



Town of Mesilla, New Mexico

THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA

REGULAR MEETING AT THE MESILLA TOWN HALL,
2231 AVENIDA DE MESILLA

MONDAY, JULY 22, 2024 ~ 6:00 P.M.~

AGENDA

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL & DETERMINATION OF A QUORUM**
3. **CHANGES TO THE AGENDA & APPROVAL**
4. **APPROVAL OF CONSENT AGENDA:** (The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk *)
 - a) **BOT MINUTES** – Minutes of BOT Work session, Public Hearing, Meeting - 07.08.2024
 - b) **PZHAC CASE #061853** – 2030 Calle de Parian, submitted by Flippin Vintage. Requesting approval to install hanging sign at her newly approved business location. Case being re-reviewed due to wrong location. ZONE: Historical Commercial (HC).
 - c) **PZHAC CASE #061858** – 1970 Calle Pacana, submitted by Andrea Scheider. Requesting approval to build a swimming pool at her property.
 - d) **PZHAC CASE #061862** – 2525 Calle de Parian, submitted by Renne Beltran. Requesting approval to resume solar panel installation, expired approved permit 061503. Previous installation company did not finish work. ZONE: Historic Residential (HR).
5. **PRESENTATIONS:**
 - a) **PRESENTATION: MVRDA Non-Emergency Reporting Platform: Ms. Jennifer Gorham**
6. **PUBLIC INPUT ON CASES** – The public is invited to address the Board as allowed by the chair.
7. **ACTION AND CONSIDERATION**
NEW BUSINESS
 - a) **APPROVAL: Fire Department Auto Aid Agreement**
 - b) **APPROVAL: Resolution 2025-03 Budget Adjustments**
 - c) **APPROVAL: Resolution 2025-04 FY2023-24 Final Quarterly Financial Report**
 - d) **APPROVAL: Resolution 2025-05 FY2024-25 Fiscal Year Revenue and Operating Budget**
 - e) **APPROVAL: Board of Adjustments Appointment**
 - f) **DISCUSSION: Community Development Administrative Approvals**
 - o (to be brought by resolution for approval at the next meeting)
8. **PUBLIC INPUT** – The public is invited to address the Board as allowed by the chair.
9. **CLOSED EXECUTIVE SESSION**
 - a) **Discussion of limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2) – -**
- **Open Position Marshal's Department**
 - b) **APPROVAL: Any actions that may arise as a result of discussions in closed session**
- **Open Position Marshal's Department**

10. BOARD OF TRUSTEE COMMITTEE REPORTS

11. BOARD OF TRUSTEE/STAFF COMMENTS

12. ADJOURNMENT

NOTICE

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

Posted 07.18.2024 online and at the following locations: Town Hall and Visitor's Center Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Short's Food Mart 2290 Avenida de Mesilla, and the U.S. Post Office 2253 Calle de Parian.

Town of Mesilla, New Mexico

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

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

WORKSESSION MINUTES

TRUSTEES: Russell Hernandez, Mayor
Adrianna Merrick, Mayor Pro Tem
Biviana Cadena, Trustee
Stephanie Johnson-Burick, Trustee
Gerard Nevarez, Trustee

STAFF: Ben Azcarate, Interim Marshal
Edward Salazar, Community Development Coordinator
Greg Whited, Fire Chief
Gloria S Maya, Town Clerk/Recorder

PUBLIC: Jimmy Nevarez Heather Nevarez
Jimmy Nevarez III Catharine Walkinshaw
Eric Walkinshaw Susan Krueger
Mary H Ratje Ceclia Vigil
Crystal Whited Andy Embury

a) PRESENTATION: Fire Chief: Fireworks Ordinance Updates

a. DISCUSSION: Changes to Fireworks Ordinance 9.10.170

Fire Chief Whited presented the updates to the Fireworks Ordinance.

Trustees expressed concerns with regards to what can be sold, what is allowed, enforcement, permits and keeping residents informed.

b) PRESENTATION: Community Development: Planning & Zoning Preservation

a. DISCUSSION: Changes to Historic Preservation 18.33

Mayor Hernandez and Mr. Salazar reviewed Historic Preservation 18.33.

Trustees expressed concerns and questions.

c) PRESENTATION: Community Development:

a. DISCUSSION: Changes to Planning & Zoning Commission 18.06

Mayor Hernandez and Mr. Salazar reviewed Planning and Zoning Commission 18.06.

Trustees expressed concerns and questions.

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2 **d) PRESENTATION: Community Development: Short Term Rental Ordinance**

3 **a. DISCUSSION: Additions of Short-Term Rental Ordinance**

4 To be brought forth at the next meeting

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6 **e) PRESENTATION: Mayor/Town Clerk Treasurer: Handbook**

7 **a. DISCUSSION: Updated Personnel Rules & Regulations**

8 No Discussion

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10 **Adjourned at 5:40 p.m.**

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DRAFT

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

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

PUBLIC HEARING MINUTES

TRUSTEES: Russell Hernandez, Mayor
Adrianna Merrick, Mayor Pro Tem
Biviana Cadena, Trustee
Stephanie Johnson-Burick, Trustee
Gerard Nevarez, Trustee

STAFF: Ben Azcarate, Interim Marshal
Edward Salazar, Community Development Coordinator
Greg Whited, Fire Chief
Gloria S Maya, Town Clerk/Recorder

PUBLIC: Jimmy Nevarez Heather Nevarez
Jimmy Nevarez III Catharine Walkinshaw
Eric Walkinshaw Susan Krueger
Mary H Ratje Ceclia Vigil
Crystal Whited Andy Embury
Melanie Goodman Gary Tindal
Maria Massey Maia Baca
Bill & Janice Cook Lori Miller
Bonnie Poloner

1. PLEDGE OF ALLEGIANCE

Mayor Hernandez led the Pledge of Allegiance.

2. ROLL CALL & DETERMINATION OF A QUORUM

Roll Call.

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

Motion: To enter Public Hearing, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Nevarez.

Motion passed unanimously.

3. Public Hearing:

- a) **CASE: LIQUOR ESTABLISHMENT LICENSE #1241: HEART OF THE DESERT: 1701 CALLE DE MERCADO, STE (NEW LICENSE LOCATION).** New Mexico Regulations & Licensing Department has received an application for a wine grower off-site liquor license
ZONE: COMMERCIAL

Ms. Ratje stated Heart Of The Desert were excellent renters and very professional.

Motion: To close Public Hearing, Moved by Trustee Nevarez, Seconded by Mayor Pro Tem Merrick.

1 **Motion passed unanimously.**

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3 **Closed Public Hearing at 5:53 p.m.**

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5 **4. ADJOURNMENT**

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7 **Adjourned at 5:53 p.m.**

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DRAFT

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

4 **MONDAY, JULY 8, ~ IMMEDIATELY FOLLOWING PUBLIC HEARING~**
5 **MINUTES**

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8 **TRUSTEES:** Russell Hernandez, Mayor
9 Adrianna Merrick, Mayor Pro Tem
10 Biviana Cadena, Trustee
11 Stephanie Johnson-Burick, Trustee
12 Gerard Nevarez, Trustee
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14 **STAFF:** Ben Azcarate, Interim Marshal
15 Edward Salazar, Community Development Coordinator
16 Greg Whited, Fire Chief
17 Gloria S Maya, Town Clerk/Recorder
18
19 **PUBLIC:** Jimmy Nevarez Heather Nevarez
20 Jimmy Nevarez III Catharine Walkinshaw
21 Eric Walkinshaw Susan Krueger
22 Mary H Ratje Ceclia Vigil
23 Crystal Whited Andy Embury
24 Melanie Goodman Gary Tindal
25 Maria Massey Maia Baca
26 Bill & Janice Cook Lori Miller
27 Bonnie Poloner

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30 **1. PLEDGE OF ALLEGIANCE**

31 Mayor Hernandez led the Pledge of Allegiance.
32

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

34 **Roll Call.**

35 **Present:** Mayor Hernandez, Mayor Pro Tem Merrick, Trustee Johnson-Burick, Trustee Nevarez
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37 **3. CHANGES TO THE AGENDA & APPROVAL**

38 Mayor Hernandez requested removing item 4c from the consent agenda and removing items 6b and 6d from
39 the agenda.
40

41 Trustee Johnson-Burick requested that the Job Descriptions be approved individually.
42

43 **Motion: To approve agenda as amended, Moved by Trustee Johnson-Burick, Seconded by Trustee**
44 **Nevarez.**

45
46 **Motion passed unanimously.**
47

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

50 **Motion: To approve consent agenda, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-**
51 **Burick.**

Trustee Johnson-Burick stated a misquote on page 092 item 5 line 15. Correct statement should read, it has not been recommended that the vendors have been approached as what to sell and not to sell.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

a) ***BOT MINUTES** – Minutes of BOT, 06.25.2024 *Approved by consent agenda w/correction*

b) **APPROVAL: PZHAC SIGN #061845** – 2355 Calle de Guadalupe, submitted by Mi Corazon Encantado. Requesting approval to install a wall sign by the front door of her business. ZONE: Historical Commercial (HC). *Approved by consent agenda*

c) **APPROVAL: PZHAC SIGN #061853** – 2030 Calle de Parian, submitted by Maia L Baca. Requesting approval to install a hanging sign in the front entrance of her business. ZONE: Historical Commercial (HC). Removed from consent agenda

Mayor Hernandez stated PZHAC approved sign #061853 with conditions.

Motion: To approve PZHAC Sign #061853 – 2030 Calle de Parian, submitted by Maia L Baca. Requesting approval to install a hanging sign in front of the entrance of her business. Zone: Historical Commercial (HC) w/conditions, Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

d) **PUBLIC INPUT ON CASES** – The public is invited to address the Board as allowed by the chair. Ms. Krueger expressed her concerns.

6. ACTION AND CONSIDERATION

NEW BUSINESS

a) **APPROVAL: LIQUOR ESTABLISHMENT LICENSE #1241: Heart of the Desert, 1701 Calle de Mercado Suite #1. Zone: Commercial**

Motion: To approve Liquor Establishment License #1241: Heart of the Desert, 1701 Calle de Mercado Suite #1. Zone: Commercial. Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

b) **APPROVAL: PZHAC BUSINESS #1229** – 2450 Calle de Principal, submitted by Armijo Felix.
Requesting approval to operate a short-term rental business if approved to build 30x36 ft building.
ZONE: Historical Commercial (HC). *Removed from agenda*

c) **APPROVAL: PZHAC BUSINESS #1245** – 2030 Calle de Parian, submitted by Maia L Baca.
Requesting approval to operate a retail business, Flippin' Vintage. Relocating from Truth of
Consequences, NM. ZONE: Historical Commercial (HC).

**Motion: To approve PZHAC BUSINESS #1245 – 2030 Calle de Parian, submitted by Maia L Baca.
Requesting approval to operate a retail business, Flippin' Vintage. Relocating from Truth of
Consequences, NM. ZONE: Historical Commercial (HC), Moved by Mayor Pro Tem Merrick, Seconded
by Trustee Johnson-Burick.**

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

d) **APPROVAL: PZHAC CASE #061823** – 2450 Calle de Principal, submitted by Felix Armijo.
Requesting approval to build a 30 x 36 ft structure for the purpose of operating short-term rental
business. ZONE: Historical Commercial (HC). *Removed from agenda*

e) **APPROVAL: PZHAC CASE #061850** – 2550 Calle de San Albino, submitted by Irma Chavez-
May. Requesting approval to install 6 ft coyote fence. ZONE: Historical Residential (HR)

**Motion: To approve PZHAC Case #061850 – 2550 Calle de San Albino, submitted by Irma Chavez-May.
Requesting approval to install 6 ft coyote fence. ZONE: Historical Residential (HR), Moved by Mayor
Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

f) **APPROVAL: RESOLUTION 2025-01: Destruction of Records**

**Motion: To approve Resolution 2025-01: Destruction of Records, Moved by Mayor Pro Tem Merrick,
Seconded by Trustee Johnson-Burick.**

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

g) **APPROVAL: RESOLUTION 2025-02: Capital Asset Plan**

**Motion: To approve Resolution 2025-02: Capital Asset Plan, Moved by Mayor Pro Tem Merrick,
Seconded by Trustee Cadena.**

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

Mayor Pro Tem Merrick Yes

1 Trustee Cadena Yes
2 Trustee Johnson-Burick Yes
3 Trustee Nevarez Yes
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6 **h) APPROVAL: CONTRACT AGREEMENT: Pharmaceutical Services**

7 **Motion: To approve Contract Agreement: Pharmaceutical Services, Moved by Trustee Johnson-Burick,**
8 **Seconded by Mayor Pro Tem Merrick.**
9

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

11 Mayor Pro Tem Merrick Yes
12 Trustee Cadena Yes
13 Trustee Johnson-Burick Yes
14 Trustee Nevarez Yes
15

16 **i) APPROVAL: CONTRACT AGREEMENT: DCA Community Center Rental**

17 **Motion: To approve Contract Agreement: DCA Community Center Rental, Moved by Mayor Pro Tem**
18 **Merrick, Seconded by Trustee Cadena.**
19

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

21 Mayor Pro Tem Merrick Yes
22 Trustee Cadena Yes
23 Trustee Johnson-Burick Yes
24 Trustee Nevarez Yes
25

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27 **j) APPROVAL: 2025-2026 SALARY GRADES**

28 **Motion: To approve 2025-2026 Salary Grades, Moved by Mayor Pro Tem Merrick, Seconded by Trustee**
29 **Johnson-Burick.**
30

31 Mayor Hernandez stated that upon approval by the trustee's retro pay will be issued in the next pay period.
32

33 **Amended Motion: To approve 2025-2026 Salary Grades and retro pay – July 1st, Moved by Mayor Pro**
34 **Tem Merrick, Seconded by Trustee Nevarez.**
35

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

37 Mayor Pro Tem Merrick Yes
38 Trustee Cadena Yes
39 Trustee Johnson-Burick Yes
40 Trustee Nevarez Yes
41

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

43 Mayor Pro Tem Merrick Yes
44 Trustee Cadena Yes
45 Trustee Johnson-Burick Yes
46 Trustee Nevarez Yes
47

48 **k) APPROVAL: JOB DESCRIPTIONS: FINANCE DEPARTMENT**

49 **Motion: To approve Deputy Clerk Job Descriptions: Finance Department, Moved by Trustee Johnson-**
50 **Burick, Seconded by Mayor Pro Tem Merrick.**

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

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

Call Vote: Motion passed (summary: Yes-3; No-1)

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick No

Trustee Nevarez Yes

Motion: To approve Grant Administrator Job Descriptions: Finance Department, Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

Motion: To approve Town Clerk/Treasurer Job Descriptions: Finance Department, Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

Motion: To approve Utility Clerk Job Descriptions: Finance Department, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

I) APPROVAL: JOB DESCRIPTIONS: MARSHAL DEPARTMENT

Motion: To approve Codes/ACO Job Descriptions: Marshal Department, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Cadena.

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

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick Yes

Trustee Nevarez Yes

1 **Motion: To approve Deputy 1 Job Descriptions: Marshal Department, Moved by Mayor Pro Tem**
2 **Merrick, Seconded by Trustee Johnson-Burick.**

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

5 Mayor Pro Tem Merrick Yes

6 Trustee Cadena Yes

7 Trustee Johnson-Burick Yes

8 Trustee Nevarez Yes

9
10 **Motion: To approve Deputy 2 Job Descriptions: Marshal Department, Moved by Mayor Pro Tem**
11 **Merrick, Seconded by Trustee Johnson-Burick.**

12
13 **Call Vote: Motion passed (summary: Yes-4)**

14 Mayor Pro Tem Merrick Yes

15 Trustee Cadena Yes

16 Trustee Johnson-Burick Yes

17 Trustee Nevarez Yes

18
19 **Motion: To approve Deputy 3 Job Descriptions: Marshal Department, Moved by Trustee Johnson-**
20 **Burick, Seconded by Mayor Pro Tem Merrick.**

21
22 **Call Vote: Motion passed (summary: Yes-4)**

23 Mayor Pro Tem Merrick Yes

24 Trustee Cadena Yes

25 Trustee Johnson-Burick Yes

26 Trustee Nevarez Yes

27
28 **Motion: To approve Lieutenant Job Descriptions: Marshal Department, Moved by Trustee Johnson-**
29 **Burick, Seconded by Mayor Pro Tem Merrick.**

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

32 Mayor Pro Tem Merrick Yes

33 Trustee Cadena Yes

34 Trustee Johnson-Burick Yes

35 Trustee Nevarez Yes

36
37 **Motion: To approve Sergeant Job Descriptions: Marshal Department, Moved by Mayor Pro Tem**
38 **Merrick, Seconded by Trustee Johnson-Burick.**

39
40 **Call Vote: Motion passed (summary: Yes-4)**

41 Mayor Pro Tem Merrick Yes

42 Trustee Cadena Yes

43 Trustee Johnson-Burick Yes

44 Trustee Nevarez Yes

45
46 **Motion: To approve Marshal Job Descriptions: Marshal Department, Moved by Mayor Pro Tem**
47 **Merrick, Seconded by Trustee Johnson-Burick.**

48
49 Mayor Pro Tem Merrick abstained from voting.

50
51 **Call Vote: Motion passed (summary: Yes-3; Abstained-1))**

1 Mayor Pro Tem Merrick Abstained
2 Trustee Cadena Yes
3 Trustee Johnson-Burick Yes
4 Trustee Nevarez Yes

5
6 **m) APPROVAL: JOB DESCRIPTIONS: FIRE DEPARTMENT**

7 **Motion: To approve Fire Captain Job Descriptions: Fire Department, Moved by Trustee Johnson-**
8 **Burick, Seconded by Mayor Pro Tem Merrick.**

9
10 **Call Vote: Motion passed (summary: Yes-4)**

11 Mayor Pro Tem Merrick Yes
12 Trustee Cadena Yes
13 Trustee Johnson-Burick Yes
14 Trustee Nevarez Yes

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17 **n) APPROVAL: JOB DESCRIPTIONS: PUBLIC WORKS**

18 **Motion: To approve Custodial/Janitorial Job Descriptions: Public Works Department, Moved by Mayor**
19 **Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**

20
21 **Call Vote: Motion passed (summary: Yes-4)**

22 Mayor Pro Tem Merrick Yes
23 Trustee Cadena Yes
24 Trustee Johnson-Burick Yes
25 Trustee Nevarez Yes

26
27 **Motion: To approve Grounds 1 Job Descriptions: Public Works Department, Moved by Mayor Pro Tem**
28 **Merrick, Seconded by Trustee Johnson-Burick.**

29
30 **Call Vote: Motion passed (summary: Yes-4)**

31 Mayor Pro Tem Merrick Yes
32 Trustee Cadena Yes
33 Trustee Johnson-Burick Yes
34 Trustee Nevarez Yes

35
36 **Motion: To approve Grounds 2 Job Descriptions: Public Works Department, Moved by Mayor Pro Tem**
37 **Merrick, Seconded by Trustee Johnson-Burick.**

38
39 **Call Vote: Motion passed (summary: Yes-4)**

40 Mayor Pro Tem Merrick Yes
41 Trustee Cadena Yes
42 Trustee Johnson-Burick Yes
43 Trustee Nevarez Yes

44
45 **Motion: To approve Grounds 3 Job Descriptions: Public Works Department, Moved by Mayor Pro Tem**
46 **Merrick, Seconded by Trustee Johnson-Burick.**

47
48 **Call Vote: Motion passed (summary: Yes-4)**

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

1 Trustee Nevarez Yes

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

5
6 **Call Vote: Motion passed (summary: Yes-4)**

7 Mayor Pro Tem Merrick Yes

8 Trustee Cadena Yes

9 Trustee Johnson-Burick Yes

10 Trustee Nevarez Yes

11
12 **Motion: To approve Water 1 Job Descriptions: Public Works Department, Moved by Mayor Pro Tem**
13 **Merrick, Seconded by Trustee Johnson-Burick.**

14
15 **Call Vote: Motion passed (summary: Yes-4)**

16 Mayor Pro Tem Merrick Yes

17 Trustee Cadena Yes

18 Trustee Johnson-Burick Yes

19 Trustee Nevarez Yes

20
21 **Motion: To approve Water 2 Job Descriptions: Public Works Department, Moved by Mayor Pro Tem**
22 **Merrick, Seconded by Trustee Johnson-Burick.**

23
24 **Call Vote: Motion passed (summary: Yes-4)**

25 Mayor Pro Tem Merrick Yes

26 Trustee Cadena Yes

27 Trustee Johnson-Burick Yes

28 Trustee Nevarez Yes

29
30 **Motion: To approve Water 2/Lead Job Descriptions: Public Works Department, Moved by Mayor Pro**
31 **Tem Merrick, Seconded by Trustee Johnson-Burick.**

32
33 **Call Vote: Motion passed (summary: Yes-4)**

34 Mayor Pro Tem Merrick Yes

35 Trustee Cadena Yes

36 Trustee Johnson-Burick Yes

37 Trustee Nevarez Yes

38
39 **o) APPROVAL: JOB DESCRIPTIONS: COMM & ECON DEVELOPMENT**

40 **Motion: To approve Community & Economic Director Job Descriptions: Comm & Econ Department,**
41 **Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**

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

44 Mayor Pro Tem Merrick Yes

45 Trustee Cadena Yes

46 Trustee Johnson-Burick Yes

47 Trustee Nevarez Yes

48
49 **Motion: To approve Community Events Coordinator Job Descriptions: Comm & Econ Department,**
50 **Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**

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

2 Mayor Pro Tem Merrick Yes

3 Trustee Cadena Yes

4 Trustee Johnson-Burick Yes

5 Trustee Nevarez Yes

7 **Motion: To approve Historic Preservation Specialist Job Descriptions: Comm & Econ, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**

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

11 Mayor Pro Tem Merrick Yes

12 Trustee Cadena Yes

13 Trustee Johnson-Burick Yes

14 Trustee Nevarez Yes

16 **7. PUBLIC INPUT – The public is invited to address the Board as allowed by the chair.**

17 Ms. Ratje expressed concerns regarding questionable people, yards, loose dogs, and the safety of the neighborhoods.

20 Mr. Nevarez expressed concerns regarding fireworks.

22 Ms. Walkinshaw appreciated the meeting held by Mayor Hernandez.

24 Mr. Nevarez II stated he did not notice any incidents on the 4th of July.

26 **8. CLOSED EXECUTIVE SESSION**

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

- 28 - **Open Position Marshal's Department**
- 29 - **Open Position Public Works Department**
- 30 - **Open Position Finance Department**
- 31 - **Open Position Community & Economic Development Department**

33 **Motion: To enter Closed Executive Session, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**

36 **Motion passed unanimously.**

38 **Entered Closed Executive Session at 7:04 p.m.**

40 **Motion: To enter Regular Meeting, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Nevarez.**

42 **Motion passed unanimously.**

44 **Entered Regular Meeting at 7:39 p.m.**

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

48 - Marshal Department

49 **Motion: To approve appointment of Ben Azcarate to the position of Marshal, Moved by Trustee Cadena, Seconded by Trustee Nevarez.**

52 Mayor Pro Tem Merrick abstained from voting.

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

2 Mayor Pro Tem Merrick Abstained

3 Trustee Cadena Yes

4 Trustee Johnson-Burick Yes

5 Trustee Nevarez Yes

6
7 **Motion: To approve appointment of Tress Diaz to the position of Lieutenant, Moved by Mayor Pro Tem**
8 **Merrick, Seconded by Trustee Cadena.**

9
10 **Call Vote: Motion passed (summary: Yes-4)**

11 Mayor Pro Tem Merrick Yes

12 Trustee Cadena Yes

13 Trustee Johnson-Burick Yes

14 Trustee Nevarez Yes

15
16 **Motion: To approve appointment of Lourdes Hernandez to the position of Deputy 2, Moved by Mayor**
17 **Pro Tem Merrick, Seconded by Trustee Cadena.**

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

20 Mayor Pro Tem Merrick Yes

21 Trustee Cadena Yes

22 Trustee Johnson-Burick Yes

23 Trustee Nevarez Yes

24
25 **Motion: To approve appointment of Ryan Nanez to the position of Deputy 2, Moved by Mayor Pro Tem**
26 **Merrick, Seconded by Trustee Nevarez.**

27
28 **Call Vote: Motion passed (summary: Yes-4)**

29 Mayor Pro Tem Merrick Yes

30 Trustee Cadena Yes

31 Trustee Johnson-Burick Yes

32 Trustee Nevarez Yes

33
34 **Motion: To approve appointment of Jonathan Reyes to the position of Deputy 2, Moved by Mayor Pro**
35 **Tem Merrick, Seconded by Trustee Cadena.**

36
37 **Call Vote: Motion passed (summary: Yes-4)**

38 Mayor Pro Tem Merrick Yes

39 Trustee Cadena Yes

40 Trustee Johnson-Burick Yes

41 Trustee Nevarez Yes

42
43 **Motion: To approve appointment of Brandon Baca to the position of Deputy 1, Moved by Mayor Pro**
44 **Tem Merrick, Seconded by Trustee Cadena.**

45
46 **Call Vote: Motion passed (summary: Yes-4)**

47 Mayor Pro Tem Merrick Yes

48 Trustee Cadena Yes

49 Trustee Johnson-Burick Yes

50 Trustee Nevarez Yes

1 **Motion: To approve appointment of Lorenzo Astorga to the position of Public Works Director, Moved**
2 **by Mayor Pro Tem Merrick, Seconded by Trustee Cadena.**

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

5 Mayor Pro Tem Merrick Yes

6 Trustee Cadena Yes

7 Trustee Johnson-Burick Yes

8 Trustee Nevarez Yes

9
10 **Motion: To approve appointment of Manuel Hernandez to the position of Water 2/Lead, Moved by**
11 **Mayor Pro Tem Merrick, Seconded by Trustee Cadena.**

12
13 **Call Vote: Motion passed (summary: Yes-4)**

14 Mayor Pro Tem Merrick Yes

15 Trustee Cadena Yes

16 Trustee Johnson-Burick Yes

17 Trustee Nevarez Yes

18
19 **Motion: To approve appointment of Dorothy Villa to the position of Custodial/Janitor, Moved by Mayor**
20 **Pro Tem Merrick, Seconded by Trustee Cadena.**

21
22 **Call Vote: Motion passed (summary: Yes-4)**

23 Mayor Pro Tem Merrick Yes

24 Trustee Cadena Yes

25 Trustee Johnson-Burick Yes

26 Trustee Nevarez Yes

27
28 - Finance Department

29 **Motion: To approve appointment of Ashley Padilla to the position of Deputy Treasurer, Moved by Mayor**
30 **Pro Tem Merrick, Seconded by Trustee Cadena.**

31
32 **Call Vote: Motion passed (summary: Yes-3: No--1)**

33 Mayor Pro Tem Merrick Yes

34 Trustee Cadena Yes

35 Trustee Johnson-Burick No

36 Trustee Nevarez Yes

37
38 **Motion: To approve appointment of Briana Gomez to the position of Deputy Clerk, Moved by Mayor**
39 **Pro Tem Merrick, Seconded by Trustee Cadena.**

40
41 **Call Vote: Motion passed (summary: Yes-4)**

42 Mayor Pro Tem Merrick Yes

43 Trustee Cadena Yes

44 Trustee Johnson-Burick Yes

45 Trustee Nevarez Yes

46
47 - Community & Economic Development Department

48
49
50 **9. BOARD OF TRUSTEE COMMITTEE REPORTS**

51 Mayor Hernandez: MOLI Training July 18th & 19th - Albuquerque

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Fire Chief Whited department update

Mayor Hernandez asked the trustees to notify staff if they are planning to attend NMML Annual Conference.

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

APPROVED THIS 22nd DAY OF JULY, 2024

ATTEST:

Gloria S. Maya
Town Clerk/Treasurer

BOARD ACTION FORM

AGENDA DATE

PZHAC: 7/1/2024

BOT:

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

BACKGROUND AND ANALYSIS:

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

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

IMPACT:

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

ALTERNATIVES:

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

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

DEPARTMENT COMMENTS:

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

SUPPORTING INFORMATION:

- Application
- Elevations/Location
- Pictures
- Identification



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

SIGN PERMIT

Application Date: Mon June 24, 2024

Flippin' Vintage
Name of Business



Maria L Baca
Name of Applicant

1030 Calle de Parian
Address of Business

534 Scorpio Loop
Address of Applicant

Mesilla NM 88046
City State Zip

Jarracres NM 88033
City State Zip

575 635 2914
Telephone Number

N/A
Alternate Telephone Number

Location and description of Sign:

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

For Office Use Only

Administrative Approval: N/A
PZHAC Approval: 7/1/24
BOT Approval: 7/5/24

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







BOARD ACTION FORM

AGENDA DATE

PZHAC: 7/15/2024

BOT:

ITEM: PZHAC CASE #061858 – 1970 Calle Pacana, submitted by Andrea Scheider. Requesting approval to build a swimming pool on her property ZONE: Historical Residential (HR).

BACKGROUND AND ANALYSIS:

Mrs. Scheider has contracted Front Line Contractors to build her pool. The pool and spa will be custom made out concrete. It will have an automatic pool cover. It will also have a certified door alarm for extra security. A required 4 ft fence/gate, self-close with no more than ½” space between gate and fence.

IMPACT:

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

ALTERNATIVES:

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

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

SUPPORTING INFORMATION:

- Identification
- Site Plan
- Contractor Lic (copy)
- Pool Specs
- Drawings
- Project Scope

DEPARTMENT COMMENTS:

- Pools not regulated by MTC
- Recommend approval with condition to meet all CID requirements for pool installs

TOWN OF MESILLA
APPLICATION FOR ZONING PERMIT

Permit Fee \$ 740⁰⁰
Review Fee \$ 93⁰⁰
Total Fee \$ 833⁰⁰

RECEIVED

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

CASE NO. 061858 ONE: HR CODE: SP APPLICATION DATE: 7/15/24

Name of Property Owner Andrea Schneider R1910182 575-650-6823
Dona Ana County Account/Parcel # Property Owner's Telephone #

Property Owner's Mailing Address 1970 CALLE PACANNA Las Cruces NM 88008
City State Zip Code

Property Owner's E-mail Address andrea@andreschneider.com Applicant's DL/ID Number New Mexico

Contractor's Name & Address (if none, indicate Self) Frontline Contractors 5585 Red Wolf Lane
575-635-9143 [REDACTED] 406148
Contractor's Telephone Number Contractor's License Number

Address of Proposed Work: 1970 CALLE PACANNA, LAS CRUCES 88008

Description of Proposed Work: Build 15X30 Gunite swimming pool

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

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

\$ 55,000
Estimated Cost

[Signature]
Signature of Applicant

7-8-24
Date

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

FOR OFFICIAL USE ONLY

PZHAC APPROVAL REQUIRED: YES ☒ NO ☐

BOT APPROVAL REQUIRED: YES ☒ NO ☐

PZHAC ☐ Administrative Approval
☐ Approved Date: 7/15/24
☐ Disapproved Date: _____
☐ Approved with conditions

BOT ☐ Approved Date: 7/22/24
☐ Disapproved Date: _____
☐ Approved with Conditions

CID PERMIT/INSPECTION REQUIRED: YES ☒ NO ☐

PERMISSION ISSUED / DENIED BY: _____ ISSUE DATE: _____



1570 W Picacho

NM License #406148
Office (575)523-0502
Las Cruces Nm 88005

Fax (575)647-3393

June 25, 2024

Andrea Schneider
1970 Calle Pacana
Mesilla NM, 88046
Custom Pool and spa Proposal

Labor Equipment and Materials

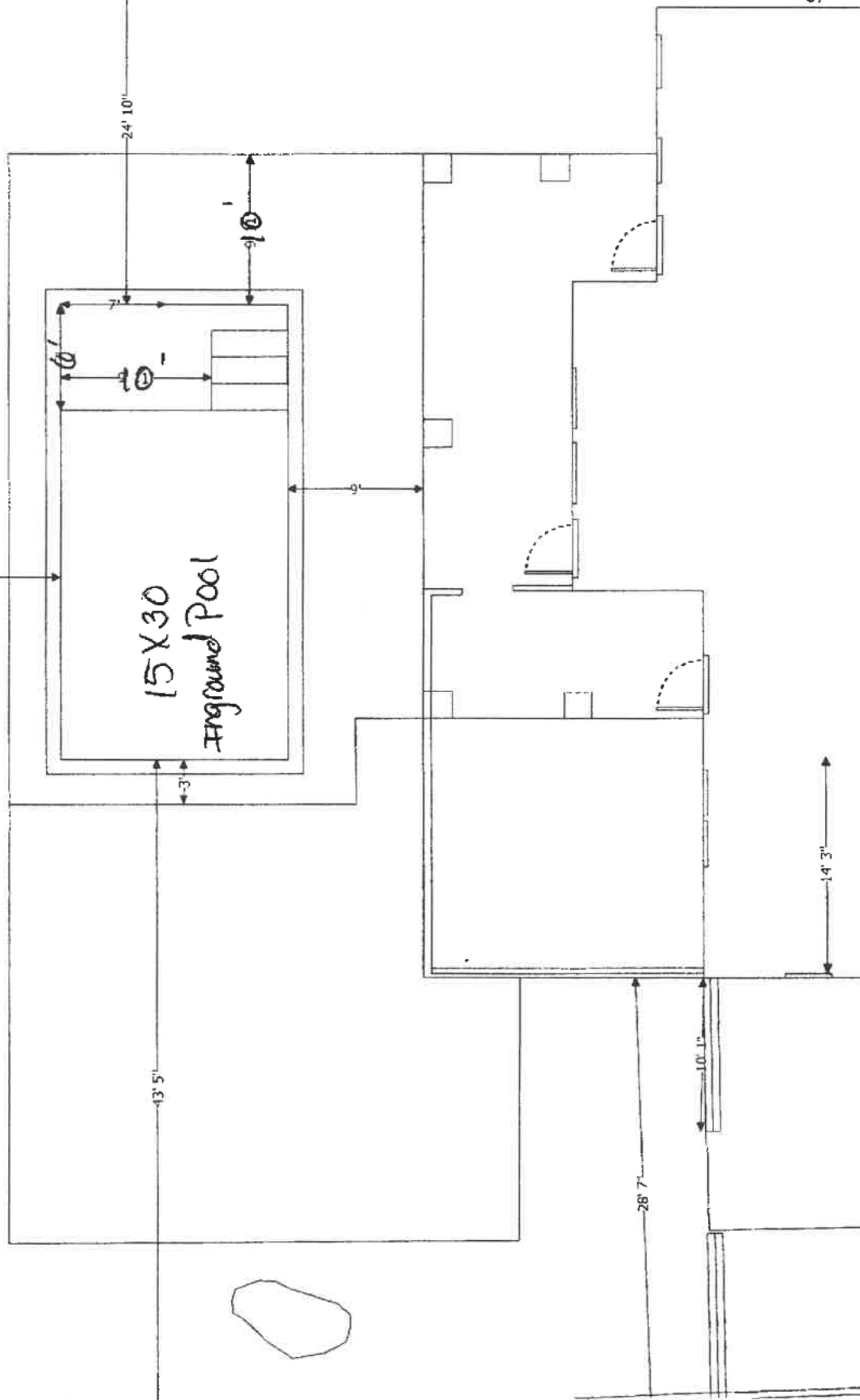
- 15 by 30 custom pool and spa interior of choice,
- Engineered and stamped set of drawings
- 15 by 30 3lf to 6lf deep swimming pool and spa materials and labor
- Rebar per engineered drawings labor and materials
- 4000PSI concrete in interior of pool labor and materials
- Sunstone Pool plaster color of choice (by client) labor and materials
- Tile color of choice (by client) perimeter of pool and steps labor and materials
- 4lf of pool decking in 3000psi concrete and labor and materials
- Pentair filter installation labor and materials and equipment
- Salt generator labor and equipment
- Pentair heater installation labor and materials and equipment
- Pentair pumps installation labor and materials and equipment
- Pentair color light for pool and spa installation labor and materials
- Automatic pool cover color of choice including labor and equipment

\$ 55,660.⁰⁰

A large, stylized handwritten signature in black ink, located below the price.

1970 Calle Jacana

Ponding



Scale: 1/10" = 1 ft.

Pools

Count: 1

Envelope: 30' x 15'

Perimeter: 94'

Area: 401.1 ft²

Int Surface Area: 829.5 ft²

Depth: 6' 1" to 3' 11"

Volume: 11,789 gallons

Interior Finish: Pool Interiors,
Aqua

Tile Line: +6" 94'

Tile Material: Tile, Iridescent

Exterior Facing: 24.47 ft²

Coping Area: 80.67 ft²

Coping Interior: 77' 8"

Coping Material: Coping, 48"
Light Gray

Steps/Benches: 6

Step Linear Ft: 54'

Step Perimeter: 126' 3"

Step Area: 100.51 ft²

Trim Tile Material: Tile,
Iridescent

Excavation - Hole: 2194 ft³

Concrete: 17.2 yards³

Rebar: 2732' 8"

Project Info

Project Name: 1970 calle

pacana

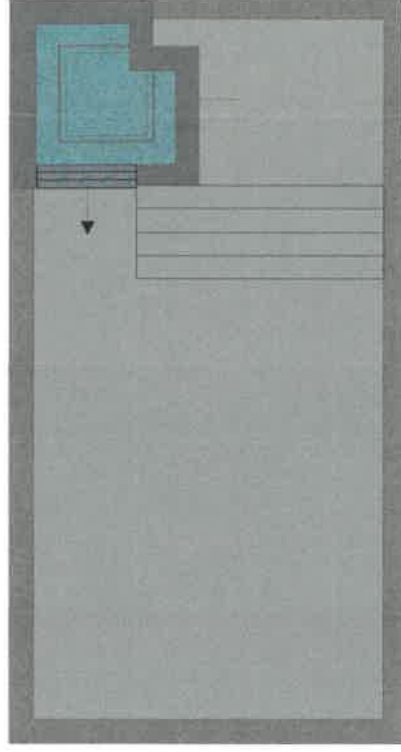
Address: 1970 calle pacana

City: las cruces

State/Province: nm

Zip/Postal Code: 88046

Designer Name: Christopher
Reyes



Pool Depth Profile

3ft. 11in.

6ft. 1in.

Applicable Codes:

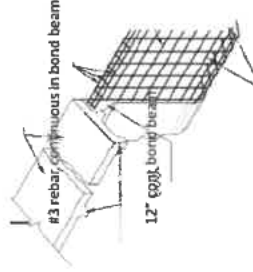
2001 CLC Zoning Code

2015 IRC (International Residential Code) 2015 USpsc (Uniform Swimming Pool, Spa

& Hot Tub Code) 2017 NEC (National Electrical Code) 2015 NMRBC (New Mexico Residential code

Notes: a. contractor responsible for building setbacks b. contractor responsible for 81.1 call in and
locates c. contractor shall meet all local and state codes

30ft.



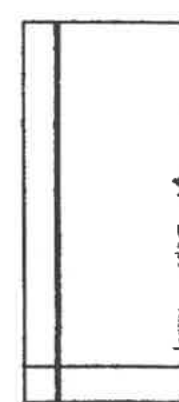
#3 @ 6" O.C. 8 W/ AT ANGLE POINTS EXTEND REINFORCEMENT 18" BEYOND IN BOTH DIRECTIONS

EXISTING GATES AND WALL COMPLY WITH SEC. 4205.3
ENTIRE WALL AT 4'-0" AT ALL TIMES. ALL WALLS TO BE 48" A.T.C. MINIMUM
ALL MAIN GATES TO HAVE SELF-CLOSING DEVICE TO BE
SELF-LATCHING AND SHALL BE EQUIPPED TO ACCOMMODATE
A LOADING DEVICE. (POOL SPEC)
GATES SHALL BE 12' HIGH. (POOL SPEC)
GATES SHALL BE 12' HIGH. (POOL SPEC)
CONTRACTOR TO INSTALL ANTI ENTRAPMENT DEVICE (SEE
ATTACHED SPEC'S)
EXISTING DOORS WITH DIRECT ACCESS TO POOL TO BE
REMOVED AND NEW DOORS TO BE INSTALLED AT THE
DEACTIVATION SWITCH TO BE LOCATED AT LEAST 54" FROM
DOOR (SEE ATTACHED SPEC'S)
EQUIPMENT PAD APPROVED FOR THIS LOCATION ONLY
INSTALLATION WILL BE IN ACCORDANCE WITH ALL
AT ALL OVER-ELEVATION OF 300 DEGREE (SEE SPEC'S)
ALL GRANULAR MATERIAL OR ENGINEERED FILL ON 30"
MATERIAL MAY NOT BE SUITABLE



ALL MEASUREMENTS, DIMENSIONS, & SPECIFICATIONS INCLUDING ALL BUILDING
ALTERATIONS TO THE EXISTING STRUCTURE SHALL BE THE RESPONSIBILITY OF THE
DESIGNER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE RESPONSIBILITY OF THE
STRUCTURAL INTEGRITY OF THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE
CONTRACTOR AND OWNER CONTRACTOR SHALL COMPLY TO ALL INC. STATE, AND
LOCAL REGULATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL
NECESSARY PERMITS AND COMPLIANCE WITH ALL LOCAL, STATE, AND FEDERAL
AND COMPLY WITH OSHA REGULATIONS.
THIS DRAWING IS AN INSTRUMENT OF PROFESSIONAL SERVICE. OWNER & CONTRACTOR
THIS DRAWING MAY NOT BE REPRODUCED OR REPRODUCED HEREOF USED
WITHOUT THEIR WRITTEN PERMISSION.

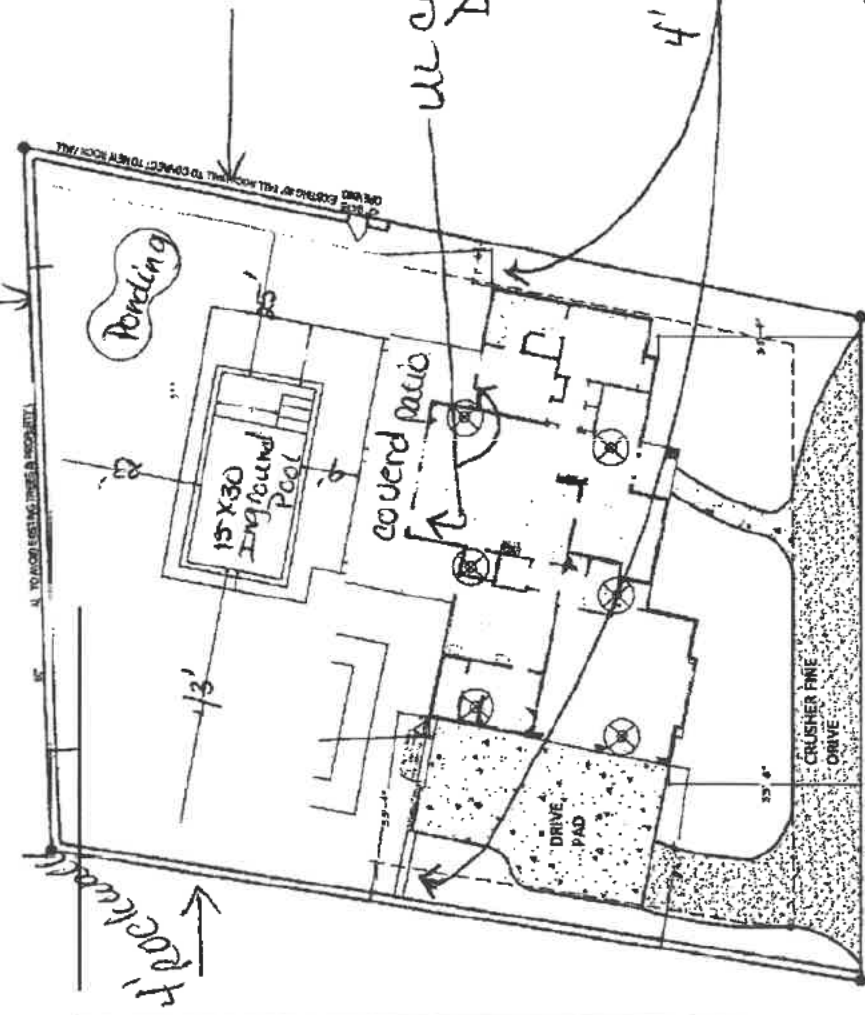
4' rock wall surrounding



ATAW

ATTORNEY & ARCHITECT D. J. TA...

NO.	DATE	DESCRIPTION
1	10/1/70	PRELIMINARY LAYOUT
2	10/1/70	FINAL LAYOUT
3	10/1/70	FINAL LAYOUT
4	10/1/70	FINAL LAYOUT
5	10/1/70	FINAL LAYOUT
6	10/1/70	FINAL LAYOUT
7	10/1/70	FINAL LAYOUT
8	10/1/70	FINAL LAYOUT
9	10/1/70	FINAL LAYOUT
10	10/1/70	FINAL LAYOUT



we certified door alarm

4' tall gates, pull out away from back yard, self close, self latch, latch is inside gate 4" below top w/ mesh, no more 1/2" space between gate/post

PROJECT
1970 CALLE PACANA

SUBTITLE
COVER SHEET/
SITE PLAN LAYOUT

SITE PLAN
1970 CALLE PACANA

LEGAL DESCRIPTION: (AS FURNISHED)





New Mexico E-Services for Contractor Licensing



[Home Page](#)

Company Search Results

Displaying 1st record of 1 record(s)

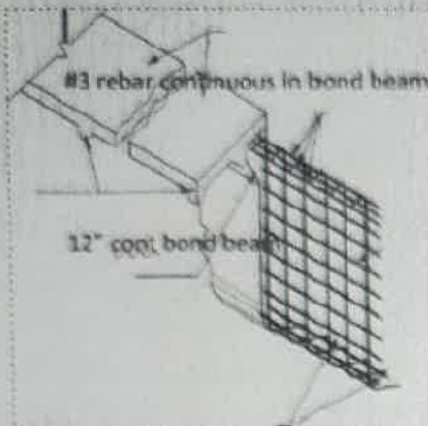
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of 1

License Number	Company Name	Principal Place of Business Address	City, Zip	Expiry Date	Status
406148	FRONTLINE CONTRACTORS LLC	1570 W PICACHO	LAS CRUCES, 88005	09/30/2024	Active

Back to search page



#4 @ 6 inches O.C.

EXISTING GATES AND WALL COMPLY WITH SEC. 4205.1
ENTIRE WALL AT 4'-0\"/>

#3 @ 6\"/>



ALL MEASUREMENTS, DIMENSIONS, & SPECIFICATIONS, INCLUDING ALL BUILDING MATERIALS ARE TO BE CHECKED BY OWNER & CONTRACTOR & ARE THE RESPONSIBILITY OF THE OWNER & CONTRACTOR.
THE STRUCTURAL INTEGRITY OF THIS PROJECT IS THE RESPONSIBILITY OF THE CONTRACTOR AND OWNER. CONTRACTOR SHALL COMPLY TO ALL THE STATE AND LOCAL BUILDING CODES AND STANDARDS.
CONTRACTOR SHALL BE RESPONSIBLE FOR INSURING SAFE SITE WORK CONDITIONS AND COMPLY WITH U.S.M.A. REGULATIONS.
THIS DRAWING IS AN INSTRUMENT OF SERVICE INC. OWNER IS CONTRACTOR.
THIS DRAWING MAY NOT BE REPRODUCED OR REPRODUCTIONS HEREBY USED WITHOUT THEIR WRITTEN PERMISSION.

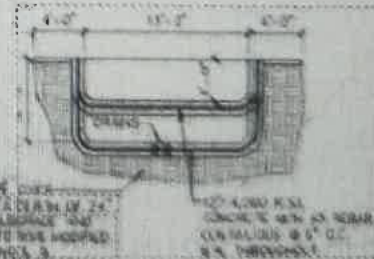
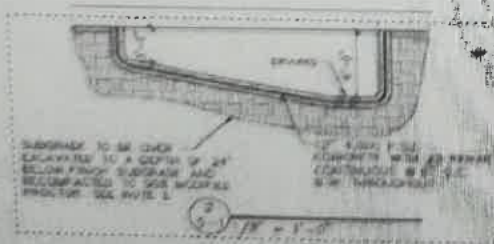
Applicable Codes:

2001 CUC Zoning Code

2015 IRC (International Residential Code) 2015 USPSC (Uniform Swimming Pool, Spa

& Hot Tub Code) 2017 NEC (National Electrical Code) 2015 NMRBC (New Mexico Residential code

Notes: a. contractor responsible for building setbacks b. contractor responsible for 811 call in and locates c. contractor shall meet all local and state codes



BOARD ACTION FORM

AGENDA DATE

PZHAC: 7/15/2024

BOT:

ITEM: PZHAC CASE #061862 – 2525 Calle de Parian, space A, submitted by Renee Beltran. Requesting approval to finish installing solar panels on their residence. Previously approved by Mesilla but solar company was dissolved/terminated. ZONE: Historical Residential (HR).

BACKGROUND AND ANALYSIS:

Elite Energy has submitted a request for approval to finish installing solar panels on premises. Previous permit # 061503 expired on 12/27/2023.

IMPACT:

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

ALTERNATIVES:

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

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

SUPPORTING INFORMATION:

- Application
- Contract Agreement
- Warranty Deed
- Copy of Property Tax
- Pictures/Elevations
- Solar Panel plans

DEPARTMENT COMMENTS:

- Solar & other energy collecting are encouraged in all zones, in Historical Residential solar panels should be architecturally integrated or screen to avoid being seen from the street. MTC 18.35.060 (I)(4)
- Previously approved, new contractor to finish job
- Recommend Approval

TOWN OF MESILLA
APPLICATION FOR ZONING PERMIT

Permit Fee \$ 260
Review Fee \$ 42
Total Fee \$ 302.00

RECEIVED

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

CASE NO. 061862 **ZONE:** HR **CODE:** RSO **APPLICATION DATE:** July 11, 2024

Renee Beltran		4006138123053	
Name of Property Owner		Dona Ana County Account/Parcel #	
2525 Calle De Parian A-B	Mesilla	New Mexico	88046
Property Owner's Mailing Address	City	State	Zip Code
reneebeltran94@gmail.com		(575) 635-6683	
Property Owner's E-mail Address		Property Owner's Telephone Number	
Elite Energy LLC 2111 E Oaklawn Kermit, TX 79745			
Contractor's Name & Address (If none, indicate Self)			
432-231-7208		35649	407774
Contractor's Telephone Number	Contractor's Tax ID Number	Contractor's License Number	
Address of Proposed Work: <u>2525 Calle De Parian A, Mesilla, NM 88046</u>			
Description of Proposed Work: <u>Solar Installation Completion and Inspections</u>			

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

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

\$ 20,732.00	<u>Reyes Gonzalez III</u>	Elite Energy LLC	July 11, 2024
Estimated Cost	Signature of Applicant		Date

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

*****ALL permits must be displayed in clear view until final inspection*****

FOR OFFICIAL USE ONLY

PZHAC APPROVAL REQUIRED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	BOT APPROVAL REQUIRED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
PZHAC <input type="checkbox"/> Administrative Approval	BOT <input type="checkbox"/> Approved Date: _____
<input type="checkbox"/> Approved Date: _____	<input type="checkbox"/> Disapproved Date: _____
<input type="checkbox"/> Disapproved Date: _____	<input type="checkbox"/> Approved with Conditions
<input type="checkbox"/> Approved with conditions	
CID PERMIT/INSPECTION REQUIRED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

PERMISSION ISSUED / DENIED BY: _____ ISSUE DATE: 7/11/2024



July 03, 2024

To whom it may concern,

We have assumed management of this account acting on the customer's behalf to ensure its progression. We will handle all AHJ and utility requirements. This agreement is by Elite Energy's partners, committed to overseeing the project to completion.

Contractor Agreement

Parties:

This Agreement ("Agreement") is entered into as of July 03, 2024:

Client: Renee Beltran, 2525 Calle De Parian A-B, Mesilla, NM 88046, USA

Contractor: Elite Energy LLC, a company organized and existing under the laws of Texas, USA with its principal office located at 2111 E Oaklawn Kermit TX 79745.

Scope of Work:

1. **Description:** Contractor agrees to provide: Rewire and Correct Electrical Issues and Commission the system and do inspections. ("Services").
2. **Commencement and Completion:** The Services shall commence on July 03, 2024 and shall be completed no later than July 03, 2025.
3. **Workmanship Warranty:** Contractor warrants all work performed under this Agreement against defects in workmanship for a period of one (1) year from the date of completion ("Warranty Period"). Contractor shall, at its expense, promptly repair or replace any defects reported by Client during the Warranty Period, provided such defects are not caused by misuse, neglect, or unauthorized modifications.

Terms and Conditions:

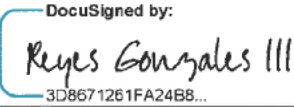
1. **Change Orders:** Any changes to the scope of work must be approved in writing by both parties.
2. **Indemnification:** Each party agrees to indemnify and hold harmless the other party from and against any and all claims, losses, damages, liabilities, costs, and expenses arising out of or related to its performance under this Agreement.
3. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of Texas, USA

Miscellaneous:

1. **Entire Agreement:** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.
2. **Severability:** If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Elite Energy LLC and Renee Beltran

DocuSigned by:

By: 3D8671261FA24B8...
Name: Reyes Gonzales III
Title: Owner and CEO of Elite Energy LLC

DocuSigned by:

By: D7C1BB4B118246A...
Name: Renee Beltran
Title: Homeowner



1901303

JAN 18, 2019 03:42:31 PM

PAGES: 1

WARRANTY DEED

Deputy: Gerardo Barrera

Amanda López Askin, County Clerk, Dona Ana, NM

Southwestern Abstract & Title Co.
378-GC-2019/CP**WARRANTY DEED**

Matthew A. Schalk, a married man, who acquired title as a single man, joined pro forma by his wife, Tessa Ann Schalk, for consideration paid, grant to Renee Beltran, a married woman, as her sole and separate property whose address is P.O. Box 1106, Mesilla, NM 88046, the following described real estate in Dona Ana County, New Mexico:

A tract of land situate within the town limits of Mesilla, Dona Ana County, New Mexico in Section 36, T.23S., R.1E., NMPM of the U.S.R.S. Surveys being U.S.R.S. Tract 11A-192A4 and being more particularly described as follows, to wit:

BEGINNING at a 1/2" iron rod set on the south side of Calle de Parian for the northwest corner of this tract, Identical to the northeast corner of U.S.R.S. Tract 11A-192A5;

THENCE from the point of beginning, along the south side of Calle de Parian, N.50°54'49"E., 130.89 feet to a 1/2" iron rod set for the northeast corner of this tract;

THENCE leaving the south side of Calle de Parian S.39°37'42"E., 36.59 feet to a 1/2" iron rod set for the southeast corner of this tract;

THENCE S.51°31'54"W., and for the most part along the north side of a rock wall, 130.59 feet to an axle found in the west side of another rock wall for the southwest corner of this tract;

THENCE along the west side of said wall N.40°19'40"W., 34.22 feet to the point of beginning, containing 0.108 acre of land, more or less.

SUBJECT TO: Restrictions, Reservations and Easements of record.

with warranty covenants.

Witness our hand and seal this 18th day of January, 2019.

Matthew A. Schalk

Tessa Ann Schalk

STATE OF NEW MEXICO
COUNTY OF DOÑA ANA

This instrument was acknowledged before me on this 18th day of January, 2019, by Matthew A. Schalk and Tessa Ann Schalk.

Signature of notarial officer

My commission expires: 11-16-19



NOTARY SEAL
GERARDO BARRERA
NOTARY PUBLIC - STATE OF NEW MEXICO
My commission expires: 11-16-19



Eric L. Rodriguez
Donna Ana County Treasurer
845 N. Motel Blvd
Las Cruces, NM 88007
P: (575) 647-7433 • (575) 525-5946
www.donaanacounty.org

2023 Second Half Tax Reminder

Account	R0400472
Parcel	4006138123053

PROPERTY DESCRIPTION AND/OR CODE NUMBER

S 36 T. 23S R 1E BRM 11A TR 192A4 CALLE DE PARIAN

 00016699
40
BELTRAN RENEE
PO BOX 1106
MESILLA, NM 88046-1106

pd.
5/10/24
\$847.90
CA # 1197

SITUS 2525 CALLE DE PARIAN #A-B Mesilla

If your tax payments are escrowed, then it is your responsibility to forward this bill to your lender

YEAR BILL NO.	TAX	PENALTY	INTEREST	AMOUNT DUE
2023	847.90	0.00	0.00	847.90

**THE SECOND HALF PAYMENT IS DUE: APRIL 10, 2024
AND IS DELINQUENT AFTER: MAY 10, 2024**

BALANCE DUE ▶ \$847.90

PAYMENT
OPTIONS



Convenience Payment Drop-off Locations

- Check or Money Order only

Lake Section Water Co.
303 E. El Paso Dr.
Chaparral, NM 88081

Hatch City Hall
133 Franklin St.
Hatch, NM 87937

CRRUA
4950 McNutt Rd.
Santa Teresa, NM 88008

Anthony City Hall
820 Highway 478
Anthony, NM, 86021

Drop-off Locations only open during tax payment dates above



ONLINE AT: www.donaanacounty.org/treasurer/payments

or **Scan Here**



Se habla español



BY PHONE:

Local **575-647-7433**
Toll Free 1-877-827-7200 Ext. 7433



BY MAIL:

- Check or Money Order only
- P.O. Box 1179 Las Cruces, NM 88004
- OR
- Use Return Envelope Enclosed With Bill

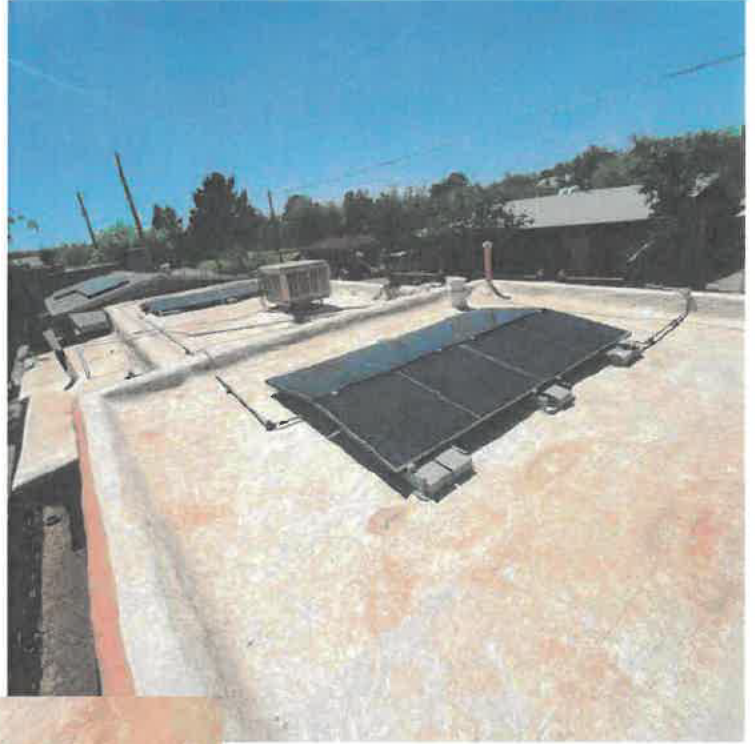


IN PERSON:

- 845 N. Motel blvd., Las Cruces, NM 88007
- 8:00am - 5:30pm M-F
- 24 hr dropbox in front of building
- NEW Self-Service Kiosk

PAYMENT
OPTIONS







Parcel: BELTRAN RENEE

ACCOUNT NUMBER: R0400472
OWNER NAME: BELTRAN RENEE
MAILING ADDRESS: PO BOX 1106
CITY: MESILLA
STATE: NM
ZIP: 88046
SUBDIVISION NAME:
SITE ADDRESS: 2525 CALLE DE PARIAN #A-B
ACREAGE: 0.12
SQUARE FOOTAGE: 5,227.00
TOTAL VALUATION (LAND &
BUILDING): 208,000

[ASSESSOR PARCEL INFORMATION DETAIL LINK](#)

[Zoom to](#)





New Mexico E-Services for Contractor Licensing

[Home Page](#)

Company Search Results

Displaying 1st record of 1 record(s)

Page: 1 of 1

License Number	Company Name	Principal Place of Business Address	City, Zip	Expiry Date	Status
407774	<u>ELITE ENERGY LLC</u>	2111 E Oaklawn	Kermit, 79745	03/31/2025	Active

Back to search page

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NEW PHOTOVOLTAIC ROOF MOUNTED SYSTEM - 2.960 KW DC/2.320 KW AC
2525 CALLE DE PARIAN (A), LAS CRUCES, NM 88005

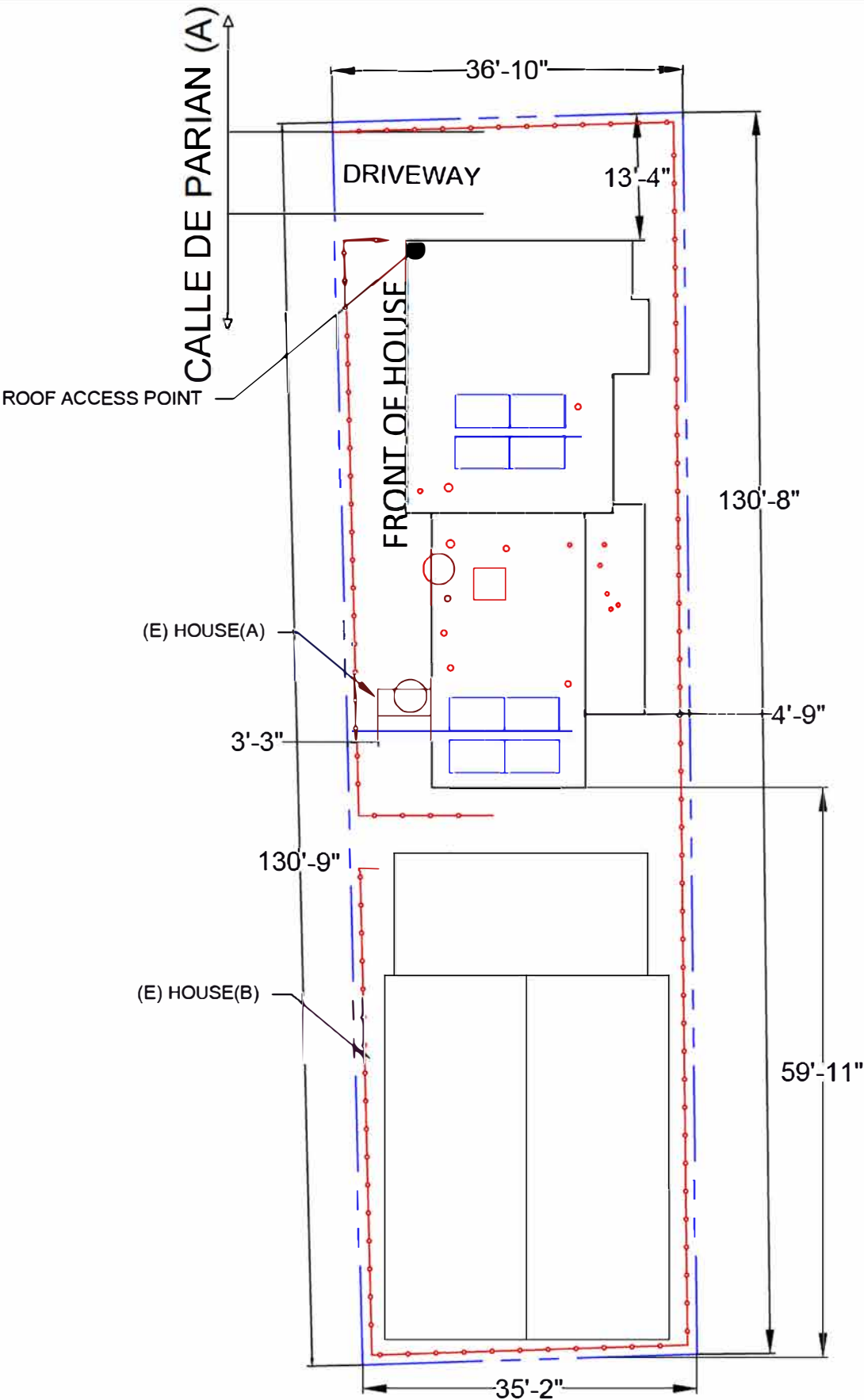
NEW PV SYSTEM SPECIFICATIONS
SYSTEM SIZE: DC SIZE: 2.960 KW DC-(STC)
AC SIZE: 2.320 KW AC
MODULE: (8) ZNSHINESOLAR ZXM6-NH120-370/M
INVERTER: (4) NORTHERN ELECTRIC BDM-600 (BDM-300X2) [240V]

APPLICABLE CODES
ALL WORK SHALL CONFORM TO THE FOLLOWING CODES:
2018 INTERNATIONAL BUILDING CODE
2018 INTERNATIONAL RESIDENTIAL CODE
2018 INTERNATIONAL FIRE CODE
2017 NATIONAL ELECTRICAL CODE
AS ADOPTED BY MESILLA TOWN

DESIGN CRITERIA
ROOF SURFACE TYPE: ROLLED COMPOSITE
ROOF FRAMING: 2"X4" RAFTER @ 16" OC
BUILDING STORY: ONE STORY
GROUND SNOW LOAD: 9 PSF
WIND SPEED: 105 MPH
WIND EXPOSURE: C
RISK CATEGORY: II

PROJECT NOTES
1.1.1 THIS PHOTOVOLTAIC (PV) SYSTEM SHALL COMPLY WITH THE RELEVANT YEAR OF THE NATIONAL ELECTRIC CODE (NEC), ALL MANUFACTURER'S LISTING AND INSTALLATION INSTRUCTIONS, AND THE RELEVANT CODES AS SPECIFIED BY THE AUTHORITY HAVING JURISDICTION'S (AHJ) APPLICABLE CODES.
1.1.2 THE UTILITY INTERCONNECTION APPLICATION MUST BE APPROVED AND THE PV SYSTEM MUST BE INSPECTED PRIOR TO OPERATION
1.1.3 ALL PV SYSTEM COMPONENTS; MODULES, UTILITY-INTERACTIVE INVERTERS, AND SOURCE CIRCUIT COMBINER BOXES ARE IDENTIFIED AND LISTED FOR USE IN PHOTOVOLTAIC SYSTEMS AS REQUIRED BY NEC AND OTHER GOVERNING CODES
1.1.4 ALL SIGNAGE TO BE PLACED IN ACCORDANCE WITH LOCAL BUILDING CODE. IF EXPOSED TO SUNLIGHT, IT SHALL BE UV RESISTANT. ALL PLAQUES AND SIGNAGE WILL BE INSTALLED AS REQUIRED BY THE NEC AND AHJ.

SCOPE OF WORK
1.2.1 CONTRACTOR IS RESPONSIBLE FOR THE DESIGN AND SPECIFICATIONS OF THE GRID-TIED PHOTOVOLTAIC SYSTEM. THE CONTRACTOR WILL BE RESPONSIBLE FOR COLLECTION OF EXISTING ONSITE CONDITIONS TO DESIGN, SPECIFY, AND INSTALL THE ROOF-MOUNTED PHOTOVOLTAIC SYSTEM DETAILED IN THIS DOCUMENT



SHEET INDEX

PV-01	COVER PAGE
PV-02	SITE PLAN
PV-03	ATTACHMENT PLAN & DETAILS-1
PV-03.1	ATTACHMENT PLAN & DETAILS-2
PV-04	ELECTRICAL DIAGRAM
PV-05	NOTES
PV-06	WARNING LABELS
PV-07	INSTALLATION RESOURCE
EQUIPMENT DATASHEETS ATTACHED	

LEGEND

- - - - -	- PROPERTY LINE
- - - - -	- FENCE LINE

VICINITY MAP

0 - VICINITY MAP

SATELLITE MAP

SATELLITE

CONTRACTOR

Capture1.PNG

ELITE ENERGY LLC

2111 E OAKLAWN, KERMIT,
TX, 79745

PHONE - (432) 231-7208
LIC. NO. - 407774

PROJECT NAME & ADDRESS

RENEE BELTRAN

2525 CALLE DE PARIAN (A),
LAS CRUCES, NM 88005
APN #: 4006138123053

AHJ: MESILLA TOWN
UTILITY: EL PASO ELECTRIC (NM)

SYSTEM DETAILS

DC SIZE: 2.960 KW DC-(STC)
AC SIZE: 2.320 KW AC
(8) ZNSHINESOLAR ZXM6-NH120-370/M
(4) NORTHERN ELECTRIC BDM-600 (BDM-300X2) [240V]

REVISIONS

REV	DESCRIPTION	DATE
A	AHJ REJECTION	07/10/2024

SHEET TITLE

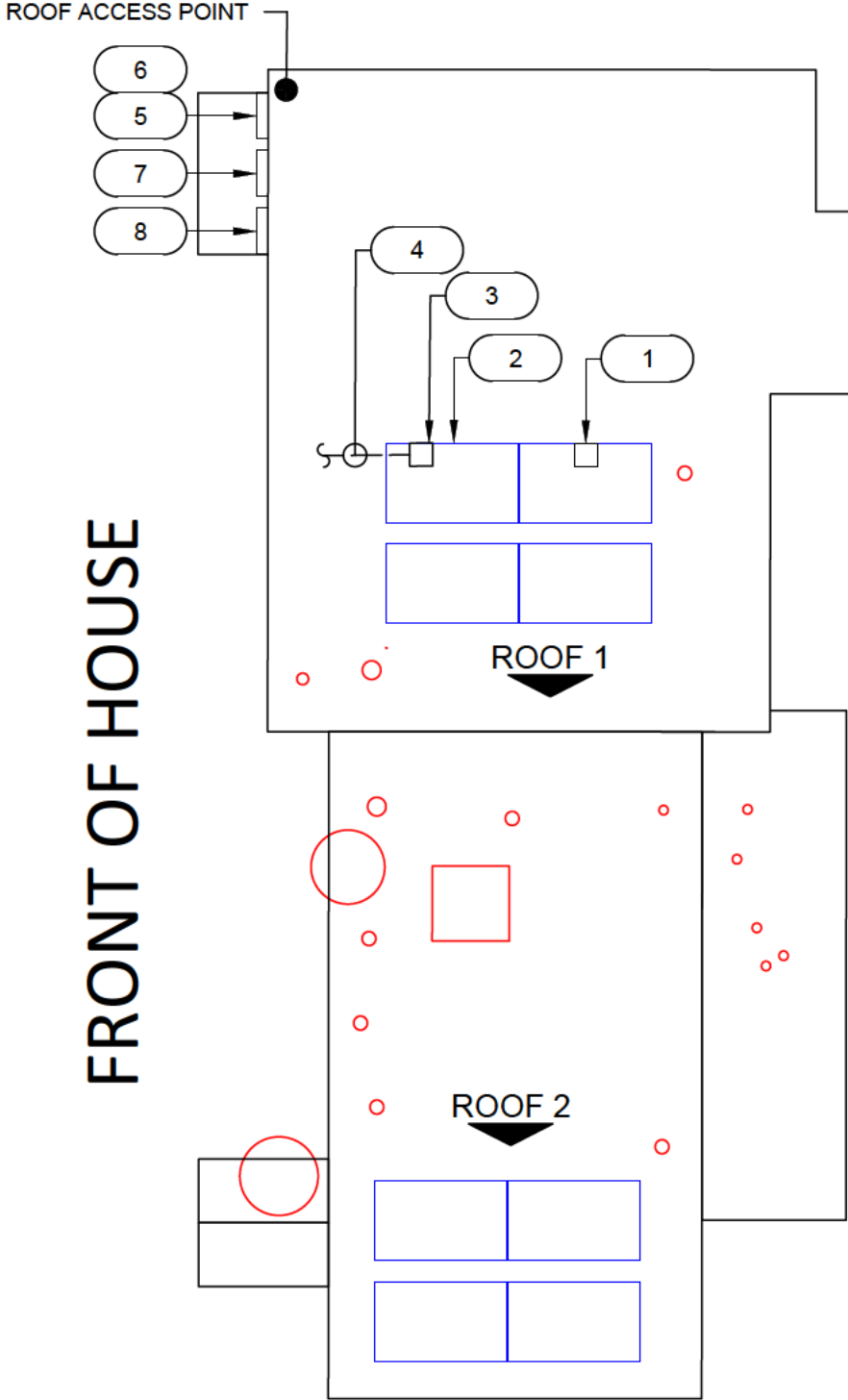
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DRAWN DATE	7/11/2024
DRAWN BY	BK

SHEET NUMBER

PV-01

- NOTES:**
1. ROOF ACCESS POINT SHALL NOT BE LOCATED IN AREAS THAT REQUIRE THE PLACEMENT OF GROUND LADDERS OVER OPENINGS SUCH AS WINDOWS OR DOORS, AND LOCATED AT STRONG POINTS OF BUILDING CONSTRUCTION IN LOCATIONS WHERE THE ACCESS POINT DOES NOT CONFLICT WITH OVERHEAD OBSTRUCTIONS SUCH AS TREE LIMBS, WIRES OR SIGNS.
 2. STRUCTURES, PATIO COVERS, AND/OR ADDITIONS BUILT WITHOUT PERMITS TO BE RESOLVED BY A SEPARATE PERMIT.



PLAN VIEW TOTAL ROOF AREA: 1291.99 FT²
TOTAL PV ARRAY AREA: 160.23 FT²
TOTAL % OF ROOF COVERED BY PV: 12.40%

AC DISCONNECT LOCATED WITHIN 5FT OF THE UTILITY METER

ALL THE EQUIPMENT SHOULD BE PLACED IN AN WOODEN BOX OR ANY ENCLOSURE, SO IT CAN BLOCK THE VISIBILITY FROM THE STREET VIEW

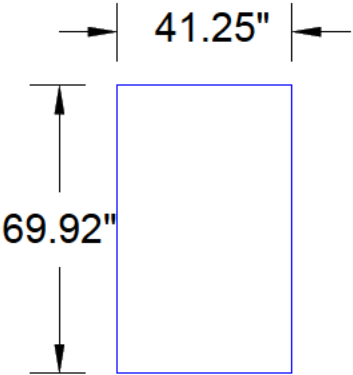


LEGEND

ROOF PITCH 9.46 DEGREES (2/12) OR LESS, FIRE SETBACKS ARE NOT REQUIRED

- = MECHANICAL VENT
- = FLUE / PLUMBING VENT
- = FENCE LINE
- 1 MICROINVERTER (1 PER 2 MODULE)
- 2 (8) ZNSHINESOLAR ZXM6-NH120-370/M MODULES WITH NORTHERN ELECTRIC BDM-600 (BDM-300X2) [240V] UNDER EACH MODULE
- 3 (N) JUNCTION BOX (NEMA 3R)
- 4 CONDUIT RUN; SURFACE MOUNTED (ACTUAL CONDUIT RUNS TO BE DETERMINED IN FIELD)
- 5 (N) UTILITY METER (OVERHEAD SERVICE) METER #: 349 723 683
- 6 (N) MAIN SERVICE PANEL
- 7 (N) VISIBLE-OPEN, LOCKABLE, LABELED AND NON-FUSED AC DISCONNECT
- 8 (N) PV PRODUCTION METER

ROOF 1	SLOPE	- 10°
	AZIMUTH	- 218°
	MODULE QTY	- 4
	RAFTER	- 2"X4" @ 16" O.C.
ROOF 2	SURFACE TYPE	- ROLLED COMPOSITE
	SLOPE	- 10°
	AZIMUTH	- 218°
	MODULE QTY	- 4
	RAFTER	- 2"X4" @ 16" O.C.
	SURFACE TYPE	- ROLLED COMPOSITE



CONTRACTOR

Capture1.PN(

ELITE ENERGY LLC

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TX, 79745

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LIC. NO. - 407774

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2525 CALLE DE PARIAN (A),
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APN #: 4006138123053

AHJ: MESILLA TOWN
UTILITY: EL PASO ELECTRIC (NM)

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REVISIONS

REV	DESCRIPTION	DATE
A	AHJ REJECTION	07/10/2024

SHEET TITLE

SITE PLAN

DRAWN DATE 7/11/2024

DRAWN BY BK

SHEET NUMBER

PV-02



1
PV-02

SITE PLAN

SCALE: 1/8"=1'-0"

DISTRIBUTED LOAD CALCULATIONS	
MODULE	ZNSHINESOLAR ZXM6-NH120-370/M
MODULE WEIGHT	42.99 LBS
MODULE DIMENSIONS (L" x W")	69.92" x 41.25"
TOTAL QTY. OF MODULES	8
TOTAL WEIGHT OF MODULES	343.92 LBS
TYPE OF RACKING	UNIRAC 310800
TYPE OF ATTACHMENT	UNIRAC RM5 BALLAST
DISTRIBUTED WEIGHT OF RACKING	0.5 PSF
TOTAL WEIGHT OF ARRAY	424.04 LBS
AREA OF MODULE	20.03 SQFT.
TOTAL ARRAY AREA	160.23 SQFT.
DISTRIBUTED LOAD	2.65 PSF

- NOTE:**
- CONTRACTOR/INSTALLER TO VERIFY COMPATIBILITY OF ANY BRANDS OR PRODUCTS SUBSTITUTED OR USED AS ALTERNATES WITHIN ANY BRAND-SPECIFIC SYSTEMS. CONTRACTOR SHALL SUPPLY AND PRESENT CERTIFICATES OF COMPATIBILITY TO THE BUILDING OFFICIAL UPON INSPECTION AS NEEDED.
 - REFER TO PV MODULE MANUFACTURER'S INSTALLATION INSTRUCTIONS FOR RAIL SPACING SPECIFICATIONS

CONTRACTOR

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[240V]

REVISIONS

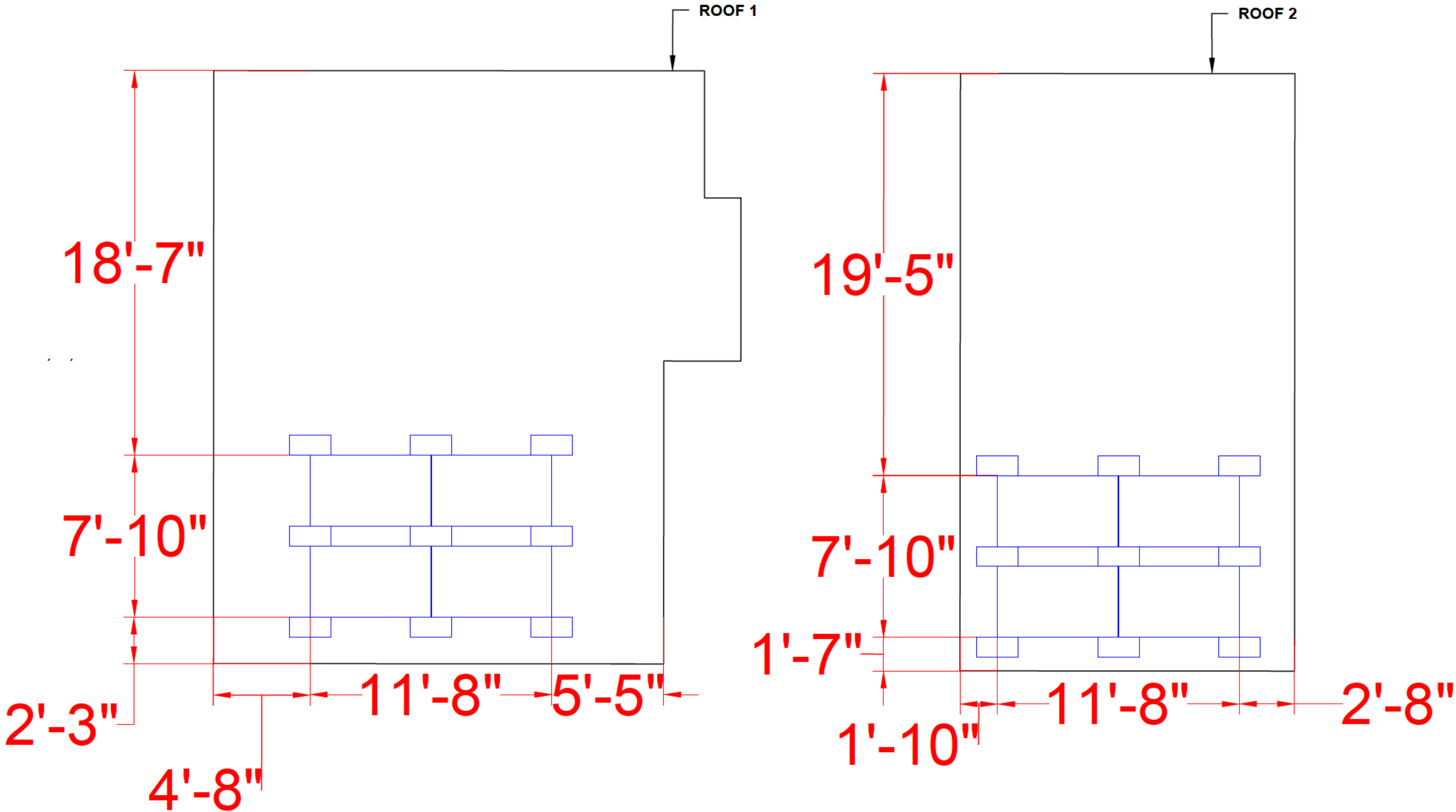
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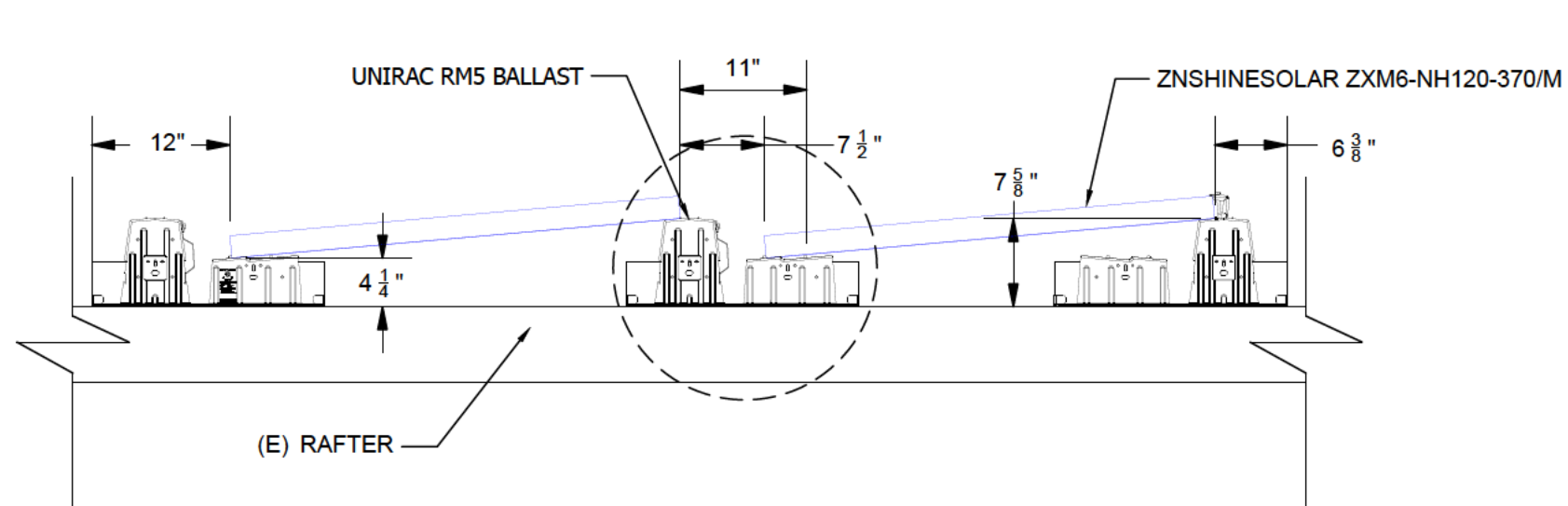
SHEET TITLE
ATTACHMENT PLAN
& DETAILS-1

DRAWN DATE	7/11/2024
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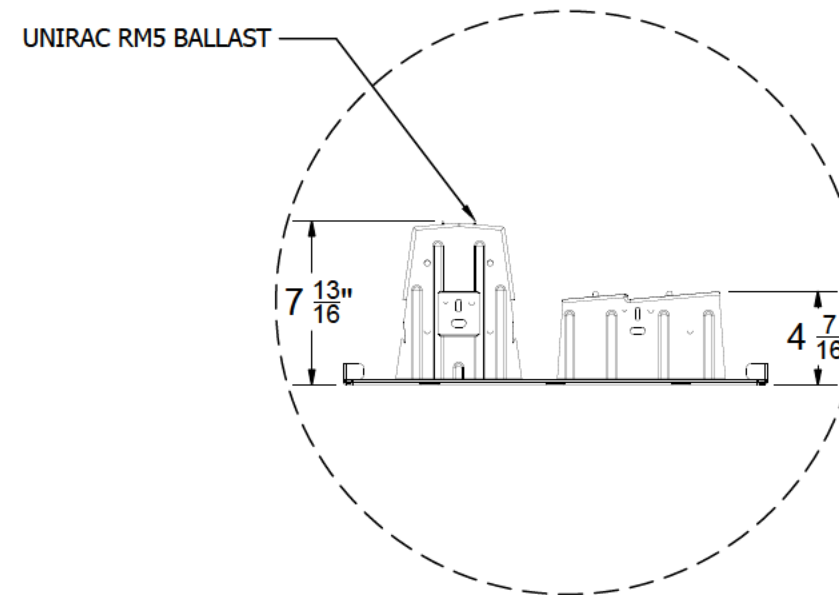
SHEET NUMBER

PV-03





2 ATTACHMENT DETAIL
PV-03 Scale: NTS



3 ENLARGED VIEW
PV-03 Scale: NTS

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[240V]

REVISIONS

REV	DESCRIPTION	DATE
A	AHJ REJECTION	07/10/2024

SHEET TITLE
ATTACHMENT PLAN
& DETAILS-2

DRAWN DATE	7/11/2024
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SHEET NUMBER

PV-03.1

MICROINVERTER SPECIFICATIONS		SOLAR MODULE SPECIFICATIONS	
MANUFACTURER / MODEL #	NEP BDM-600X	MANUFACTURER / MODEL #	ZNSHINESOLAR ZXM6-NH120-370/M
MAX INPUT POWER	450W x 2	VMP	34.2 V
MIN/MAX START VOLTAGE	22V/55V	IMP	10.82 A
NOMINAL AC VOLTAGE	240V	VOC	41.0 V
MAX CONT. OUTPUT CURRENT	2.28A	ISC	11.42 A
MAX CONT. OUTPUT POWER	580W	TEMP. COEFF. VOC	-0.29 %/°C
MAX MODULES PER STRING	14 (7 MICROINVERTERS)		

AMBIENT TEMPERATURE SPECIFICATIONS	
RECORD LOW TEMP	-12°C
AMBIENT TEMP (HIGH TEMP 2% AVG.)	37°C
MINIMUM CONDUIT HEIGHT ABOVE ROOF SURFACE	7/8"

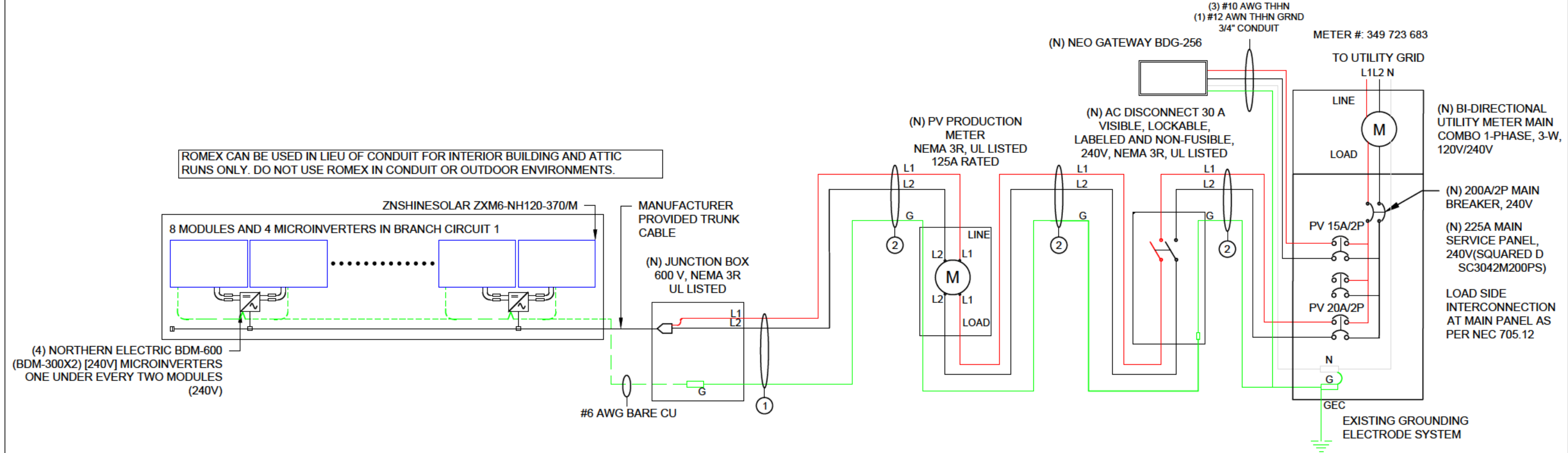
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PROJECT NAME & ADDRESS

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APN #: 4006138123053

AHJ: MESILLA TOWN
UTILITY: EL PASO ELECTRIC (NM)

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AC SIZE: 2.320 KW AC
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(4) NORTHERN ELECTRIC BDM-600 (BDM-300X2) [240V]

REVISIONS

REV	DESCRIPTION	DATE
A	AHJ REJECTION	07/10/2024

SHEET TITLE
ELECTRICAL
DIAGRAM

DRAWN DATE 7/11/2024

DRAWN BY BK

SHEET NUMBER

PV-04

DESCRIPTION					FORMULA					RESULT		
PV OVERCURRENT PROTECTION NEC 690.9(B)					TOTAL INVERTER OUTPUT CURRENT x 1.25 = (4 x 2.28)A x 1.25					11.40A (SELECTED PV BREAKER = 20A)		
120% RULE FOR BACKFEED BREAKER NEC 705.12					BUS BAR RATING x 1.2 - MCB RATING = MAX ALLOWABLE PV BREAKER 225A x 1.2 - 200A = 70A					SELECTED PV BREAKER <= MAX ALLOWABLE PV BREAKER 20A <= 70A		
WIRE ID	EXPECTED WIRE TEMP (°C)	TEMP DERATE (90 °C)	QTY OF CURRENT CARRYING CONDUCTORS	CONDUIT FILL DERATE	MINIMUM CONDUIT SIZE (TBD ON SITE)	WIRE GAUGE & TYPE	CONDUCTOR AMPACITY @ 90°C (A)	CONDUCTOR AMPACITY @ 75°C (A)	REQUIRED CIRCUIT CONDUCTOR AMPACITY (A)	ADJUSTED CONDUCTOR AMPACITY @ 90 °C (A)	NEUTRAL CONDUCTOR SIZE & TYPE	GROUND WIRE SIZE & TYPE
1	37	0.91	2	1	3/4"	#10 THWN-2	40	35	11.40	36.40	NONE	#10 THWN-2
2	37	0.91	2	1	3/4"	#10 THWN-2	40	35	11.40	36.40	NONE	#10 THWN-2

GENERAL NOTES

SITE NOTES

- 2.1.1 A LADDER WILL BE IN PLACE FOR INSPECTION IN ACCORDANCE WITH OSHA REGULATIONS.
- 2.1.2 THE PV MODULES ARE CONSIDERED NON-COMBUSTIBLE AND THIS SYSTEM IS A UTILITY INTERACTIVE SYSTEM WITH NO STORAGE BATTERIES.
- 2.1.3 THE SOLAR PV INSTALLATION WILL NOT OBSTRUCT ANY PLUMBING, MECHANICAL, OR BUILDING ROOF VENTS.
- 2.1.4 PROPER ACCESS AND WORKING CLEARANCE AROUND EXISTING AND PROPOSED ELECTRICAL EQUIPMENT WILL BE PROVIDED IN ACCORDANCE WITH SECTION NEC 110.26.
- 2.1.5 ROOF COVERINGS SHALL BE DESIGNED, INSTALLED, AND MAINTAINED IN ACCORDANCE WITH THIS CODE AND THE APPROVED MANUFACTURER'S INSTRUCTIONS SUCH THAT THE ROOF COVERING SERVES TO PROTECT THE BUILDING OR STRUCTURE.

EQUIPMENT LOCATIONS

- 2.2.1 ALL EQUIPMENT SHALL MEET MINIMUM SETBACKS IN ACCORDANCE WITH NEC 110.26.
- 2.2.2 WIRING SYSTEMS INSTALLED IN DIRECT SUNLIGHT MUST BE RATED FOR EXPECTED OPERATING TEMPERATURE AS SPECIFIED BY NEC 690.31 (A),(C) AND NEC TABLES 310.15 (B)(2)(A) AND 310.15 (B)(3)(C).
- 2.2.3 JUNCTION AND PULL BOXES PERMITTED INSTALLED UNDER PV MODULES IN ACCORDANCE WITH NEC 690.34.
- 2.2.4 ADDITIONAL AC DISCONNECT(S) SHALL BE PROVIDED WHERE THE INVERTER IS NOT WITHIN SIGHT OF THE AC SERVICING DISCONNECT.
- 2.2.5 ALL EQUIPMENT SHALL BE INSTALLED ACCESSIBLE TO QUALIFIED PERSONNEL IN ACCORDANCE WITH NEC APPLICABLE CODES.
- 2.2.6 ALL COMPONENTS ARE LISTED FOR THEIR PURPOSE AND RATED FOR OUTDOOR USAGE WHEN APPROPRIATE.

STRUCTURAL NOTES

- 2.3.1 RACKING SYSTEM & PV ARRAY WILL BE INSTALLED IN ACCORDANCE WITH THE CODE-COMPLIANT INSTALLATION MANUAL. TOP CLAMPS REQUIRE A DESIGNATED SPACE BETWEEN MODULES, AND RAILS MUST ALSO EXTEND A MINIMUM DISTANCE BEYOND EITHER EDGE OF THE ARRAY/SUBARRAY, IN ACCORDANCE WITH RAIL MANUFACTURER'S INSTALLATION PRACTICES.
- 2.3.2 JUNCTION BOX WILL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS. IF ROOF-PENETRATING TYPE, IT SHALL BE FLASHED & SEALED PER LOCAL REQUIREMENTS.
- 2.3.3 ROOFTOP PENETRATIONS FOR PV RACEWAY WILL BE COMPLETED AND SEALED W/ APPROVED CHEMICAL SEALANT PER CODE BY A LICENSED CONTRACTOR.
- 2.3.4 ALL PV RELATED ROOF ATTACHMENTS TO BE SPACED NO GREATER THAN THE SPAN DISTANCE SPECIFIED BY THE RACKING MANUFACTURER OR PROFESSIONAL ENGINEERING GUIDANCE.
- 2.3.5 WHEN POSSIBLE, ALL PV RELATED RACKING ATTACHMENTS WILL BE STAGGERED AMONGST THE ROOF FRAMING MEMBERS.

WIRING & CONDUIT NOTES

- 2.4.1 ALL CONDUIT AND WIRE WILL BE LISTED AND APPROVED FOR THEIR PURPOSE. CONDUIT AND WIRE SPECIFICATIONS ARE BASED ON MINIMUM CODE REQUIREMENTS AND ARE NOT MEANT TO LIMIT UP-SIZING.
- 2.4.2 CONDUCTORS SIZED IN ACCORDANCE WITH THE NEC
- 2.4.3 AC CONDUCTORS TO BE COLORED OR MARKED PER NEC
- 2.4.4 LISTED OR LABELED EQUIPMENT SHALL BE INSTALLED AND USED IN ACCORDANCE WITH ANY INSTRUCTIONS INCLUDED IN THE LISTING OR LABELING PER NEC

GROUNDING NOTES


- 2.5.1 GROUNDING SYSTEM COMPONENTS SHALL BE LISTED FOR THEIR PURPOSE, AND GROUNDING DEVICES EXPOSED TO THE ELEMENTS SHALL BE RATED FOR SUCH USE.
- 2.5.2 PV EQUIPMENT SHALL BE GROUNDED IN ACCORDANCE WITH NEC 690.43 AND NEC TABLE 250.122.
- 2.5.3 METAL PARTS OF MODULE FRAMES, MODULE RACKING, AND ENCLOSURES CONSIDERED GROUNDED IN ACCORDANCE WITH NEC 250.134 AND 250.136(A).
- 2.5.4 EQUIPMENT GROUNDING CONDUCTORS SHALL BE SIZED IN ACCORDANCE WITH NEC 690.45 AND INVERTER MANUFACTURER'S INSTALLATION PRACTICES
- 2.5.5 EACH MODULE WILL BE GROUNDED AS SHOWN IN MANUFACTURER DOCUMENTATION AND APPROVED BY THE AHJ.
- 2.5.6 THE GROUNDING CONNECTION TO A MODULE SHALL BE ARRANGED SUCH THAT THE REMOVAL OF A MODULE DOES NOT INTERRUPT A GROUNDING CONDUCTOR TO ANOTHER MODULE.
- 2.5.7 GROUNDING AND BONDING CONDUCTORS, IF INSULATED, SHALL BE COLORED GREEN OR MARKED GREEN IF #4 AWG OR LARGER PER NEC 250.119
- 2.5.8 THE GROUNDING ELECTRODE SYSTEM COMPLIES WITH NEC 690.47 AND NEC 250.50 THROUGH 250.106. IF EXISTING SYSTEM IS INACCESSIBLE, OR INADEQUATE, A GROUNDING ELECTRODE SYSTEM PROVIDED IN ACCORDANCE WITH NEC 250, NEC 690.47 AND THE AHJ.
- 2.5.9 GROUND-FAULT DETECTION SHALL COMPLY WITH NEC 690.41(B)(1) AND (2) TO REDUCE FIRE HAZARDS

DISCONNECTION AND OVERCURRENT PROTECTION NOTES

- 2.6.1 DISCONNECTING SWITCHES SHALL BE WIRED SUCH THAT WHEN THE SWITCH IS OPENED THE CONDUCTORS REMAINING ENERGIZED ARE CONNECTED TO THE TERMINALS MARKED "LINE SIDE" (TYPICALLY THE UPPER TERMINALS).
- 2.6.2 DISCONNECTS TO BE ACCESSIBLE TO QUALIFIED UTILITY PERSONNEL, BE LOCKABLE, AND BE A VISIBLE-BREAK SWITCH
- 2.6.3 PV SYSTEM CIRCUITS INSTALLED ON OR IN HABITABLE BUILDINGS SHALL INCLUDE A RAPID SHUTDOWN FUNCTION TO REDUCE SHOCK HAZARD FOR EMERGENCY RESPONDERS IN ACCORDANCE WITH 690.12
- 2.6.4 ALL OCPD RATINGS AND TYPES SPECIFIED ACCORDING TO NEC 690.8, 690.9, AND 240.
- 2.6.5 INVERTER ON-GRID BRANCHES SHALL BE CONNECTED TO A SINGLE BREAKER OR GROUPED FUSE DISCONNECT(S) IN ACCORDANCE WITH NEC 110.3(B).
- 2.6.6 IF REQUIRED BY THE AHJ, SYSTEM WILL INCLUDE ARC-FAULT CIRCUIT PROTECTION IN ACCORDANCE WITH NEC 690.11 AND UL1699B.

INTERCONNECTION NOTES

- 2.7.1 LOAD SIDE INTERCONNECTION SHALL BE IN ACCORDANCE WITH NEC 705.12.
- 2.7.2 THE SUM OF THE UTILITY OCPD AND INVERTER CONTINUOUS OUTPUT MAY NOT EXCEED 120 PERCENT OF BUSBAR RATING PER NEC 705.12.
- 2.7.3 THE SUM OF 125 PERCENT OF THE POWER SOURCE(S) OUTPUT CIRCUIT CURRENT AND THE RATING OF THE OVERCURRENT DEVICE PROTECTING THE BUSBAR SHALL NOT EXCEED 120 PERCENT OF THE AMPACITY OF THE BUSBAR, PV DEDICATED BACKFEED BREAKERS MUST BE LOCATED OPPOSITE END OF THE BUS FROM THE UTILITY SOURCE OCPD IN ACCORDANCE WITH NEC 705.12.
- 2.7.4 AT MULTIPLE ELECTRIC POWER SOURCES OUTPUT COMBINER PANEL, TOTAL RATING OF ALL OVERCURRENT PROTECTION DEVICES SHALL NOT EXCEED AMPACITY OF BUSBAR. HOWEVER, THE MAIN OVERCURRENT PROTECTION DEVICE MAY BE EXCLUDED IN ACCORDANCE WITH NEC 705.12.
- 2.7.5 FEEDER TAP INTERCONNECTION (LOAD SIDE) IN ACCORDANCE WITH NEC 705.12.
- 2.7.6 SUPPLY SIDE TAP INTERCONNECTION IN ACCORDANCE WITH TO NEC 705.12 WITH SERVICE ENTRANCE CONDUCTORS IN ACCORDANCE WITH NEC 230.42.
- 2.7.7 BACKFEEDING BREAKER FOR ELECTRIC POWER SOURCES OUTPUT IS EXEMPT FROM ADDITIONAL FASTENING PER NEC 705.12.

CONTRACTOR		
Capture1.PNG		
ELITE ENERGY LLC		
2111 E OAKLAWN, KERMIT, TX, 79745		
PHONE - (432) 231-7208 LIC. NO. - 407774		
PROJECT NAME & ADDRESS		
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REVISIONS		
REV	DESCRIPTION	DATE
	AHJ REJECTION	07/10/2024
SHEET TITLE		
NOTES		
DRAWN DATE	7/11/2024	
DRAWN BY	BK	
SHEET NUMBER		
PV-05		

⚠️

WARNING

ELECTRICAL SHOCK HAZARD

TERMINALS ON THE LINE AND
LOAD SIDES MAY BE ENERGIZED
IN THE OPEN POSITION

LABEL LOCATION: COMBINER PANEL, AC
DISCONNECT, POINT OF INTERCONNECTION
PER CODE: NEC 706.15(C)(4), NEC 690.13(B)

⚠️

WARNING

TURN OFF PHOTOVOLTAIC AC
DISCONNECT PRIOR TO
WORKING INSIDE PANEL

LABEL LOCATION: COMBINER PANEL(S), MAIN SERVICE DISCONNECT
PER CODE: NEC 110.27(C), OSHA 1910.145(f)(7)

PHOTOVOLTAIC POWER SOURCE

LABEL LOCATION: DC CONDUIT/RACEWAYS
PER CODE: NEC 690.31(D)(2)

SOLAR PV DC CIRCUIT

LABEL LOCATION: DC CONDUIT/RACEWAYS
PER CODE: NEC 690.31(D)(2)

PHOTOVOLTAIC SYSTEM AC DISCONNECT

RATED AC OUTPUT CURRENT: 9.12 A

NOMINAL OPERATING AC VOLTAGE: 240 V

LABEL LOCATION: AC DISCONNECT/POINT OF INTERCONNECTION
PER CODE: NEC 690.54

⚠️

WARNING

DUAL POWER SOURCE
SECOND SOURCE IS PHOTOVOLTAIC SYSTEM

LABEL LOCATION: MAIN SERVICE DISCONNECT, PRODUCTION/NET METER
PER CODE: NEC 690.59, 705.12(C)

PV SYSTEM

DISCONNECT

LABEL LOCATION: AC DISCONNECT
PER CODE: NEC 690.13(B)

⚠️

WARNING

THIS EQUIPMENT FED BY MULTIPLE
SOURCES:
TOTAL RATING OF ALL OVERCURRENT
DEVICES EXCLUDING MAIN POWER
SUPPLY SHALL NOT EXCEED
AMPACITY OF BUSBAR

LABEL LOCATION: AC DISCONNECT
PER CODE: NEC 705.12(B)(3)(3)

⚠️

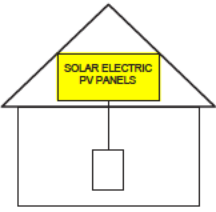
WARNING

POWER SOURCE OUTPUT
CONNECTION. DO NOT RELOCATE
THIS OVERCURRENT DEVICE.

LABEL LOCATION: POINT OF INTERCONNECTION
PER CODE: NEC 705.12(B)(3)(2)

SOLAR PV SYSTEM EQUIPPED
WITH RAPID SHUTDOWN

TURN RAPID SHUTDOWN
SWITCH TO THE
"OFF" POSITION TO
SHUT DOWN PV SYSTEM
AND REDUCE
SHOCK HAZARD
IN THE ARRAY



LABEL LOCATION: MAIN SERVICE DISCONNECT
PER CODE: NEC 690.56(C)

MAIN PHOTOVOLTAIC
SYSTEM DISCONNECT

LABEL LOCATION: MAIN SERVICE DISCONNECT, UTILITY METER
PER CODE: NEC 690.13(B)

RAPID SHUTDOWN SWITCH
FOR SOLAR PV SYSTEM

LABEL LOCATION: RSD INITIATION DEVICE, AC DISCONNECT
PER CODE: NEC 690.56(C)(2)

⚠️

CAUTION

PHOTOVOLTAIC SYSTEM CIRCUIT IS BACKFED

LABEL LOCATION: MAIN SERVICE DISCONNECT
PER CODE: NEC 705.12(D), NEC 690.59

DO NOT DISCONNECT
UNDER LOAD

LABEL LOCATION: MAIN SERVICE DISCONNECT
PER CODE: NEC 690.15(B) & NEC 690.33(D)(2)

MAXIMUM DC VOLTAGE

OF PV SYSTEM

LABEL LOCATION: DC DISCONNECT/INVERTER/PV DIST.
EQUIPMENT
PER CODE: NEC 690.53

⚠️

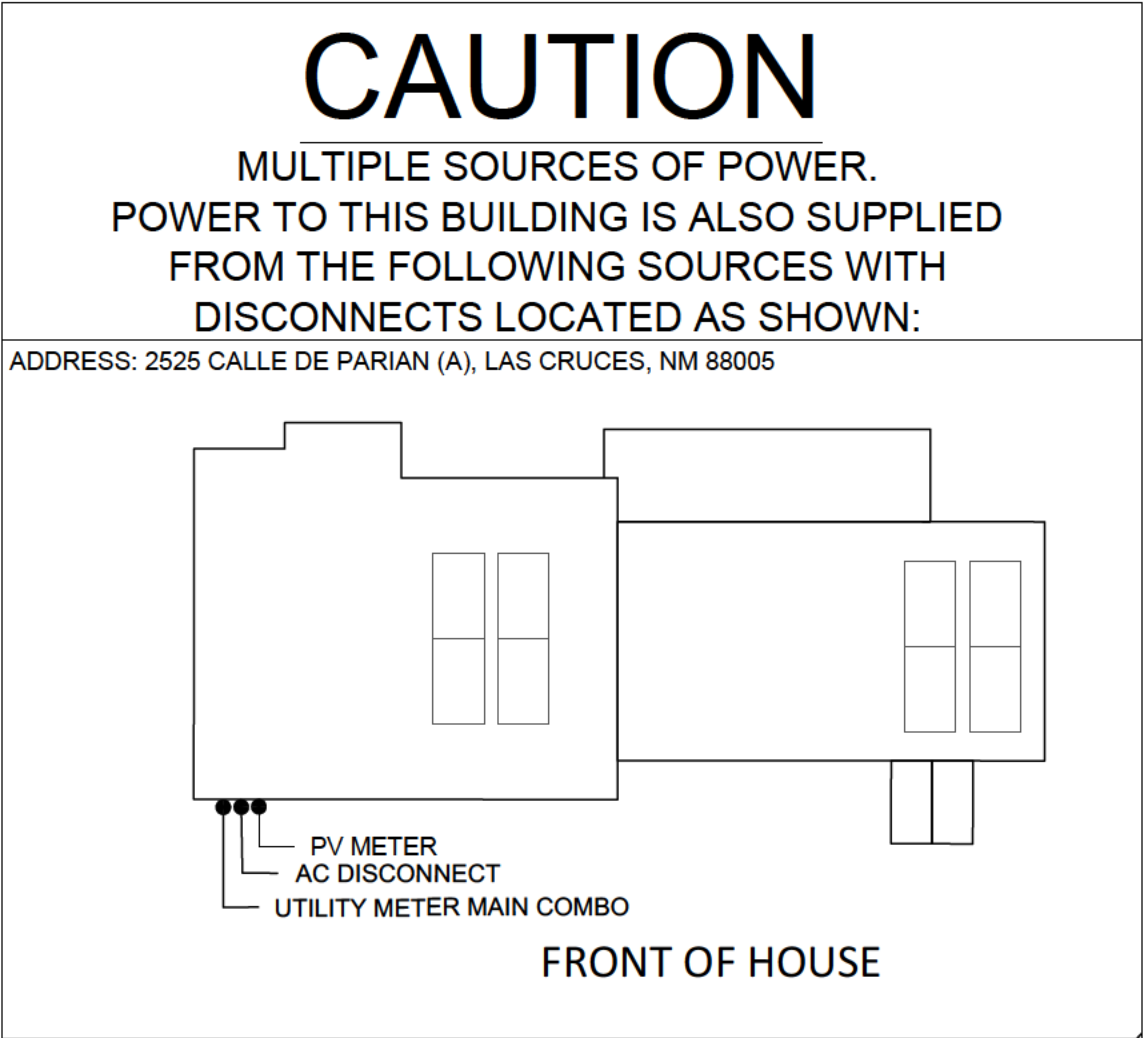
WARNING

ELECTRICAL SHOCK HAZARD

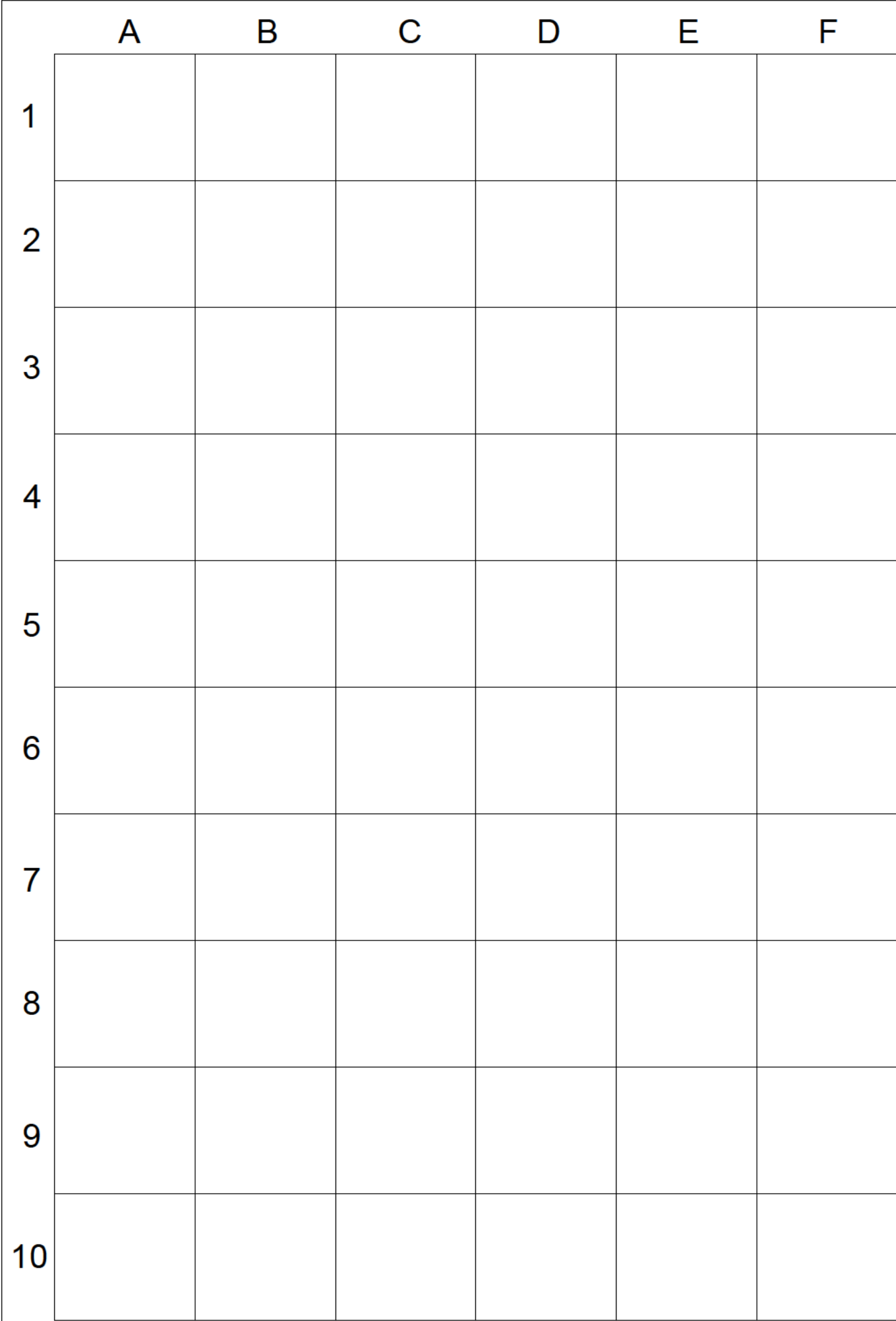
TERMINALS ON BOTH LINE AND
LOAD SIDES MAY BE ENERGIZED
IN THE OPEN POSITION

DC VOLTAGE IS ALWAYS PRESENT WHEN
SOLAR MODULES ARE EXPOSED TO SUNLIGHT

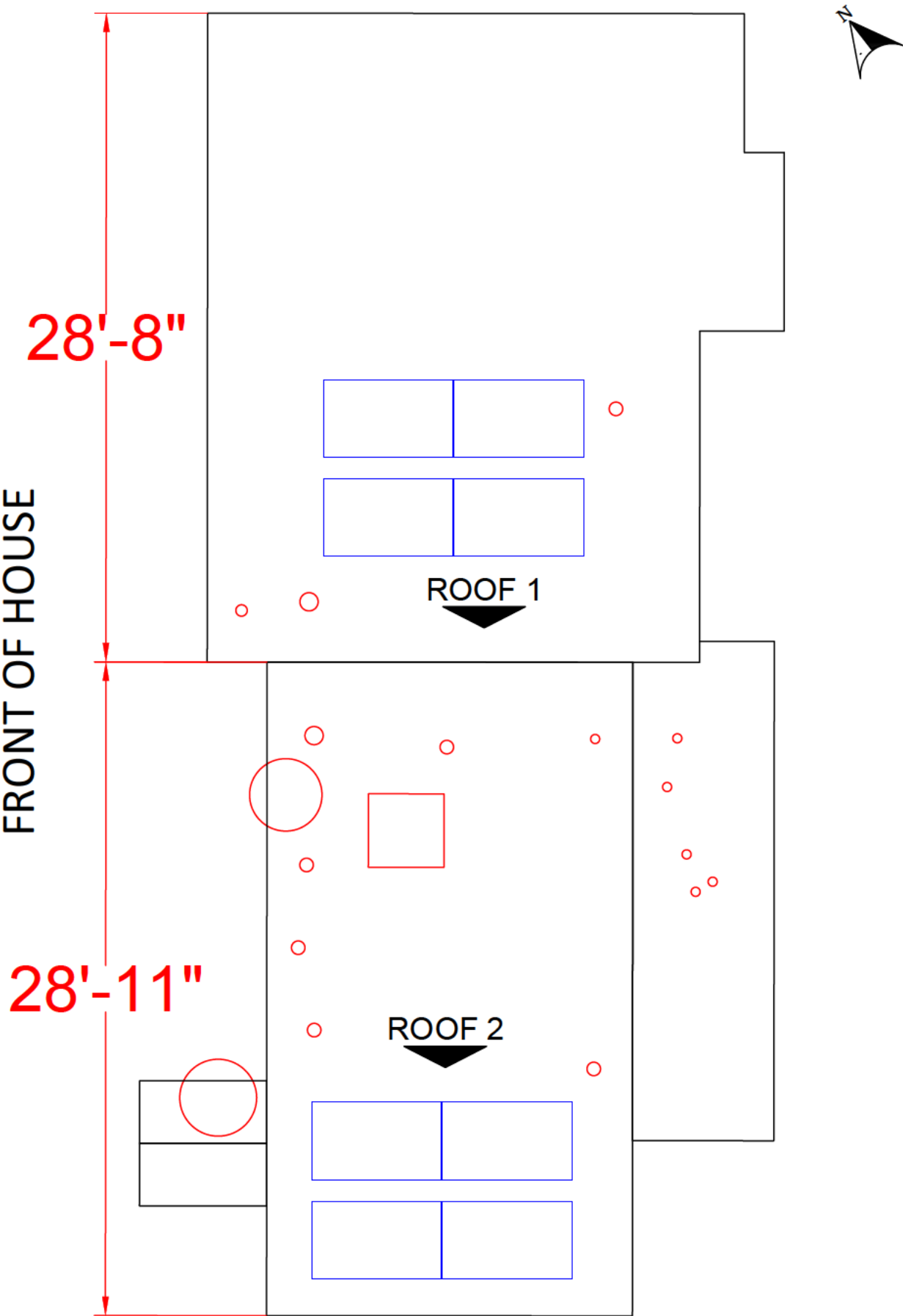
LABEL LOCATION: DC DISCONNECT
PER CODE: NEC 690.13(B)



CONTRACTOR		
Capture1.PNG		
ELITE ENERGY LLC		
2111 E OAKLAWN, KERMIT, TX, 79745		
PHONE - (432) 231-7208 LIC. NO. - 407774		
PROJECT NAME & ADDRESS		
RENEE BELTRAN		
2525 CALLE DE PARIAN (A), LAS CRUCES, NM 88005 APN #: 4006138123053		
AHJ: MESILLA TOWN UTILITY: EL PASO ELECTRIC (NM)		
SYSTEM DETAILS		
DC SIZE: 2.960 KW DC-(STC) AC SIZE: 2.320 KW AC (8) ZNSHINESOLAR ZXM6-NH120-370/M (4) NORTHERN ELECTRIC BDM-600 (BDM-300X2) [240V]		
REVISIONS		
REV	DESCRIPTION	DATE
A	AHJ REJECTION	07/10/2024
SHEET TITLE		
WARNING LABELS		
DRAWN DATE		7/11/2024
DRAWN BY		BK
SHEET NUMBER		
PV-06		



REFERENCE ONLY



**DIMENSIONS ARE 2D (FLAT)

CONTRACTOR

Capture1.PNC

ELITE ENERGY LLC

2111 E OAKLAWN, KERMIT,
TX, 79745

PHONE - (432) 231-7208
LIC. NO. - 407774

PROJECT NAME & ADDRESS

RENEE BELTRAN

2525 CALLE DE PARIAN (A),
LAS CRUCES, NM 88005
APN #: 4006138123053

AHJ: MESILLA TOWN
UTILITY: EL PASO ELECTRIC (NM)

SYSTEM DETAILS

DC SIZE: 2.960 KW DC-(STC)
AC SIZE: 2.320 KW AC
(8) ZNSHINESOLAR ZXIM6-NH120-370/M
(4) NORTHERN ELECTRIC BDM-600 (BDM-300X2)
[240V]

REVISIONS		
REV	DESCRIPTION	DATE
A	AHJ REJECTION	07/10/2024

SHEET TITLE

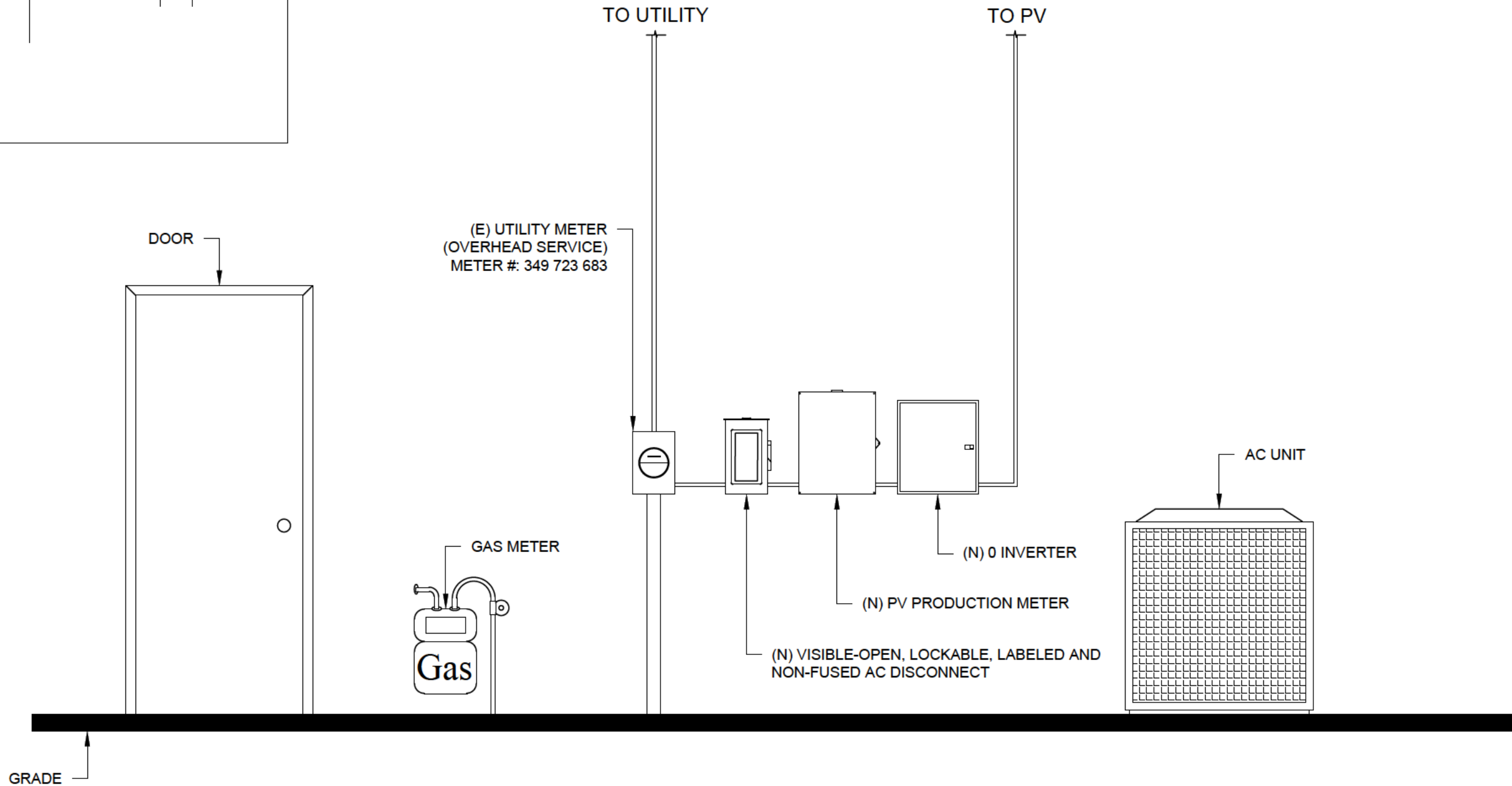
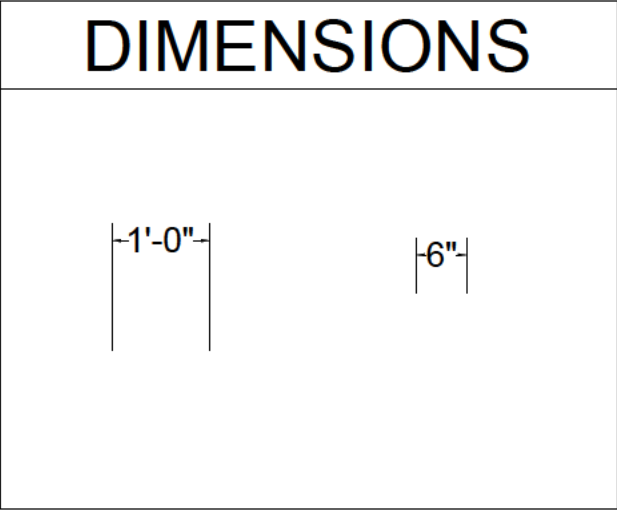
INSTALLATION

RESOURCE

DRAWN DATE	7/11/2024
DRAWN BY	BK

SHEET NUMBER

PV-07



1
PV-01

ELECTRICAL EQUIPMENT ELEVATION
SCALE: NTS

CONTRACTOR

Capture1.PNG

ELITE ENERGY LLC

2111 E OAKLAWN, KERMIT,
TX, 79745

PHONE - (432) 231-7208
LIC. NO. - 407774

PROJECT NAME & ADDRESS

RENEE BELTRAN

2525 CALLE DE PARIAN (A),
LAS CRUCES, NM 88005
APN #: 4006138123053

AHJ: MESILLA TOWN
UTILITY: EL PASO ELECTRIC (NM)

SYSTEM DETAILS

DC SIZE: 2.960 KW DC-(STC)
AC SIZE: 2.320 KW AC
(8) ZNSHINESOLAR ZXM6-NH120-370/M
(4) NORTHERN ELECTRIC BDM-600 (BDM-300X2)
[240V]

REVISIONS

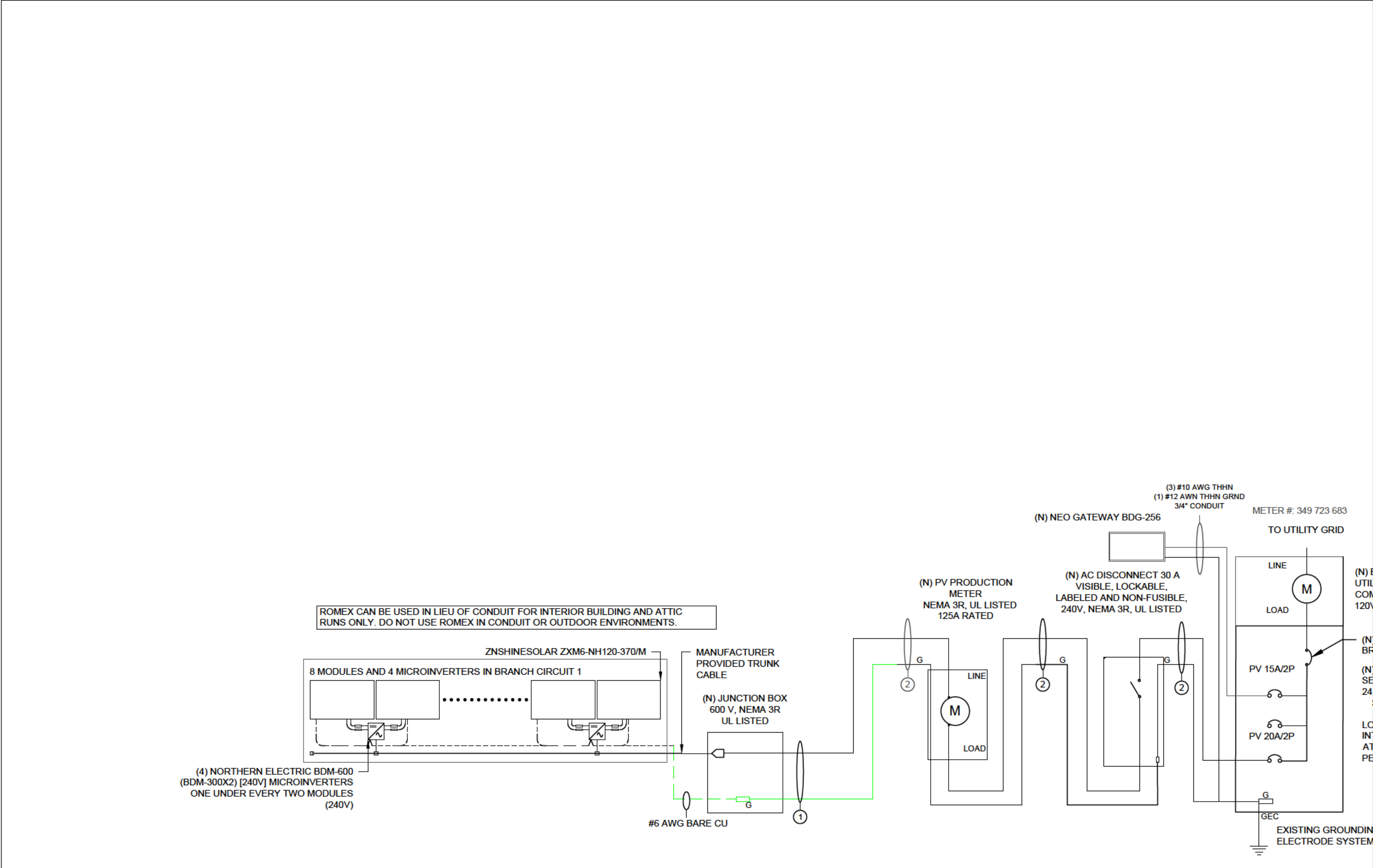
REV	DESCRIPTION	DATE
A	AHJ REJECTION	07/10/2024

SHEET TITLE
ELECTRICAL EQUIPMENT
ELEVATION

DRAWN DATE	7/11/2024
DRAWN BY	BK

SHEET NUMBER

PV-EQ. ELV



WIRE ID	EXPECTED WIRE TEMP (°C)	TEMP DERATE (90 °C)	QTY OF CURRENT CARRYING CONDUCTORS	CONDUIT FILL DERATE	MINIMUM CONDUIT SIZE (TBD ON SITE)	WIRE GAUGE & TYPE	CONDUCTOR AMPACITY @ 90°C (A)	CONDUCTOR AMPACITY @ 75°C (A)	REQUIRED CIRCUIT CONDUCTOR AMPACITY (A)	ADJUSTED CONDUCTOR AMPACITY @ 90 °C (A)	NEUTRAL CONDUCTOR SIZE & TYPE	GROUND WIRE SIZE & TYPE
1	0	1.15	0	#N/A	3/4" METAL	#10 THWN-2	40	35	0.00	#N/A	NONE	#N/A
2	0	1.15	2	1	3/4" METAL	#10 THWN-2	40	35	0.00	46.00	#10 THWN-2	#N/A
3	0	1.15	2	1	3/4" METAL	#10 THWN-2	40	35	0.00	46.00	#10 THWN-2	#N/A

CONTRACTOR

Capture1.PNG

ELITE ENERGY LLC

2111 E OAKLAWN, KERMIT, TX, 79745

PHONE - (432) 231-7208

LIC. NO. - 407774

PROJECT NAME & ADDRESS

RENEE BELTRAN

2525 CALLE DE PARIAN (A), LAS CRUCES, NM 88005

APN #: 4006138123053

AHJ: MESILLA TOWN

UTILITY: EL PASO ELECTRIC (NM)

SYSTEM DETAILS

DC SIZE: 2.960 KW DC-(STC)

AC SIZE: 2.320 KW AC

(8) ZNSHINESOLAR ZXM6-NH120-370/M

(4) NORTHERN ELECTRIC BDM-600 (BDM-300X2) [240V]

REVISIONS

REV	DESCRIPTION	DATE
A	AHJ REJECTION	07/10/2024

SHEET TITLE

SINGLE LINE

DIAGRAM

DRAWN DATE

7/11/2024

DRAWN BY

BK

SHEET NUMBER

PV-SLD

1
PV-03

TOP VIEW

Scale: NTS

- NOTE:
- 1. PLEASE REFER TO MANUFACTURER RACKING REPORT ATTACHED TO END OF PLAN SET FOR MORE DETAILS REGARDING GROUND MOUNT RACKING
 - 2. GRADING TO BE VERIFIED TO MATCH SPECIFICATIONS OF MANUFACTURER RACKING REPORT

2
PV-03

SIDE VIEW

Scale: NTS

CONTRACTOR

Capture1.PNG

ELITE ENERGY LLC

2111 E OAKLAWN, KERMIT,
TX, 79745

PHONE - (432) 231-7208
LIC. NO. - 407774

PROJECT NAME & ADDRESS

RENEE BELTRAN

2525 CALLE DE PARIAN (A),
LAS CRUCES, NM 88005
APN #: 4006138123053

AHJ: MESILLA TOWN
UTILITY: EL PASO ELECTRIC (NM)

SYSTEM DETAILS

DC SIZE: 2.960 KW DC-(STC)
AC SIZE: 2.320 KW AC
(8) ZNSHINESOLAR ZXM6-NH120-370/M
(4) NORTHERN ELECTRIC BDM-600 (BDM-300X2)
[240V]

REVISIONS

REV	DESCRIPTION	DATE
A	AHJ REJECTION	07/10/2024

SHEET TITLE
ATTACHMENT PLAN
& DETAILS

DRAWN DATE	7/11/2024
DRAWN BY	BK

SHEET NUMBER

PV-GM

Southern New Mexico Fire Chiefs Association

Dona Ana County Automatic/Mutual Aid Agreement

Dona Ana County Automatic/Mutual Aid Agreement

Index Page

1. Aid Agreement, dated xxxxxx- Page 3
 1. Participating Agency Signature Page
2. Appendix A- Capabilities
 1. Section 1: Capabilities Definitions
 2. Section 2: Unit Capabilities
3. Appendix B- Automatic/Mutual Aid Incident Procedures
 1. Section 1- Automatic Aid Dispatch Procedures
 2. Section 2 - Mutual Aid Request Procedures
 3. Section 3 – Automatic/Mutual Aid Demobilization
4. Appendix C- Incident Command, Unified Command, and Resource Management
 1. Section 1 - Command and Control
 2. Section 2 - Incident Command System

Dona Ana County Automatic/Mutual Aid Agreement

This Memorandum of Understanding (herein after "MOU") is entered into this day of --:--:--:--> by and between participating agencies as listed in Appendix A to provide automatic and/or mutual aid assistance for fire suppression, emergency medical services and related activities as described under the terms of this agreement.

Whereas, participating agencies have a responsibility for providing for public safety to the communities which they serve and desire to improve the nature and coordination of

emergency assistance to incidents that threaten life, property, and the environment within the geographic boundaries within each agency's respective jurisdiction; and

Whereas, participating agencies have developed and maintained capabilities to accomplish their respective responsibilities; and

Whereas, the jurisdictional fire chiefs are authorized to enter into this agreement on behalf of their respective jurisdictions as listed in Appendix A; and

Whereas, the services identified under this agreement will be provided by the participating agencies as agents of their respective jurisdictions; and

Whereas, the Fire Chief or highest-ranking official from each agency shall be responsible for administering and honoring the terms of this agreement; and

Whereas, the participating agencies recognize the benefits of and need for developing and maintaining a program of automatic and mutual aid; and

THEREFORE, THE PARTICIPATING AGENCIES HERETO DO MUTUALLY AGREE as follows:

1. AUTOMATIC AID

1. The establishment of automatic aid for Dona Ana County is designed to improve outcomes for the community by reducing duplication of effort, decreasing response times and increasing the number of available responders in the shortest amount of time.
2. The agency's primary dispatch is Mesilla Valley Regional Dispatch Authority (MVRDA).
 1. A requirement to track unit availability.
3. Units will be dispatched based on closest location and availability in the CAD, regardless of where the incident originates.

2. MUTUAL AID

1. Mutual Aid is subject to the availability of personnel and equipment; participating agencies will render mutual aid to another participating agency in emergency responses requiring the preservation of life and property. The services to be provided by participating agencies shall be limited to those resources which can reasonably be provided in each given situation.
2. At no time shall any agency be required to provide service beyond a level that would impair the agency's ability to provide service to its home jurisdictional service area.

3. INCIDENT STRUCTURE

1. Participating agencies agree to utilize a recognized Incident Command System while operating at emergency incidents that is inclusive of an established chain-of-command, unity-of- command, and incident accountability.

Dona Ana County Automatic/Mutual Aid Agreement

2. Unified Command will be employed at incidents that encompass two or more jurisdictions or agencies.
3. A responding agency shall be released by the requesting agency when the services of the responding agency are no longer needed or when the responding agency resource is needed in its home jurisdiction.
4. INCIDENT DOCUMENTATION
 1. Upon request by the requesting agency supervisor, the responding agency supervisor will document their role and actions during the incident and forward it to the requesting agency in a timely manner.
5. CONDITIONS- Any dispatch of equipment and personnel in Mutual Aid pursuant to this agreement is subject to the following conditions:
 1. Automatic/Mutual Aid occurs within the first operational period of an emergency incident and shall not exceed 24 hours, after which the responding agency has the option to obtain reimbursement based on customary reimbursement schedules, through a separate cost agreement.
 2. Participating agencies shall not be entitled to any reimbursement or compensation for any part of the costs incurred by such party in furnishing Mutual Aid in emergency responses and in preserving life and property within the first operational period.
 1. This does not include cost recovery, as allowed by law, available by either responding agency from a responsible third party, as long as the requesting agency is not billed for such services by the third party.
 3. Participating agencies are responsible for ensuring that their emergency responders have and maintain minimum professional qualification standards as identified in Appendix B and have Personal Protective Equipment (PPE) per NFPA Standards that is appropriate for the type of incident response.
 4. The responding agency supervisor may withdraw aid if personnel or equipment may be subjected to unnecessary risks and danger.
 5. Participating agencies agree that automatic/mutual aid is reciprocal.
 1. While aid does not ensure each jurisdiction will receive the exact amount of assistance as it provides, it does mean that the number of responses and in-kind services will be provided in a balanced, mutually beneficial manner, and that the level of service delivered will be comparable to the receiving agency's service.
6. DISPUTES
 1. If a dispute arises between participating agencies regarding the terms of this agreement, the dispute shall be addressed by each agency's ranking official or designee. The ranking official from the participating agency or designee is responsible for implementing and ensuring that the respective agency performs their obligations under the terms of this agreement in good faith and for addressing any disputes between agencies.
 2. Disputes shall be made in writing to the other agency's ranking official or designee with enough detail to properly investigate the dispute. The ranking official or designee from each agency shall meet, as needed, to resolve disputes in a timely manner.
7. LIABILITY
 1. Participating agencies will be solely responsible for liability arising from personal injury or damage to persons or property occasioned by its employees or agents. The liability of each participating agency shall be subject in all cases to the immunities and limitations of the Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, and any amendments thereto.

Dona Ana County Automatic/Mutual Aid Agreement

2. Participating agencies do hereby waive against each other all claims or compensation for any loss, damage, personal injury, or death, occurring in consequence of the performance of this agreement, unless due to the negligent acts by, or omissions of, the other agency.
 3. Any service performed in accordance with this agreement by any officer, employee, or volunteer of either agency shall constitute service rendered in the line-of-duty in such office, employment, or volunteer service.
 4. Participating agencies will not be considered employees of another agency for any purpose, including, but not limited to, worker's compensation, insurance, or any other benefits afforded to employees of the requesting agency.
 5. Personnel will not receive any compensation from the requesting agency for their participation under this Agreement.
 6. Participating agencies do not have any expressed or implied authority to assume or create an obligation of responsibility on behalf of, or in the name of, another agency.
8. PARTICIPATION
1. Participating agencies and non-signatory agencies shall attend the Southern New Mexico Fire Chiefs Association meetings whenever possible.
 2. The ranking official and/or principal designee from each agency will be the agency representatives of the Association.
 3. The Association shall meet regularly to discuss issues of mutual interest, concern, and to approve, reject, or amend Inter-Agency Standard Operating Guidelines.
9. SCOPE
1. This Agreement supersedes all previous agreements between participating agencies and may not be amended except by a written instrument executed by the agencies.
 2. Any request for service or other action not specifically covered under this Agreement must be by a written addendum negotiated by the agencies and signed by the respective elected or appointed officials, and the ranking official.
 3. Nothing in this agreement shall limit the ability of any or all of the participating agencies from agreeing to participate in other contracts for service, other mutual aid or automatic aid agreements; nor shall this prohibit any agency from providing emergency assistance to another jurisdiction that is not a participant in this agreement.
 4. The signatory agencies have the authority to add an agency that meets and suspend or remove any non-complying agency that does not meet the requirements of this agreement. Each signatory agency shall have one vote.
 5. This agreement is effective upon the date of the signing of the participating agency and shall continue in force for a period of five (5) years thereafter, unless a participating agency terminates its participation upon thirty (30) days written notice.
 6. Participating Agencies will develop, agree upon in writing, and implement inter-agency standard operating guidelines in support of this agreement. Inter-agency standard operating guidelines shall be reviewed and updated as needed. Inter-agency standard operating guidelines are labeled as appendices and are outlined below.
 1. Appendix A- Capabilities
 1. Section 1- Capabilities Definitions
 2. Section 2- Unit Capabilities
 2. Appendix B- Automatic/Mutual Aid Incident Procedures

Dona Ana County Automatic/Mutual Aid Agreement

1. Section 1- Automatic Aid Dispatch Procedures
2. Section 2- Mutual Aid Request Procedures
3. Section 3- Automatic/Mutual Aid Demobilization
3. Appendix C- Incident Command, Unified Command, and Resource Management
 1. Section 1- Command and Control
 2. Section 2- Incident Command System

10. DEFINITIONS

1. **Mutual Aid**- identifies how each agency will provide resources in emergency situations and how such resources are requested and controlled by either agency. Mutual Aid occurs within the first operational period of an emergency incident and shall not exceed 24 hours, after which the responding agency has the option to obtain reimbursement based on customary reimbursement schedules.
2. **Automatic Aid**- refers to assistance that will be dispatched automatically within the other agency's jurisdiction without a request, as agreed upon, and directed by each agency Fire Chief.
3. **Service**- means fire suppression, emergency medical, technical rescue, and other public safety related services.
4. **Incident Command System (ICS)**- a widely applicable management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
5. **Chain of Command**- refers to the orderly line of authority within the ranks of the incident management organization.
6. **Unity of Command**- means that all individuals have a designated supervisor to whom they report at the scene of the incident. Incident managers at all levels must be able to direct the actions of all personnel under their supervision.
7. **Unified Command**- is the command structure used at incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement. Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.
8. **Incident Accountability**- is the accountability of all resources at all jurisdictional levels and within individual functional areas during incident operations.

Dona Ana County Automatic/Mutual Aid Agreement

Signature Page

1. Automatic and Mutual Aid Departments

1. Dona Ana Fire-Rescue

Signature

Date

2. Las Cruces Fire Department

Signature

Date

3. Hatch Fire Department

Signature

Date

4. Mesilla Fire Department

Signature

Date

5. New Mexico State University Fire Department

Signature

Date

6. Sunland Park Fire Department

Signature

Date

Dona Ana County Automatic/Mutual Aid Agreement

2. Mutual Aid Departments

1. NASA Fire Department

Signature

Date

2. Spaceport America Fire Department

Signature

Date

3. West Valley Fire Department (TX)

Signature

Date

4. White Sands Missile Range Fire Department

Signature

Date

Dona Ana County Automatic/Mutual Aid Agreement

Appendix A

Inter-Agency Standard Operating Guidelines- Capabilities

1. PURPOSE

1. To provide an understanding of the resources to be expected when providing for automatic/mutual aid.

2. GUIDELINE

1. Whether automatic or mutual aid, the following standard responses should be expected when dispatched as part of automatic aid or a mutual aid request is made.
2. Section 1: Capabilities Definitions
 1. This section is designed to establish clear definitions of capabilities outlined in Section 2- Unit Capabilities.
 2. Definitions
 1. **Advanced Emergency Medical Technician (AEMT)**- A member that is certified as a New Mexico Advanced Emergency Medical Technician.
 2. **Advanced Life Support (ALS)**- A designation applied to a unit that is staffed with at least one Advanced Emergency Medical Technician (AEMT) or above.
 3. **Basic Life Support (BLS)**- A designation applied to a unit that is staffed with at least one Emergency Medical Technician (EMT-B).
 4. **Emergency Medical Technician (EMT-B)**- A member that is certified as a New Mexico EMT basic (EMT-B).
 5. **Firefighter**- A firefighter containing IFSAC Firefighter 1 and 2.
 6. **Firefighter/EMT (FF/EMT)**- A dual trained firefighter that has a minimum New Mexico EMT Basic.
 7. **Engine**- A response apparatus that has a minimum 750 gpm pump and is supplied with the following:
 1. SCBA and Spare Bottle for each seat position
 2. Supply hose, 1 ¾" Attack Line, 2 ½" Attack and Supply Hose
 3. Ground Ladders- 1- Roof Ladder, 1- 24' Extension Ladder
 8. **Firemedic**- A dual trained firefighter and Paramedic.
 9. **Medic Unit**- A transport capable unit that is staffed with two EMT's and at least one of them being a paramedic.
 10. **Paramedic**- A member that is certified as a New Mexico Paramedic.
 11. **Rescue/Squad**- A transport capable unit that is staffed with Firefighter/EMT's.
 12. **Tender**- A response apparatus that is primarily used to provide large volumes of water where hydrant availability is lacking.
 13. **Truck**- A response apparatus that contains a mounted aerial capability of at least 70 feet and the following items.
 1. SCBA and Spare Bottle for each seat position
 2. Ground Ladders- 1 Roof Ladder, 1- 35' Extension Ladder, 1-24' Extension Ladder

Dona Ana County Automatic/Mutual Aid Agreement

3. Section 2: Unit Capabilities

1. The purpose of this section is to identify the response capabilities of units requested for each jurisdiction based on the definitions established in Section 1 of Appendix A.

LAS CRUCES FIRE DEPARTMENT

ENGINE

Personnel

Minimum 3 FF/EMT
ALS

Equipment

1,500 GPM Pump Minimum

TRUCK

Personnel

Minimum 3 FF/EMT
ALS

Equipment

Aerial Provided Upon Special Request

RESCUE

Personnel

Minimum 2 FF/EMT
ALS

Equipment

Transport Capable

TENDER

Personnel

Minimum 1 FF/EMT
BLS

Equipment

Minimum 2,000-gallon capacity

Dona Ana County Automatic/Mutual Aid Agreement

Appendix B

Inter-Agency Standard Operating Guidelines- Automatic/Mutual Aid Incident Procedures

1. PURPOSE

1. Automatic and Mutual aid for Dona Ana County is designed to improve outcomes for the community by reducing duplication of effort, decreasing response times, and increasing the number of available responders in the shortest amount of time. It also outlines responsibility for request, response, and demobilization to minimize unnecessary duplication of effort and role ambiguity.

2. GUIDELINE

1. Section 1: Automatic Aid Dispatch Procedures
 1. Automatic aid will be outlined in the Dona Ana County response matrix.
 2. At a minimum, the following incidents will have an automatic aid response with the initial alarm dispatching the closest available units, regardless of the jurisdiction:
 1. Structure Fires (Residential, Commercial)
 2. CPR in Progress
 3. Mass Casualty Incidents
2. Section 2: Mutual Aid Request Procedures
 1. Requesting Mutual Aid
 1. The requesting agency shall contact Mesilla Valley Regional Dispatch Authority (MVRDA) requesting aid for the specific department and provide the following information:
 1. Agency Being Requested
 2. Resources Needed
 2. MVRDA will follow internal procedures for requesting the resources.
 2. Responding to a Mutual Aid Request
 1. The requested agency, upon request, will provide to/request from MVRDA the following information:
 1. Provide resources being assigned to the incident.
 2. Request nature of incident and location if not already provided.
 3. Request Tactical Channel that is currently being utilized.
 2. The requested agency will make contact with the incident commander to obtain the following information:
 1. Location of Incident Command Post
 2. Current conditions and needs, if not already known
 3. Any special instructions (staging needs, assignments on arrival, etc.)

Dona Ana County Automatic/Mutual Aid Agreement

3. Section 3: Automatic/Mutual Aid Demobilization

1. If a resource is needed to extend past a single operational period, a request shall be made from the requesting agency to the response agency in an appropriate amount of time.
 1. This request shall be taken as such and may be denied due to operational or logistical reasons of the responding agency.
2. Units requested will be demobilized prior to the units of the jurisdiction having authority of the incident, unless otherwise agreed upon by the agencies.
 1. An adequate rehabilitation period will be provided prior to the demobilization from any incidents.
3. An agency that is recalling resources to its home jurisdiction shall contact the IC.
 1. The recalling agency shall not contact the resource directly to avoid errors in communications and incident accountability.
4. Upon release from the incident, the responding or guest resource will provide a verbal status report to the assigned host agency supervisor.

Dona Ana County Automatic/Mutual Aid Agreement

Appendix C

Inter-Agency Standard Operating Guidelines- Incident Command and Resource Management

1. PURPOSE

1. To define Command and Control responsibilities and parameters for mutual-aid assistance.

2. GUIDELINE

1. The following guidelines are established to provide guidance during emergency and non-emergency operations. These guidelines should not preclude the use of pre-determined incident intelligence or past experience when dealing with unusual situations.
2. Section 1- Command and Control
 1. Command and Control is the exercise of authority and direction by a properly designated Incident Commander over assigned resources in the accomplishment of an incident action plan.
 2. Command and Control functions are performed through an arrangement of personnel, resources, communications, facilities and procedures employed by an Incident Commander in planning, directing and controlling assigned resources in operational assignments.
 3. The following items will be addressed in this document:
 1. Incident Command System
 2. Definitions
 3. Agency Responsibilities
3. Section 2- Incident Command System (ICS)
 1. The ICS is used to facilitate the completion of the incident objectives.
 2. The Incident Commander is the person who drives the command system towards that goal.
 1. The Incident Commander is responsible for building a command structure that matches the organizational needs of the incident to achieve the completion of the objectives for the incident.
 3. Functions of Command
 1. Deployment of resources
 2. Assumption, Confirmation and Position of Command
 3. Situation Evaluation
 4. Strategy Determination and Incident Action Plan Development
 5. Initiate, Maintain, and Control Communications
 6. Organization of Incident to Maintain Span of Control
 7. Review, Evaluation and Revision of the Action Plan
 8. Termination of Command and Demobilization
 4. The jurisdiction having authority will generally assume the role of Incident Command, when command officer is available, or practical to do so.
 1. Command may be established/assumed by another jurisdiction if requested by the jurisdiction having authority.
 2. Where multiple jurisdictions are involved, it is best practice to establish a Unified Command Structure with the represented agencies.

Town of Mesilla, New Mexico

RESOLUTION NO. 2024-16

A RESOLUTION BY THE BOARD OF TRUSTEES FOR BUDGET ADJUSTMENTS

WHEREAS, since the development of the Town of Mesilla budget for fiscal year 2023-24, the Town will require revenue and expense increases; and

WHEREAS, budget adjustments are necessary to account for increased revenue in various departments; and

WHEREAS, attachment 'A' provides a list of funds/departments affected by these budget adjustments; and

WHEREAS, the summary of adjustments referenced herein are true and correct to the best of our knowledge.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mesilla, that the budgetary adjustments are subject to the approval of the State of New Mexico Department of Finance and Administration (DFA) and that a copy of this resolution be forwarded to DFA for approval.

PASSED, ADOPTED AND APPROVED on this 22nd day of July 2024

Russell Hernandez
Mayor

ATTEST:

Gloria S Maya
Town Clerk/Treasurer

ATTACHMENT A
BUDGET ADJUSTMENTS FOR
FY 2023-24 4TH QRT

REVENUE:

General Fund (10)	\$ 789,541.00	Budget Authority increase to account for actual YTD activity
Court Automation (20)	\$ 3,300.00	Budget Authority increase to account for actual YTD activity

EXPENDITURE:

Court Automation (20)	\$ 150.00	budget increase to account for YTD activity
Wastewater (24)	\$ 32,000.00	budget increase to account for anticipated budget overage
Road Fund (27)	\$ 1,600.00	budget increase to account for YTD activity
SRO (29)	\$ 23,000.00	budget increase to account for anticipated budget overage

TRANSFER IN:

EMS (14)	\$ 855.00	transfer in from General Fund to cover EMS shortfall
Correction Fund (16)	\$ 11,292.00	transfer in from General Fund to cover Correction Fund shortfall
Road Fund (27)	\$ 20,500.00	transfer in from General Fund to cover Road Fund shortfall
SRO (29)	\$ 26,000.00	transfer in from General Fund to cover SRO shortfall

TRANSFER OUT:

General Fund (10)	\$ (855.00)	transfer out to cover EMS shortfall
General Fund (10)	\$ (11,292.00)	transfer out to cover Correction Fund shortfall
General Fund (10)	\$ (20,500.00)	transfer out to cover Road Fund shortfall
General Fund (10)	\$ (26,000.00)	transfer out to cover SRO shortfall

TRANSFER NET \$ -



RESOLUTION NO. 2025-03

A RESOLUTION APPROVING THE 2023-24 FINAL QUARTERLY FINANCIAL REPORT FOR THE TOWN OF MESILLA

WHEREAS, the Board of Trustees of the Town of Mesilla, New Mexico, has reviewed the FY 2023-2024 year-end Financial Report; and

WHEREAS, said year-end report was based on the unaudited (reconciled) balances and established the beginning cash balances as of July 1, 2024; and

NOW, THEREFORE BE IT RESOLVED THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA, NEW MEXICO:

1. The accompanying FY 2023-24 final quarterly report is hereby approved for the Town of Mesilla and respectfully request approval by the Local Government Division of the New Mexico State Department of Finance and Administration.

PASSED, APPROVED AND ADOPTED by the Board of Trustees at its regular meeting of **July 25, 2024.**

Russell Hernandez
Mayor

ATTEST:

Gloria S Maya
Town Clerk-Treasurer

State of New Mexico Local Government Budget Management System (LGBMS)
Report Recap - Mesilla (Town) - FY2024 Q4
Printed from LGBMS on 2024-07-18 16:17:09

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserve	Adjusted Balance
11000 General Operating Fund	729,235.00	117,201.05	2,423,259.17	0.00	1,826,927.94	20,242.39	1,463,009.67	152,244.00	1,310,765.67
20100 Corrections	0.00	60,344.10	19,744.47	0.00	27,923.42	-3,113.02	49,052.13	0.00	49,052.13
20600 Emergency Medical Services	7,265.00	0.00	7,404.00	0.00	8,818.53	-6,704.99	-854.52	0.00	-854.52
20900 Fire Protection	407,261.00	0.00	427,118.85	0.00	380,836.73	-600.12	452,943.00	0.00	452,943.00
21100 Law Enforcement Protection	6,199.00	0.00	86,275.45	0.00	92,405.48	-0.81	68.16	0.00	68.16
21400 Lodgers' Tax	32,264.00	0.00	20,620.98	0.00	18,280.96	-0.04	34,603.98	0.00	34,603.98
21600 Municipal Street	0.00	0.00	6,069.16	0.00	17,567.50	-3,211.55	-14,709.89	0.00	-14,709.89
21700 Recreation	11,388.00	0.00	7,775.00	0.00	5,217.78	-0.48	13,944.74	0.00	13,944.74
21800 Intergovernmental Grants	150.00	0.00	3,292.74	0.00	149.97	-30.40	3,262.37	0.00	3,262.37
26000 American Rescue Plan Act	307,128.00	0.00	0.00	0.00	56,184.12	0.00	250,943.88	0.00	250,943.88
28000 Cannabis Regulation Act	0.00	0.00	25,987.65	0.00	0.00	0.00	25,987.65	0.00	25,987.65
29900 Other Special Revenue	0.00	0.00	135,587.39	0.00	161,042.92	-136.13	-25,591.66	0.00	-25,591.66
30100 Bond Proceeds Project	605,819.00	103,561.78	0.00	0.00	0.00	2,541.17	711,921.95	0.00	711,921.95
30800 Other State Funded Projects	0.00	0.00	2,750,087.99	0.00	2,047,664.77	0.00	702,423.22	0.00	702,423.22
50100 Water Enterprise	499,306.00	6,162.34	504,889.16	0.00	268,778.85	-11,982.29	729,596.36	0.00	729,596.36
50200 Solid Waste Enterprise	73,151.00	46,370.14	283,520.43	0.00	275,956.81	-885.91	126,198.85	0.00	126,198.85
50300 Wastewater/Sewer Enterprise	107,952.00	0.00	268,470.83	0.00	277,050.01	-2,990.13	96,382.69	0.00	96,382.69
53500 Water Rights	371,782.00	0.00	33,060.00	0.00	0.00	59.00	404,901.00	0.00	404,901.00
69900 Other Internal Service	31,310.00	0.00	20,215.00	0.00	14,533.97	-150.00	36,841.03	0.00	36,841.03
79900 Other Trust & Agency	24,543.00	0.00	892.00	0.00	-1,913.00	6,477.00	33,825.00	0.00	33,825.00
Totals	3,214,753.00	333,639.41	7,024,270.27	0.00	5,477,426.76	-486.31	5,094,749.61	152,244.00	4,942,505.61

TOWN OF MESILLA
TREASURERS REPORT
AS OF: JUNE 30TH, 2024

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENDITURES	NET TRANSFERS	((----- NET CHANGE IN -----))		ENDING BALANCE
					OTHER ASSETS & RECEIVABLES	LIABILITIES & PAYABLES	
10 -GENERAL FUND	729,234.85	2,449,246.82	1,826,927.94	0.00	6,046.18	301.07	1,345
12 -FIRE PROTECTION F	407,260.90	427,118.85	380,836.73	0.00	0.00	(600.02)	452
13 -RECREATION FUND	11,387.52	7,775.00	5,217.78	0.00	0.00	0.00	13
14 -EMS FUND	7,264.35	7,404.00	8,818.53	0.00	0.00	(6,704.34)	(
15 -AMERICAN RECOVERY	307,128.00	0.00	56,184.12	0.00	0.00	0.00	250
16 -CORRECTIONS FUND	0.00	19,744.47	27,923.42	0.00	3,113.02	0.00	(11
18 -LAW ENFORCEMENT F	6,198.19	86,275.45	92,405.48	0.00	0.00	0.00	
20 -COURT AUTOMATION	149.61	3,292.74	149.97	0.00	0.00	(30.01)	3
21 -TOWN HALL PROJECT	608,360.17	5,342.55	0.00	0.00	5,342.55	0.00	608
23 -WATER SERVICES FU	499,305.79	504,889.16	268,778.85	0.00	240.99	(5,578.75)	729
24 -WASTEWATER SERVIC	107,951.51	268,470.83	277,050.01	0.00	2,480.84	(508.80)	96
26 -LODGER'S TAX FUND	32,263.96	20,620.98	18,280.96	0.00	0.00	0.00	34
27 -ROAD FUND	0.00	6,069.16	17,567.50	0.00	0.00	(3,211.55)	(14
28 -SOLID WASTE FUND	73,150.70	283,520.43	275,956.81	0.00	1,115.08	229.47	79
29 -SCHOOL RESOURCE O	0.00	135,587.39	161,042.92	0.00	0.00	(136.13)	(25
30 -EVENTS FUND	0.00	14,950.00	14,533.97	0.00	0.00	(150.00)	
32 -PARKING FUND	31,310.00	5,265.00	0.00	0.00	0.00	0.00	36
33 -MUNICIPAL COURT B	24,543.00	892.00	(1,913.00)	0.00	0.00	6,477.00	33
35 -CAPITAL IMPROVEME	0.00	2,750,087.99	2,047,664.77	0.00	0.00	0.00	702
36 -WATER RIGHTS ACQU	156,667.39	11,786.15	0.00	0.00	(32.45)	0.00	168
37 -WATER RIGHTS MANA	78,432.21	5,673.85	0.00	0.00	(26.95)	0.00	84
38 -WATER RIGHTS DEVE	136,682.00	15,600.00	0.00	0.00	0.00	0.00	152
GRAND TOTAL	3,217,290.15	7,029,612.82	5,477,426.76	0.00	18,279.26	(9,912.06)	4,741

*** END OF REPORT ***



RESOLUTION NO. 2025-04

A RESOLUTION ADOPTING THE 2024-25 FISCAL YEAR REVENUE AND OPERATING BUDGET FOR THE TOWN OF MESILLA

- WHEREAS,** the Board of Trustees of the Town of Mesilla, New Mexico, has developed a budget for fiscal year 2024-2025; and
- WHEREAS,** said budget was developed on the basis of need and through cooperation between elected officials and department supervisors; and
- WHEREAS,** the official meeting for the review of the budget was advertised in compliance with the State Open Meetings Act; and
- WHEREAS,** it is the majority opinion of this Board that the proposed budget meets the requirements as currently determined for the Fiscal Year 2024-2025.

NOW, THEREFORE BE IT RESOLVED THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA, NEW MEXICO:

1. The accompanying budget will be the approved budget for the 2024-2025 year for the Town of Mesilla and respectfully request approval by the Local Government Division of the New Mexico State Department of Finance and Administration.

PASSED, APPROVED AND ADOPTED by the Board of Trustees at its regular meeting of **July 22, 2025** .

Russell Hernandez
Mayor

ATTEST:

Gloria S Maya
Town Clerk-Treasurer

State of New Mexico Local Government Budget Management System (LGBMS)
Budget Recap -
Mesilla (Town) - Final - Entity
Printed from LGBMS on 2024-07-18 11:41:23

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	1,298,439.00	115,643.00	2,451,589.00	-11,562.00	2,610,831.00	1,243,278.00	217,569.25	1,025,708.75
20100 Corrections	55,945.00	59,542.00	19,271.00	0.00	35,000.00	99,758.00	0.00	99,758.00
20600 Emergency Medical Services	3,106.00	0.00	7,641.00	0.00	7,641.00	3,106.00	0.00	3,106.00
20900 Fire Protection	438,500.00	0.00	159,000.00	0.00	597,500.00	0.00	0.00	0.00
21100 Law Enforcement Protection	0.00	0.00	105,500.00	0.00	105,500.00	0.00	0.00	0.00
21400 Lodgers' Tax	41,206.00	0.00	20,765.00	0.00	25,000.00	36,971.00	0.00	36,971.00
21600 Municipal Street	5,212.00	0.00	6,402.00	0.00	11,500.00	114.00	0.00	114.00
21700 Recreation	9,313.00	0.00	7,000.00	0.00	14,000.00	2,313.00	0.00	2,313.00
21800 Intergovernmental Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26000 American Rescue Plan Act	96,697.00	0.00	0.00	0.00	0.00	96,697.00	0.00	96,697.00
28000 Cannabis Regulation Act	0.00	0.00	29,165.00	0.00	0.00	29,165.00	0.00	29,165.00
29900 Other Special Revenue	0.00	0.00	164,000.00	11,562.00	175,562.00	0.00	0.00	0.00
30100 Bond Proceeds Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30800 Other State Funded Projects	947,010.00	103,507.00	3,293,286.00	0.00	3,287,841.00	1,055,962.00	0.00	1,055,962.00
50100 Water Enterprise	688,638.00	6,080.00	482,425.00	0.00	314,998.00	862,145.00	0.00	862,145.00
50200 Solid Waste Enterprise	127,684.00	45,754.00	284,699.00	0.00	384,368.00	73,769.00	0.00	73,769.00
50300 Wastewater/Sewer Enterprise	109,951.00	0.00	259,644.00	0.00	283,405.00	86,190.00	0.00	86,190.00
53500 Water Rights	395,658.00	0.00	30,538.00	0.00	0.00	426,196.00	0.00	426,196.00
69900 Other Internal Service	37,399.00	0.00	19,873.00	0.00	13,000.00	44,272.00	0.00	44,272.00
79900 Other Trust & Agency	33,855.00	0.00	1,189.00	0.00	1,189.00	33,855.00	0.00	33,855.00
Totals	4,288,613.00	330,526.00	7,341,987.00	0.00	7,867,335.00	4,093,791.00	217,569.25	3,876,221.75

FY2025 Budget Summary

Not in budget FY24
Debt Service Fund
Court Bond

ZONE

Business License

Signage

New Occupied Construction

Accessory Building

Additional Living Space

Repairs & Maintenance over 10k

Repair & Maintenance of existing*

Interior Changes to structures
(electrical/plumbing/etc)

Rezone & Subdivision

Replat & Summary Subdivisions

Town Staff
(Admin Approvals)

HR											
HC											
C											
R1											
RA											
RF											

Planning & Zoning

HR											
HC											
C											
R1											
RA											
RF											

Board of Trustees

HR											
HC											
C											
R1											
RA											
RF											

PH = Public Hearing

Final Approval

Initial Approval

* Repair and Maintenance of existing is for minor repairs under 10k, which includes:

. -- repaint, maintenance of existing, temporary signs/structures (less than 15 days), landscaping

fences, gates, roofing (may be an excess of \$25+for full reroof/stucco as long as it is the same materials/color)