/26/2022	BR31	08:05:33	08:18:00	00:12:27	2491 CALLE DEL NORTE
2022-00446	10/26/2022	Bat31	12:12:50	12:24:19	00:11:29	2920 AVENIDA DE MESILLA
2022-00446	10/26/2022	BR31	12:12:50	12:22:41	00:09:51	2920 AVENIDA DE MESILLA
2022-00448	10/27/2022	Bat31	15:04:58	15:34:54	00:29:56	1400 VISTA DEL CERRO
2022-00448	10/27/2022	Bat32	15:04:58	15:36:51	00:31:53	1400 VISTA DEL CERRO

Calls by Incident Type. Does not include calls where there was no response.



2022-00448	10/27/2022	SQ32	15:04:58	15:43:46	00:38:48	1400 VISTA DEL CERRO
2022-00453	10/29/2022	Bat32	17:58:00	17:58:00	00:00:00	2251 CALLE DE SANTIAGO
2022-00453	10/29/2022	BR31	17:58:00	17:58:00	00:00:00	2251 CALLE DE SANTIAGO
2022-00453	10/29/2022	SQ32	17:58:00	17:58:00	00:00:00	2251 CALLE DE SANTIAGO
2022-00456	10/30/2022	Bat31	11:23:41	11:56:51	00:33:10	308 FOSSIL VIEW RD
2022-00456	10/30/2022	Bat32	11:23:41	11:56:53	00:33:12	308 FOSSIL VIEW RD
2022-00458	10/31/2022	Bat31	13:41:58	13:51:27	00:09:29	5000 CALLE DEL NORTE
Subtotal Count: 30 321 - EMS call, excluding vehicle accident with injury Average Response Time: 00:13:13						
322 - Motor vehicle accident with injuries						
2022-00429	10/14/2022	Bat32	21:06:16	21:33:33	00:27:17	114 INTERSTATE 10
2022-00434	10/15/2022	Bat31	21:28:48	21:39:37	00:10:49	1780 S FAIRACRES RD
2022-00434	10/15/2022	E31	21:28:48	21:52:08	00:23:20	1780 S FAIRACRES RD
2022-00435	10/16/2022	Bat31	00:14:47	00:30:00	00:15:13	955 W UNION AVE
2022-00438	10/17/2022	Bat32	09:27:50	09:50:32	00:22:42	HIGHWAY 478
2022-00440	10/18/2022	Bat31	14:11:53	14:16:37	00:04:44	1300 W UNIVERSITY AVE
2022-00440	10/18/2022	Bat32	14:11:53	14:17:08	00:05:15	1300 W UNIVERSITY AVE
2022-00440	10/18/2022	SQ32	14:11:53	14:32:00	00:20:07	1300 W UNIVERSITY AVE
Subtotal Count: 8 322 - Motor vehicle accident with injuries Average Response Time: 00:16:10						
324 - Motor vehicle accident with no injuries.						
2022-00450	10/27/2022	Bat31	19:33:29	19:33:29	00:00:00	3592 VALDES RD
Subtotal Count: 1 324 - Motor vehicle accident with no injuries. Average Response Time: 00:00:00						
381 - Rescue or EMS standby						
2022-00427	10/12/2022	Bat31	16:27:51	16:28:18	00:00:27	1300 W UNIVERSITY AVE
2022-00427	10/12/2022	SQ32	16:27:51	16:28:18	00:00:27	1300 W UNIVERSITY AVE
2022-00428	10/14/2022	SQ32	18:22:54	18:22:54	00:00:00	12000 STERN DR
2022-00431	10/15/2022	SQ32	10:47:54	10:58:00	00:10:06	12000 STERN DR
2022-00433	10/15/2022	SQ32	18:20:17	18:31:00	00:10:43	12000 STERN DR
Subtotal Count: 5 381 - Rescue or EMS standby Average Response Time: 00:04:20						
412 - Gas leak (natural gas or LPG)						
2022-00447	10/26/2022	Bat32	19:44:41	19:52:07	00:07:26	1300 W UNIVERSITY AVE
2022-00447	10/26/2022	E32	19:44:41	19:52:10	00:07:29	1300 W UNIVERSITY AVE
Subtotal Count: 2 412 - Gas leak (natural gas or LPG) Average Response Time: 00:07:27						
442 - Overheated motor						
2022-00424	10/11/2022	Bat31	10:40:04	10:48:06	00:08:02	2363 CALLE DEL SUR
2022-00424	10/11/2022	E32	10:40:04	11:08:57	00:28:53	2363 CALLE DEL SUR
Subtotal Count: 2 442 - Overheated motor Average Response Time: 00:18:27						
445 - Arcing, shorted electrical equipment						
2022-00449	10/27/2022	Bat32	19:12:13	19:35:42	00:23:29	8502 SNOW RD
2022-00449	10/27/2022	E31	19:12:13	19:35:39	00:23:26	8502 SNOW RD
Subtotal Count: 2 445 - Arcing, shorted electrical equipment Average Response Time: 00:23:27						
511 - Lock-out						
2022-00443	10/25/2022	Bat31	16:41:52	16:41:52	00:00:00	2171 CALLE DE SANTIAGO
Subtotal Count: 1 511 - Lock-out Average Response Time: 00:00:00						
522 - Water or steam leak						
2022-00459	10/31/2022	E32	17:32:32	17:44:24	00:11:52	CAPRI ARC
Subtotal Count: 1 522 - Water or steam leak Average Response Time: 00:11:52						

Calls by Incident Type. Does not include calls where there was no response.



540 - Animal problem, other						
2022-00418	10/07/2022	Bat31	09:02:35	09:03:11	00:00:36	2251 CALLE DE SANTIAGO
Subtotal Count: 1		540 - Animal problem, other Average Response Time: 00:00:36				
551 - Assist police or other governmental agency						
2022-00454	10/29/2022	Bat32	20:17:28	20:31:00	00:13:32	AVENIDA DE MESILLA
2022-00454	10/29/2022	BR31	20:17:28	20:32:00	00:14:32	AVENIDA DE MESILLA
Subtotal Count: 2		551 - Assist police or other governmental agency Average Response Time: 00:14:02				
552 - Police matter						
2022-00439	10/17/2022	Bat31	11:03:35	11:03:36	00:00:01	1285 S EL PASEO RD
Subtotal Count: 1		552 - Police matter Average Response Time: 00:00:01				
561 - Unauthorized burning						
2022-00416	10/04/2022	BR31	16:08:55	16:43:09	00:34:14	HARPER RD
2022-00441	10/22/2022	Bat31	21:01:02	21:29:57	00:28:55	3810 NORTHVIEW AVE
2022-00441	10/22/2022	E31	21:01:02	21:24:25	00:23:23	3810 NORTHVIEW AVE
Subtotal Count: 3		561 - Unauthorized burning Average Response Time: 00:28:50				
622 - No incident found on arrival at dispatch address						
2022-00430	10/15/2022	SQ32	08:46:12	08:46:50	00:00:38	12000 STERN DR
Subtotal Count: 1		622 - No incident found on arrival at dispatch address Average Response Time: 00:00:38				
730 - System malfunction, other						
2022-00436	10/17/2022	Bat31	07:08:34	07:21:04	00:12:30	2251 CALLE DE SANTIAGO
2022-00436	10/17/2022	Bat32	07:08:34	07:18:02	00:09:28	2251 CALLE DE SANTIAGO
Subtotal Count: 2		730 - System malfunction, other Average Response Time: 00:10:59				
745 - Alarm system activation, no fire - unintentional						
2022-00452	10/29/2022	Bat32	17:45:06	17:47:23	00:02:17	2251 CALLE DE SANTIAGO
2022-00452	10/29/2022	BR31	17:45:06	17:47:23	00:02:17	2251 CALLE DE SANTIAGO
2022-00452	10/29/2022	SQ32	17:45:06	17:47:23	00:02:17	2251 CALLE DE SANTIAGO
Subtotal Count: 3		745 - Alarm system activation, no fire - unintentional Average Response Time: 00:02:17				
Grand Total: 73		Average Response Time for All Incident Types: 00:13:00				

Calls by Incident Type. Does not include calls where there was no response.



Mesilla Fire Department

Mesilla, NM

This report was generated on 11/9/2022 12:17:49 PM



Occupancies Inspected for Date Range

Start Date: 10/01/2022 | End Date: 10/31/2022

OCCUPANCY	ID	ADDRESS	ZONE	LAST INSPECTION
Arthritis Treatment Center	28	1770 Tierra de Mesilla		10/05/2022
Cafe De Mesilla	4	2190 Avenida De Mesilla		10/19/2022
Las Cruces Primary Care	120	1745 avenues de mercado		10/05/2022
Mesilla haunted house		2251 Calle de Santiago		10/29/2022
NM Cannabis Cowboy	70	2309 Calle de San Albino #B		10/21/2022
Rio Grande Preparatory Institute	62	2355 Avenida de Mesilla		10/19/2022
Ristraman Chili Co	89	2531 Avenida De Mesilla		10/05/2022
Shorty's Grill Express	90	2920 Avenida De Mesilla		10/05/2022
Spotted Dog Brewery	63	2920 Avenida de Mesilla #b		10/05/2022
The Potteries	95	2260 Calle De Santiago		10/31/2022
The Spotted Dog Brewery LLC	8	2900 Avenida de Mesilla #A		10/05/2022
Tonitas Gorditas		6976 venega granate		10/29/2022
Zia Middle School	61	1300 W University		10/19/2022

of Occupancies Inspected: 13

% Occupancies Inspected: 7.22

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



Mesilla Fire Department

Mesilla, NM

This report was generated on 11/9/2022 12:10:43 PM



Maintenance History per Hydrant for Date Range

Start Date: 10/01/2022 | End Date: 10/31/2022

DATE	DONE BY	TITLE	PROBLEM	RESOLUTION	TIME (hrs)	COST	STATUS
Hydrant Number 133 - 2320 Calle De Picacho Mesilla, NM							
10/05/2022	Whited, Gregory E	inspection					Complete

TOTAL: \$

Hydrant Number 134 - 2205 Calle de Arroyo Mesilla, NM							
10/05/2022	Whited, Gregory E	inspection					Complete

TOTAL: \$

Hydrant Number 138 - 2445 Calle De Parian Mesilla, NM							
10/05/2022	Whited, Gregory E	inspection					Complete

TOTAL: \$

Hydrant Number 167 - 337 Capri Arc Mesilla, NM							
10/19/2022		inspection	Still o o s . Lc notified				Pending

TOTAL: \$

Hydrant Number 168 - 109 Capri Mesilla, NM							
10/05/2022		inspection	Hit by car			0	Pending
10/19/2022		inspection	Still o o s. Lc notified				Pending

TOTAL: \$0

Hydrant Number 169 - 400 Bason Mesilla, NM							
10/19/2022		inspection	Still o o s. Las cruces water notified				Pending

TOTAL: \$

Hydrant Number 170 - 406 Bason Mesilla, NM							
10/05/2022	Whited, Gregory E	inspection					Complete

TOTAL: \$

Report displays active Hydrant work orders for date requested within the date parameter selected. Problem and resolution is generated from Description field of the work order.



DATE	DONE BY	TITLE	PROBLEM	RESOLUTION	TIME (hrs)	COST	STATUS
Hydrant Number 178 - 2860 calls quinta mesilla, NM 88046							
10/05/2022	Whited, Gregory E	inspection					Complete
TOTAL:						\$	
Hydrant Number 179 - 5120 nihzoni TRL mesilla, NM							
10/19/2022	Whited, Gregory E	inspection				0	Complete
TOTAL:						\$0	

Report displays active Hydrant work orders for date requested within the date parameter selected. Problem and resolution is generated from Description field of the work order.



Mesilla Fire Department

Mesilla, NM

This report was generated on 11/9/2022 11:47:53 AM



Count of Classes by Personnel by Class Category

Passed/Failed: Both Passed and Failed | Personnel: All Personnel | Start Date: 10/01/2022 | End Date: 10/31/2022

Aguilar, Alexander J

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	2	6:00
Total for Aguilar, Alexander J	3	8:00

Brown, Tyler S

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	1	3:00
Total for Brown, Tyler S	2	5:00

Chavez, Delilah M

Class Category	Class Count	Total Class Hours
I.S.O. Company Training	1	1:00
Total for Chavez, Delilah M	1	1:00

Cordova, Gabriel Lee

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
Total for Cordova, Gabriel Lee	1	2:00

Davis-Whited, Crystal L

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	6	14:00
I.S.O. Officer Training	1	24:00
Total for Davis-Whited, Crystal L	8	40:00

Embury, Andy G

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
Total for Embury, Andy G	1	2:00

Evans, Harry A

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	2	11:00
I.S.O. Officer Training	3	3:00
Total for Evans, Harry A	6	16:00

Fernandez III, Humberto

This report lists a count of Classes completed by each Person, for each Class Category. Optionally filtered by Personnel and Passage or Failure. Time shown in Hours and Minutes. If "All Personnel" is selected, this report also includes non-agency Personnel. Only non-Archived Classes that have been Reviewed are included. This report pulls training hours from the Training Code Hours field on the Info Page.



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Class Category	Class Count	Total Class Hours
I.S.O. Company Training	5	12:00
Total for Fernandez III, Humberto	5	12:00
<u>Fernandez, Sergio A</u>		
Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	2	6:00
Total for Fernandez, Sergio A	3	8:00
<u>Franco, Gabriel Z</u>		
Class Category	Class Count	Total Class Hours
I.S.O. Company Training	1	2:00
Total for Franco, Gabriel Z	1	2:00
<u>Hoban, Kevin M</u>		
Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	1	3:00
Total for Hoban, Kevin M	2	5:00
<u>Linares-Chacon, Sebastian</u>		
Class Category	Class Count	Total Class Hours
I.S.O. Company Training	1	1:00
Total for Linares-Chacon, Sebastian	1	1:00
<u>Manriquez, Humberto</u>		
Class Category	Class Count	Total Class Hours
I.S.O. Company Training	6	6:00
Total for Manriquez, Humberto	6	6:00
<u>Martinez, William A</u>		
Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	2	2:00
Total for Martinez, William A	3	4:00
<u>Mendez, Sergio M</u>		
Class Category	Class Count	Total Class Hours
I.S.O. Company Training	1	1:00
Total for Mendez, Sergio M	1	1:00
<u>Morris, Cole M</u>		
Class Category	Class Count	Total Class Hours
I.S.O. Company Training	2	4:00
Total for Morris, Cole M	2	4:00
<u>Reyna, Mark A</u>		
Class Category	Class Count	Total Class Hours
EMS Training	1	2:00

This report lists a count of Classes completed by each Person, for each Class Category. Optionally filtered by Personnel and Passage or Failure. Time shown in Hours and Minutes. If "All Personnel" is selected, this report also includes non-agency Personnel. Only non-Archived Classes that have been Reviewed are included. This report pulls training hours from the Training Code Hours field on the Info Page.

I.S.O. Company Training	7	11:00
Total for Reyna, Mark A	8	13:00

Rogers, Travis A

Class Category	Class Count	Total Class Hours
I.S.O. Company Training	2	4:00
Total for Rogers, Travis A	2	4:00

Sanchez, Xavier

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	5	9:00
I.S.O. Driver and Operator Training	1	1:00
Total for Sanchez, Xavier	7	12:00

Thunhorst, Ines C

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	1	1:00
Total for Thunhorst, Ines C	2	3:00

Torres, Joseph F

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	2	6:00
I.S.O. Driver and Operator Training	1	1:00
Total for Torres, Joseph F	4	9:00

Whited, Gregory E

Class Category	Class Count	Total Class Hours
EMS Training	1	2:00
I.S.O. Company Training	6	14:00
I.S.O. Officer Training	1	24:00
Total for Whited, Gregory E	8	40:00

Zapien, Jasha C

Class Category	Class Count	Total Class Hours
I.S.O. Company Training	2	6:00
I.S.O. Driver and Operator Training	1	1:00
Total for Zapien, Jasha C	3	7:00

This report lists a count of Classes completed by each Person, for each Class Category. Optionally filtered by Personnel and Passage or Failure. Time shown in Hours and Minutes. If "All Personnel" is selected, this report also includes non-agency Personnel. Only non-Archived Classes that have been Reviewed are included. This report pulls training hours from the Training Code Hours field on the Info Page.



Mesilla Fire Department

Mesilla, NM

This report was generated on 11/9/2022 12:15:28 PM



Events per Event Type for Date Range (Landscape)

Start Date: 10/01/2022 | End Date: 10/31/2022

EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
Daily Operations Shift						
	10/01/2022	A-Shift	Shifts	Station 31	9	Delilah Chavez, Joseph Torres, Jasha Zapien
	10/02/2022	B shift	Administrative	Fire station 31	12	Alexander Aguilar, Delilah Chavez, Patrick Dorr, Humberto Fernandez III, Joseph Torres, Jasha Zapien
	10/03/2022	C Shift	Shifts	Station 31	14	Delilah Chavez, Mark Reyna
	10/04/2022	A-Shift	Shifts	Station 31	12	Humberto Manriquez, Cole Morris, Mark Reyna, Xavier Sanchez
	10/08/2022	B shift	Administrative	Fire station 31	1.5	Humberto Fernandez III, Mark Reyna, Joseph Torres
	10/09/2022	C Shift	Shifts	Fire House 31	14.5	Tyler Brown, Patrick Dorr, Humberto Fernandez III, Gabriel Franco, Joseph Torres
	10/10/2022	A-Shift	Shifts	Mesilla Fire Station 31	10	Humberto Manriquez, Sergio Mendez, Mark Reyna
	10/11/2022	A-Shift	Shifts	Station 31	9	Humberto Manriquez, Sergio Mendez, Cole Morris, Mark Reyna
	10/12/2022	C Shift	Shifts	Station 31	10	Delilah Chavez
	10/13/2022	A-Shift	Shifts	Station 31	57	Delilah Chavez, Humberto Manriquez, Mark Reyna, Xavier Sanchez
	10/15/2022	A-Shift	Shifts	Station 31	9	Delilah Chavez, Mark Reyna, Xavier Sanchez, Joseph Torres, Jasha Zapien
	10/16/2022	A-Shift	Shifts	Station 31	9	Delilah Chavez
	10/17/2022	B shift	Shifts	Fire station 31	14	Humberto Fernandez III, Joseph Torres, Jasha Zapien
	10/18/2022	C shift	Shifts	Station 31	9.5	Delilah Chavez

Only LOCKED events included.



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EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
	10/19/2022	A-Shift	Shifts	Firestation 31	13	Gabriel Franco, Sebastian Linares-Chacon, Humberto Manriquez, William Martinez, Mark Reyna
	10/20/2022	B-Shift	Shifts	Firehouse 31	3	Sebastian Linares-Chacon, Humberto Manriquez, William Martinez
	10/20/2022	C Shift	Shifts	Firehouse 31	3	Delilah Chavez, Joseph Torres
	10/22/2022	A shift	Administrative	Fire station 31	11	Sergio Fernandez, Humberto Fernandez III, Mark Reyna, Xavier Sanchez, Joseph Torres
	10/23/2022	B-Shift	Shifts	Firehouse 31	2	Delilah Chavez
	10/25/2022	A-Shift	Shifts	Station 31	15	Humberto Manriquez, Mark Reyna, Xavier Sanchez
	10/26/2022	B-Shift	Shifts	Firehouse 31	9	Xavier Sanchez, Joseph Torres, Jasha Zapien
	10/27/2022	B Shift	Shifts	Fire House 31	16	Tyler Brown, Humberto Fernandez III, Melina Gaytan, Xavier Sanchez, Joseph Torres, Jasha Zapien
	10/28/2022	A Shift	Shifts	Fire House 31	24	Gabriel Cordova, Mark Reyna, Xavier Sanchez
	10/31/2022	A-Shift	Shifts	Firestation 31	10	Humberto Manriquez

Total Hours for Daily Operations Shift: 296.5

Administration Shift						
	10/03/2022	Administrative Shift - Tele-work	Administrative	Tele-work Residence	2.5	Harry Evans
	10/04/2022	Administrative Shift -	Administrative	fire house 31	6.25	Harry Evans
	10/09/2022	Administrative Shift -	Administrative	fire house 31	2.25	Harry Evans
	10/13/2022	Administrative Shift	Administrative	Telework	1	Crystal Davis-Whited
	10/14/2022	Administrative Shift	Administrative	Fire House 31	5.5	Harry Evans
	10/16/2022	Administrative Shift - Tele Work	Administrative	Tele-Work Residence	4	Harry Evans
	10/17/2022	Administrative Shift - Tele Work	Administrative	Tele-Work Residence	4	Harry Evans
	10/23/2022	Administrative Shift Tele work	Administrative	Residence	1.5	Ines Thunhorst

Only LOCKED events included.



EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
	10/24/2022	Board of Trustees meeting	Administrative	Town of Mesilla Town Hall	3	Crystal Davis-Whited, Andy Embury, Kevin Hoban, George Klebansky, Gregory Whited, Jasha Zapien
	10/28/2022	Administrative Shift	Administrative	Fire House 31	8.5	Harry Evans
	10/31/2022	Administrative Shift - Tele Work	Administrative	Tele-Work Residence	2.5	Harry Evans

Total Hours for Administration Shift: 41

Prevention Division Shift						
	10/05/2022	Inspections	Prevention Event	Town of Mesilla	6	Cole Morris, Xavier Sanchez, Joseph Torres, Gregory Whited, Jasha Zapien
	10/19/2022	Inspections	Prevention Event	Town of Mesilla	6	Cole Morris, Xavier Sanchez, Joseph Torres, Gregory Whited, Jasha Zapien
	10/21/2022	Inspections	Prevention Event	Town of Mesilla	2	Gregory Whited

Total Hours for Prevention Division Shift: 14

EMS Division Shift						
	10/07/2022	A-Shift	Shifts	Fire station 31	4	Alexander Aguilar, Gabriel Cordova, Ines Thunhorst
	10/14/2022	c-shift	Shifts	Fire station 31	6	Alexander Aguilar, Ines Thunhorst
	10/21/2022	A-Shift	Shifts	Fire station 31	6	Gabriel Cordova, Ines Thunhorst
	10/28/2022	A-Shift	Training	Fire station 31	3	Gabriel Cordova, Ines Thunhorst

Total Hours for EMS Division Shift: 19

Special Assignment						
	10/21/2022	Dona Ana Fire Rescue Class 2 Graduation and Prep	Special Assignment	Station 31 and Centennial H.S.	7	Alexander Aguilar, Crystal Davis-Whited, Sergio Fernandez, Humberto Fernandez III, Gabriel Franco, George Klebansky, Sergio Mendez, Eric Prosser, Mark Reyna, Xavier Sanchez, Joseph Torres, Gregory Whited, Jasha Zapien
	10/31/2022	Halloween standby	Special Assignment	Town of Mesilla	4	Alexander Aguilar, Delilah Chavez, Crystal Davis-Whited, George Klebansky, Samuel McBurney, Cole Morris, Mark Reyna, Joseph Torres, Gregory Whited, Jasha Zapien

Total Hours for Special Assignment: 11

Only LOCKED events included.



EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
Prevention Event						
	10/29/2022	Dia de Los Muertos	Prevention Event	Mesilla Plaza	1.5	Crystal Davis-Whited, Gregory Whited
	10/29/2022	Town of Mesilla Haunted House	Prevention Event	Town of Mesilla Community Center	4.5	Alexander Aguilar, Crystal Davis-Whited, George Klebansky, Tabitha Rossman, Joseph Torres, Gregory Whited, Jasha Zapien

Total Hours for Prevention Event: 6

Only LOCKED events included.



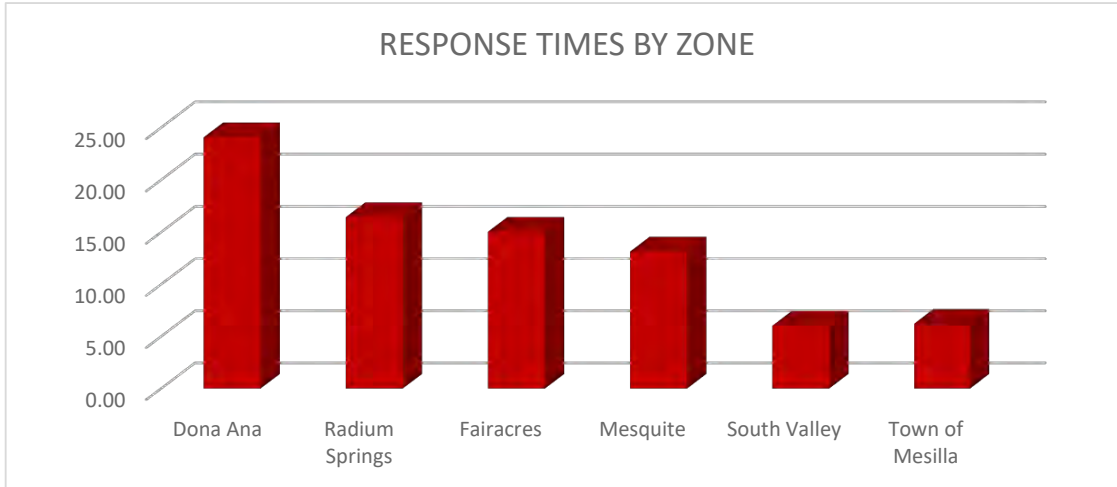
Mesilla Fire Department

Mesilla, NM

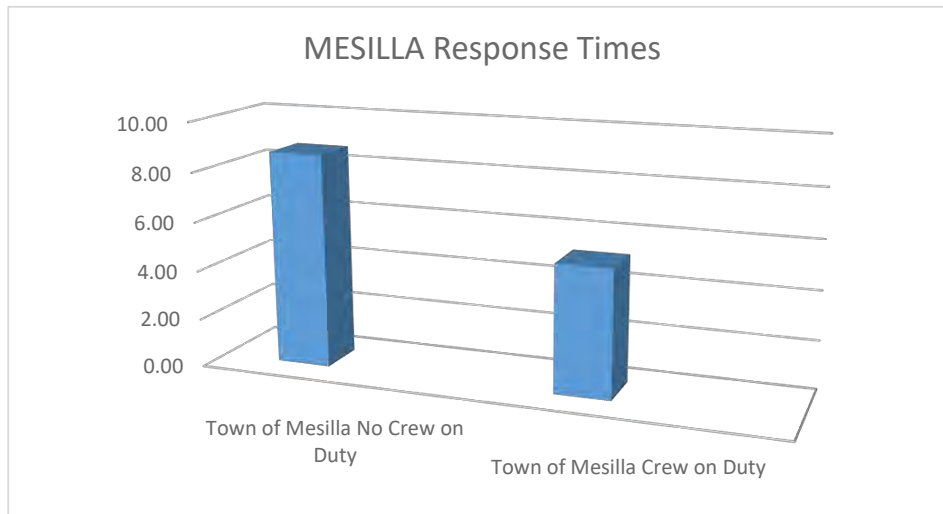
This report was generated on 11/09/2022



Response Mode: Lights and Sirens | Start Date: 10/01/2022 | End Date:10/31/2022



Zone	AVERAGE RESPONSE TIME (in minutes)
Dona Ana	24.08
Radium Springs	16.45
Fairacres	15.05
Mesquite	13.16
South Valley	6.03
Town of Mesilla	6.23
Town of Mesilla No Crew on Duty	8.70
Town of Mesilla Crew on Duty	5.20



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

Mesilla Fire Department

Mesilla, NM

This report was generated on 11/9/2022 11:49:38 AM



Total Hours by Volunteers for October, 2022

Pay Grades: All Pay Grades | Start Date: 10/01/2022 | End Date: 10/31/2022

PERSONNEL	INCIDENT TIME	TRAINING TIME	EVENT TIME	TOTAL TIME
Aguilar, Alexander J	13:15	8:00	34:00	55:15
Brown, Tyler S	1:45	5:00	29:00	35:45
Chavez, Delilah M	3:15	1:00	84:00	88:15
Cordova, Gabriel Lee	0:30	2:00	25:00	27:30
Davis-Whited, Crystal L	10:00	40:00	18:00	68:00
Dorr, Patrick E	0:00	0:00	26:30	26:30
Embury, Andy G	7:45	2:00	3:00	12:45
Evans, Harry A	7:15	16:00	35:15	58:30
Fernandez III, Humberto	3:53	12:00	58:00	73:53
Fernandez, Sergio A	3:23	8:00	15:00	26:23
Franco, Gabriel Z	0:00	2:00	28:30	30:30
Klebansky, George A	22:58	0:00	15:30	38:28
Linares-Chacon, Sebastian	0:00	1:00	16:00	17:00
Manriquez, Humberto	1:45	6:00	67:00	74:45
Martinez, Mateo L	0:30	0:00	0:00	0:30
Martinez, William A	0:30	4:00	13:00	17:30
Mendez, Sergio M	7:00	1:00	22:00	30:00
Morris, Cole M	3:00	4:00	29:00	36:00
Prosser, Eric A	0:00	0:00	4:00	4:00
Reyna, Mark A	12:08	13:00	134:30	159:38
Rogers, Travis A	0:00	4:00	0:00	4:00
Rossman, Tabitha A	1:00	0:00	4:30	5:30
Sanchez, Xavier	10:38	12:00	104:00	126:38
Thunhorst, Ines C	0:30	3:00	20:30	24:00
Torres, Joseph F	21:08	9:00	100:00	130:08
Whited, Gregory E	17:00	40:00	34:00	91:00
Zapfen, Jasha C	22:08	7:00	78:00	107:08
			TOTAL	1368:31:00

Mesilla Fire Department

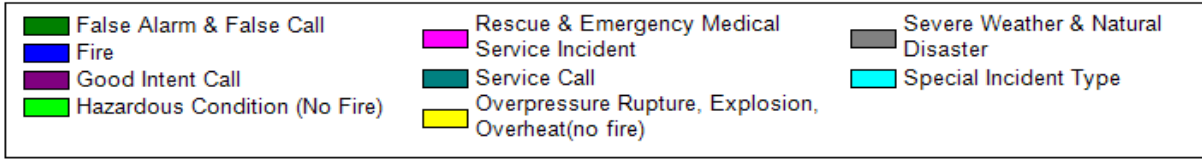
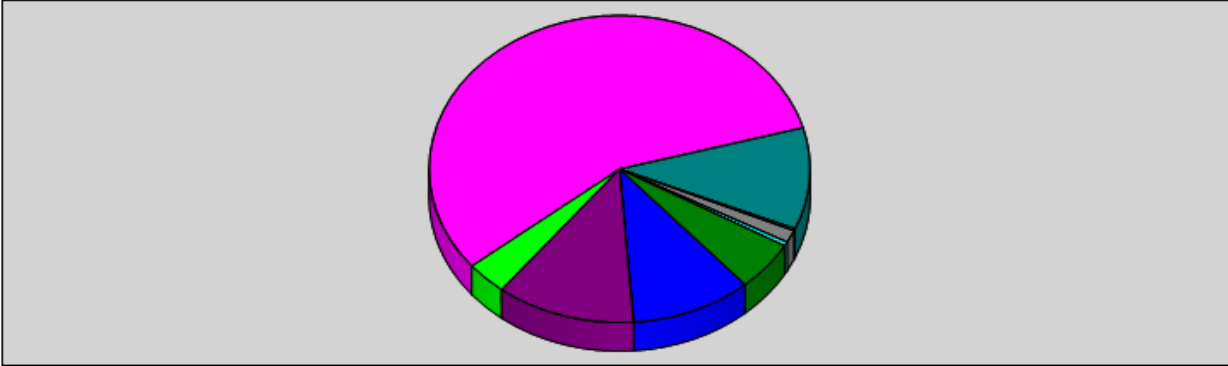
Mesilla, NM

This report was generated on 11/9/2022 12:25:28 PM



Major Incident Types by Month for Date Range

Start Date: 01/01/2022 | End Date: 10/31/2022



INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	TOTAL
False Alarm & False Call	2	1		2	3	4	3	3	4	2	24
Fire	2	5	9	9	7	7	3		3	2	47
Good Intent Call	2	7	4	9	3	10	3	10	3	3	54
Hazardous Condition (No Fire)	2	1	2		3	1	4			3	16
Overpressure Rupture, Explosion, Overheat(no fire)			1								1
Rescue & Emergency Medical Service Incident	29	29	40	19	24	21	22	25	22	28	259
Service Call	5	6	4	2	4	7	5	6	3	7	49
Severe Weather & Natural Disaster			1			1	4				6
Special Incident Type							2				2
Total	42	49	61	41	44	51	46	44	35	45	458



MESILLA MARSHAL DEPARTMENT

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

To: Honorable Mayor and Mesilla Board of Trustees

This is the Monthly Report for October 2022, for the Mesilla Marshal's Department:

911 hang ups	1	Information report	9
Agency assist	17	Minor medical	1
ACO calls	3	Motor Vehicle Crashes	6
Auto theft	2	Narcotics	1
Building Check	1	Obstructions	3
Burglary	1	Out with subject	1
Burglary alarm	12	Phone call	8
Civil	2	Prisoner Transport	3
Codes	3	Prowler	2
DWI	1	Public assist	2
Disturbances	15	Restraining order violation	2
Foot patrol	9	Runaway	1
Forgery/fraud	1	Shots fired	1
Found property	1	Stabbing	1
Frequent patrol	14	Supplement	9
Harassment	4	Suspicious activity	25
Illegally parked vehicle	2	Traffic stops	85

Trespassing 2

Vagrancy 1

Weapons call 2

Welfare check 8

Total # of calls for service 266

Thank you,

Enrique Salas,
Marshal



TOWN OF MESILLA

Public Works Department

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


Office: (575) 524-3262

Fax: (575) 541-6327

MEMORANDUM

Date: November 1, 2022

TO: Mayor Barraza and Board of Trustees

FROM: Rodney J. McGillivray, Public Works Director 

RE: **Public Works Department Activity Report – October 2022**

On-going maintenance, custodial and operations:

On-call/standby for emergency repairs or assistance
Monthly water sampling and reporting is up-to-date
Meter reading continues
Monitoring of water tank, wells, and pumps
Monitoring of lift stations and review of reporting
New water services and water shut-offs (ownership change/nonpayment)
Grounds maintenance on-going
Utility location services
Custodial responsibilities on-going
Trail Maintenance on-going
Valve exercise program continues
Vehicle maintenance on-going

Miscellaneous items/work orders/accomplishments:

Set up and tear down for Haunted House
Staffing for Dia de Los Muertos
Planted new winter lawn at the Plaza
Plaza ristras were installed
Lighting repairs at Town Hall
New water service at Nevarez Plaza
Grading at Snow Rd.
Pumped water at Picacho intersection of Norte
Major clean up from storm

Emergency water leak repair Calle del Sur
Pressure washing Plaza (Tuesday's)
Decommissioned evaporative coolers PSB
Plaza brick repair
Pothole repairs Picacho
Weed eradication continues

Project update:

LGTPF Calle del Norte Trail Phase II – Construction currently underway. Awaiting IBWC permit.

Calle de Picacho Drainage/Roadway (FY22 TPF) - Survey is complete. Preliminary design is underway. Environmental study, drainage study and project certification are underway.

Calle de Picacho Utility Replacement – Awaiting loan ordinance and loan approval.

2022-2023 LGRF – Design and project certifications are underway.

SCADA – NMED review complete. Anticipate project going out to bid December 2022.

Mesilla Water System Booster Replacement – NMED review complete. Finalizing BLM permitting. Anticipate going out to bid December.

Mesilla Streetlight Improvements – Engineering complete. Light fixtures have been ordered.

Plaza Sidewalk Refurbishment – Project environmental study and design is underway.

Colonias - University Waterline Improvements – Received NMDOT permit. Awaiting NMED review final comments. TOM requested 60 day extension of time for readiness to proceed items.

Calle de Santiago Bridge Replacement (FY23 TPF) – Awaiting executed agreement.

Community Projects Report

Project	Description
Current Contact information	Dorothy Sellers Email: DorothyS@mesillanm.gov Work: 575-524-3262 Cell:575-571-3890
Promote Mesilla and area businesses	Have begun attending Experience Mesilla meetings in order to help bridge gaps and work together to better Mesilla
Visitors Guide	New Visitors guides have been printed and distribution has begun. I have extra copies at the Visitors center if anyone is interested
Social Media and website	Keep social media up to date with things happening in Mesilla. Will continue to push visitors to the website.
Mercado	Mercado continues to be successful. Have back up applicants ready to fill positions. Looking to add alternate vendors to fill empty spaces. Background checks will be done on all existing and incoming vendors.
Clean & Beautiful Grant	The first dumpster event will be held in Nov from the 4th until the 13th. Announcements are on Social media, website and posted around town. Youth Interns were successful at handing out promotional items at the fiesta. A winter clean up is planned for January.
NM Tourism Grant	Mesilla was granted a 2:1 match offer. FY23 will focus on building the asset library currently in Mesilla's possession and promotion through Social media and printed ads. Plans for a professional photo op on Christmas Eve are in the works
Lodgers Tax Committee	Still seeking volunteers to sit on the Lodgers tax advisory committee. If you know anyone interested, please send them my way

Halloween Carnival	Halloween Carnival/Haunted House was a huge success! Everyone asked enjoyed themselves and the Town saw numbers that rivaled pre COVID. Photos from the event attached. Thank you to Public Works, Town of Mesilla, Mesilla Marshal, Mesilla Fire, Trustee Garcia, RGPI, Gadsden ROTC, Branigan Library, Arrowhead NHS, MHS student government, Larry and Alexander Shannon
Native American Market	The organizers of the Native American market have moved the event to Dec. 10 & 11
Mariachi Sundays	Mariachi Sundays were a success. A couple of dates experienced rain but the conference rolled with the punches. Working with the organizer to book dates for next year
Christmas Tree Lighting	Christmas Tree lighting to be held Friday, Dec. 2nd. So far Mesilla Elementary and LC Academy are confirmed to perform. Grinch will be on hand to take photos.
Veterans Day	Veterans Day ceremony to be held Friday, Nov. 11 at 11am at Veterans Park here in Mesilla
Christmas Eve	Luminarias have been ordered and team that lights them have been confirmed. Sarah and the Humbugs will provide carolling.
Thanksgiving Donation	Coordinating with businesses to provide Thanksgiving food to area families in need.

HONORING ALL WHO SERVED

Town of Mesilla

VETERANS DAY

Ceremony
November 11, 2022
at 11AM



DUTY • HONOR • COUNTRY

Parque de los Veteranos
1950 Avenida de Mesilla
(In front of Andele Resturaunt)





**Christmas Tree Lighting
in Mesilla!**

Friday, December 2nd, 2022

From 5:00PM to 6:30PM

@ The Plaza in Mesilla

Join the Town of Mesilla
for our Annual



**HAUNTED HOUSE &
FALL HARVEST CARNIVAL**

2251 CALLE DE SANTIAGO
MESILLA, NM

**SATURDAY, OCTOBER 29, 2022
6PM TO 9PM**



www.MesillaNM.gov





