

**AGENDA - TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING - JUNE 6th, 2018 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD**

(The Town of Edgewood Council is pleased to have residents of the community take time to attend Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared. Public comments may not be disruptive or harassing, and all persons are expected to maintain respect and decorum. Accordingly, rude, slanderous, or abusive comments and/or boisterous behavior will not be permitted. Written comments are welcomed and should be given to the Clerk-Treasurer prior to the start of the meeting).

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

I. APPROVAL OF AGENDA.

II. SPECIAL RECOGNITION.

- A. Recognition letters for Officer James Walker (2), Officer David Lovato and Officer Jason Hunter

III. CONSENT AGENDA.

- A. Town Council Meeting Minutes for April 18, 2018.
- B. Town Council Meeting Minutes for May 2, 2018
- C. Call for a Public Hearing (Legislative) Final Infill Annexation Zone Designations (Remaining/Misc. properties). To be heard July 18, 2018

IV. DISCUSSION ITEMS:

- A. Public Comment on General Matters.
- B. Matters from the Mayor
- C. Matters from the Councilors
 - a. Councilor Audrey Jaramillo
 - b. Councilor Sherry Abraham
 - c. Councilor John Abrams
 - d. Councilor Linda Holle
- D. Matters from the Clerk/Treasurer

V. ACTION ITEMS:

- A. Discussion, consideration and action on appointing Karen Bardwell to the Lodgers Tax Board of the Town of Edgewood.
- B. Public Hearing (Quasi-Judicial) Application for New Mexico Development, LLC for a Zone Change of 1.30 acres, from RS (Residential Services) to C2 (Commercial Business) at Lot 9 Blk 2, Carl's Subdivision of T10N R7E SEC 27 Edgewood, Santa Fe County, New Mexico (21 Main Street).
- C. Discussion, Consideration and Action on Ordinance 2018-____ making an amendment to the Town of Edgewood Zone Map.
- D. Public Hearing (Quasi-Judicial) on the application of Thomas S. Torres for a Zone Change on two lots, from RS (Residential Services) to C2 (Commercial Business) at Lot 25-A (32 Cactus Rd), Edgewood Estates, T10N R7E SEC 27 NMPM of 1.564 acres and Lot 25-B (28 Cactus Rd) T10N R7E SEC 27 NMPM of 1.565 acres. Edgewood, Santa Fe County, New Mexico.
- E. Discussion, Consideration and Action on Ordinance 2018-____ making an amendment to the Town of Edgewood Zone Map.
- F. Town of Edgewood Public Hearing (Legislative) – Continued from the meeting of May 16,

2018: Discussion, Consideration and Action on Ordinance 2018-____; Town of Edgewood Recreational Facilities Rules and Regulations.

- G. Public Hearing (Legislative) on an Ordinance 2018-____ Governing Procurement for the Town of Edgewood.
- H. Discussion, consideration and action on Ordinance 2018-09, A Resolution authorizing 20% pick-up of PERA General Members for the Town of Edgewood
- I. Discussion, consideration and action on a Lease Agreement with the State Land Office on Section 32
- J. Discussion, consideration and action on a job description for: Court Clerk
- K. Discussion, consideration and action on a job description for: I.T. Employee
- L. Discussion, consideration and action on a job description for: Police Administrative Assistant
- M. Discussion, consideration and action on a job description for: Administrative Assistant
- N. Discussion, consideration and action on a job description for: Janitorial Worker
- O. Discussion, consideration and action on a job description for: Maintenance Worker
- P. Discussion, consideration and action on the Financial Report for the month of April 2018

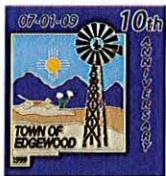
VI. ANNOUNCEMENTS and/or CALENDAR REVIEW.

- A. Next Regular Council Meeting – June 20, 2018 @ 6:30 p.m.
- B. Public Hearing (Quasi-Judicial) on an Application for a Zone Change from SU to C2. Application of Bryan Hackell representing Fellow Laborers with Christ (Woods End Church) for a Zone Change of 2.38 acres, from SU (Special Use) to C2 (Commercial Business) at Tract 4-A-1-B Lands of Fellow Laborers with Christ located in the SE 1/4 of T10N R7E SEC 21 Edgewood, New Mexico aka 0 Pinto Rd. To be heard June 20, 2018
- C. Public Hearing (Legislative) to repeal and replace the Animal Control Ordinance of the Town of Edgewood. To be heard June 20, 2018
- D. Public Hearing (Legislative) to amend the Town of Edgewood Zoning Ordinance to reflect the Animal Control ordinance of the Town of Edgewood. To be heard June 20, 2018

VII. ADJOURN

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Clerk at the Town Offices located at 1911 Historic Route 66, at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the Town Clerk at (505)286-4518, or by e-mail at clerk@edgewood-nm.gov if a summary or other type of accessible format is needed. **The complete council packet may be viewed on the web, visit www.edgewood-nm.gov and click on Agendas and Minutes.**

RECOGNITION LETTER



Edgewood Police Department
P.O. Box 3610
Edgewood, NM 87015
ph. 505.281.5717
fax.505.281.3869

A Recognition Letter is awarded to an Edgewood Police Department Officer who makes a significant contribution to the mission of the department beyond the ordinary call of duty. It recognizes those incidents wherein the member's courage, resourcefulness, tenacity, and/or perseverance in the performance of the employee's duties has resulted in the protection of life or property, the prevention of a major crime, or the apprehension of an armed and/or dangerous criminal.

-Officer James Walker-

I wanted to take a minute to let you know about an incident where I personally observed you displaying leadership traits. On May 7th, 2018 at approximately 4:00PM Officer David Lovato and you were conducting a follow-up investigation to a purse snatching and stolen motor vehicle.

During your investigation Officer Lovato and you located the suspect on El Prado Drive and attempted to make contact. The suspect then fled into the residence and concealed his location. You secured the residence and began formulating a plan on apprehending the suspect. You volunteered to lead the stack as Officers cleared the residence. Your demeanor on scene coupled with your tactical skill set you have brought from your military experience ensured the best possible outcome for this situation. After performing callouts and securing other residents from within the location you lead the clearing of the residence, locating the suspect in the back yard with the assistance of Santa Fe County Sheriff's Office K-9.

Again, thank you for all you do in the department. This, as all letters of recognition will be placed in your personnel file with the Town of Edgewood.

Ron Crow
Chief of Police
Edgewood Police Department



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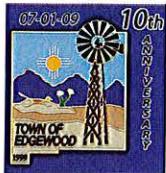
-Officer David Lovato-

I wanted to take a minute to let you know about an incident where I personally observed you displaying leadership traits. On May 7th, 2018 at approximately 4:00PM Officer James Walker and you were conducting a follow-up investigation to a purse snatching and stolen motor vehicle.

During your investigation Officer Walker and you located the suspect on El Prado Drive and attempted to make contact. The suspect then fled into the residence and concealed his location. Your actions on scene displayed a working knowledge of Department Policy and leadership skills. You secured the residence and began formulating a plan on apprehending the suspect. Your demeanor on scene coupled with your tactical skill set ensured the best possible outcome for this situation. After performing callouts and securing other residents from within the location you cleared the residence, locating the suspect in the back yard with the assistance of Santa Fe County Sheriff's Office K-9.

Again, thank you for all you do in the department. This, as all letters of recognition will be placed in your personnel file with the Town of Edgewood.

Ron Crow
Chief of Police
Edgewood Police Department



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Officer James Walker,

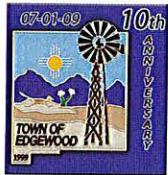
On the night of March 21, 2018, you and officer Hunter responded to an ambulance assistance where CPR was being performed on a male individual. You and officer Hunter relieved EMS personnel and each assisted with CPR. After conducting CPR for over 30 minutes, a pulse was found and the patient was transported to the hospital by ambulance to receive advanced medical attention.

It is instances like this that reflect greatly upon the Police Department and you personally.

Again, thank you for all you do in the department. This, as all letters of recognition will be placed in your personnel file with the Town of Edgewood.

Jerod Kuchan
Sergeant
Edgewood Police Department

Ron Crow  
Chief of Police
Edgewood Police Department



Edgewood Police Department
P.O. Box 3610
Edgewood, NM 87015
ph. 505.281.5717
fax.505.281.3869

Officer Jason Hunter,

On the night of March 21, 2018, you and officer Walker responded to an ambulance assistance where CPR was being performed on a male individual. You and officer Walker relieved EMS personnel and each assisted with CPR. After conducting CPR for over 30 minutes, a pulse was found and the patient was transported to the hospital by ambulance to receive advanced medical attention.

It is instances like this that reflect greatly upon the Police Department and you personally.

Again, thank you for all you do in the department. This, as all letters of recognition will be placed in your personnel file with the Town of Edgewood.

Jerod Kuchan
Sergeant
Edgewood Police Department

Ron Crow
Chief of Police
Edgewood Police Department

A handwritten signature of "Ron Crow" in blue ink, with a blue line underneath it.

**MINUTES
TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING - APRIL 18, 2018 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD**

CALL TO ORDER.

Mayor Bassett called the meeting to order at 6:30 p.m.

Councilors Present: John Abrams, Sherry Abraham, and Linda Holle.

Councilor(s) Not Present: Audrey Jaramillo

Also Present: Clerk/Treasurer Juan Torres, Chief Ron Crow, Deputy Clerk Carla Salazar, and Staff Rebecca Sanchez.

PLEDGE OF ALLEGIANCE.

I. APPROVAL OF AGENDA.

MOTION: Councilor Abrams made a motion to approve the Agenda. Councilor Holle seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

II. SPECIAL RECOGNITION/PRESENTATION. New Mexico State Police.

Councilor Audrey Jaramillo arrived at 6:33 pm.

Chief Crow introduced the New Mexico State Police Officers and Staff that assisted in the Mike Pelkey investigation. He thanked them for their service and expressed the community's gratitude. He spoke about their exceptional qualities and presented individual certificates of appreciation.

III. CONSENT AGENDA.

- A. Town Council Meeting Minutes for April 4, 2018
- B. Call for a Public Hearing (Legislative) Final Infill Annexation Zone Designations (Remaining/Misc. properties). To be heard May 16, 2018.
- C. Call for a Public Hearing (Quasi-Judicial) on changes to the Animal Control Ordinance of the Town of Edgewood. To be heard May 16, 2018.
- D. Call for a Public Hearing (Quasi-Judicial) on changes to the Zoning Ordinance of the Town of Edgewood (Changes are being made to the Zoning Ordinance that reflect the changes made to the Animal Control Ordinance). To be heard May 16, 2018.
- E. Planning & Zoning Report for the month of March 2018
- F. Municipal Court Report for the month of March 2018
- G. Edgewood Police Department Report for the months of February and March 2018
- H. Animal Control Report for the month of March 2018
- I. Librarian Report Quarter 3 FY18

Councilor Abraham requested Item III C. and D. be removed, as the Council would like

to see the proposed documents for the *Call for Public Hearings*.

Councilor Holle requested Item III. H. be pulled for discussion.

MOTION: Councilor Abrams made a motion to approve the Consent Agenda. Councilor Holle seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

Councilor Holle discussed her concerns for Item III. H. Animal Control Report for March 2018. She said the numbers do not add up for the licensing fees and would like the report reviewed and brought back to Council for approval.

IV. DISCUSSION ITEMS:

A. Public Comment on General Matters.

Greater Edgewood Area Chamber of Commerce Executive Director, Linda Burke, announced there are three upcoming events: a Community clean-up event, the Chamber Mixer, and Cowboy Days. She stated the full schedule of events is available on the Chamber website.

B. Staffing Discussion: Judge William White

Judge White spoke about the new Court facility and the equipment needed in the new offices, such as a new computer and projector. He stated the new computer and projector would be minimal costs to the Town as they will be almost fully reimbursed to the Town by the American Civil Liberties Union (ACLU). Judge White expressed the need for a part-time Court Clerk to assist with a number of activities including: Probation follow-ups, DWI follow-ups, Community Service follow-ups, as well as back-up during Court Hearing hours. He stated the Court Clerk Job Description has already been approved by Council. Judge White would like the new hire to be on board by July 2018 to take advantage of up-coming training.

Councilor Abrams suggested the Court consider a full-time Court Clerk and requested a cost estimate for a full-time position as well as the part-time position.

C. Risk Services Presentation: POMS & Associates

Mr. Carlos Torrez of POMS & Associates introduced himself and the services his firm offers. He stated that for the past six months POMS has been working with the Town of Edgewood on its 2018 Risk Service Plan, which includes: Facility Audits, Plan/Review Development, and Training as needed. POMS' services are at no cost, as the NM Self Insurers Fund pays for the services. POMS services are not provided under contract to the Town. POMS will soon be offering safety training in lieu of the Town using the Safety Counseling Agency for training courses.

Councilor Jaramillo asked why the Town's 2018 Risk Services Plan Calendar has Emergency Action Planning scheduled for the Fourth Quarter in October – December, instead of sooner, as it is a current issue.

Mr. Carlos Torrez stated since the Town of Edgewood is relocating offices to new buildings, the Town's immediate concerns are Facility Audits so as to be compliant with regulations.

D. WWTP (Wastewater Treatment Plant) Technical Memorandum: HDR/Rocky Mountain Water & Wastewater/Staff

Deputy Clerk Salazar stated the PER (Preliminary Engineering Report), completed in early 2017, recommended installation of a new Wastewater Treatment Plant. Upon reviewing the PER, NMED (New Mexico Environment Department) requested the Town explore five alternatives to replacing the Wastewater Treatment Plant. The Town contracted with HDR to produce a Technical Memo evaluating the alternatives. Councilor Abraham asked if that Technical Memorandum was available.

Ms. Salazar answered in the negative but that it would be soon.

E. Parks and Recreation Presentation: Roger Holden

Parks and Recreation Director, Roger Holden, presented a status update of activities in the Parks and Recreation Department. He began by introducing Parks and Recreation Advisory Committee members in attendance: Roxie Carpenter, Michael Williams, and Bryce Simons. He also named the other members of the Advisory Committee and thanked all of them for their help.

The presentation started with photos of the recent Easter Egg Hunt at the Soccer Field Park. Police Chief Ron Crow stated the event was a great success with over 750 in attendance. Other subjects presented included: Trails, the Edgewood Caverns, Recreational Facilities and Rules Ordinance, the Professional Services Contract with Roxie Carpenter, Town Road Specifications, the Grant application Mr. Holden is drafting for TAP (Transportation Alternative Program) funds for a trail on Edgewood 7 and Windmill Rd, the Community Assistance Grant awarded by the National Parks Service to help the Town develop a Trail and Open Space Master Plan, Prescription Trails, Section 32, trash problems in Open Spaces, the BMX Park, the Santa Fe County Equestrian Center, the Trestle Bridge, the NMED (New Mexico Environment Department) RAID (Recycling and Illegal Dumping) Grant awarded the Town, the Veterans Memorial, Open Space leases and upcoming meetings.

Mr. Holden then stood for questions from the Governing Body. Mayor Bassett asked about the use of the handicap facilities at the Equestrian Center. Councilor Holle thanked Mr. Holden for his leadership. Councilor Abraham asked about the possibility of a dog park. Councilor Jaramillo asked about costs and next steps. Mr. Holden addressed each question.

V.

ACTION ITEMS:

A. Discussion, Consideration and Action on the appointment of Stephanie Herrera to the Planning and Zoning Commission of the Town of Edgewood

Mayor Bassett introduced Ms. Stephanie Herrera and offered the appointment of Ms. Herrera to the Planning and Zoning Commission of the Town of Edgewood.

Ms. Herrera stated she is an Edgewood resident of 36 years and wants to be involved in the community. She mentioned that she is now working from home which would allow her to attend the Planning and Zoning Commission Meetings.

Councilor Abraham asked where the Planning and Zoning Commissioners live in Edgewood, as she wants to make sure there are no clusters and that the Commissioners reside all over the community.

Mayor Bassett identified the areas where the Commissioners live and confirmed that one Commissioner owns a business in Edgewood. The Mayor stated the Town has more openings and invites anyone interested to come forth.

MOTION: Councilor Abrams made a motion to approve the appointment of Stephanie Herrera to the Planning and Zoning Commission of the Town of Edgewood.

Councilor Abraham seconded the motion.

VOTE: Councilor Jaramillo voted aye. Councilor Abraham voted aye. Councilor Abrams voted aye. Councilor Holle voted aye.
The motion carried.

B. Public Hearing (Legislative): Discussion, Consideration, and Action on Ordinance 2018-02; Town of Edgewood Recreational Facilities Rules and Regulations

Mayor Bassett opened the Public Hearing at 8:05 pm.

Mayor Bassett introduced the Public Hearing for Ordinance 2018-02; Town of Edgewood Recreational Facilities Rules & Regulations. He asked for certification that public notice of this Hearing had been posted as required.

Ms. Salazar answered in the affirmative.

Mayor Bassett read the rules governing a Legislative Public Hearing and then introduced Mr. Roger Holden, Town of Edgewood Parks and Recreation Director.

Mr. Holden presented the Recreational Facilities Rules Ordinance and provided a background of the need for this ordinance, the driving force of which was the noted reluctance of people to pick up after their dogs in our parks.

Mr. Holden then stood for questions from the Governing Body. The Governing Body expressed concerns with sections of the ordinance regarding authorized and prohibited activities, specifically open burning and fireworks. There were questions about whether or not permits should be required for open burning. A discussion ensued about what permits Santa Fe County requires. The consensus was that Santa Fe County requires burn permits even for recreational fires.

Councilor Abrams stated he wanted to see archery be a permitted use in some of the Town's Open Spaces.

Councilor Jaramillo inquired about the use of motorized vehicles being a prohibited activity and asked if that was something that could be allowed or if there was a space for them.

Mr. Holden talked about a City of Albuquerque Open Space Area just south of Edgewood that was very remote and currently for sale. He thought it would be an appropriate place for riders of off-road motorized vehicles.

The discussion then returned to talk of fire and fireworks and how these matters should be addressed in the Ordinance. Consensus was that the Governing Body would like to see a permit required for open burning.

The discussion moved on to fireworks. There was consensus that Legal Counsel should review what is written in the Ordinance.

Mr. Eugene Barela, Edgewood resident, then asked to speak. Mayor Bassett invited him to the podium.

Mr. Barela spoke about the fireworks issue. After providing a brief review of his background, Mr. Barela spoke about the danger of fireworks and the enforcement of current fireworks laws. Finally, Mr. Barela offered to help work with Mr. Holden on this ordinance.

The Mayor asked if anyone else wanted to speak to the issue.

Ms. Cheryl Huppertz spoke about being the victim of a fireworks accident that burned her property. She said she would be in favor of anything that could be done to enforce fireworks rules and regulations. She would like to see enforcement on bans if they are in place.

Police Chief Ron Crow spoke about the difficulty of enforcing a fireworks ban.

Mr. Eugene Barela remarked that the law specifically states, “possession or use” of fireworks.

Mayor Bassett closed the Public Hearing at 8:39 pm.

Mayor Bassett closed the public portion of the Hearing and asked for a motion to continue the Public Hearing.

MOTION: Councilor Abrams made a motion to table the Public Hearing (Legislative): Discussion, Consideration and Action on Ordinance 2018-02; Town of Edgewood Recreational Facilities Rules and Regulations to May 2, 2018. Councilor Holle seconded the motion.

VOTE: Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham voted aye. Councilor Jaramillo voted aye.
The motion carried.

C. Public Hearing (Quasi-Judicial): Discussion, Consideration, and Action on Infill Annexation Zone Designations. Far north area of Edgewood

Mayor Bassett opened the Public Hearing at 8:40 pm.

Mayor Bassett introduced the Public Hearing concerning Discussion, Consideration, and Action on Infill Annexation Zone Designations. Far north area of Edgewood. He asked for certification that public notice of this Hearing had been posted as required.

Ms. Tawnya Mortensen answered in the affirmative.

Mayor Bassett then polled each member of the Governing Body regarding Conflict of Interest and Ex-Parte Communication in this matter.

Councilor Holle stated she had no conflict of interest and had no ex parte communication.

**Councilor Abrams stated he had no conflict of interest and had no ex-part
communication.**

**Councilor Abraham stated she had no conflict of interest but had ex-part
communication during an intermission about questions a community member had.
Mayor Bassett asked if it would affect her ability on hearing or voting on this item.
Councilor Abraham stated no.**

**Councilor Jaramillo stated she had no conflict of interest and had no ex-part
communication.**

**Mayor John Bassett stated he had no conflict of interest and had no ex-part
communication.**

Ms. Mortensen identified the area in question, which is everything north of Venus Rd. She stated the infill annexation was approved in April 2017. She has been tasked with assigning zoning designations for this area. Ms. Mortensen described the process that was followed when assigning the zoning designations.

MOTION: Councilor Abrams made a motion to approve the Action on Infill Annexation Zone Designations. Far north area of Edgewood.
Councilor Abraham seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Abraham voted aye. Councilor Jaramillo voted aye. Councilor Holle voted aye.
The motion carried.

Mayor Bassett Closed the Public Hearing at 8:48 pm

**D. Discussion, Consideration and Action on Ordinance 2018-03 02 making an
amendment to the Town of Edgewood Zone Map.**

Clerk/Treasurer Juan Torres asked that the Ordinance No. be changed from 2018-03 to 2018-02, as the earlier Ordinance did not pass and the Town would like to assign the ordinance numbers in sequence. Councilor Holle also requested an edit to the signature block to read Clerk/Treasurer instead of Deputy-Clerk.

MOTION: Councilor Abrams made a motion to approve Ordinance 2018-02 making an amendment to the Town of Edgewood Zone Map, with the suggested edit.
Councilor Abraham seconded the motion.

VOTE: Councilor Abraham voted aye. Councilor Jaramillo voted aye. Councilor Holle voted aye. Councilor Abrams voted aye.
The motion carried.

**E. Discussion, Consideration and Action on acceptance of the FY 20187 Audit for the
Town of Edgewood**

Clerk/Treasurer Torres stated he had confirmed the date of the Discussion, Consideration, and Action on acceptance of the FY 20187 Audit for the Town of Edgewood with the auditors. He noted it is a State audit rule that the auditors appear before the Governing Body to present the audit. Unfortunately, Mr. Torres has not heard from the auditors today, so he would like to table this item to the next Council Meeting of May 2, 2018.

MOTION: Councilor Abrams made a motion to table the Discussion, Consideration and Action on acceptance of the FY 20187 Audit for the Town of Edgewood.
Councilor Holle seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

F. Discussion, Consideration and Action on Resolution 2018-08 authorizing the execution and delivery of a local government planning grant agreement by and between the New Mexico Finance Authority (the "finance authority"), and the Town of Edgewood (the "grantee"), in the amount of thirty seven thousand five hundred dollars (\$37,500) evidencing an obligation of the grantee to utilize the grant amount and the local match amount solely for the purpose of financing the costs of a preliminary engineering report, and solely in the manner described in the grant agreement; certifying that the grant amount, together with the local match amount and other funds available to the grantee, is sufficient to complete the project; approving the form of and other details concerning the grant agreement; ratifying actions heretofore taken; repealing all action inconsistent with this resolution; and authorizing the taking of other actions in connection with the execution and delivery of the grant agreement.

Supplementary materials to this action item include the Drainage Plan closing reimbursement submittal and other closing documents.

Mr. Torres stated the Resolution was passed in 2016 for the Drainage Study/Preliminary Engineering Report (P.E.R.) The study is complete and the New Mexico Finance Authority (NMFA) informed the Town that the Resolution must be adopted authorizing the Grant, so the reimbursement can be distributed.

Councilor Abraham requested that someone from Bohannan Houston come review the report with the Governing Body and the community.

MOTION: Councilor Abrams made a motion to approve Resolution 2018-08 a Resolution of Record of proceedings relating to the Adoption of Resolution 2018-08 of the Town Council of the Town of Edgewood, April 18, 2018.

Councilor Holle seconded the motion.

VOTE: Councilor Jaramillo voted aye. Councilor Abraham voted aye. Councilor Abrams voted aye. Councilor Holle voted aye.
The motion carried.

G. Discussion, Consideration and Action on the Financial Report for the month of February 2018

Mr. Torres stated closing out some functions on the Treasurer's Report will take a little more time and should be cleaned up in a week or two. He also informed the Governing Body that the Gross Receipts Tax report for March will be available at the first meeting in May.

Councilor Abraham had questions regarding payments made to The Maids cleaning service. She stated that for the month of March, the Town paid \$5,000. She is concerned the Town is over-paying.

Mr. Torres stated the \$5,000 charge was a billing covering many months.

Mayor Bassett asked if there is a contract with The Maids.

Councilor Abraham stated the Police Department has a contract but not the Town Offices or the Library.

Mr. Torres stated he is waiting for the invoices and will get them to Councilor Abraham soon.

Councilor Holle inquired about the \$137.92 charge for East Mountain Veterinary Service in the Judicial Operating Fund. She asked if this could be researched.

MOTION: Councilor Abrams made a motion to accept the Financial Report for the month of February 2018.

Councilor Holle seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

H. Discussion, Consideration, and Action on Resolution 2018-07; A Budget Resolution Authorizing Budget Adjustments

Clerk/Treasurer Torres reviewed Resolution 2018-07; A Budget Resolution Authorizing Budget Adjustments. He identified specific budget adjustments including: the Council Chambers at the New Town Offices, which need a new wireless setup speaker system, as the old system is not compatible, new projectors, and POE switches for the new IT Room. Mr. Torres stated the Municipal Street Fund revenue received from the additional property taxes levied on properties in the Infill Annexation will allow Road Supervisor Mr. Norton Henninger to perform a crack seal over 17 miles of existing paved road. Lastly, the other adjustment will be for the Escrow Tower Fund Revenue and Expenditures required by the Department of Finance & Administration (DFA).

MOTION: Councilor Abrams made a motion to accept Resolution 2018-07; A Budget Resolution Authorizing Budget Adjustments.

Councilor Jaramillo seconded the motion.

VOTE: Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham voted aye. Councilor Jaramillo voted aye.

The motion carried.

I. Discussion, Consideration, and Action on Ordinance 2018-04 03; An Emergency Ordinance declaring hazardous fire conditions and imposing restrictions on open fires, smoking and other ignition sources.

Mayor Bassett informed the Edgewood community that Santa Fe County has adopted an Emergency Ordinance Declaring Hazardous Fire Conditions and Imposing Restrictions on Open Fires, Smoking, and Other Ignition Sources. He stated he would like to follow Santa Fe County and pass an Ordinance adopting the same conditions. He concluded by stating, Ordinance 2018-03, would be in effect for 90 days, pushing hazardous fire conditions to the end of July 2018.

MOTION: Councilor Abraham made a motion to authorize Ordinance 2018-03; An Emergency Ordinance declaring hazardous fire conditions and imposing restrictions on open fires, smoking and other ignition sources. Councilor Abrams seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Abraham voted aye. Councilor Jaramillo voted aye. Councilor Holle voted aye. The motion carried.

VI. ANNOUNCEMENTS and/or CALENDAR REVIEW.

A. Next Regular Council Meeting – May 2, 2018 @ 6:30 p.m.

VII. CLOSING DISCUSSION ITEMS

A. Matters from the Mayor
None.

B. Matters from the Councilors

Councilor Abraham had no items for discussion and deferred her discussion items to the next meeting when *Discussion from the Mayor and Councilors* would be placed back in its normal place in the agenda instead of being displaced to the end of the meeting.

Councilor Jaramillo had questions on the processes and procedures of adding or removing items from the agenda in regard to Public Hearings. There was discussion among the members of the Governing Body about Public Hearings and specifically *Calls for Public Hearings* with the consensus being that the members of the Governing Body would like to see more information in the agenda packet when permission to *Call for a Public Hearing* is being requested

Councilor Jaramillo had one other item that came from the Closed Session last week.

Councilor Abrams cautioned that no items from Closed Session should be discussed.

Councilor Jaramillo indicated she did not want to discuss the information from the Closed Session only that she would like to see the Town put in place a procedure for the acceptance of donated property. She would like to see an item to that effect placed on a

future agenda. Councilor Jaramillo noted that Valencia County had a good example of such a procedure.

Mayor Bassett asked Councilor Jaramillo to not email about any discussions held in Closed Session, and if any questions regarding Closed Session need clarification to please come into the Office to discuss.

Councilor Jaramillo also asked when a public meeting would take place for the discussion of Wastewater phases, build out, and maps.

Councilor Abraham would like to know steps, plans, and cost.

Deputy Clerk Carla Salazar stated the vision now is theoretical, as the process is distant from being finalized.

Councilor Holle informed the community that the First Choice slab layout should be complete in two weeks. She mentioned due to construction safety, if winds exceed 25 mph the Contractors are required to shut down construction. Councilor Holle expressed her appreciation to all volunteers, as the upcoming week is National Volunteer Week.

C. Matters from the Clerk/Treasurer

Mr. Torres asked the Governing Body to review calendar dates for a Budget Workshop with Staff. He stated the weeks of May 7th or 14th would best suit the Office. After reviewing possible dates, the Governing Body chose May 1, 2018.

Councilor Abraham requested the Budget Workshop be recorded.

VIII. CLOSED SESSION:

A. As per motion and roll call vote, pursuant to NMSA 1978, (H) (8) the following will be discussed in Closed Session: discussion of the purchase, acquisition, or disposal of real property (§ 10-15-1(H) (8).

MOTION: Councilor Abrams made a motion to go into Closed Session at 9:27 pm, pursuant to NMSA 1978, (H) (8) the following will be discussed in Closed Session: discussion of the purchase, acquisition, or disposal of real property (§ 10-15-1(H) (8).

Councilor Holle seconded the motion.

VOTE: Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham voted aye. Councilor Jaramillo voted aye.
The motion carried.

MOTION: Councilor Jaramillo made a motion to come back into Open Session at 9:53 p.m., and affirmed that only discussion pertaining to the purchase, acquisition or disposal of real property took place in the Closed Session and no decisions were made.

Councilor Abrams seconded the motion.

VOTE: Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham voted aye. Councilor Jaramillo voted aye.

The motion carried.

Councilor Abraham affirmed that only discussion pertaining to the purchase, acquisition or disposal of real property took place in the Closed Session and no decisions were made.

Councilor Jaramillo affirmed that only discussion pertaining to the purchase, acquisition or disposal of real property took place in the Closed Session and no decisions were made.

Councilor Abrams affirmed that only discussion pertaining to the purchase, acquisition or disposal of real property took place in the Closed Session and no decisions were made.

Councilor Holle affirmed that only discussion pertaining to the purchase, acquisition or disposal of real property took place in the Closed Session and no decisions were made.

Mayor Bassett affirmed that only discussion pertaining to the purchase, acquisition or disposal of real property took place in the Closed Session and no decisions were made.

IX. ADJOURN

MOTION: Councilor Abrams made a motion to adjourn the meeting of April 18, 2018.
Councilor Abraham seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

Mayor Bassett adjourned the meeting of April 18, 2018 at 9:54 p.m.

PASSED, APPROVED, AND ADOPTED THIS 6th day of JUNE 2018.

John Bassett, Mayor

ATTEST:

Juan Torres, Clerk/Treasurer

Initials

**MINUTES
TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING - MAY 2ND, 2018 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD**

CALL TO ORDER.

Mayor Bassett called the meeting to order at 6:30 p.m.

Councilors Present: Audrey Jaramillo, Sherry Abraham, John Abrams, and Linda Holle.

Also Present: Clerk/Treasurer Juan Torres, Chief Ron Crow, Deputy Clerk Carla Salazar, and Staff Rebecca Sanchez.

PLEDGE OF ALLEGIANCE.

Chief Ron Crow arrived at 6:33 pm

I. APPROVAL OF AGENDA.

Mayor Bassett informed Council that Consent Agenda Item II. A. has been requested to be removed from the meeting agenda.

MOTION: Councilor Abrams made a motion to approve the Agenda.
Councilor Abraham seconded the motion.

MOTION: Councilor Abrams amended his motion to approve the Agenda, omitting Item II. A.
Councilor Abraham seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

II. CONSENT AGENDA.

- A. Town Council Meeting Minutes for April 18, 2018
- B. Planning and Zoning Meeting Minutes for February 19, 2018
- C. Planning and Zoning Meeting Minutes for April 2, 2018
- D. Road Department Report for the 1st Quarter 2018.
- E. Call for a Public Hearing (Legislative) on an Ordinance Governing Procurement for the Town of Edgewood. To be heard June 6, 2018.
- F. Call for a Public Hearing (Quasi-Judicial) on the application of Thomas S. Torres for a Zone Change on two lots, from RS (Residential Services) to C2 (Commercial Business) at Lot 25-A (32 Cactus Rd), Edgewood Estates, T10N R7E SEC 27 NMPM of 1.564 acres and Lot 25-B (28 Cactus Rd) T10N R7E SEC 27 NMPM of 1.565 acres. Edgewood, Santa Fe County, New Mexico. To be heard June 6, 2018.
- G. Call for a Public Hearing (Quasi-Judicial) Application for New Mexico Development, LLC for a Zone Change of 1.30 acres, from RS (Residential Services) to C2 (Commercial Business) at Lot 9 Blk 2, Carl's Subdivision of T10N R7E SEC 27 Edgewood, Santa Fe County, New Mexico (21 Main Street). To be heard June 6, 2018

MOTION: Councilor Abrams made a motion to approve the Consent Agenda,

omitting Item II. A.
Councilor Abraham seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

III. DISCUSSION ITEMS:

A. Public Comment on General Matters.

Chuck Ring

Former Councilor Chuck Ring spoke about Section 32 and access from Los Cerritos. He came away from a meeting about that subject believing it is best for the Town to look into getting access into Section 32 from somewhere other than Los Cerritos.

Linda Kallish

Ms. Kallish requested the dates the sewage system and the re-zoning discussions had taken place because of the innuendo and gossip she has heard. Ms. Kallish and Mayor Bassett had a back and forth conversation about the subjects and how to get more information.

Evelyn Vinogradov

Ms. Vinogradov spoke about Voter Registration. She is a VRA (Voter Registration Agent) who is actively registering new voters at local high schools. 400 students have been registered. Ms. Vinogradov's question to Council was how to motivate the students to vote, as she was very disappointed in the voter turnout at the last municipal election.

B. Matters from the Mayor

None.

C. Matters from the Councilors

a. Councilor Audrey Jaramillo requested full details of the Wastewater Plans for the Town of Edgewood.

b. Councilor Sherry Abraham spoke about the many water association meetings she has attended. She stated at the New Mexico Rural Water Conference held in Albuquerque, discussion included decentralized wastewater systems. She stated the wave of the future is smaller package plants for the wastewater systems, which means less wastewater lines to maintain. She added another item addressed was wetlands. Councilor Abraham would like to bring the guest speaker to speak to the Town of Edgewood. Councilor Abraham also attended a meeting at MRCOG, which addressed a Master Ordinance for fracking to be uniform across the state.

She also attended the Advanced Municipal Officials Leadership Institute (MOLI) training, noting it was very beneficial and educational.

Councilor Abraham inquired about The Maids invoices and asked if they are available for review, as she believes they may have been overpaid.

c. Councilor John Abrams is concerned about the Town of Edgewood's

traditional trails, noting these trails are impacting neighborhoods and private property owners. He is concerned for the safety of the community and would like to find a solution.

- d. Councilor Linda Holle participated in this week's community walk through Section 16. She announced that the next community walk will be on May 14, 2018 at 5:30 pm, beginning at the Town of Edgewood Soccer Field. Councilor Holle informed the community that the Library is kicking off their 2018 Summer Reading Program. Registration runs May 14th – June 2nd. She also noted that voter registration for the Primary Elections has a deadline of May 8th and early voting will run Saturday, May 19th – June 2nd at the former Edgewood Elementary School's south building.

D. Matters from the Clerk/Treasurer

Mr. Torres gave an update on the new facilities and what was left to do. He then thanked members of the Governing Body for attending the budget hearing and apologized for not getting them the information prior to the meeting as his mandatory attendance at Clerks' school interfered with his time to prepare.

IV. ACTION ITEMS:

- A. Discussion, Consideration and Action on the appointment of Steve Foxe to the Planning and Zoning Commission of the Town of Edgewood

Mayor Bassett put forward the name of Mr. Steve Foxe for appointment to the Planning and Zoning Commission of the Town of Edgewood. He then asked Mr. Foxe to stand and address the Council.

Mr. Foxe introduced himself and gave a brief history of his experience. He expressed his willingness and desire to serve.

MOTION: Councilor Abrams made a motion to approve the appointment of Steve Foxe for the Planning and Zoning Commission.
Councilor Holle seconded the motion.

VOTE: Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham voted aye. Councilor Jaramillo voted aye.
The motion carried.

- B. Public Hearing (Legislative) – Continued from the meeting of April 18, 2018: Discussion, Consideration and Action on Ordinance 2018-03; Town of Edgewood Recreational Facilities Rules and Regulations.

Mr. Roger Holden, Parks and Recreation Director, was unable to attend the meeting; so Mayor Bassett reviewed the changes Mr. Holden had made to the previous version of the draft ordinance. The following were the most substantial changes:

Under authorized activities, Mr. Holden removed all mention of open burning activities and moved them to the permitted section.

Councilor Abraham asked if people would need two permits to open burn now, one from the Town and one from Santa Fe County Fire.

The Mayor answered that he believed so.

Councilor Abraham asked if there would be a charge.

Both Mayor Bassett and Councilor Abrams answered no.

Councilor Holle presented information to Council provided by Edgewood resident, Mr. Eugene Barela to Mr. Holden. It was the State of New Mexico Firework and Safety Act, specifically Section 60-2C-8, which states that fireworks shall not be sold or used on state forest land, wildlands or bosque. She went on to say that she is leery of allowing even limited fireworks in our park/open space areas and would ask Mr. Holden to fine tune this proposed ordinance so the Town can restrict fireworks where possible.

Councilor Abraham agreed and asked that perhaps we send this back to the attorney with the information Councilor Holle provided.

Councilor Abrams suggested we might also want to move the section dealing with fireworks into the permitted section as well and that way we could say fireworks would not be allowed unless they were permitted.

All members of the Governing Body then discussed what could be moved to permitted activities.

Councilor Jaramillo cautioned that if Staff knows the information or it can be researched in-house then perhaps the Town won't have to go the attorney for clarification. Mayor Bassett agreed.

Mayor Bassett asked if any members of the public would like to speak.

Mr. Eugene Barela came forward to reiterate what the State of New Mexico Firework and Safety Act does and does not allow.

Mayor Bassett then asked for a motion.

MOTION: Councilor Abrams made a motion to table the Public Hearing (Legislative) Continued from the meeting of April 18, 2018: Discussion, Consideration and Action on Ordinance 2018-03; Town of Edgewood Recreational Facilities Rules and Regulations to May 16, 2018.
Councilor Holle seconded the motion.

VOTE: Councilor Jaramillo voted aye. Councilor Abraham voted aye. Councilor Abrams voted aye. Councilor Holle voted aye.
The motion carried.

C. Discussion, Consideration and Action on acceptance of the FY 2018 Audit for the Town of Edgewood.

Mr. Albert Hwu, CPA with Harshawal & Company LLP, presented the 2017 Audit Report of the Town of Edgewood. Mr. Hwu gave a PowerPoint presentation of the audit. He highlighted and expanded on the following items:

- The audit team members;
- The audit result and their opinion;
- Internal control over financial reporting during which he reported two findings;
 - Violation of Anti-Donation and Procurement Code - The Town contracted with the Edgewood Chamber of Commerce (the Chamber) for \$1,000 per month for the Chamber to perform certain services. There is nothing in the contract that states the value of the services and the list of services is so vague that it is not possible to determine the value of the services or if the services were performed. The Town did make progress in resolving this finding. During fiscal year 2017, the contract with the Chamber was terminated and the last payment for such services was made in August 2016.
 - Timely Deposits - During the testing of cash receipts, two cash receipts totaling \$718 were not deposited into a financial institution by the close of the next business day. The Town did not make any progress in resolving this finding.
 - Improper Mileage Reimbursement - During testing of travel and per diem, the auditors noted 7 of 32 instances totaling \$632, where employees were reimbursed at the rate of \$0.55 per mile instead of the maximum allowed rate of \$0.54 per mile.
- The status of prior year's findings and questioned costs;
- The required communication; and
- The overview of fraud discussion

Mr. Hwu then stood for questions from members of the Governing Body.

Councilor Abraham asked which members of the Governing Body he spoke to.

Mr Hwu responded that he spoke to Mayor Bassett.

Councilor Jaramillo asked if Mr. Hwu was going to go over the financial statement himself.

Mr. Hwu answered that he was not.

Councilor Jaramillo noted to Council that under "other services" the audit firm prepares financial statements as well.

Councilor Jaramillo asked Mr. Hwu to cover the audit opinion.

Mr. Hwu stated he did not have a slide for that in his presentation but that the audit opinion was an unmodified opinion in which the auditor concludes that the financial statements of a given entity are presented fairly, in all material respects, in accordance with generally accepted accounting principles.

Councilor Jaramillo then had some comments on the content of the audit itself. She did not believe her observations rose to the level of holding up approval of the audit, but she wanted to point them out to Mr. Hwu. Councilor Jaramillo's comments were as follows:

- The Library and Recreation Fund had negative fund balances
- The Libraries Capital Asset Fund, Additions to the Library look to her as if they went into the infrastructure line item but maybe should be coded to furniture and equipment
- On the GASB 77 Disclosure there is a note of such a disclosure but the actual amount we don't receive is not disclosed. Councilor Jaramillo stated that she herself is curious how much the Town has abated and does not receive.
- Finally, Councilor Jaramillo touched on the findings and specifically the Chamber contract and the anti-donation clause. She stated if it were to be an exchange transaction and if the Town fully understood what the Chamber was providing to the Town as far as a benefit and if it was a little clearer that would not have been a finding.

Mr. Hwu concurred with her point about the finding.

Councilor Jaramillo then commented that the finding regarding the 72 hour rule and deposits she found was hard for small municipalities to avoid.

Clerk/Treasurer Juan Torres concurred.

Councilor Jaramillo ended with congratulations to the Staff on the audit. Councilor Holle concurred.

MOTION: Councilor Abrams made a motion to accept the FY 2018 Audit for the Town of Edgewood.
Councilor Abraham seconded the motion.

VOTE: Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham voted aye. Councilor Jaramillo voted aye.
The motion carried.

D. Discussion, Consideration and Action on acceptance of the Financial Report for the Month of March 2018

Mr. Torres presented the Financial Report for the month of March 2018 and asked Council to note the increase on the GRT side, specifically the construction GRT. He also noted all the reimbursements that were referenced on this report and then stood for questions from the Governing Body.

MOTION: Councilor Abrams made a motion to accept the Financial Report for the Month of March 2018.
Councilor Holle seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

V. ANNOUNCEMENTS and/or CALENDAR REVIEW.

- A. Next Regular Council Meeting – May 16, 2018 @ 6:30 p.m.
 - a. Public Hearing (Quasi-Judicial) Final Infill Annexation Zone Designations (Remaining/Misc. properties).
 - b. Public Hearing (Legislative) on Town of Edgewood Blasting Ordinance.

VI. ADJOURN

MOTION: Councilor Abraham made a motion to adjourn the meeting of May 2, 2018.
Councilor Abrams seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

Mayor Bassett adjourned the meeting of May 2, 2018 at 8:01 p.m.

PASSED, APPROVED, AND ADOPTED THIS 6th day of JUNE 2018

John Bassett, Mayor

ATTEST:

Juan Torres, Clerk/Treasurer

Initials

Dear Mayor Bassett,

I would like to be considered for a position on the lodger's tax board for the Town of Edgewood. I am the manager of Alta Mae's Heritage Inn Bed and Breakfast and Event Center. Tourists often stay in our guest rooms and many area residents use our facility to celebrate special family events, such as weddings, showers, graduations and meetings. Serving the tourists at Alta Mae's Heritage Inn gives me the experience needed to advise spending tax dollars collected to promote tourist attractions and facilities in the area.

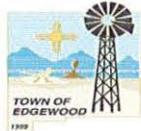
Sincerely,

Karen Bardwell

Karen Bardwell

Manager of Alta Mae's Heritage Inn





**TOWN OF EDGEWOOD
TOWN COUNCIL
AGENDA ITEM
STAFF REPORT**

Meeting Date & Time: June 6, 2018 at 6:30 PM

* Public Hearing

Agenda Item # IV.B

* ZC 2018-02-012

Subject/Issue: Zone Change

MEETING DATES

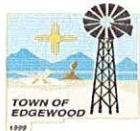
P & Z 4/2/18				
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OBJECTIVE/BACKGROUND OF AGENDA ITEM:

Application for New Mexico Development LLC for a Zone Change of 1.30 acres, from RS (Residential Services) to C2 (Commercial) at Lot 9 Blk 2, Carl's Subdivision of T10N R7E SEC27, NMPPM Edgewood, New Mexico, Santa Fe County. (21 Main Street)

ATTACHMENTS:

- P & Z Minutes from 4/2/18
- Application for Zone Change
- Warranty Deed
- Copy of Plat
- Site Plan
- Written description of proposed operation
- Agent's Authorization Form
- Google Earth Image
- Image from SFC Assessors Map
- Image of TOE Zoning Map
- Copy of P&Z Minutes from 1/26/04
- Road Supervisor Review
- Copy of Zoning Ordinance Section 22 C2 Commercial Business Zone
- Copy of Zoning Ordinance Section 19 RS Residential Services Zone
- Copy of Floodplain Data Map
- Letter to abutters



**TOWN OF EDGEWOOD
TOWN COUNCIL
AGENDA ITEM
STAFF REPORT**

DISCUSSION/ANALYSIS:

- 21 Main is currently zoned RS – Residential Services
- Property is bordered by C2 Commercial (south of property), R4 Manufactured Home Residential Zone (north of property), R1 Residential 1-acre Zone (west of property) and R5 Residential Mixed-Use (east of the property).
- Located on Main Street and Cactus Rd which is 20 feet wide and not paved
- No reason was given for the proposed zone change
- On 4/2/18, Planning and Zoning heard this case during a regularly scheduled meeting. After listening to staff's presentation and the applicant's presentation, the P&Z Commissioners voted to send the Zone Change request to Town Council for consideration.

RECOMMENDATION:

In 2004 Dennis Engineering petitioned to be annexed into the Town of Edgewood and requested RS (Residential Services) Zoning at the time of annexation. The reasoning behind this particular zoning designation was due to Dennis Engineering's plan to build their new office on the property. (See attached P&Z Meeting Minutes from 1/26/04) They were granted RS Zoning. Staff did not receive a reason behind the zone request. Recommendation: 21 Main should remain with RS Residential Services Zoning. Their current zoning suits their current business and it suits the neighborhood as well.

MINUTES

TOWN OF EDGEWOOD

PLANNING & ZONING COMMISSION MEETING

April 2, 2018 AT 6:00 PM

27 E. Frontage Rd Community Center

1) Call to Order-Roll call.

Chairman Stanton called the meeting to order with a roll call at 6:01 P.M.

Commissioners Present: Commissioner Cheryl Huppertz, Commissioner James Lee, Commissioner Glenn Felton

Commissioners Absent: Commissioner Craig Wood

Staff Present: Tawnya Mortensen, Michelle Schmidt

Public Present and signed in:

Tom Torres

Geri Salazar

Cynthia Burke

Laura Perez

Don Wood

Julia Wood

Steve Endean

Lisa Covell

2) Approval of Agenda.

Chairman Stanton asked for a motion to approve the agenda. Tawnya Mortensen informed the Chairman that because of the recent changes in the Commissioners, there would need to be a vote for Vice Chair and Secretary. Commissioner Lee motioned to approve the agenda with adding the addition of voting for officers. Commissioner Huppertz seconded the motion. All voted aye.

Action: The Agenda was approved unanimously with the change.

3) Approval of the Minutes of 2/19/18

Chairman Stanton asked if there were any changes or corrections to the Draft Planning & Zoning Minutes for February 19, 2018. With no changes, Chairman Stanton entertained a motion.

Commissioner Huppertz motioned to approve the minutes from February 19, 2018 with Commissioner Lee seconding the motion. All voted aye.

Action: The Minutes of February 19, 2018 were approved.

4) Voting of Officers

Chairman Stanton introduced the next item and explained to all in attendance that the Commission had lost one of its members. He went on to say that on March 28, 2018, Commissioner Dulaney Barrett passed away. He will be greatly missed. Chairman Stanton asked for nominations for Vice Chairman. Commissioner Huppertz nominated Commissioner Felton for Vice Chairman and he accepted the nomination. Commissioner Lee followed with a second. All voted aye and Commissioner Felton will serve as the Planning & Zoning Vice Chairman.

Chairman Stanton asked for nominations for Secretary. Commissioner Felton nominated Commissioner Huppertz for Secretary and she accepted. Commissioner Lee seconded the

nomination. All voted aye. Commissioner Huppertz will serve as the Planning & Zoning Secretary.

5) **Action Item: Zone Change Recommendation to Town Council – Application of Bryan Hackett representing Fellow Laborers for Christ (Woods End Church) for a Zone Change of 2.348 acres, from SU (Special Use) to C2 (Commercial Business) at Tract 4-A-1-B Lands of Fellow Laborers with Christ located in the SE ¼ of T10N R7E SEC 21 Edgewood, Santa Fe County, New Mexico aka 0 Pinto Rd.**

Chairman Stanton introduced the next item on the agenda and explained that the Planning & Zoning Commission would recommend the change to the Town Council but they would be the ones to have the final decision. Tawnya Mortensen began with reading the Staff Report and giving the recommendation of denying the request due to driveway spacing issues. She went on to read that Commercial Zoning makes sense for this lot due to its location. However, driveway access will be a problem. (Driveways too close) Access entered off Pinto Road may be problematic because it serves multiple residents, and is currently a dirt road which has had multiple complaints of fugitive dust. A commercial business may have a negative impact on the residents of Pinto Road. She also explained that the driveways would have to be 375 feet apart which would be achievable from the commercial property on the north to where the entrance would be at the applicant's property but then it would only be 115 feet or so from Pinto Road to the applicant's property. Commissioner Felton asked if the property in question was in a flood zone. Tawnya answered that no it is not according to the National Flood Zone Website but this may be a property that has not had a study done on it yet. Chairman Stanton why the application had the request listed from C1 but changed to C2. Tawnya explained that the applicant was unaware of the difference and she added the email exchange in the packet so they could see that the applicant did want C2 after all. C2 Commercial Zoning gives more options and is a more "beefy" commercial zone than C1. Chairman Stanton asked if there were any further questions. Since there weren't any other questions for staff Chairman Stanton opened it up to questions and comments in the audience. First to speak on the topic was Laura Perez who lives on Pinto Rd adjacent to the lot in question. Her concerns were the dust that Pinto Road already kicks up and makes her sick. She is afraid that a commercial business on that lot would cause more traffic down that road and will make things worse. Tawnya Mortensen added that she had a call from a resident that also lives on 9 Pinto Road who is also against this zone change. Commissioner Felton asked staff that if this lot were to be zoned C1 rather than C2 would that affect the driveway spacing. The answer to that question was no it would not. They would still have to follow the driveway spacing standards for commercial property. A brief discussion ensued about the spacing between the driveways if this property were to be granted the zone change. Commissioner Felton asked if it appeared that the access would have to be off Pinto Road and Ms. Mortensen said yes that it looked like that would be the access. Commissioner Felton asked if the driveway spacing would be different if the zoning were to be changed to RS, Residential Services. Tawnya answered that yes it would be different but it's still up to NMDOT since it's on NM344. Chairman Stanton asked if things would be different if the properties had a shared easement. Ms. Mortensen said yes that could work if they created an easement and then the property on the south vacated the driveway that they are currently using and used the new access. Commissioner Felton added that the property that it is a pretty steep incline so that may not work. Chairman Stanton asked if the applicant was present and he was not. Chairman Stanton asked what is staff's recommendation. Tawnya answered that due to the driveway spacing issues she recommends denial. She also added that after several attempts to

contact NMDOT to have them weigh in on where they would allow driveway access she still has not heard from them. Commissioner Huppertz motioned to deny the recommendation for zone change to Town Council with Commissioner Felton seconding the motion. All voted aye.

Action: The motion to send to Town Council was denied.

6) **Public Hearing Request for Subdivision – Application of Don and Julia Wood for a Subdivision (1 lot into 4) of 15 acres at NE $\frac{1}{4}$ of SE $\frac{1}{4}$ and N $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ of NE $\frac{1}{4}$, Edgewood Estates, T10N R7E SEC 27 NMPM, Edgewood, Santa Fe County, New Mexico (aka 61 Pinon Rd)**

Chairman Stanton introduced the next item and read the Quasi-Judicial Procedure to all in attendance. He asked each Commissioner to state whether or not they had a conflict of interest or ex parte communication. Commissioner Lee – No conflict of interest or ex parte communication, Commissioner Huppertz – No conflict of interest or ex parte communication, Commissioner Felton – No conflict of interest or ex parte communication. Chairman Stanton asked if anyone present had any issue with him residing over this Hearing, no one did. Chairman Stanton then stated that he didn't have any conflict of interest or ex parte communication. He then swore in all that would be giving testimony. Tawnya Mortensen, Don Wood and Julia Wood were sworn in. Chairman Stanton asked staff to begin with the staff report. Tawnya read the report which stated that the subdivision has proper road access to all 4 lots (Access by Pinon Rd, Quail Trail and Park Rd), the Subdivision has utilities to all 4 lots, the subdivision is in the Flood Zone X (Outside the 500-year Flood Plain). Tawnya Mortensen also explained that the Technical Advisory Committee met on 3/20/18. Members included Tawnya Mortensen, Planning & Zoning Administrator, Norton Henninger, TOE Road Supervisor, and Renee Nix, Santa Fe County Fire Inspector. The Committee found that all proposed subdivided lots will have access from a publicly maintained road and all utilities are available to each lot as well. This proposed subdivision meets all requirements. Tawnya Mortensen went on to add that since this proposed subdivision meets all requirements for Preliminary and Final Plat, staff recommends approval. Chairman Stanton asked the applicant to speak. Julia Wood approached the podium and explained that they had purchased the 15-acre lot as an inheritance for their daughters but they didn't need any inheritance now. Because of that, they are going to subdivide the lot into four pieces and sell them off.

Chairman Stanton asked if the Commissioners had any questions for the applicant. There were none. Chairman Stanton then asked if there was anyone present that would like to speak against the subdivision. No one came forward. Chairman Stanton asked if there was anyone present that would like to speak for the subdivision. Tom Torres raised his hand to speak but had not been sworn in. Chairman Stanton swore Mr. Torres in. Mr. Torres came forward and said that he supported the subdivision and that it was a great piece of land that would make for a good development which is what Edgewood needs. Chairman Stanton asked if there were any other questions. Commissioner Felton asked if the road that would give access to these proposed lots were in fact town roads. Tawnya answered that yes there were town roads. She went on to explain which lots would be accessed by which road. Chairman Stanton asked if there were any other questions and there wasn't, so he closed the Public Hearing. Chairman Stanton entertained a motion. Commissioner Felton motioned to approve the subdivision with Commissioner Lee seconding the motion. Roll call vote was conducted. Commissioner Lee – aye, Commissioner Huppertz – aye, Commissioner Felton – aye.

Action: The motion to approve the Subdivision of Don and Julia Wood was approved unanimously.

7) Action Item for Zone Change Recommendation to Town Council – Application for Thomas S. Torres for a Zone Change on two lots, from RS (Residential Services) to C2 (Commercial Business) at Lot 25-A (32 Cactus Rd), Edgewood Estates, T10N R7E SEC27 NMPM of 1.564 acres and Lot 25-B (28 Cactus Rd) T10N R7E SEC 27 NMPM of 1.565 acres, Edgewood, Santa Fe County, New Mexico.

Chairman Stanton introduced then next item and asked staff to present. Tawnya Mortensen began reading from the staff report which stated both lots are currently vacant are zoned RS – Residential Services. The properties are bordered by C2 – Commercial Business, north of the property, R1 – Residential 1 Acre Lot, east of the property, AG – Agricultural, west of the property, and R5 Residential Mixed-Use south of the property. The properties are located on Cactus Rd which is 20 feet wide and not paved. She added that no reason was given with the application for the proposed zone change. The speed limit on Cactus Road is 30 mph in this area so driveway spacing must be 270 feet. She went on to add that the current zoning of 32 Cactus Rd and 28 Cactus Rd is RS Residential Services which is very fitting for this area. It is also zoning that was requested upon petitioning to be annexed into the Town of Edgewood in 2004. There is commercial on the north end where Cactus meets Church Street. The idea behind RS is to transition from C2 to Residential but still allow a business that fits in a residential area and will not cause a negative impact on the residents in the area. The area has a large amount of residential and, Commercial zoning could possibly upset the balance of this neighborhood. Staff recommends keeping the RS zoning. Commissioner Huppertz asked what commercial business bordered these lots. Ms. Mortensen answered that EPCOR was directly to the north. Commissioner Felton asked what the lot on the other side was zoned. Mr. Torres spoke up from the audience and said that the lot was not R5 as stated in the staff report but it was RS as well. Ms. Mortensen agreed that she had overlooked that in the staff report. Chairman Stanton asked if there were any additional questions for staff. Commissioner Huppertz asked if they could put small businesses now with the RS Zoning.

Tawnya answered that yes, a small business could go in RS. Tom Torres approached the podium to speak on the zone change request. He began with stating that he has lived there on Cactus for 20 years and the intent of the zone change is so that new facilities could be built for EPCOR. He also stated that the speed limit used to be 25 until someone contested it in court and it was raised to 30 mph. He went on to add that the intent is to develop both lots at the same time with one being a two-vehicle garage and the other becoming administrative offices for EPCOR. The setup that they have now is not convenient with customers driving through the whole property. Security is also an issue. He stated that there will only be one entrance which will help. He added some history on usage of Cactus Rd and how often it has been used. Mr. Torres also added that he requested that sewer be added on the ICP to run down Cactus and he believes that it has been added.

Commissioner Lee asked if there would be a parking lot there and Mr. Torres answered that yes there would be one that would fall under whatever C2 standards required. Chairman Stanton asked if the things he was planning on doing on the property couldn't be done under his current zoning? Mr. Torres said it would be difficult. He then went onto explain that he would have access to both lots where one would be parking and one would be the buildings. Tawnya Mortensen then asked if he was planning on keeping the lots separate or remove the lot line. He was planning on keeping them separate. Tawnya Mortensen added that he would be able to build his administrative offices and shop under RS Zoning. Mr. Torres came back to explain only under Conditional and he'd rather it be something that was allowed. Mr. Torres said RS has become more limited for what is

allowed then when it was first created. Ms. Mortensen asked what the square footage would be for his proposed buildings. Mr. Torres answered 2,000 – 3,000 square feet. Tawnya stated that size would be allowed under RS Zoning. Mr. Torres added that these two lots have all the utilities “minus the sewer which should be coming soon.” There’s also a fiber optic line there which will provide faster internet which is needed. Commissioner Lee asked how many employees would this facility house. Tom Torres answered that they currently have six (6) employees but would like to have as many as twelve (12) but that will take time and growth. Commissioner Lee asked if they would tie into the sewer system or would they have a septic system. Mr. Torres said that this will depend on the sewer coming into the area which is being designed today. He then added that it won’t get built unless there is sewer. Commissioner Lee asked if he could do septic there and Mr. Torres answered that he would not do septic. Commissioner Huppertz stated that this seems to be a reasonable request since it is for EPCOR and they don’t have enough room where they are working now unless they can do what they need under their current zoning. Mr. Torres then stated that the purpose for RS is to provide a buffer between Commercial and Residential and there will still be a buffer with the lot that is to the south of them. A brief discussion ensued about the lot to the south possibly not being buildable due to the drainage easement and small draw that runs through it. Commissioner Felton asked if he was requesting a zone change for 25-C and Mr. Torres answered that no it belongs to his sister in law and brother in law and they want to build a service business there which is more fitting for RS. Mr. Torres also explained that when it comes to funding, it’s hard to get funding and insurance when you have a property zoned that allows residential activity. It’s a detriment. Chairman Stanton asked a member of the audience who wanted to speak to come forward. Lisa Covell came forward and stated that she was in favor of this zone change since it was for EPCOR. She owns properties on Park Road which is behind the properties in question. With no other questions, Chairman Stanton entertained a motion. Commissioner Huppertz motioned to approve the recommendation for a zone change from RS Residential Services to C2 Commercial Business and send to Town Council for consideration. Commissioner Lee seconded the motion. All said aye.

Action: The recommendation for zone change to send to Town Council for consideration was approved.

8) Action Item for Zone Change Recommendation to Town Council – Application for New Mexico Development, LLC for Zone Change of 1.30 acres, from RS (Residential Services) to C2 (Commercial Business) at Lot 9, Blk 2, Carl’s Subdivision of T10N R7E SEC 27 Edgewood, Santa Fe County, New Mexico (21 Main Street)

Chairman Stanton introduced the next item and asked staff to present. Tawnya Mortensen began by going over the staff report which stated that in the discussion and analysis portion the following was found: 21 Main is currently zoned RS – Residential Services; Property is bordered by C2 Commercial (south of property), R4 Manufactured Home Residential Zone (north of property), R1 Residential 1-acre Zone (west of property) and R5 Residential Mixed-Use (east of the property); Located on Main Street and Cactus Rd which is 20 feet wide and not paved; and No reason was given for the proposed zone change. She went on to add her staff recommendation which read: In 2004 Dennis Engineering petitioned to be annexed into the Town of Edgewood and requested RS (Residential Services) Zoning at the time of annexation. The reasoning behind this particular zoning designation was due to Dennis Engineering’s plan to build their new office on the property. They were granted RS Zoning. Staff did not receive a reason behind the zone request. Recommendation: 21 Main should remain with RS Residential

Services Zoning. Tawnya Mortensen added that when looking at a zone change you have to ask the question of "Why is what you are currently zoned now wrong?" Chairman Stanton asked if there were any questions for staff. Tawnya wanted to add that she went back and forth on this one because the property is surrounded by C2 all the way down Main Street but in the end, because they had originally asked for RS and it is fitting then she recommended it stay RS. Tom Torres spoke from the audience to give clarification that when this all went in the properties were all residential so RS was the best option. A brief discussion continued about how the area itself has changed. Commissioner Felton stated that what Dennis Engineering originally requested was to build his office with 16 parking spaces and that is what is currently there. So, what has changed? Geri Salazar asked if she could approach the podium? Geri Salazar was the authorized agent for NM Development, LLC (applicant). She began by clarifying that the building does not belong to Dennis Engineering, it belongs to NM Development LLC. She went on to say that back then RS was put in place to transition from residential to commercial and now there's commercial along Main Street and all the utilities are present so it makes sense to continue the commercial corridor. Ms. Salazar gave history on the building and the intent to lease portions of it to other businesses. She also added that they measured Cactus Rd and on the north end it measured 24 feet of and 22 feet on the south end and it appears that Cactus was to be 22 feet all along. Ms. Salazar then asked for the Commission to look at the Comprehensive plan on page 51 to show the Long-Range Road Network. She pointed out that Cactus would be used as a Collector road. In the long-range plan, it was meant to be developed as a connector street. Geri Salazar also stated that according to County taxes they are paying commercial taxes on this property which is another reason for the zone change. A brief discussion continued about the sewer but part was unable to be heard by the audio due to Mr. Torres not being next to the microphone while speaking.

Commissioner Lee asked if there was plans to put a sewer in. Tawnya Mortensen answered that it's in the "works" and Mr. Torres added more information about roads and access. Commissioner Felton asked since the sewer system is serves commercial businesses and is in the need for residential to balance it out will a business like a dry cleaner benefit the system? Mr. Torres answered that no a dry cleaner would not benefit the plant but an office would benefit it.

Commissioner Felton asked what type of business would benefit the plant if C2 was granted to NM Development? Mr. Torres went on to explain how commercial businesses end up adding nitrates into the ground and how it's beneficial to have sewer extend into residential areas so we can dilute the things that are making the plant sick. Commissioner Felton stated that he is still wondering what will take place if NM Development is granted C2. What will be different? Mr. Torres answered the question but was not up at the microphone so it was unable to be determined what exactly was said. Commissioner Lee asked what happens if the town does not put sewer in down Cactus Road? Tom Torres answered with "The same thing that happens to all of Edgewood, we have to get it right." Commissioner Lee asked what is the time frame of the sewer extension? Tawnya Mortensen answered, hopefully real soon. A conversation continued about the sewer. Chairman Stanton asked if there is a lot of C2 in the area. Tawnya Mortensen answered that yes, the majority of Main Street is commercial. With no further questions for the applicant or for staff, Chairman Stanton entertained a motion. Commissioner Huppertz motioned to send the recommendation for a zone change from RS to C2 to the Town Council with Commissioner Felton seconding the motion. All voted aye.

Action: The recommendation for zone change to send to Town Council for consideration was approved.

9) **Action Item to send to Town Council – Zoning Designation Miscellaneous Properties for Infill Annexation-** Chairman Stanton introduced the next item and Tawnya Mortensen began with explaining that these few properties were ones that the property owners had asked to change to something else. After considering their request, she agreed that the zoning they were requesting made sense. She went on to say that Christian Way would not be able to have commercial zoning like they had asked because of driveway access issues so she was recommending R1 like previously discussed. Also, a property far north on NM 344 had commercial designation with the county and also had a Master Plan designated to it but Tawnya wanted to know if the Commissioners wanted to see commercial in the far northern part of NM 344 or not. The property she was talking about was 574 NM 344. Tawnya also let the Chairman know that the property owner was in the audience. Chairman Stanton asked Cynthia Burke to come to the podium. Cynthia Burke explained that she did have a Master Plan for that property years ago but has since then expired but would like to have commercial zoning so possibly in the future she could do something similar. A brief discussion ensued and it was suggested that she take Residential Services Zoning so it would blend in better in that area. She agreed to that zoning after she was shown what all could be allowed. A brief discussion ensued and Chairman Stanton entertained a motion. Commissioner Lee motioned to approve the zoning designations and send to Town Council for final approval with Commissioner Huppertz seconding the motion. All voted aye.

Action: The motion to approve the zoning designations and send to Town Council was approved.

10) **Public Comment – None**

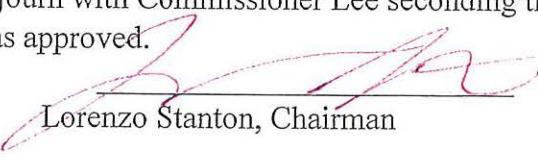
11) **Matters from the Chair and Commission Members** – Chairman Stanton would like to see doggie bag poles installed on the walking path on Rt 66. Commissioner Huppertz asked if the picnic tables would have covers on them at the park. Joe Finfrock stated there was no plans for that. Commissioner Felton thanked the Mayor for the appointment and staff for being helpful and thanked the Commission for being so welcoming.

12) **Matters from the Staff** – Tawnya Mortensen talked about Mr. Barrett's funeral, MRCOG training and who could go and also the NMLZO Spring Conference. Tawnya also added that all the work that was done on the Residential changes would be brought back because of concerns from a Town Council member. Tawnya will have many people there to discuss septic, fire emergency services, CID issues etc.

13) **Calendar Update & Future Agenda Items –**

The next meeting will be April 16, 2018 at 6:00 pm. At this meeting, the P&Z Commission will hear Findings of Fact, Ordinance changes on the Mining Section, Residential Zoning Discussion and Sign Ordinance Changes and Road Priority List.

14) **Adjourn** - Chairman Stanton entertained a motion to adjourn. Commissioner Huppertz motioned to adjourn with Commissioner Lee seconding the motion. All vote aye. The motion to adjourn at 7:53 was approved.


Lorenzo Stanton, Chairman

ATTEST:


Cheryl Huppertz, Commissioner Secretary

Town of Edgewood
APPLICATION FOR ZONE CHANGE

SHADED AREA FOR STAFF USE ONLY

RECEIVED BY: DL

DATE RECEIVED: 2/6/18

CASE NO. ZC 2018-02-012

APPROVED BY: _____

APPROVED DATE: _____

ZONING: RS to C2

NAME OF APPLICANT: New Mexico Development LLC

APPLICANT ADDRESS: PO Box 909 Edgewood NM 87015
Street City State Zip

APPLICANT PHONE: HOME: _____ BUSINESS: (505) 281-2880
FAX: _____ FAX: (505) 281-3640

ADDRESS OF PROPERTY FOR WHICH REZONING IS REQUESTED:

21 Main Street, Edgewood, NM 87015

PRESENT ZONING OF PROPERTY: R-S REQUESTED ZONING OF PROPERTY: C-2

OWNER OF ABOVE DESCRIBED PROPERTY:

New Mexico Development LLC

OWNER ADDRESS: PO Box 909 Edgewood NM 87015
Street City State Zip

OWNER PHONE: HOME: _____ BUSINESS: (505) 281-2880
FAX: _____ FAX: (505) 281-3640

PRESENT USE OF PROPERTY: Professional Offices

FEE: _____

❖ ❖ ❖

NOTICE AND DISCLAIMER

The staff acts in an advisory position only and will provide you with the recommendations, whether positive or negative, that will be forwarded to the Planning Commission.

If you take any action, make any financial commitments or expenditures based on staff, Planning Commission, or Town Council member statements before final action is taken on your application, you are doing so at your own risk.

The Town of Edgewood, its elected and appointed officials, agents, attorneys, and employees, will not in any way be responsible or liable for any losses of any kind whatsoever by you in the event that your application is not granted.

Your signature(s) on this document verifies (verify) that you have read and completely understand this document.

Applicant: Stephen R. Williams (Signature) Date: 2/5/18

Type or Print Applicant Name: Stephen R. Williams, Member

Owner: Stephen R. Williams (Signature) Date: 2/5/18

Type or Print Owner Name: New Mexico Development LLC

CASE NO.: _____

COMMUNITY DEVELOPMENT

ZONE CHANGE CHECKLIST

APPLICATION FOR ZONE CHANGE SHALL BE ACCOMPANIED BY THE FOLLOWING:

- COPY OF GENERAL WARRANTY DEED FOR THE PROPERTY OR PROPERTIES FOR WHICH APPLICATION IS MADE.
- CERTIFIED BOUNDARY SURVEY FOR WHICH APPLICATION IS MADE.
- SITE PLAN SHOWING LOCATION OF ALL EXISTING AND PROPOSED BUILDINGS, OTHER CONSTRUCTIONAL FEATURES, AND LANDSCAPING -- DRAWN TO SCALE WITH ALL DIMENSIONS AND THE LOCATION OF THE ZONE CHANGE IDENTIFIED.
- ARCHITECTURAL ELEVATIONS FOR ANY PROPOSED BUILDINGS ON THE SUBJECT PROPERTY.
- COMMERCIAL REZONING: A WRITTEN DESCRIPTION OF PROPOSED OPERATION IN SUFFICIENT DETAIL TO INCLUDE HOURS OF OPERATION; NUMBER OF EMPLOYEES; TYPE OF MACHINERY; PLANS FOR OUTDOOR STORAGE; EFFECTS OF OPERATION IN PRODUCING AIR AND WATER POLLUTION, ODOR, NOISE, GLARE, FIRE OR OTHER FIRE SAFETY HAZARDS, AND TRAFFIC CONGESTION.
- RESIDENTIAL REZONING: A WRITTEN DESCRIPTION OF THE PROPOSED USE OF PROPERTY INCLUDING NUMBER AND SIZE OF PROPOSED UNITS; NUMBER OF OFF-STREET PARKING SPACES; OPEN SPACE, RECREATIONAL FACILITIES; LANDSCAPE PLANS, AND REASONS FOR THE REZONING REQUEST.
- OTHER INFORMATION OR STUDY NEEDED: _____

STAFF COMMENTS

APPLICANT'S REQUEST:	1)	
2)	3)	
4)	5)	

APPLICATION COMPLETE, NOTIFIED APPLICANT ON:
--

APPLICATION INCOMPLETE, CONTACTED APPLICANT ON:

REQUESTED THE FOLLOWING:	1)	
	2)	
	3)	
	4)	
	5)	

COMMENTS:	

WARRANTY DEED

John H. Mahoney and Viola J. Mahoney, husband and wife, for
consideration paid, grants to New Mexico Development, LLC, whose address is P. O.
Box 909, Edgewood, NM 87015, the following described real estate in Santa Fe County,
New Mexico:

Lot Nine (9) Block Two (2) Carls Subdivision, as shown on plat filed in the office of the County Clerk, Santa Fe County, New Mexico on May 2, 1966, in Plat Book 14, page 28, as Document No. 292,121.

WITH WARRANTY COVENANTS:

John H. Mahoney Viola J. Mahoney
John H. Mahoney Viola J. Mahoney

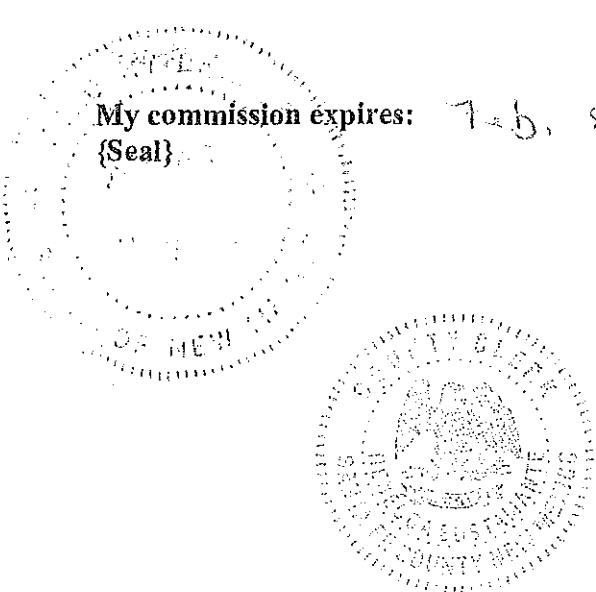
ACKNOWLEDGEMENT

State of New Mexico))
County of Sherman)

The foregoing instrument was acknowledged before me this 23 day of April, 2004 by John H. Mahoney and Viola J. Mahoney, husband and wife.

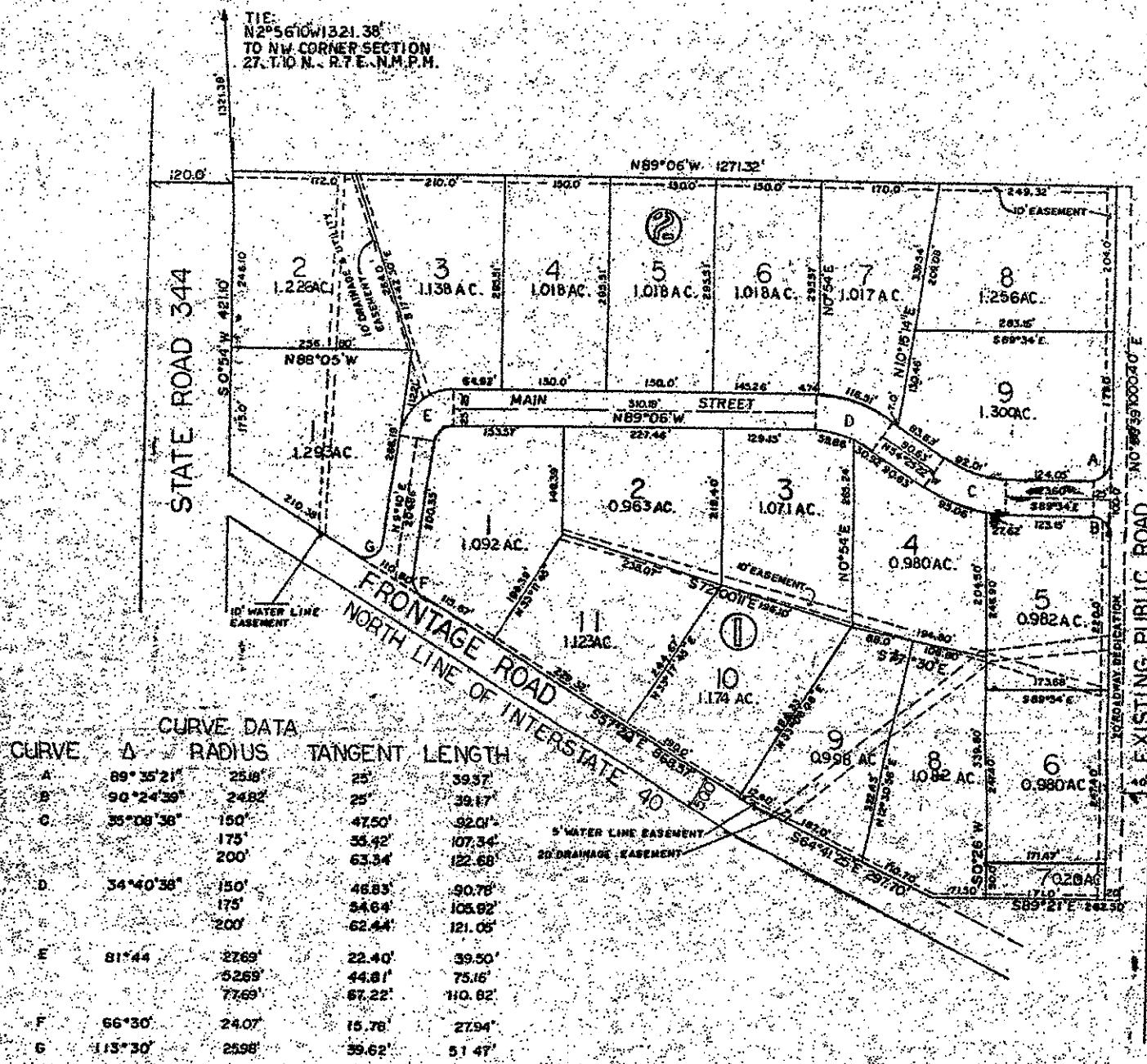
Secretary of State
Notary Public

My commission expires: 7-6, 8, 2006
{Seal}



CARL'S SUBDIVISION

COMPRISING OF
A PORTION OF THE SW 1/4 OF THE NW 1/4
OF SECTION 27, T. 10 N., R. 7 E., N. M. P. M.
SANTA FE COUNTY, NEW MEXICO



CURVE	Δ	CURVE DATA		LENGTH
		RADIUS	TANGENT	
A	89° 35' 21"	250'	25'	39.37'
B	90° 24' 39"	2482'	25'	39.17'
C	86° 08' 38"	150'	47.50'	92.0'
		175'	55.42'	107.34'
		200'	63.34'	122.68'
D	34° 40' 38"	150'	46.83'	90.78'
		175'	54.64'	105.92'
		200'	62.44'	121.05'
E	81° 44'	2269'	22.40'	39.50'
		5269'	44.81'	75.16'
		7769'	67.22'	110.82'
F	66° 30'	24.07'	15.76'	27.94'
G	113° 30'	2398'	39.62'	51.47'

The subdivision shown herein is a plot of a portion of the NW 1/4 of the NW 1/4 of Section 27, T. 10 N., R. 7 E., N. M. P. M., Santa Fe County, New Mexico, more particularly described as follows:

Beginning at the NW corner of the tract described, whence the NW corner section 27, T. 10 N., R. 7 E., bearing N 2 deg. 26' 30" W, a distance of 1221.38 feet.

Thence S 57 deg. 20' E 251.10 feet.

Thence S 57 deg. 20' E 254.57 feet.

Thence S 57 deg. 20' E 251.70 feet.

Thence S 57 deg. 20' E 251.50 feet.

Thence S 57 deg. 20' E 1271.32 feet to the place of beginning, containing 22.837 acres, more or less, and subdivided into 16 lots, main streets, and public utility and drainage easements as appears herein. That the owners of the property do hereby dedicate the aforesaid easements as shown on this plat, including easements for overhang of service lines for public utility, also includes all easements for underground or buried service wires or utilities, including the right of ingress and egress and the right to trim or remove interfering trees. Said subdivision plotted herein shall hereafter be known as 'CARL'S SUBDIVISION' and said subdivision, with the owners and in accordance with the wishes of the undersigned, others and proprietors thereof.

Carl M. Bassett
Carl M. Bassett

Josephine C. Bassett
Josephine C. Bassett

Walter A. Knobell
Walter A. Knobell
Registered Land Surveyor
Lester Knobell Co., Inc.



Approved by County Surveyor
Approved as to form for filing

Approved by District Attorney

Approved as to form for filing

Approved by Board of County Commissioners

Accepted and approved by the Board of County Commissioners of the County of Santa Fe, New Mexico, in meeting on this day of July, 1964.

Attest: John W. Ward

My commission expires

July 20, 1969

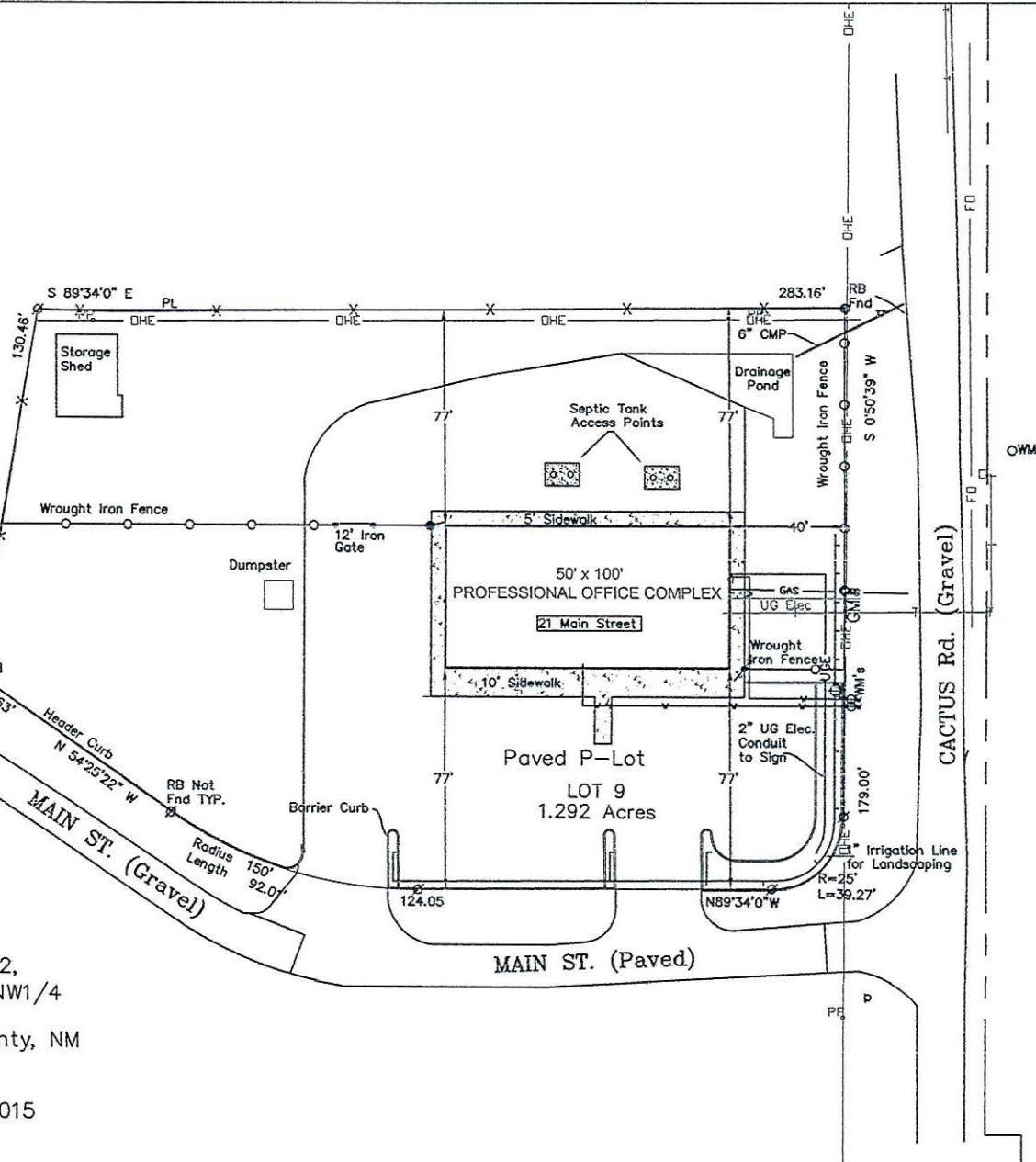
0 30 60

 Scale: 1" = 60'

Note:
All improvements and buildings shown are existing. There are no proposed improvements or buildings at this time.

Application for Zoning Change is
being requested for Lot 9, Block 2,
Carl's Subdivision located in the NW1/4
Section 27, T.10N., R7E., NMMP,
Town of Edgewood, Santa Fe County, NM

Physical Address:
21 Main Street, Edgewood, NM 87015



DESIGN: MM	
DRAWN: AEW	
CHECKED: SW	
DATE: 11/07/2017	
REV:	
REV:	
REV:	
	
TITLE	SITE PLAN
PROJECT	
NEW MEXICO DEVELOPMENT LLC	
APPLICATION FOR ZONE CHANGE	
SHEET	
1 of 1	

**Town of Edgewood
Application for Zoning Change**

New Mexico Development, LLC Application

Property Address:
21 Main Street, Edgewood, NM 87015

Written Description of Proposed Operation

Hours of operation:

Monday through Friday, 8:00 AM-12:00 PM & 1:00 PM-5:00 PM

Number of employees:

16

Type of machinery:

Office equipment, computers, pickup trucks with trailers

Plans for outdoor storage:

There is an existing outdoor shed in the northwest corner of the property.

There are currently no plans for additional outdoor storage.

Effects of operation in producing:

Air and water pollution: minimal anticipated

Odor: minimal anticipated

Noise: minimal anticipated

Glare: minimal anticipated

Fire or fire safety hazards: minimal anticipated

Traffic congestion: minimal anticipated

AGENT'S AUTHORIZATION FORM

This form is used to allow someone other than the registered owner of a specific parcel of property to act on behalf of the owner for a proposed permit and/or request.

21 Main Street

ADDRESS OF SUBJECT PROPERTY

Please print

Please print

New Mexico Development LLC
NAME OF PROPERTY OWNER

Dennis Engineering Company
AGENT'S NAME OR COMPANY

PO Box 909
ADDRESS OF PROPERTY OWNER

PO Box 909
AGENT'S ADDRESS

Edgewood, NM 87015
CITY STATE ZIP

Edgewood, NM 87015
CITY STATE ZIP

505-281-2880
PHONE NUMBER

505-281-2880
AGENT'S PHONE NUMBER

I, Stephen R. Williams, Member, the legally registered property owner for the site located at 21 Main Street, Edgewood, NM which is situated within the Town of Edgewood, County of Santa Fe, State of New Mexico, hereby authorize the referenced individual and/or company to make application and act as my agent concerning the following request.

Town of Edgewood Application for Zone Change


Owner's signature

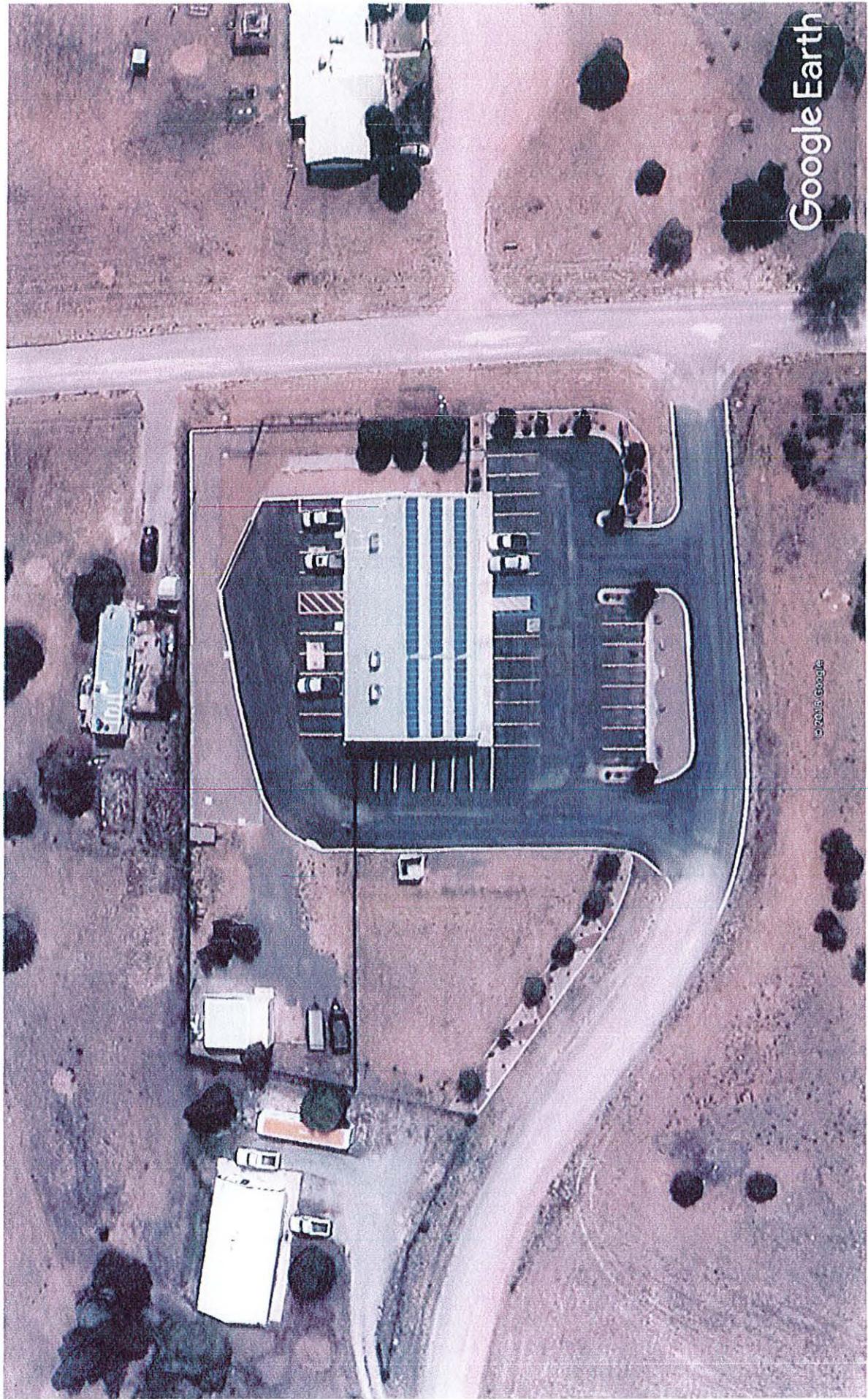
2/2/18
Date

Dennis Engineering Company


Agent's Signature
Tappan Mahoney, President

02/02/18
Date

cc: File



Google Earth

300 feet
100 meters



©2018 Google

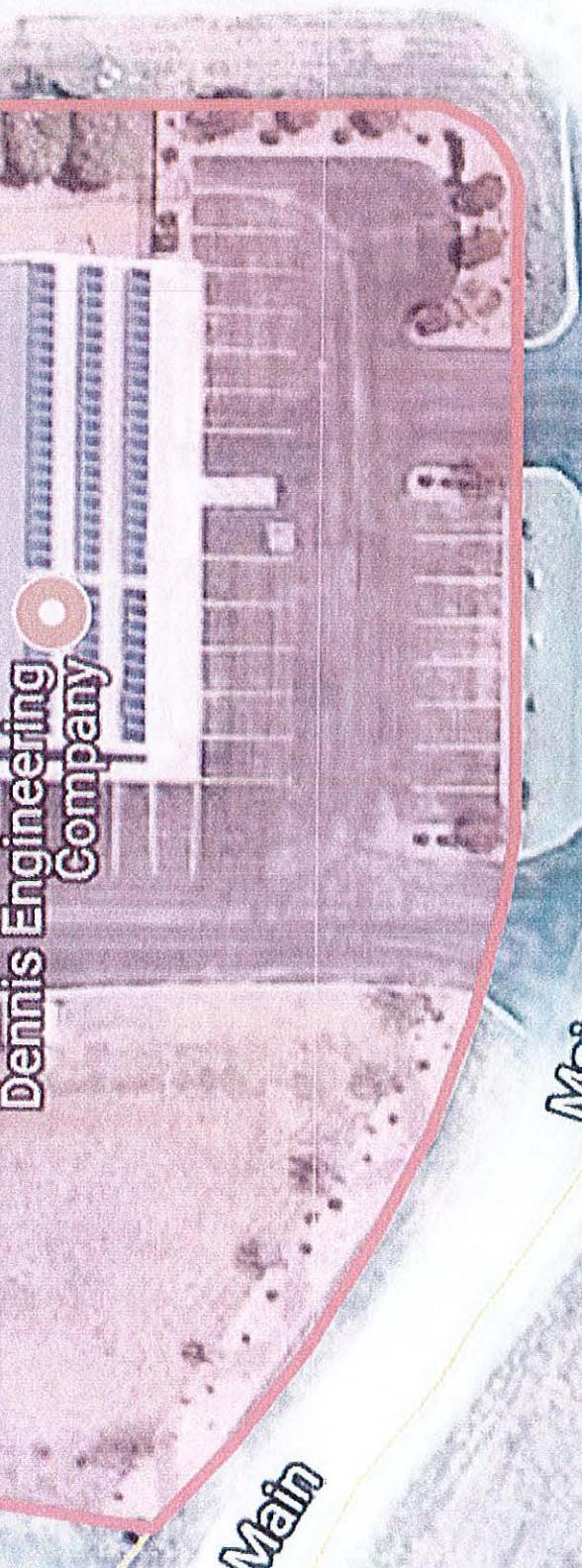
Cactus Rd

7A

Main

Main

Dennis Engineering
Company



7A



(<http://www.santafecountynm.gov/assessor>)

SEARCH TYPE:

Parcel Number



SEARCH VALUE:

Search

PROPERTY INFORMATION

Parcel Number: 95252591

Find all properties around this property.

Printer friendly version of this property.

UPC: 1040056115365000000

Physical Address:

21 MAIN ST

EDGEWOOD, NM 87015

Owner Name:

NEW MEXICO DEVELOPMENT LLC

Find all properties for this owner.

Owner Mailing Address:

PO BOX 909

EDGEWOOD, NM 87015

Tax Code Area: 8TIN

Section Township Range:

S27 T10N R7E

Legal Description:

T10N R 7E S27 1.30 AC LOT 9 BLK 2 CARLS S/D

Plat Book:

14/28

Most Recent Deed:

1325884

Neighborhood: 5221001

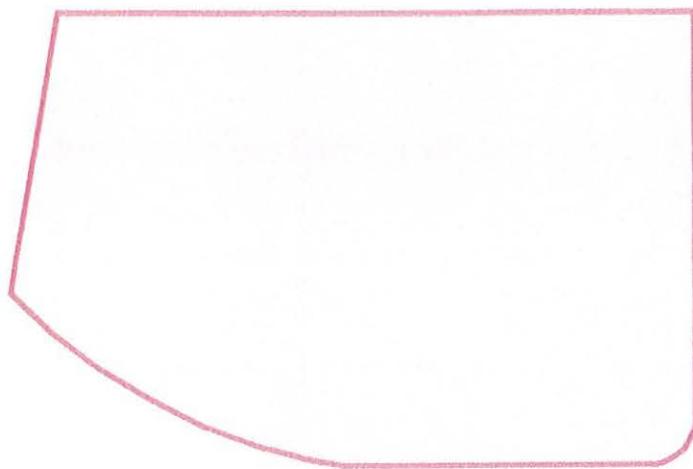
Commercial

Find all properties for this neighborhood.

Property Class: COMM

Assessed Value:

See Notice of Value on Document Manager Page (<http://assrdocs.santafecountynm.gov/AXPortal>)



(<https://maps.google.com/maps?ll=35.665014,-106.18759&t=h&z=15&q=santa+fe+county+new+mexico+property+tax+records>)



If you are the owner of the property being researched and you believe there is a significant discrepancy in any of the information being shown, please click [here](#) to complete a Property Correction Form.

([http://www.santafecountynm.gov/media/files/Property Corrections.pdf](http://www.santafecountynm.gov/media/files/Property%20Corrections.pdf)) Submission instructions are available on the form.

Property Information (above) and parcel outlines/locations are current as of **Tuesday, April 3, 2018**.

Property Detail and Sketches (below) are current as of **Tuesday, April 3, 2018**.



LAND DETAIL

Extension	Line	Type	Square Footage	Acreage
1	1	Commercial	56628	1.3

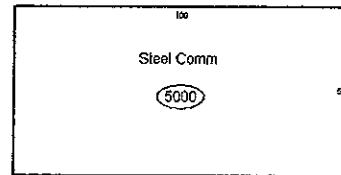
PRIMARY STRUCTURES DETAIL

Extension	ID	Type	Square Footage	Year Built	Bedrooms	Sketch (click image to download)
No records found						

ADDITIONAL STRUCTURES DETAIL

Extension	ID	Type	Square Footage	Year Built	Sketch (click image to download)
					[01]

C02 01 Other [PAVING] 20151 2006

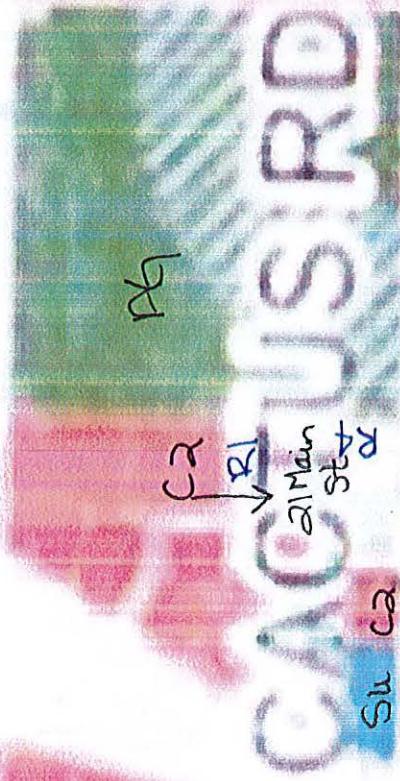
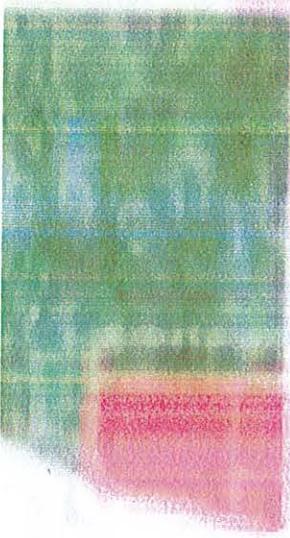


C02 C Other [INDFLEX] 5000 2006

(sketches_20180403/00000059/00000592.jpg)

END RO

ROCH SII



20

Planning & Zoning Commission
Regular Meeting
Edgewood Community Center
1/26/04

CALL TO ORDER

The meeting was called to order @ 6:17 p.m. Members present: Brad Hill, Eldy Gillmer, Matt Lowry, Karen Bull and P&Z Administrator, Karen Mahalick. Members absent, Chris Kinnaman.

Approve Agenda

Commissioner Gillmer made the motion to approve the agenda. The motion was seconded and the motion passed.

**Approve minutes of
1-1-04**

Commissioner Gillmer made the motion to approve the minutes, the motion was seconded and the motion passed.

**Adoption of Open
Meetings Act**

The Commission annually readopts this resolution in compliance with Section 10-15-1B, NMSA 1978; the open meetings act.

Commissioner Gillmer made the motion to approve the Resolution 2004-1PZ in compliance with the NMSA open meeting act, Commissioner Lowry seconded the motion, Commissioner Hill, Commissioner Gillmer and Commissioner Lowry voted aye, the motion passed.

**Annexations:
Zoning for 1.30 acres
on Cactus and Main**

The annexation petition for the property at the corner of Cactus and Main (1.30 acres) is requesting Residential and Services (R-S) zoning. This zoning category is for professional services and Dennis Engineering is going to be building their new office on this property. An adjoining property owner, Mr. Bassett was present and stated there was no opposition to this zoning category. Additionally, there is a 10" water line running down Cactus which will provide fire flow.

Commissioner Gillmer made the motion to approve the zone request for R-S Residential and Services, the motion was seconded and the motion passed.

**Prairie Hills
Subdivision**

Prairie Hills Master Planned subdivision is about 1 mile south of Highway 66 on the east side of Edgewood 7. The majority property owners are requesting MasterPlan zoning status in recognition of the approved Santa Fe County MasterPlan for this subdivision. The Commissioners had a copy of the MasterPlan subdivision plat to look over.

Commissioner Lowry made the motion to approve the zone request for MP MasterPlan, the motion was seconded and the motion passed.

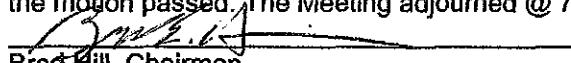
Sign Ordinance review The commissioners were given copies of the draft as per the council recommendations of 1-7-04, this draft includes the revised distances for overlay zone 2, extending north of Highway 66 to Frontage road on the north of I-40 and east and west of the intersection of Highway 344 and Highway 66 equidistant for 2625 feet each direction.

The commissioners discussed the impact this overlay may have on residential properties on the northeast side of I-40, Frontage Rd. Concern was expressed about 35 foot tall signs which were 70 square feet in this particular area.

Ms. Mahalick requested that section 6, Sign Design performance standards be removed as the overlay zones are providing zones 1 and 2 significantly larger signage than was envisioned when these performance standards were first drafted into the ordinance. With performance standards on a freestanding sign in overlay zone 1, there is a possible size increase of 75% putting the allowable freestanding sign in overlay zone 1 at 175 square feet and overlay zone 2 at 122.5 square feet. Commissioner Hill stated he was in favor of the standards and suggested the section be rewritten to reflect performance standards for monument style signs, presently sized at 32 square feet, 6 feet tall. Commissioner Lowry and Commissioner Gillmer agreed and by consensus, Ms. Mahalick was instructed to rewrite this section to reflect these standards as being applicable only for monument signage.

Adjourn

The motion was made for the meeting to adjourn and was seconded, the motion passed. The Meeting adjourned @ 7:30 p.m.


Brad Hill, Chairman

3/15/18

Main St. and Cactus Rd Inspection

An inspection was performed on Main St and Cactus Rd on 3/15/18. Main St is an asphalt road 21' wide with 1' wide concrete edging and Cactus Rd is 20' wide with a surface of millings and oil 1 $\frac{1}{2}$ " thick with 4" of base course under it.

Norton Henninger
Road Supervisor
Town of Edgewood

SECTION 22. C-2 COMMERCIAL BUSINESS ZONE

A. **Intent.** The purpose of this Zone District is to provide for the commercial and business needs of the community. This Zone District includes highway related commercial activities, office and entertainment facilities, retail sales, and service providers. Development in this Zone District shall not be detrimental to nearby residential uses.

B. **Permissive Uses.** No Building, structure, or land shall be used or occupied except as indicated and for the purposes permitted in this Zone District. Any of the following Permissive Uses are allowed in this Zone District:

1. All uses permissive in the R-1 and R-3 Zone District;
2. Retail commercial establishments;
3. General and professional offices;
4. Business and personal services;
5. Banking and financial services;
6. Model home centers for Manufactured Homes or site built houses, and having less than four (4) units on-site;
7. Restaurants;
8. Small Engine Repair and Service businesses;
9. Child care centers;
10. Hotels and motels;
11. Bars, Lounges & package sales;
12. Motor Vehicle sales and services, including commercial garages, provided that:
 - a. Any repair work shall be conducted entirely within an enclosed Building;
 - b. Outdoor storage of materials shall be enclosed by a sufficient visual barrier.
13. Veterinary hospital, animal grooming parlor, or pet sales store;
14. Small scale processing associated with a commercial business establishment provided that all processing activities are conducted within a Building and shall not produce off site impacts, which would be disruptive to contiguous properties. Examples of small scale processing include but are not limited to harvesting, transportation, size reduction, preservation, fermentation, assembly, handling, organizing, and storage of products grown or developed on-site;

15. Assembly;
16. Light Industry; and
17. Sexually-Oriented Businesses (East of V-Hill Rd. and Williams Ranch Rd.).

C. Conditional Uses. The following uses may be allowed in this Zone District only upon the granting of a permit in accordance with this Ordinance:

1. All uses conditional in the R-1 and R-3 Zone District.
2. Kennels.
3. Model home centers for Manufactured Homes or site built homes, and having four (4) or more units on-site.
4. Recreational Vehicle Campgrounds, provided that they fully comply with all State requirements regarding water, liquid waste, electricity, gas, and telephone service and:
 - a. A minimum of two (2) vehicular entrances shall be provided, one (1) entrance of which may be kept closed to the general public if provision is made for emergency access.
 - b. Each Recreational Vehicle space shall have an area of not less than two thousand (2000) square feet and a width of not less than twenty-five (25) feet.
 - c. All Recreational Vehicle spaces shall be connected to an approved sewage disposal facility.
 - d. All utility lines shall be placed underground within a park. Each park space shall be provided with water, electric, telephone and gas lines, if needed. An approved fire protection system shall be installed by the Developer.
 - e. The total area set aside for recreation shall not be less than ten percent (10%) of the area within the recreational park and one (1) or more recreational areas, having not less than three thousand (3,000) square feet in area, shall be set aside within such parks.
 - f. The Recreational Vehicle park shall be screened in an attractive manner from surrounding Lots by a solid fence, wall or suitable planting as per the Landscape Ordinance requirements.
 - g. A minimum of one (1) off-street parking space shall be provided for each Recreational Vehicle. Parking spaces shall be surfaced with dust-free materials. Guest parking shall be provided at a ratio of one (1) parking space for each five (5) Recreational Vehicle spaces.
 - h. No Recreational Vehicle spaces shall be occupied unless and until a minimum of thirty percent (30%) of the total planned [or ten (10) spaces, whichever is greater] shall have been completely prepared and equipped for use in all respects, including drives and community facilities.
 - i. The minimum distance from any portion of a Recreational Vehicle located on the Recreational Vehicle Campground or its Accessory structures from the following lines shall be as follows:
 1. Front & rear space line: ten (10) feet from the nearest edge of an interior drive or roadway.

2. From an exterior boundary of the park abutting public streets: twenty (20) feet; from all other exterior park boundaries: ten (10) feet.
3. From another Recreational Vehicle or Accessory structure on an adjoining Recreational Vehicle space: twenty (20) feet.
4. The placement/parking of Mobile Homes and/or Manufactured Homes on Recreational Vehicle spaces is prohibited.
5. Any commercial retail establishments, which require outdoor storage of stock and/or materials. Outdoor storage of stock and/or materials shall provide visual screening.
6. Entertainment Facilities, indoor commercial entertainment establishments including but not limited to cinema, theater, and concert hall.
7. Recreation facilities including bowling alley, indoor/outdoor tennis courts, public recreation Building, health club. Such recreation facilities shall only be allowed if they are located in or attached to structures containing other principal uses. These uses shall be located in a Building that is treated acoustically so that noise generated by the use is not perceptible at the property boundary line. Permissible recreation facilities shall not include any type of sexually oriented business.

D. District Standards. The following regulations apply to all land uses in this Zone District:

1. There shall be no minimum Lot size, provided that land uses are in conformance with the provisions of this Ordinance.
2. Setbacks shall be maintained as follows:
 - a. Front Setback shall be no less than twenty (20) feet;
 - b. Rear Setback shall be no less than fifteen (15) feet; and
 - c. Side Setback shall be no less than twenty-five (25) feet.
3. Off-street parking must be provided in accordance with the requirements set forth herein.
4. Maximum Building Height shall be 40 (forty) feet.
5. Commercial developments must be in compliance with the Landscape Ordinance adopted by the Town.
6. Temporary Offices: A mobile office unit may be used to house temporary offices, provided that the following conditions are met:
 - a. The proposed office use and location conform to the Town zoning regulations.
 - b. Any such mobile office unit has documentation certifying that it has been manufactured in accordance with nationally recognized standards.
 - c. Any such unit shall be provided with fire protection water supply, fire hydrants and fire department access as specified in the uniform fire code.
 - d. Any such mobile office unit complies with ADA handicapped accessibility.
 - e. Any such unit shall be limited to use as a temporary office for a period of one (1) year from the date of the certificate of inspection, after which time the mobile office shall be removed from the site unless the mobile office is deemed to conform to all city regulations for a permanent structure with all applicable state permits issued.

E. SEE PROHIBITED USES: SECTION 9.C - 1, 2 & 3

SECTION 19. R-S RESIDENTIAL AND SERVICES ZONE

- A. Intent.** The purpose of the RS (Residential and Services) Zone is to provide for orderly and compatible development in transitional areas between residential and non-residential districts and to establish and preserve areas for those commercial facilities which are especially useful in close proximity to residential areas.
- B. Permitted uses.** The following uses are permitted in the R-S Zone.
 - 1. Any use permitted in the R-1 Zone;
 - 2. Retail; Maximum of 3,000 square feet for most uses; 6,000 square feet for multipurpose convenience stores and medical offices.
- C. Conditional Uses:** The following uses may be permitted within this Zone District upon grant of a permit:
 - 1. Personal services such as, but not limited to, the following (provided the use is conducted within an enclosed Building and materials and equipment are not offered for sale except incidental to the service):
 - a. Beauty and barber shops;
 - b. Photography;
 - c. Educational facilities, not including child care centers;
 - d. Tailoring;
 - e. Small appliance repair;
 - 2. Day nurseries and nursery schools.
 - 3. Institutions of an educational, religious, charitable or philanthropic nature.
 - 4. Offices wherein only professional, administrative, clerical or sales services are conducted.
 - 5. Private clubs lodges or fraternal organizations operated solely for the benefit of bona fide members (including outdoor recreation or assemble facilities).

D. Prohibited Uses:

1. Sexually-Oriented Businesses.

ALSO SEE ALL ZONE PROHIBITED USES: SECTION 9.C - 1, 2 & 3

E. District Standards. The following regulations apply to all land uses in this Zone District:

1. There shall be no Lot size less than one (1) acre excluding right-of-way's.
2. Setbacks shall be maintained as follows:
 - a. Front Setback shall be no less than thirty (30) feet;
 - b. Side Setback shall be no less than ten (10) feet, except in cases of corner Lots, where the secondary street Side Setback shall be no less than twenty (20) feet; and
 - c. Rear Setback shall be no less than ten (10) feet.
3. Off-street parking must be provided in accordance with the requirements set forth herein.
4. Maximum Building Height shall be 40 (forty) feet.

NFHL Web Mapping Application

Please select a county ▾

About

User Guide

▼ Data Layers

- FEMA National Flood Hazard Layer

- NFHL Data as of 7/05/2016

- Flood Control Structures

 ≡ Bridge

 ≡ Dam, Weir

 ≡ All Other Structures

 ≡ Levees

 ≡ Cross Sections

 ≡ Base Flood Elevations (BFE)

 ≡ Water Features

Letter of Map Revision (LOMR)

Water Areas

- Flood Hazard Areas

1% Annual Chance Flood Hazard (A, AE)

 Shallow Flooding (AO, AH)

0.2% Annual Chance Flood Hazard

Area with reduced risk due to levee

 Unstudied Area, Flooding Possible (D)

FIRM Panels

Census Populated Places

 Community Anchor Institutions

 HUC Boundaries

► Measure

► Print

► Bookmarks

► Switch Basemap

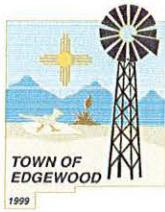
21 Main St Edgewood, NM

Search Result

21 Main St, Edgewood, New Mexico,
87015

Open RD
Open LRS
Open LOMR

Open RD



TOWN OF EDGEWOOD
Where the Mountains Meet the Plains
1911 Historic Route 66
P.O. Box 3610
Edgewood, NM 87015
Phone: (505) 286-4518 Fax (505) 286-4519
www.edgewood-nm.gov

May 14, 2018

RE: A ZONE CHANGE APPLICATION FOR NEW MEXICO
DEVELOPMENT LLC. 1.30 ACRES, FROM RS (RESIDENTIAL SERVICES)
TO C2 (COMMERCIAL BUSINESS) AT LOT 9 BLK 2, CARL'S
SUBDIVISION OF T10N R7E SEC27, NMPM EDGEWOOD, SANTA FE
COUNTY, NEW MEXICO (21 MAIN STREET)

Dear Landowner,

Our records indicate that you're an adjoining landowner to the above applicant. This matter will be heard on June 6, 2018 at the Town of Edgewood, Community Center (27 E. Frontage Road) Town Council Meeting, beginning at 6:30 pm. This is a public hearing where you can voice your questions, comments and concerns prior to a decision being made.

If you cannot be present and wish to have your comments heard, you can reach me by the phone number provided or email me at mschmidt@edgewood-nm.gov

Sincerely,

Michelle Schmidt, CE, Planning Zoning Assistant
Town of Edgewood
1911 Old Route 66
PO Box 3610
Edgewood, NM 87015
(505) 286-4518

John Bassett
Mayor

Sherry Abraham
John Abrams
Linda Holle
Audrey Jaramillo
Town Councilors

Juan Torres
Clerk-Treasurer

Carla Salazar
Deputy Clerk

William H. White
Municipal Judge

**TOWN OF EDGEWOOD
ORDINANCE NO. 2018 - _____**

**AN ORDINANCE GRANTING THE APPROVAL OF A ZONE CHANGE TO
COMMERCIAL BUSINESS (C-2) ZONE WITHIN THE TOWN OF
EDGEWOOD, NEW MEXICO**

WHEREAS: the owner New Mexico Development, LLC is requesting Commercial Business (C-2) zoning of 1.30 acres for Lot 9, Blk 2, Carl's Subdivision of T10N R7E SEC 27, NMPM, in the Town of Edgewood, Santa Fe County, New Mexico.

WHEREAS: the zone change complies with the requirements of the Town of Edgewood Zoning Ordinance No. 2014-02, Section 40 Amendments and Section 22 C-2 Commercial Business Zone, duly approved by the Town Administrator; and

WHEREAS: the zone request is accompanied by a map, known as Exhibit "A", showing the boundary of the proposed property and is also accompanied by a written description of the land; and

WHEREAS: a Public Hearing, or Hearings, regarding this ordinance have been published and held in conformance with the requirements of State Law that;

1. The requested zone change is located in the municipal boundary and will not adversely affect the general plan of the Town or be contrary to the general public, health and welfare.

**THEREFORE: BE IT ORDAINED BY THE GOVERNING BODY OF THE
TOWN OF EDGEWOOD THAT:**

The Governing Body of the Town of Edgewood does hereby grant said zone change with the following conditions:

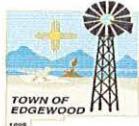
1. Property to be zoned Commercial (C-2)
2. The property being zoned as Commercial (C-2) will be in compliance with the Town's current Planning & Zoning Ordinance and 2000 Comprehensive Master Plan.
3. The zone map of the Town of Edgewood shall be amended accordingly and a copy of the Ordinance amending the zone map of the Town of Edgewood shall be recorded in the office of the County Clerk of Santa Fe, New Mexico.

APPROVED, PASSED AND ADOPTED this 6th day of June 2018 at an open meeting held at the Edgewood Community Center, Edgewood, New Mexico.

John Bassett, Mayor

ATTEST:

Juan Torres, Clerk-Treasurer



**TOWN OF EDGEWOOD
TOWN COUNCIL
AGENDA ITEM
P&Z STAFF REPORT**

Meeting Date & Time: June 6, 2018 at 6:00 PM

* Public Hearing

Agenda Item # IV.D

* ZC 2018-02-011

Subject/Issue: Zone Change

MEETING DATES

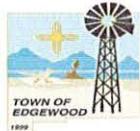
P&Z 4/2/18				
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OBJECTIVE/BACKGROUND OF AGENDA ITEM:

Application for Thomas S. Torres for a Zone Change from RS – Residential Services to C2 – Commercial Business of two separate lots; Lot 25-A (32 Cactus Rd) of 1.564 acres, T10N R7E SEC27 and Lot 25-B (28 Cactus Rd) of 1.565 acres, T10N R7E SEC27 NMPM Edgewood, Santa Fe County, New Mexico.

ATTACHMENTS:

- Copy of P&Z Commission Meeting Minutes 4/2/18
- Application for Zone Change
- Quitclaim Deed
- Copy of Plat
- Site Plan
- Written description of proposed operation
- Agent's Authorization Form
- Image from SFC Assessors Map (2)
- Image of TOE Zoning Map
- Copy of P&Z Commission Meeting Minutes 10/18/04
- Copy of P&Z Commission Meeting Minutes 2/7/05
- Copy of Zoning Ordinance Section 19 RS Residential Services Zone
- Copy of Zoning Ordinance Section 22 C2 Commercial Business Zone
- Copy of Floodplain Data Map (2)
- Road Supervisor Report
- Santa Fe County Fire Review
- Letter to abutters



**TOWN OF EDGEWOOD
TOWN COUNCIL
AGENDA ITEM
P&Z STAFF REPORT**

DISCUSSION/ANALYSIS:

- Both lots are currently vacant and are zoned RS – Residential Services
- Property is bordered by C2 Commercial (north of property), R1 Residential 1-acre lot (east of property), AG Agricultural (west of property), and RS Residential Services (south of the property).
- Located on Cactus Rd which is 20 feet wide and not paved
- No reason was given with the application for the proposed zone change
- Cactus Rd speed limit is 30 mph in this area. Driveway spacing must be 270 feet
- On 4/2/18, Planning and Zoning heard this case during a regularly scheduled meeting. After listening to staff's presentation and the applicant's presentation, the P&Z Commissioners voted to send the Zone Change request to Town Council for consideration.

RECOMMENDATION:

The current zoning of 32 Cactus Rd. and 28 Cactus Rd. is RS Residential Services which is very fitting for this area. It is also the zoning that was requested upon petitioning to be annexed into the Town of Edgewood in 2004. (See 2004 Meeting Minutes) There is commercial on the north end where Cactus meets Church Street. The idea behind RS is to transition from C2 to Residential but still allow a business that fits in a residential area and will not cause a negative impact on the residents in the area. The area has a large amount of residential and, Commercial zoning could possibly upset the balance of this neighborhood. Staff recommends keeping the RS zoning.

MINUTES

TOWN OF EDGEWOOD

PLANNING & ZONING COMMISSION MEETING

April 2, 2018 AT 6:00 PM

27 E. Frontage Rd Community Center

1) Call to Order-Roll call.

Chairman Stanton called the meeting to order with a roll call at 6:01 P.M.

Commissioners Present: Commissioner Cheryl Huppertz, Commissioner James Lee, Commissioner Glenn Felton

Commissioners Absent: Commissioner Craig Wood

Staff Present: Tawnya Mortensen, Michelle Schmidt

Public Present and signed in:

Tom Torres

Geri Salazar

Cynthia Burke

Laura Perez

Don Wood

Julia Wood

Steve Endean

Lisa Covell

2) Approval of Agenda.

Chairman Stanton asked for a motion to approve the agenda. Tawnya Mortensen informed the Chairman that because of the recent changes in the Commissioners, there would need to be a vote for Vice Chair and Secretary. Commissioner Lee motioned to approve the agenda with adding the addition of voting for officers. Commissioner Huppertz seconded the motion. All voted aye.

Action: The Agenda was approved unanimously with the change.

3) Approval of the Minutes of 2/19/18

Chairman Stanton asked if there were any changes or corrections to the Draft Planning & Zoning Minutes for February 19, 2018. With no changes, Chairman Stanton entertained a motion.

Commissioner Huppertz motioned to approve the minutes from February 19, 2018 with Commissioner Lee seconding the motion. All voted aye.

Action: The Minutes of February 19, 2018 were approved.

4) Voting of Officers

Chairman Stanton introduced the next item and explained to all in attendance that the Commission had lost one of its members. He went on to say that on March 28, 2018, Commissioner Dulaney Barrett passed away. He will be greatly missed. Chairman Stanton asked for nominations for Vice Chairman. Commissioner Huppertz nominated Commissioner Felton for Vice Chairman and he accepted the nomination. Commissioner Lee followed with a second. All voted aye and Commissioner Felton will serve as the Planning & Zoning Vice Chairman.

Chairman Stanton asked for nominations for Secretary. Commissioner Felton nominated Commissioner Huppertz for Secretary and she accepted. Commissioner Lee seconded the

nomination. All voted aye. Commissioner Huppertz will serve as the Planning & Zoning Secretary.

5) **Action Item: Zone Change Recommendation to Town Council – Application of Bryan Hackett representing Fellow Laborers for Christ (Woods End Church) for a Zone Change of 2.348 acres, from SU (Special Use) to C2 (Commercial Business) at Tract 4-A-1-B Lands of Fellow Laborers with Christ located in the SE ¼ of T10N R7E SEC 21 Edgewood, Santa Fe County, New Mexico aka 0 Pinto Rd.**

Chairman Stanton introduced the next item on the agenda and explained that the Planning & Zoning Commission would recommend the change to the Town Council but they would be the ones to have the final decision. Tawnya Mortensen began with reading the Staff Report and giving the recommendation of denying the request due to driveway spacing issues. She went on to read that Commercial Zoning makes sense for this lot due to its location. However, driveway access will be a problem. (Driveways too close) Access entered off Pinto Road may be problematic because it serves multiple residents, and is currently a dirt road which has had multiple complaints of fugitive dust. A commercial business may have a negative impact on the residents of Pinto Road. She also explained that the driveways would have to be 375 feet apart which would be achievable from the commercial property on the north to where the entrance would be at the applicant's property but then it would only be 115 feet or so from Pinto Road to the applicant's property. Commissioner Felton asked if the property in question was in a flood zone. Tawnya answered that no it is not according to the National Flood Zone Website but this may be a property that has not had a study done on it yet. Chairman Stanton why the application had the request listed from C1 but changed to C2. Tawnya explained that the applicant was unaware of the difference and she added the email exchange in the packet so they could see that the applicant did want C2 after all. C2 Commercial Zoning gives more options and is a more "beefy" commercial zone than C1. Chairman Stanton asked if there were any further questions. Since there weren't any other questions for staff Chairman Stanton opened it up to questions and comments in the audience. First to speak on the topic was Laura Perez who lives on Pinto Rd adjacent to the lot in question. Her concerns were the dust that Pinto Road already kicks up and makes her sick. She is afraid that a commercial business on that lot would cause more traffic down that road and will make things worse. Tawnya Mortensen added that she had a call from a resident that also lives on 9 Pinto Road who is also against this zone change. Commissioner Felton asked staff that if this lot were to be zoned C1 rather than C2 would that affect the driveway spacing. The answer to that question was no it would not. They would still have to follow the driveway spacing standards for commercial property. A brief discussion ensued about the spacing between the driveways if this property were to be granted the zone change. Commissioner Felton asked if it appeared that the access would have to be off Pinto Road and Ms. Mortensen said yes that it looked like that would be the access. Commissioner Felton asked if the driveway spacing would be different if the zoning were to be changed to RS, Residential Services. Tawnya answered that yes it would be different but it's still up to NMDOT since it's on NM344. Chairman Stanton asked if things would be different if the properties had a shared easement. Ms. Mortensen said yes that could work if they created an easement and then the property on the south vacated the driveway that they are currently using and used the new access. Commissioner Felton added that the property that it is a pretty steep incline so that may not work. Chairman Stanton asked if the applicant was present and he was not. Chairman Stanton asked what is staff's recommendation. Tawnya answered that due to the driveway spacing issues she recommends denial. She also added that after several attempts to

contact NMDOT to have them weigh in on where they would allow driveway access she still has not heard from them. Commissioner Huppertz motioned to deny the recommendation for zone change to Town Council with Commissioner Felton seconding the motion. All voted aye.

Action: The motion to send to Town Council was denied.

6) Public Hearing Request for Subdivision – Application of Don and Julia Wood for a Subdivision (1 lot into 4) of 15 acres at NE $\frac{1}{4}$ of SE $\frac{1}{4}$ and N $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ of NE $\frac{1}{4}$, Edgewood Estates, T10N R7E SEC 27 NMPM, Edgewood, Santa Fe County, New Mexico (aka 61 Pinon Rd)

Chairman Stanton introduced the next item and read the Quasi-Judicial Procedure to all in attendance. He asked each Commissioner to state whether or not they had a conflict of interest or ex parte communication. Commissioner Lee – No conflict of interest or ex parte communication, Commissioner Huppertz – No conflict of interest or ex parte communication, Commissioner Felton – No conflict of interest or ex parte communication. Chairman Stanton asked if anyone present had any issue with him residing over this Hearing, no one did. Chairman Stanton then stated that he didn't have any conflict of interest or ex parte communication. He then swore in all that would be giving testimony. Tawnya Mortensen, Don Wood and Julia Wood were sworn in. Chairman Stanton asked staff to begin with the staff report. Tawnya read the report which stated that the subdivision has proper road access to all 4 lots (Access by Pinon Rd, Quail Trail and Park Rd), the Subdivision has utilities to all 4 lots, the subdivision is in the Flood Zone X (Outside the 500-year Flood Plain). Tawnya Mortensen also explained that the Technical Advisory Committee met on 3/20/18. Members included Tawnya Mortensen, Planning & Zoning Administrator, Norton Henninger, TOE Road Supervisor, and Renee Nix, Santa Fe County Fire Inspector. The Committee found that all proposed subdivided lots will have access from a publicly maintained road and all utilities are available to each lot as well. This proposed subdivision meets all requirements. Tawnya Mortensen went on to add that since this proposed subdivision meets all requirements for Preliminary and Final Plat, staff recommends approval. Chairman Stanton asked the applicant to speak. Julia Wood approached the podium and explained that they had purchased the 15-acre lot as an inheritance for their daughters but they didn't need any inheritance now. Because of that, they are going to subdivide the lot into four pieces and sell them off.

Chairman Stanton asked if the Commissioners had any questions for the applicant. There were none. Chairman Stanton then asked if there was anyone present that would like to speak against the subdivision. No one came forward. Chairman Stanton asked if there was anyone present that would like to speak for the subdivision. Tom Torres raised his hand to speak but had not been sworn in. Chairman Stanton swore Mr. Torres in. Mr. Torres came forward and said that he supported the subdivision and that it was a great piece of land that would make for a good development which is what Edgewood needs. Chairman Stanton asked if there were any other questions. Commissioner Felton asked if the road that would give access to these proposed lots were in fact town roads. Tawnya answered that yes there were town roads. She went on to explain which lots would be accessed by which road. Chairman Stanton asked if there were any other questions and there wasn't, so he closed the Public Hearing. Chairman Stanton entertained a motion. Commissioner Felton motioned to approve the subdivision with Commissioner Lee seconding the motion. Roll call vote was conducted. Commissioner Lee – aye, Commissioner Huppertz – aye, Commissioner Felton – aye.

Action: The motion to approve the Subdivision of Don and Julia Wood was approved unanimously.

7) Action Item for Zone Change Recommendation to Town Council – Application for Thomas S. Torres for a Zone Change on two lots, from RS (Residential Services) to C2 (Commercial Business) at Lot 25-A (32 Cactus Rd), Edgewood Estates, T10N R7E SEC27 NMPM of 1.564 acres and Lot 25-B (28 Cactus Rd) T10N R7E SEC 27 NMPM of 1.565 acres, Edgewood, Santa Fe County, New Mexico.

Chairman Stanton introduced then next item and asked staff to present. Tawnya Mortensen began reading from the staff report which stated both lots are currently vacant are zoned RS – Residential Services. The properties are bordered by C2 – Commercial Business, north of the property, R1 – Residential 1 Acre Lot, east of the property, AG – Agricultural, west of the property, and R5 Residential Mixed-Use south of the property. The properties are located on Cactus Rd which is 20 feet wide and not paved. She added that no reason was given with the application for the proposed zone change. The speed limit on Cactus Road is 30 mph in this area so driveway spacing must be 270 feet. She went on to add that the current zoning of 32 Cactus Rd and 28 Cactus Rd is RS Residential Services which is very fitting for this area. It is also zoning that was requested upon petitioning to be annexed into the Town of Edgewood in 2004. There is commercial on the north end where Cactus meets Church Street. The idea behind RS is to transition from C2 to Residential but still allow a business that fits in a residential area and will not cause a negative impact on the residents in the area. The area has a large amount of residential and, Commercial zoning could possibly upset the balance of this neighborhood. Staff recommends keeping the RS zoning. Commissioner Huppertz asked what commercial business bordered these lots. Ms. Mortensen answered that EPCOR was directly to the north. Commissioner Felton asked what the lot on the other side was zoned. Mr. Torres spoke up from the audience and said that the lot was not R5 as stated in the staff report but it was RS as well. Ms. Mortensen agreed that she had overlooked that in the staff report. Chairman Stanton asked if there were any additional questions for staff. Commissioner Huppertz asked if they could put small businesses now with the RS Zoning. Tawnya answered that yes, a small business could go in RS. Tom Torres approached the podium to speak on the zone change request. He began with stating that he has lived there on Cactus for 20 years and the intent of the zone change is so that new facilities could be built for EPCOR. He also stated that the speed limit used to be 25 until someone contested it in court and it was raised to 30 mph. He went on to add that the intent is to develop both lots at the same time with one being a two-vehicle garage and the other becoming administrative offices for EPCOR. The setup that they have now is not convenient with customers driving through the whole property. Security is also an issue. He stated that there will only be one entrance which will help. He added some history on usage of Cactus Rd and how often it has been used. Mr. Torres also added that he requested that sewer be added on the ICP to run down Cactus and he believes that it has been added. Commissioner Lee asked if there would be a parking lot there and Mr. Torres answered that yes there would be one that would fall under whatever C2 standards required. Chairman Stanton asked if the things he was planning on doing on the property couldn't be done under his current zoning? Mr. Torres said it would be difficult. He then went onto explain that he would have access to both lots where one would be parking and one would be the buildings. Tawnya Mortensen then asked if he was planning on keeping the lots separate or remove the lot line. He was planning on keeping them separate. Tawnya Mortensen added that he would be able to build his administrative offices and shop under RS Zoning. Mr. Torres came back to explain only under Conditional and he'd rather it be something that was allowed. Mr. Torres said RS has become more limited for what is

allowed then when it was first created. Ms. Mortensen asked what the square footage would be for his proposed buildings. Mr. Torres answered 2,000 – 3,000 square feet. Tawnya stated that size would be allowed under RS Zoning. Mr. Torres added that these two lots have all the utilities “minus the sewer which should be coming soon.” There’s also a fiber optic line there which will provide faster internet which is needed. Commissioner Lee asked how many employees would this facility house. Tom Torres answered that they currently have six (6) employees but would like to have as many as twelve (12) but that will take time and growth. Commissioner Lee asked if they would tie into the sewer system or would they have a septic system. Mr. Torres said that this will depend on the sewer coming into the area which is being designed today. He then added that it won’t get built unless there is sewer. Commissioner Lee asked if he could do septic there and Mr. Torres answered that he would not do septic. Commissioner Huppertz stated that this seems to be a reasonable request since it is for EPCOR and they don’t have enough room where they are working now unless they can do what they need under their current zoning. Mr. Torres then stated that the purpose for RS is to provide a buffer between Commercial and Residential and there will still be a buffer with the lot that is to the south of them. A brief discussion ensued about the lot to the south possibly not being buildable due to the drainage easement and small draw that runs through it. Commissioner Felton asked if he was requesting a zone change for 25-C and Mr. Torres answered that no it belongs to his sister in law and brother in law and they want to build a service business there which is more fitting for RS. Mr. Torres also explained that when it comes to funding, it’s hard to get funding and insurance when you have a property zoned that allows residential activity. It’s a detriment. Chairman Stanton asked a member of the audience who wanted to speak to come forward. Lisa Covell came forward and stated that she was in favor of this zone change since it was for EPCOR. She owns properties on Park Road which is behind the properties in question. With no other questions, Chairman Stanton entertained a motion. Commissioner Huppertz motioned to approve the recommendation for a zone change from RS Residential Services to C2 Commercial Business and send to Town Council for consideration. Commissioner Lee seconded the motion. All said aye.

Action: The recommendation for zone change to send to Town Council for consideration was approved.

8) Action Item for Zone Change Recommendation to Town Council – Application for New Mexico Development, LLC for Zone Change of 1.30 acres, from RS (Residential Services) to C2 (Commercial Business) at Lot 9, Blk 2, Carl’s Subdivision of T10N R7E SEC 27 Edgewood, Santa Fe County, New Mexico (21 Main Street)

Chairman Stanton introduced the next item and asked staff to present. Tawnya Mortensen began by going over the staff report which stated that in the discussion and analysis portion the following was found: 21 Main is currently zoned RS – Residential Services; Property is bordered by C2 Commercial (south of property), R4 Manufactured Home Residential Zone (north of property), R1 Residential 1-acre Zone (west of property) and R5 Residential Mixed-Use (east of the property); Located on Main Street and Cactus Rd which is 20 feet wide and not paved; and No reason was given for the proposed zone change. She went on to add her staff recommendation which read: In 2004 Dennis Engineering petitioned to be annexed into the Town of Edgewood and requested RS (Residential Services) Zoning at the time of annexation. The reasoning behind this particular zoning designation was due to Dennis Engineering’s plan to build their new office on the property. They were granted RS Zoning. Staff did not receive a reason behind the zone request. Recommendation: 21 Main should remain with RS Residential

Services Zoning. Tawnya Mortensen added that when looking at a zone change you have to ask the question of "Why is what you are currently zoned now wrong?" Chairman Stanton asked if there were any questions for staff. Tawnya wanted to add that she went back and forth on this one because the property is surrounded by C2 all the way down Main Street but in the end, because they had originally asked for RS and it is fitting then she recommended it stay RS. Tom Torres spoke from the audience to give clarification that when this all went in the properties were all residential so RS was the best option. A brief discussion continued about how the area itself has changed. Commissioner Felton stated that what Dennis Engineering originally requested was to build his office with 16 parking spaces and that is what is currently there. So, what has changed? Geri Salazar asked if she could approach the podium? Geri Salazar was the authorized agent for NM Development, LLC (applicant). She began by clarifying that the building does not belong to Dennis Engineering, it belongs to NM Development LLC. She went on to say that back then RS was put in place to transition from residential to commercial and now there's commercial along Main Street and all the utilities are present so it makes sense to continue the commercial corridor. Ms. Salazar gave history on the building and the intent to lease portions of it to other businesses. She also added that they measured Cactus Rd and on the north end it measured 24 feet of and 22 feet on the south end and it appears that Cactus was to be 22 feet all along. Ms. Salazar then asked for the Commission to look at the Comprehensive plan on page 51 to show the Long-Range Road Network. She pointed out that Cactus would be used as a Collector road. In the long-range plan, it was meant to be developed as a connector street. Geri Salazar also stated that according to County taxes they are paying commercial taxes on this property which is another reason for the zone change. A brief discussion continued about the sewer but part was unable to be heard by the audio due to Mr. Torres not being next to the microphone while speaking. Commissioner Lee asked if there was plans to put a sewer in. Tawnya Mortensen answered that it's in the "works" and Mr. Torres added more information about roads and access. Commissioner Felton asked since the sewer system is serves commercial businesses and is in the need for residential to balance it out will a business like a dry cleaner benefit the system? Mr. Torres answered that no a dry cleaner would not benefit the plant but an office would benefit it. Commissioner Felton asked what type of business would benefit the plant if C2 was granted to NM Development? Mr. Torres went on to explain how commercial businesses end up adding nitrates into the ground and how it's beneficial to have sewer extend into residential areas so we can dilute the things that are making the plant sick. Commissioner Felton stated that he is still wondering what will take place if NM Development is granted C2. What will be different? Mr. Torres answered the question but was not up at the microphone so it was unable to be determined what exactly was said. Commissioner Lee asked what happens if the town does not put sewer in down Cactus Road? Tom Torres answered with "The same thing that happens to all of Edgewood, we have to get it right." Commissioner Lee asked what is the time frame of the sewer extension? Tawnya Mortensen answered, hopefully real soon. A conversation continued about the sewer. Chairman Stanton asked if there is a lot of C2 in the area. Tawnya Mortensen answered that yes, the majority of Main Street is commercial. With no further questions for the applicant or for staff, Chairman Stanton entertained a motion. Commissioner Huppertz motioned to send the recommendation for a zone change from RS to C2 to the Town Council with Commissioner Felton seconding the motion. All voted aye.

Action: The recommendation for zone change to send to Town Council for consideration was approved.

9) **Action Item to send to Town Council – Zoning Designation Miscellaneous Properties for Infill Annexation-** Chairman Stanton introduced the next item and Tawnya Mortensen began with explaining that these few properties were ones that the property owners had asked to change to something else. After considering their request, she agreed that the zoning they were requesting made sense. She went on to say that Christian Way would not be able to have commercial zoning like they had asked because of driveway access issues so she was recommending R1 like previously discussed. Also, a property far north on NM 344 had commercial designation with the county and also had a Master Plan designated to it but Tawnya wanted to know if the Commissioners wanted to see commercial in the far northern part of NM 344 or not. The property she was talking about was 574 NM 344. Tawnya also let the Chairman know that the property owner was in the audience. Chairman Stanton asked Cynthia Burke to come to the podium. Cynthia Burke explained that she did have a Master Plan for that property years ago but has since then expired but would like to have commercial zoning so possibly in the future she could do something similar. A brief discussion ensued and it was suggested that she take Residential Services Zoning so it would blend in better in that area. She agreed to that zoning after she was shown what all could be allowed. A brief discussion ensued and Chairman Stanton entertained a motion. Commissioner Lee motioned to approve the zoning designations and send to Town Council for final approval with Commissioner Huppertz seconding the motion. All voted aye.

Action: The motion to approve the zoning designations and send to Town Council was approved.

10) **Public Comment – None**

11) **Matters from the Chair and Commission Members –** Chairman Stanton would like to see doggie bag poles installed on the walking path on Rt 66. Commissioner Huppertz asked if the picnic tables would have covers on them at the park. Joe Finfrock stated there was no plans for that. Commissioner Felton thanked the Mayor for the appointment and staff for being helpful and thanked the Commission for being so welcoming.

12) **Matters from the Staff –** Tawnya Mortensen talked about Mr. Barrett's funeral, MRCOG training and who could go and also the NMLZO Spring Conference. Tawnya also added that all the work that was done on the Residential changes would be brought back because of concerns from a Town Council member. Tawnya will have many people there to discuss septic, fire emergency services, CID issues etc.

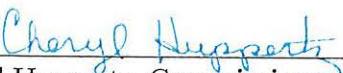
13) **Calendar Update & Future Agenda Items –**

The next meeting will be April 16, 2018 at 6:00 pm. At this meeting, the P&Z Commission will hear Findings of Fact, Ordinance changes on the Mining Section, Residential Zoning Discussion and Sign Ordinance Changes and Road Priority List.

14) **Adjourn -** Chairman Stanton entertained a motion to adjourn. Commissioner Huppertz motioned to adjourn with Commissioner Lee seconding the motion. All vote aye. The motion to adjourn at 7:53 was approved.


Lorenzo Stanton, Chairman

ATTEST:


Cheryl Huppertz, Commissioner Secretary

Town of Edgewood
APPLICATION FOR ZONE CHANGE

SHADED AREA FOR STAFF USE ONLY

RECEIVED BY: DM

DATE RECEIVED: 2/6/18

CASE NO: ZC 2018-02-011

APPROVED BY: _____

APPROVED DATE: _____

ZONING: RS-C2

NAME OF APPLICANT: Thomas S. Torres

APPLICANT ADDRESS: PO Box 2466 Edgewood NM 87015
Street City State Zip

APPLICANT PHONE: HOME: (505) 281-3294 BUSINESS: _____
FAX: _____ FAX: _____

ADDRESS OF PROPERTY FOR WHICH REZONING IS REQUESTED:

32 Cactus Road (Lot 25-A) and 28 Cactus Road (Lot 25-B) of the Edgewood Estates Subdivision

PRESENT ZONING OF PROPERTY: R-S REQUESTED ZONING OF PROPERTY: C-2

OWNER OF ABOVE DESCRIBED PROPERTY: Thomas S. Torres & Deborah D. Torras

OWNER ADDRESS: PO Box 2466 Edgewood NM 87015
Street City State Zip

OWNER PHONE: HOME: (505) 281-3294 BUSINESS: _____
FAX: _____ FAX: _____

PRESENT USE OF PROPERTY: Undeveloped

FEES: _____

❖ ❖ ❖

NOTICE AND DISCLAIMER

The staff acts in an advisory position only and will provide you with the recommendations, whether positive or negative, that will be forwarded to the Planning Commission.

If you take any action, make any financial commitments or expenditures based on staff, Planning Commission, or Town Council member statements before final action is taken on your application, you are doing so at your own risk.

The Town of Edgewood, its elected and appointed officials, agents, attorneys, and employees, will not in any way be responsible or liable for any losses of any kind whatsoever by you in the event that your application is not granted.

Your signature(s) on this document verifies (verify) that you have read and completely understand this document.

Applicant: Thomas S. Torres Date: 2-5-18
(Signature)

Type or Print Applicant Name: Thomas S. Torres

Owner: Thomas S. & Deborah D. Torres Date: 2-5-18
(Signature)

Type or Print Owner Name: Thomas S. & Deborah D. Torres

CASE NO.: _____

COMMUNITY DEVELOPMENT

ZONE CHANGE CHECKLIST

APPLICATION FOR ZONE CHANGE SHALL BE ACCOMPANIED BY THE FOLLOWING:

- COPY OF GENERAL WARRANTY DEED FOR THE PROPERTY OR PROPERTIES FOR WHICH APPLICATION IS MADE.
- CERTIFIED BOUNDARY SURVEY FOR WHICH APPLICATION IS MADE.
- SITE PLAN SHOWING LOCATION OF ALL EXISTING AND PROPOSED BUILDINGS, OTHER CONSTRUCTIONAL FEATURES, AND LANDSCAPING -- DRAWN TO SCALE WITH ALL DIMENSIONS AND THE LOCATION OF THE ZONE CHANGE IDENTIFIED.
- ARCHITECTURAL ELEVATIONS FOR ANY PROPOSED BUILDINGS ON THE SUBJECT PROPERTY.
- COMMERCIAL REZONING: A WRITTEN DESCRIPTION OF PROPOSED OPERATION IN SUFFICIENT DETAIL TO INCLUDE HOURS OF OPERATION; NUMBER OF EMPLOYEES; TYPE OF MACHINERY; PLANS FOR OUTDOOR STORAGE; EFFECTS OF OPERATION IN PRODUCING AIR AND WATER POLLUTION, ODOR, NOISE, GLARE, FIRE OR OTHER FIRE SAFETY HAZARDS, AND TRAFFIC CONGESTION.
- RESIDENTIAL REZONING: A WRITTEN DESCRIPTION OF THE PROPOSED USE OF PROPERTY INCLUDING NUMBER AND SIZE OF PROPOSED UNITS; NUMBER OF OFF-STREET PARKING SPACES; OPEN SPACE, RECREATIONAL FACILITIES; LANDSCAPE PLANS, AND REASONS FOR THE REZONING REQUEST.
- OTHER INFORMATION OR STUDY NEEDED: _____

STAFF COMMENTS

APPLICANT'S REQUEST:	1)	
2)		3)
4)		5)

APPLICATION COMPLETE, NOTIFIED APPLICANT ON:
--

APPLICATION INCOMPLETE, CONTACTED APPLICANT ON:

REQUESTED THE FOLLOWING:	1)	
	2)	
	3)	
	4)	
	5)	

COMMENTS:	

QUITCLAIM DEED

THOMAS S. TORRES and DEBORAH D. TORRES, husband and wife, and ROBERT D. AERTS, JR. and, SANDRA J. TORRES-AERTS, husband and wife all as Joint Tenants, for consideration paid grant to THOMAS S. TORRES and DEBORAH D. TORRES, husband and wife as Joint Tenants, whose address is P.O. Box 2466, Edgewood, New Mexico 87015

The following described real estate in Santa Fe, County, New Mexico:

Lot 25-A and Lot 25-B, Lands of Thomas S. Torres and Deborah D. Torres and Robert D. Aerts and Sandra J. Torres-Aerts, as the same is shown and designated on the replat of lot 25 of the EDGEWOOD ESTATES SUBDIVISION, ALSO BEING THE W1/2SW1/4NE1/4NW1/4, SECTION 27, T10N, R7E, N.M.P.M. TOWN OF EDGEWOOD, SANTA FE COUNTY, NEW MEXICO, filed on august 24, 2005 at 11:09 AM in book 598, page 038, of the records of Santa Fe County, New Mexico. Subject to reservations, restrictions and easements of record and taxes for 2005 and subsequent years.

WITNESS our hands and seals this 30th day of September, 2005

Thomas S. Torres
Thomas S. Torres

Deborah D. Torres
Deborah D. Torres

Robert D. Aerts, Jr.
Robert D. Aerts, Jr.

Sandra J. Torres-Aerts
Sandra J. Torres-Aerts

STATE OF NEW MEXICO
COUNTY OF SANTA FE

This instrument was acknowledged before me on SEPTEMBER 30, 2005
By THOMAS S. TORRES and DEBORAH D. TORRES

My commission expires: November 1, 2008

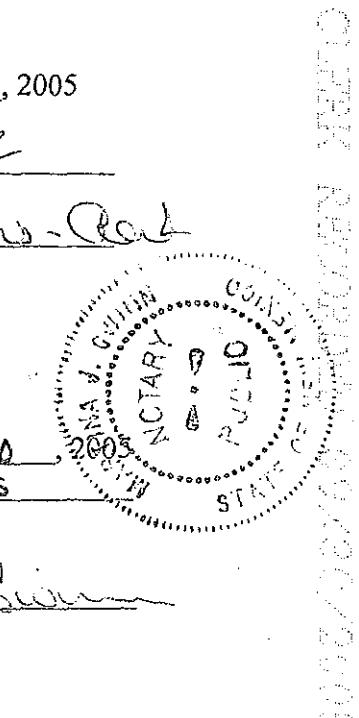
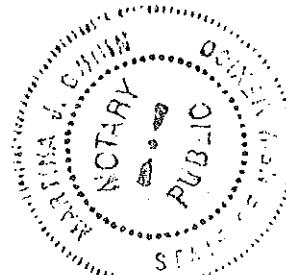
Martina J. Gwin
Notary Public

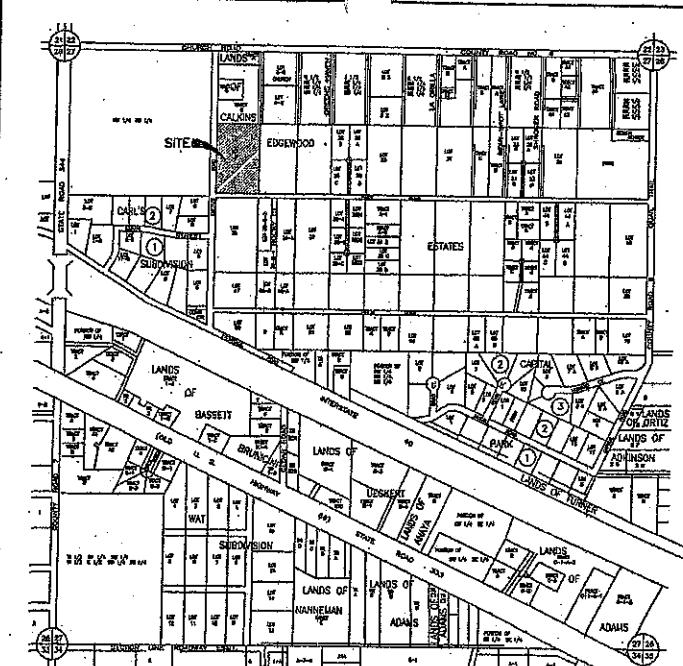
STATE OF NEW MEXICO
COUNTY OF Santa Fe

This instrument was acknowledged before me on SEPTEMBER 30, 2005
By ROBERT D. AERTS JR. and SANDRA J. TORRES-AERTS

My commission expires:
November 1, 2008

Martina J. Gwin
Notary Public





VICINITY MAP
SANTA FE COUNTY ZONE ATLAS
MAP L40 AS PREPARED BY
ASSOCIATED DEVELOPMENT, Inc.

PARCEL DESCRIPTION

BEING LOT 25, EDGEWOOD ESTATES, LOCATED WITHIN SECTION 27, TOWNSHIP 10 NORTH RANGE 7, EAST, N.M.P.M., TOWN OF EDGEWOOD, SANTA FE COUNTY, NEW MEXICO AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE PARCEL HEREIN DESCRIBED, WHENCE THE MONUMENT SF-92 BEARS S18°37'15"E, A DISTANCE OF 3017.08 FEET; THENCE, NO22°23'W, A DISTANCE OF 660.72 FEET; THENCE, DUE EAST, A DISTANCE OF 299.58 FEET; THENCE, S035°41'W, A DISTANCE OF 662.15 FEET; THENCE, N89°43'39"W, A DISTANCE OF 297.01 FEET, TO THE POINT AND PLACE OF BEGINNING.

PARCEL CONTAINS 4.529 ACRES, MORE OR LESS...

SAID PARCEL BEING SUBJECT TO ALL RESTRICTIONS, RESERVATIONS, AND EASEMENTS OF RECORD FILED IN THE OFFICE OF THE COUNTY CLERK OF SANTA FE COUNTY, NEW MEXICO.

FREE CONSENT

THE UNDERSIGNED OWNER DOES HEREBY CERTIFY THE THE PLAT AS SHOWN IS WITH THEIR FREE CONSENT AND IN ACCORDANCE WITH THEIR WISHES AND DESIRES, AND THAT SAID OWNER GRANTS ALL EASEMENTS AS SHOWN.

1) Thomas S. Torres

DEBORAH D. TORRES

2) Robert D. Aerts Jr.

SANDRA J. TORRES-AERTS

ACKNOWLEDGEMENT

STATE OF NEW MEXICO)

) SS

COUNTY OF SANTA FE)

ON THIS 5th DAY OF August, 2005, THE FOREGOING INSTRUMENT WAS
ACKNOWLEDGED BEFORE ME BY THE PERSONS WHOSE NAME APPEARS ABOVE.

Notary Public Expedited November 1, 2005

ACKNOWLEDGEMENT

STATE OF NEW MEXICO)

) SS

COUNTY OF SANTA FE)

ON THIS DAY OF, 2005, THE FOREGOING INSTRUMENT WAS
ACKNOWLEDGED BEFORE ME BY THE PERSONS WHOSE NAME APPEARS ABOVE.

NOTARY PUBLIC

CACTUS ROAD

25 CACTUS RD.

Lot 25-A
1.564 Acres

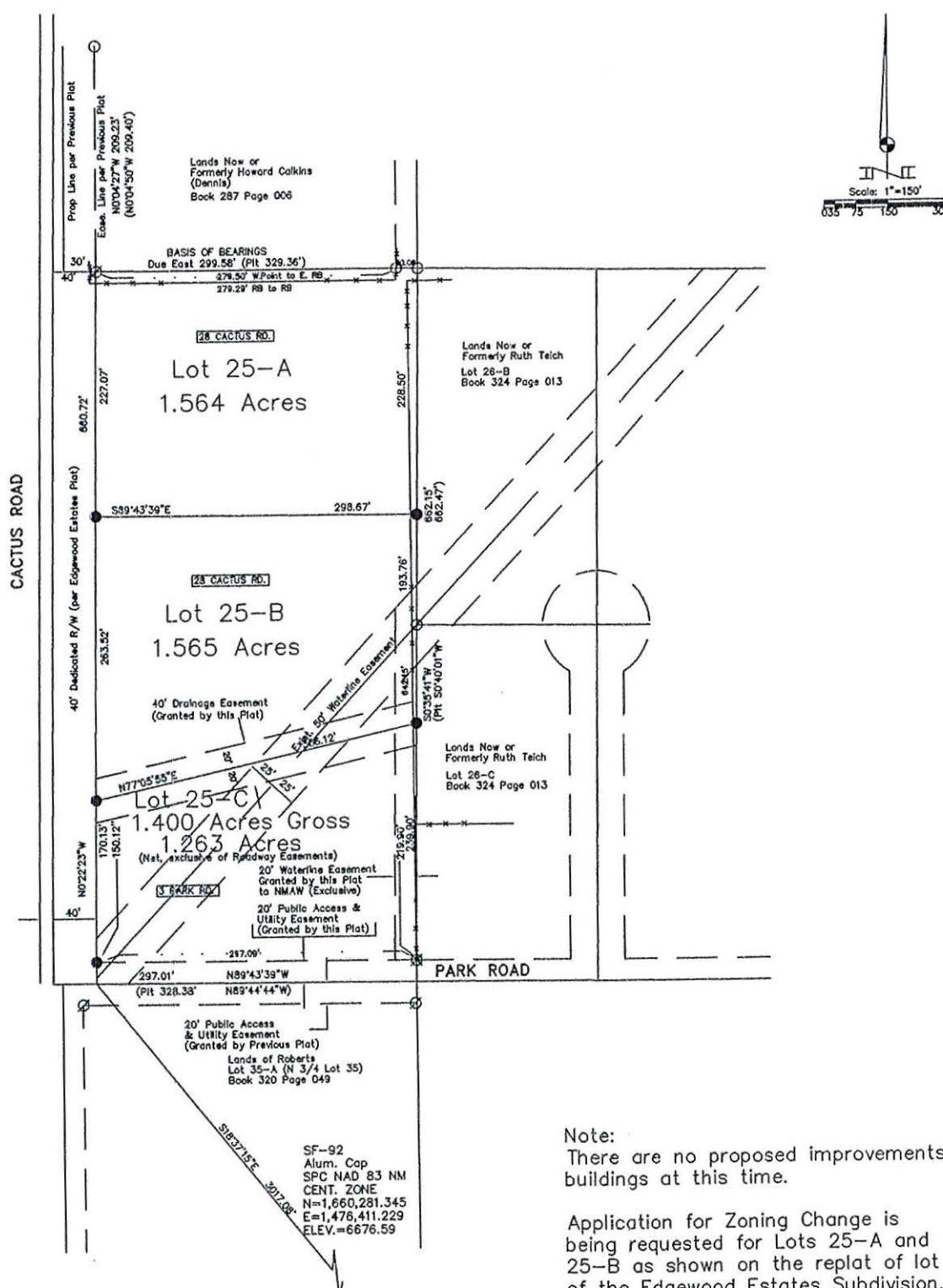
25 CACTUS RD.

Lot 25-B
1.565 Acres

25 CACTUS RD.

Lot 25-C
1.400 Acres Gross
1.263 Acres
(Net, exclusive of
Roadway Easements)

25 CACTUS RD.



Note:
There are no proposed improvements or buildings at this time.

Application for Zoning Change is being requested for Lots 25-A and 25-B as shown on the replat of lot 25 of the Edgewood Estates Subdivision, also being the W1/2SW1/4NE1/4NW1/4, Section 27, T10N, R7E, N.M.P.M., Town of Edgewood, Santa Fe County, NM

Physical Address:
32 Cactus Road, Edgewood, NM 87015
28 Cactus Road, Edgewood, NM 87015

DESIGN: <u>TTT</u>
DRAWN: AEW
CHECKED: SW
DATE: 11/08/2017
REV:
REV:
REV:

TITLE
SITE PLAN

DEC
DENNIS ENGINEERING COMPANY

PROJECT
THOMAS S. TORRES
APPLICATION FOR ZONE CHANGE

SHEET

1 OF 1

**Town of Edgewood
Application for Zoning Change**

Thomas S. and Deborah D. Torres Application

Property Address

32 Cactus Road, Edgewood, NM 87015
28 Cactus Road, Edgewood, NM 87015

Written Description of Proposed Operation

Hours of operation:

N/A, sites are undeveloped

Number of employees:

N/A, sites are undeveloped

Type of machinery:

N/A, sites are undeveloped

Plans for outdoor storage:

None, there are currently no plans for outdoor storage.

Effects of operation in producing:

Air and water pollution: minimal anticipated

Odor: minimal anticipated

Noise: minimal anticipated

Glare: minimal anticipated

Fire or fire safety hazards: minimal anticipated

Traffic congestion: minimal anticipated

AGENT'S AUTHORIZATION FORM

This form is used to allow someone other than the registered owner of a specific parcel of property to act on behalf of the owner for a proposed permit and/or request.

32 Cactus Road (Lot 25-A) and 28 Cactus Road (Lot 25-B) of the Edgewood Estates Subdivision
ADDRESS OF SUBJECT PROPERTY

Please print

Please print

Thomas S. Torres & Deborah D. Torres
NAME OF PROPERTY OWNER

Dennis Engineering Company
AGENT'S NAME OR COMPANY

PO Box 2466
ADDRESS OF PROPERTY OWNER

PO Box 909
AGENT'S ADDRESS

Edgewood, NM 87015
CITY STATE ZIP

Edgewood, NM 87015
CITY STATE ZIP

505-281-3294
PHONE NUMBER

505-281-2880
AGENT'S PHONE NUMBER

I, Thomas S. Torres, the legally registered property owner for the site located at 32 Cactus Road and 28 Cactus Road, Edgewood, NM which is situated within the Town of Edgewood, County of Santa Fe, State of New Mexico, hereby authorize the referenced individual and/or company to make application and act as my agent concerning the following request.

Town of Edgewood Application for Zone Change

Owner's signature

Thomas S. Torres 1-15-18

Date

cc: File

Dennis Engineering Company

Agent's Signature

Date

Deborah D. Torres 1/15/2018

6D

7A

© 2009 Water

Torres 1

Epcor Water USA

Torres 2

Park Rd

Park Rd

ing Arms Day Care



Santa Fe County
Assessor's Office

Torres I

(<http://www.santafecountynm.gov/assessor>)

SEARCH TYPE:

Parcel Number



SEARCH VALUE:

Search

PROPERTY INFORMATION

Parcel Number: 910014105

Find all properties around this property.

Printer friendly version of this property.

UPC: 1040056150453000000

Physical Address:

32 CACTUS RD

EDGEWOOD, NM 87015

Owner Name:

TORRES, THOMAS S & DEBORAH D

Find all properties for this owner.

Owner Mailing Address:

PO BOX 2466

EDGEWOOD, NM 87015

Tax Code Area: 8TIN

Section Township Range:

S27 T10N R7E

Legal Description:

LOT 25-A EDGEWOOD ESTATES T10N R 7E S27 1.564 AC

Plat Book:

598/038

Most Recent Deed:

1400911 REC 09-30-2005 BML

Neighborhood: 5221001

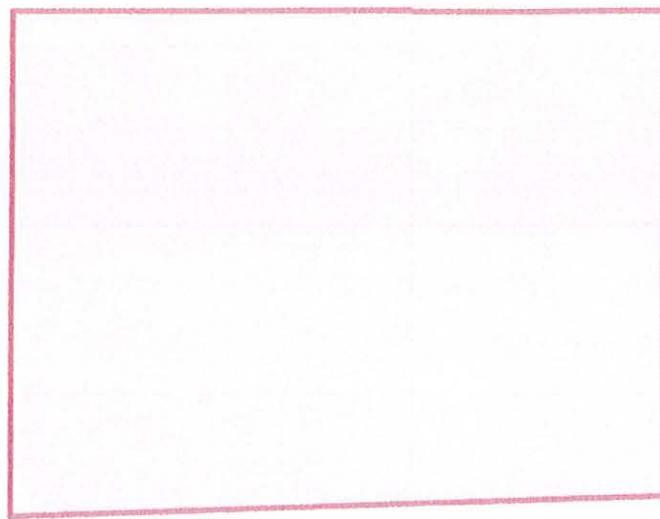
Commercial

Find all properties for this neighborhood.

Property Class: VAC

Assessed Value:

See Notice of Value on Document Manager Page (<http://assrdocs.santafecountynm.gov/AXPortal>)



(<https://maps.google.com/map89He85A0693939106118627Map+at+93+680+ft+above+sea+level+in+Santa+Fe+County,+New+Mexico+87501+USA>)



If you are the owner of the property being researched and you believe there is a significant discrepancy in any of the information being shown, please [click here](#) to complete a Property Correction Form.

([http://www.santafecountynm.gov/media/files/Property Corrections.pdf](http://www.santafecountynm.gov/media/files/Property%20Corrections.pdf)) Submission instructions are available on the form.

Property Information (above) and parcel outlines/locations are current as of **Tuesday, April 3, 2018**.

Property Detail and Sketches (below) are current as of **Tuesday, April 3, 2018**.



LAND DETAIL

Extension	Line	Type	Square Footage	Acreage
No records found				

PRIMARY STRUCTURES DETAIL

Extension	ID	Type	Square Footage	Year Built	Bedrooms	Sketch (click image to download)
No records found						

ADDITIONAL STRUCTURES DETAIL

Extension	ID	Type	Square Footage	Year Built	Sketch (click image to download)
No records found					



Santa Fe County
Assessor's Office

Torres 2

(<http://www.santafecountynm.gov/assessor>)

SEARCH TYPE:

Parcel Number



SEARCH VALUE:

Search

PROPERTY INFORMATION

Parcel Number: 910014106

Find all properties around this property.

Printer friendly version of this property.

UPC: 104005615043000000

Physical Address:

28 CACTUS RD

EDGEWOOD, NM 87015

Owner Name:

TORRES, THOMAS S & DEBORAH D

Find all properties for this owner.

Owner Mailing Address:

PO BOX 2466

EDGEWOOD, NM 87015

Tax Code Area: 8TIN

Section Township Range:

S27 T10N R7E

Legal Description:

T10N R 7E S27 1.565 AC LOT 25-B EDGEWOOD ESTATES

Plat Book:

598/038

Most Recent Deed:

1400911 REC 09-30-2004 BML

Neighborhood: 5221001

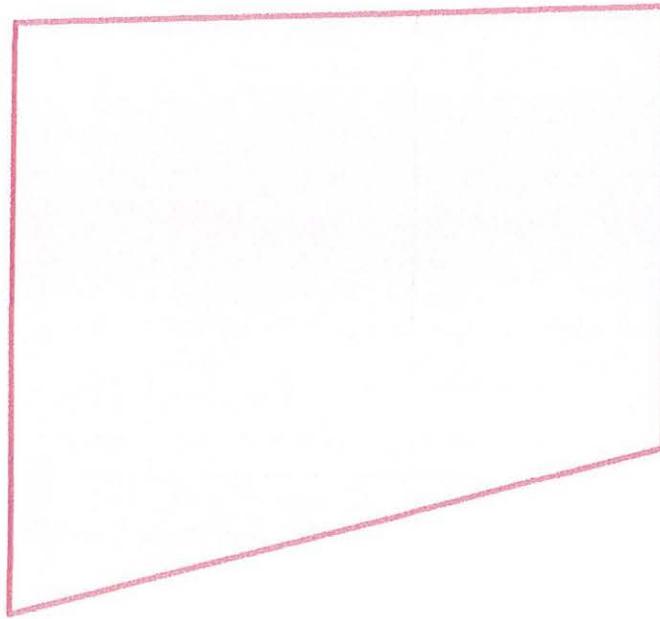
Commercial

Find all properties for this neighborhood.

Property Class: VAC

Assessed Value:

See Notice of Value on Document Manager Page (<http://assrdocs.santafecountynm.gov/AXPortal>)



(<https://maps.google.com/maps?ll=35.065778,-90.016149&spn=0.05306675781861061>)



If you are the owner of the property being researched and you believe there is a significant discrepancy in any of the information being shown, please click [here](#) to complete a Property Correction Form.

(<http://www.santafecountynm.gov/media/files/Property Corrections.pdf>) Submission instructions are available on the form.

Property Information (above) and parcel outlines/locations are current as of **Tuesday, April 3, 2018**.

Property Detail and Sketches (below) are current as of Tuesday, April 3, 2018.



LAND DETAIL

Extension	Line	Type	Square Footage	Acreage
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No records found

PRIMARY STRUCTURES DETAIL

Extension	ID	Type	Square Footage	Year Built	Bedrooms	Sketch (click image to download)
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No records found

ADDITIONAL STRUCTURES DETAIL

Extension	ID	Type	Square Footage	Year Built	Sketch (click image to download)
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No records found

MAP

CHURCHES

CAGLIUSI RD

54

ST

S2

S5

R1

Precaution
High

PARK RD

PINON RD

CAPITAL RD

L

RANGE

**Planning & Zoning Commission
Regular Meeting
Edgewood Community Center
10/18/04**

Call to Order	The Meeting was called to order at 6:00 p.m. Members present: Brad Hill, Eldy Gillmer, Rey Fulwiler, Chris Kinnaman, Dave Patek, and P&Z Administrator, Karen Mahalick. Members absent, Karen Bull.
Approve Agenda	Commissioner Gillmer made a motion to approve the agenda. The motion was seconded and passed.
Approve minutes of 10/04/04	A motion was made by Commissioner Gillmer to approve the minutes, the motion was seconded. The motion passed.
Preliminary minor plat review located on the south side of Walker Road-commercial property	This is an initial application for a minor commercial subdivision of 12.404 acres into 5 lots. Access to the lots will be through a common internal road which will run south of Walker road and turn to the west mid-way down. This subdivision will go through Santa Fe Fire for approval as it is commercial. Ms. Mahalick requested a public dedication of the right-of-way for Cody road on the western side of the plat; Mr. Ohlsen agreed to do so. Commissioner Fulwiler made a motion to approve pending compliance of Santa Fe Fire recommendations for development and public dedication of Cody Rd on Mr. Ohlsen's property, the motion was seconded and passed.
Set public hearing for conditional use permit for subdivision of Bassett Ranch Phase 1.	The Planning Commission received a conditional use permit to develop 190.6 acres of commercially zoned property into 135 residential lots ranging in size from 1.0 acres to 2.0 acres. Commissioner Gillmer made a motion to set public hearing was set for November 1, 2004, the motion was seconded and passed.
Preliminary minor plat review for Padilla, 5 lots of 25.61 acres.	Tim Oden was present to represent the property owner, Jose Anastacio Padilla for this subdivision of 25.61 acres in 5 lots. The property is on the south side of Estrella Vista Dr. and the west side of Highway 344. Ms. Mahalick pointed out that there was not an access permit accompanying the request to create a road off of Highway 344 and the subdivision ordinance states that dead end streets shall have a turnaround which this proposed road does not have. Commissioner Gillmer made the motion that approval be contingent upon the applicant obtaining a driveway permit, naming the new road and platting a turnaround at the western end of the new property. The motion was seconded and the motion passed.
Preliminary minor plat review Raymond Max & Latricia Hill, minor subdivision of 9.995 acres	This preliminary minor plat was tabled during the October 4 th meeting pending a site visit by Ms. Mahalick to determine the condition of the access road. Ms. Mahalick produced pictures showing an access road had been graded and graveled previously and that there are no unusual land features which would impact development. Commissioner Fulwiler made the motion

**Buena Vista
Subdivision units
3,4 and 5 table on
July 15, 2002**

This preliminary subdivision was tabled on July 15, 2002 awaiting comments from Edgewood Soil and Water Conservation. The Commission will receive new packets from Mr. Oden, the developer's representative for this 144 acre property which is located on the southern side of Entranosa road. The property will be posted for a public hearing on November 15th. This subdivision will consist of 47 lots on the 144 acres averaging 3.06 acres/lot. The commission received copies of minutes from the previous Commission meetings where the subdivision was discussed so as to be aware of previously considered concerns. Commission tabled discussion until the November 15th public hearing.

**Annexation of
11.64 acres
contiguous to Hill
Ranch Rd Zoning
request R-1**

These parcels are adjacent to the north side of Hill Ranch road and defined as being in the priority infill area in the comprehensive plan. Commissioner Gillmer made the motion to recommend R-1 zoning for this request; the motion was seconded and passed.

**Annexation of 5
acres contiguous
to Cactus road/
zoning request/
Residential &
Services-RS**

This parcel is located on Cactus road, north of Park and adjacent to Dennis Engineering's present office location. The parcels to the north of this property are commercially zoned and the request is for residential and services (RS) which allows for specific professional office services in addition to residential. The applicant does not have a development plan at this time and at a later date will come forward with an application for a Special Use Permit if the applicant desires to build those professional offices allowable. Commissioner Fulwiler recommended approval of the Residential & Services (RS) zoning, the motion was seconded and the motion passed.

Adjourn

The motion was made by Commissioner Gillmer for the meeting to adjourn and was seconded, the motion passed. The meeting adjourned @ 7:30 p.m.



Brad Hill, Chairman

**Planning & Zoning Commission
Regular Meeting
Edgewood Community Center**

2/7/05

Call to Order	The Meeting was called to order at 6:00 p.m. Members present: Brad Hill, Eldy Gillmer, Dave Patek, and P&Z Administrator, Karen Mahalick. Members absent, Karen Bull & Rey Fulwiler
Election of Commission Officers	Commissioner Patek made a motion to nominate Brad Hill as Chairman; the motion was seconded and passed.
	Commissioner Patek made a motion to nominate Eldy Gillmer as Vice-Chairman; the motion was seconded and passed.
	Commissioner Hill made a motion to nominate Karen Bull as Secretary should she accept the nomination, the motion was seconded and passed.
Approve Agenda	Commissioner Gillmer made a motion to approve the agenda with the request from Commissioner Patek to defer discussion on the Subdivision Ordinance draft. The motion was seconded and passed.
Approve minutes of January 13, 2005	A motion was made by Commissioner Patek to approve the minutes with the deletion of the last sentence concerning the Campbell Ranch revisions which were not adopted. The motion passed.
Conditional Use Permit for Sol West Land & Development	Sol West Land & Development is requesting permission to place a temporary commercial office building on their subdivision site north of Venus Road on lot 28 off of Half Moon Rd and Evening Star Loop. The Commission agreed to a 1-year renewable conditional use permit with the provision that the lot not have obvious building materials stored in violation of the zoning ordinance. Commissioner Gillmer made the motion to approve the 1-year renewable conditional use permit; the motion was seconded and approved.
Preliminary Subdivision application Lands of Huppertz, 51.0 acres into 5 lots, Zoning=R-1	Two issues came up concerning the Public access being created by this minor subdivision for Lands of Huppertz, the ordinance requires street improvements prior to final plat approval and Ms. Huppertz wants to plat the northern most portion of the utility easement as public, but not improve the roadbed. Planning & Zoning Administrator Ms. Mahalick reported to the Commission that the Town's Attorney had been contacted about the timing of plat signoff and improvement and requested tabling all plats which maybe questionable due to this condition. The Commission tabled the issue until the attorney's opinion is received.
Pre-Application Subdivision for Michael Davidson, 5 lots from 9.964 acres Zoned R1.	This plat is located to the north of Hill Ranch road and east of Horton Rd. Mr. Davidson's property needs improved access from tract 1-R-1 which has not been annexed by the town. Setback requirements for R-1 on secondary streets are a minimum of 20 feet, should the property be an annexed parcel. The applicant's representative Dennis Engineering will resolve these aspects of the plat and return to the Commission. No action was taken.

**Pre-application
Subdivision for
Torres, 3 lots
from 4.529 acres,
zoning RS**

This plat is located adjacent to Cactus Rd and Park Road, Mr. Torres has a proposed property line between lot 25-B and Lot 25-C where there is a significant drainage area, though not a designated floodplain. The Planning & Zoning Administrator recommended a drainage easement be platted for this area as is an undesirable building site and blockage would significantly impact adjacent neighbors. The property owner's representative agreed to work with the Planning department on the dimensions of the easement. Commissioner Gillmer made a motion the plat contain the drainage easement as per the department approval, the motion was seconded and approved.

**Annexation
request for 2.640
acres off
Clydesdale Lane.
Zoning R-1**

This is an infill annexation for 2.640 acres located adjacent to Clydesdale Lane. This property is in the priority annexation area as defined by the Comprehensive Plan. Commissioner Patek recommended a zoning designation of R-1; the motion was seconded and passed. Commissioner Gillmer recommended Council approve the annexation, the motion was seconded and passed.

**Final plat approval
for Anglin, minor
subdivision 4 lots:
Tract C-2-A-1; C-2-
A-2; C-2-B-1; & C-2-
B-2**

This property is located adjacent to Venus Rd; the plat is in compliance with the subdivision regulations and all conditions for final plat approval have been met. Commissioner Gillmer made a motion to approve the final plat; the motion was seconded and passed.

**Final plat approval
for Anglin, minor
subdivision 2 lots:
Tract C-1-A and
Tract C-1-B**

This property is located adjacent to Moseley Rd; the plat is in compliance with the subdivision regulations and all conditions for final plat approval have been met. Commissioner Patek made a motion to approve the final plat; the motion was seconded and passed.

**Final plat approval
for Kight and Buck,
minor subdivision 2
lots; Tract B-1 Tract
B-2, Tract B-3 and
Tract B-4**

This plat is located south of Venus Rd and west of Hayward Court. The plat creates Jazmin Court therefore the plat was tabled until the Attorney's opinion is received.

**Final plat approval
for Padilla, minor
subdivision of 5 lots;
Tract 5-A-1 thru
Tract 5-A-5**

This plat is located west of Highway 344 and creates Consuelo Lane; therefore the plat was tabled until the Attorney's opinion is received.

**Final plat approval
for Raymond Max
and Latricia Hill,
minor subdivision of
5 lots; Tract C-4-R-3-
A thru Tract C-4-R-
3-B**

Commissioner Hill is related distantly to this applicant and recused himself from voting, as there were only two other commissioners in attendance the plat was tabled.

**Final plat approval
Maguire Family
Trust, minor
subdivision of 5 lots;
Tract C-4-R-4-B thru
Tract C-4-R-4-E**

This property is located adjacent to High Meadow Loop; the plat is in compliance with the subdivision regulations and all conditions for final plat approval have been met. Commissioner Gillmer made a motion to approve the final plat; the motion was seconded and passed.

Preliminary plat review for Ullrich; Lands of Ullrich, located adjacent to Venus Rd., 5 lots from 103.77 acres, zoning R-1

This property is adjacent to Venus Ridge Subdivision and creates extensions of Half Moon Road and Evening Star Loop. The plat was tabled until the attorney's opinion about road creation and final plat sign off is received.

Preliminary plat review for Horton/Oden & Associates; Lands of Cleveland located east of Highway 344, north of Cielo Azul Subdivision, 4 lots from 10.00 acres, zoning R-1.

This property is adjacent to Highway 344 and Cielo Azul Subdivision; the plat does not contain a signature line for the Entranova water Company, Ms Mahalick agreed to call Entranova about a letter of commitment. All other conditions for final plat approval have been met. Commissioner Gillmer made a motion to approve the final plat; the motion was seconded and passed.

Adjourn

The motion was made by Commissioner Gillmer for the meeting to adjourn and was seconded, the motion passed. The meeting adjourned @ 7:30 p.m.



Brad Hill, Chairman

- d. Agreements and covenants that govern the use, maintenance, and continued protection of the development and its common spaces, shared facilities, and private roads.
- E. **District Standards.** The following land use and performance standards apply to this Zone District unless specifically exempted or modified as a condition of approval of the Rural Residential Zone.
 - 1. The total land area for a Rural Residential Zone shall be more than one hundred (100) acres.
 - 2. All development within the Rural Residential Zone must be served by water and wastewater facilities/utilities.
 - 3. The Commission may require that suitable areas for streets, schools, parks and other public areas be set aside.
Mini-Parks: The total area contained in mini-parks that have a minimum dimension of 10,000 square feet and that include benches, playground apparatus, barbecue pits, fire rings or other recreational amenities may be counted as common Open Space.
 - 4. Front Setback shall be no less than thirty (30) feet;
 - a. Side Setback shall be no less than ten (10) feet, except in cases of corner lots, where the secondary street Side Setback shall be no less than twenty (20) feet;
 - b. Rear Setback shall be no less than ten (10) feet.
 - 5. Maximum building height shall be forty (40) feet.
- F. SEE PROHIBITED USES: SECTION 9.C - 1, 2 & 3

SECTION 19. R-S RESIDENTIAL AND SERVICES ZONE

- A. **Intent.** The purpose of the RS (Residential and Services) Zone is to provide for orderly and compatible development in transitional areas between residential and non-residential districts and to establish and preserve areas for those commercial facilities which are especially useful in close proximity to residential areas.
- B. **Permitted uses.** The following uses are permitted in the R-S Zone.
 - 1. Any use permitted in the R-1 Zone;
 - 2. Retail; Maximum of 3,000 square feet for most uses; 6,000 square feet for multipurpose convenience stores and medical offices.
- C. **Conditional Uses:** The following uses may be permitted within this Zone District upon grant of a permit:
 - 1. Personal services such as, but not limited to, the following (provided the use is conducted within an enclosed Building and materials and equipment are not offered for sale except incidental to the service):
 - a. Beauty and barber shops;
 - b. Photography;
 - c. Educational facilities, not including child care centers;
 - d. Tailoring;

- e. Small appliance repair;
- 2. Day nurseries and nursery schools.
- 3. Institutions of an educational, religious, charitable or philanthropic nature.
- 4. Offices wherein only professional, administrative, clerical or sales services are conducted.
- 5. Private clubs lodges or fraternal organizations operated solely for the benefit of bona fide members (including outdoor recreation or assemble facilities).

D. Prohibited Uses:

- 1. Sexually-Oriented Businesses.

ALSO SEE ALL ZONE PROHIBITED USES: SECTION 9.C - 1, 2 & 3

E. District Standards. The following regulations apply to all land uses in this Zone District:

- 1. There shall be no Lot size less than one (1) acre excluding right-of-ways.
- 2. Setbacks shall be maintained as follows:
 - a. Front Setback shall be no less than thirty (30) feet;
 - b. Side Setback shall be no less than ten (10) feet, except in cases of corner Lots, where the secondary street Side Setback shall be no less than twenty (20) feet; and
 - c. Rear Setback shall be no less than ten (10) feet.
- 3. Off-street parking must be provided in accordance with the requirements set forth herein.
- 4. Maximum Building Height shall be 40 (forty) feet.

SECTION 20. MU MIXED-USE ZONE

A. Intent. The purpose of this zone is to accommodate higher-density residential development and limited nonresidential uses which are compatible to the residential character of this district. Detached single family residences and Multiple Dwellings are allowed in this district, and may include apartments, townhouses, and condominiums.

B. Permissive Uses. No Building, structure, or land shall be used or occupied except as indicated and for the purposes permitted in this Zone District.

Any of the following Permissive Uses are allowed in this Zone District:

- 1. All uses permissive in the R-1 and R-S Zone Districts; and
- 2. Multiple Dwellings provided above.

C. Conditional Uses. The following uses may be allowed in this Zone District only upon the granting of a permit in accordance with this Ordinance:

- 1. All uses conditional in the R-1 Zone District;
- 2. Non-commercial library, museum, or art gallery;
- 3. Medical clinics or dental office;
- 4. Laundromat;
- 5. Barber or beauty shop;

D. **District Standards.** The Following regulations apply to all land uses in this Zone District:

1. Minimum Lot size, one (1) acre.
2. Setbacks shall be maintained as follows:
 - a. Front Setback shall be no less than twenty (20) feet;
 - b. Rear Setback shall be no less than fifteen (15) feet; and
 - c. Side Setback shall be no less than twenty-five (25) feet.
3. Off-street parking space must be provided in accordance with the requirements set forth herein.
4. Maximum Building Height shall be 40 (forty) feet.
5. Commercial/retail Buildings shall not exceed 35,000 square feet.
6. Developments must be in compliance with the landscaping ordinance.

E. SEE PROHIBITED USES: SECTION 9.C - 1, 2 & 3

SECTION 22. C-2 COMMERCIAL BUSINESS ZONE

A. **Intent.** The purpose of this Zone District is to provide for the commercial and business needs of the community. This Zone District includes highway related commercial activities, office and entertainment facilities, retail sales, and service providers. Development in this Zone District shall not be detrimental to nearby residential uses.

B. **Permissive Uses.** No Building, structure, or land shall be used or occupied except as indicated and for the purposes permitted in this Zone District. Any of the following Permissive Uses are allowed in this Zone District:

1. All uses permissive in the R-1 and R-3 Zone District;
2. Retail commercial establishments;
3. General and professional offices;
4. Business and personal services;
5. Banking and financial services;
6. Model home centers for Manufactured Homes or site built houses, and having less than four (4) units on-site;
7. Restaurants;
8. Small Engine Repair and Service businesses;
9. Child care centers;
10. Hotels and motels;
11. Bars, Lounges & package sales;
12. Motor Vehicle sales and services, including commercial garages, provided that:
 - a. Any repair work shall be conducted entirely within an enclosed Building;
 - b. Outdoor storage of materials shall be enclosed by a sufficient visual barrier.
13. Veterinary hospital, animal grooming parlor, or pet sales store;
14. Small scale processing associated with a commercial business establishment provided that all processing activities are conducted within a Building and shall not produce off site impacts, which would be disruptive to contiguous properties. Examples of small scale processing include but are not limited to harvesting, transportation, size reduction, preservation, fermentation, assembly, handling, organizing, and storage of products grown or developed on-site;

15. Assembly;
16. Light Industry; and
17. Sexually-Oriented Businesses (East of V-Hill Rd. and Williams Ranch Rd.).

C. **Conditional Uses.** The following uses may be allowed in this Zone District only upon the granting of a permit in accordance with this Ordinance:

1. All uses conditional in the R-1 and R-3 Zone District.
2. Kennels.
3. Model home centers for Manufactured Homes or site built homes, and having four (4) or more units on-site.
4. Recreational Vehicle Campgrounds, provided that they fully comply with all State requirements regarding water, liquid waste, electricity, gas, and telephone service and:
 - a. A minimum of two (2) vehicular entrances shall be provided, one (1) entrance of which may be kept closed to the general public if provision is made for emergency access.
 - b. Each Recreational Vehicle space shall have an area of not less than two thousand (2000) square feet and a width of not less than twenty-five (25) feet.
 - c. All Recreational Vehicle spaces shall be connected to an approved sewage disposal facility.
 - d. All utility lines shall be placed underground within a park. Each park space shall be provided with water, electric, telephone and gas lines, if needed. An approved fire protection system shall be installed by the Developer.
 - e. The total area set aside for recreation shall not be less than ten percent (10%) of the area within the recreational park and one (1) or more recreational areas, having not less than three thousand (3,000) square feet in area, shall be set aside within such parks.
 - f. The Recreational Vehicle park shall be screened in an attractive manner from surrounding Lots by a solid fence, wall or suitable planting as per the Landscape Ordinance requirements.
 - g. A minimum of one (1) off-street parking space shall be provided for each Recreational Vehicle. Parking spaces shall be surfaced with dust-free materials. Guest parking shall be provided at a ratio of one (1) parking space for each five (5) Recreational Vehicle spaces.
 - h. No Recreational Vehicle spaces shall be occupied unless and until a minimum of thirty percent (30%) of the total planned [or ten (10) spaces, whichever is greater] shall have been completely prepared and equipped for use in all respects, including drives and community facilities.
 - i. The minimum distance from any portion of a Recreational Vehicle located on the Recreational Vehicle Campground or its Accessory structures from the following lines shall be as follows:
 1. Front & rear space line: ten (10) feet from the nearest edge of an interior drive or roadway.

2. From an exterior boundary of the park abutting public streets: twenty (20) feet; from all other exterior park boundaries: ten (10) feet.
3. From another Recreational Vehicle or Accessory structure on an adjoining Recreational Vehicle space: twenty (20) feet.
4. The placement/parking of Mobile Homes and/or Manufactured Homes on Recreational Vehicle spaces is prohibited.
5. Any commercial retail establishments, which require outdoor storage of stock and/or materials. Outdoor storage of stock and/or materials shall provide visual screening.
6. Entertainment Facilities, indoor commercial entertainment establishments including but not limited to cinema, theater, and concert hall.
7. Recreation facilities including bowling alley, indoor/outdoor tennis courts, public recreation Building, health club. Such recreation facilities shall only be allowed if they are located in or attached to structures containing other principal uses. These uses shall be located in a Building that is treated acoustically so that noise generated by the use is not perceptible at the property boundary line. Permissible recreation facilities shall not include any type of sexually oriented business.

D. District Standards. The following regulations apply to all land uses in this Zone District:

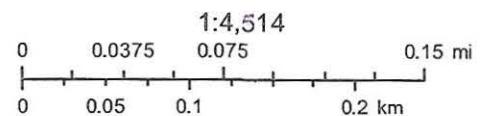
1. There shall be no minimum Lot size, provided that land uses are in conformance with the provisions of this Ordinance.
2. Setbacks shall be maintained as follows:
 - a. Front Setback shall be no less than twenty (20) feet;
 - b. Rear Setback shall be no less than fifteen (15) feet; and
 - c. Side Setback shall be no less than twenty-five (25) feet.
3. Off-street parking must be provided in accordance with the requirements set forth herein.
4. Maximum Building Height shall be 40 (forty) feet.
5. Commercial developments must be in compliance with the Landscape Ordinance adopted by the Town.
6. Temporary Offices: A mobile office unit may be used to house temporary offices, provided that the following conditions are met:
 - a. The proposed office use and location conform to the Town zoning regulations.
 - b. Any such mobile office unit has documentation certifying that it has been manufactured in accordance with nationally recognized standards.
 - c. Any such unit shall be provided with fire protection water supply, fire hydrants and fire department access as specified in the uniform fire code.
 - d. Any such mobile office unit complies with ADA handicapped accessibility.
 - e. Any such unit shall be limited to use as a temporary office for a period of one (1) year from the date of the certificate of inspection, after which time the mobile office shall be removed from the site unless the mobile office is deemed to conform to all city regulations for a permanent structure with all applicable state permits issued.

E. SEE PROHIBITED USES: SECTION 9.C - 1, 2 & 3

New Mexico NFHL Data

28 Cactus Rd

February 23, 2018



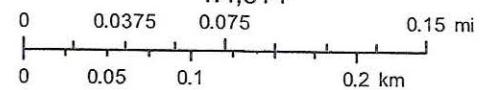
Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCan, GeoBase, IGN, Kadaster NL, Ordnance Survey,

New Mexico NFHL Data

32 Calle Rd

February 23, 2018

1:4,514



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey,

3/15/18

32&28 Cactus Rd Inspection

An inspection was performed on Cactus Rd on 3/15/18. The road has a 20' driving surface and has millings and oil mixture for a surface 1 $\frac{1}{2}$ " thick with 4" of base course under it.

Norton Henninger
Road Supervisor
Town of Edgewood



Santa Fe County Fire Department

Official Development Review Town of Edgewood

Fire Plans Review

Date	02/28/2018	Reviewer	Nix
Project Name	Thomas S. Torres		
Project Location	32 Cactus Road (Lot 25-A) and 28 Cactus Road (Lot-B) of Edgewood Estates Subdivision		
Description	Application for Zone Change – from R-S to C-1		
Applicant Name	Thomas S. Torres	Case Manager	Mortensen
Applicant Address	PO Box 2466, Edgewood NM 87015	County Case #	ZC2018-02-01
Applicant Phone	505-281-3294	Fire District	Edgewood

Project Status: Approved Approved with Conditions Denied Incomplete

The Fire Prevention Division/Code Enforcement Bureau of the Santa Fe County Fire Department has reviewed the above submittal and requires compliance with all applicable Santa Fe County fire and life safety codes, ordinances, and resolutions.

Conditions of Approval

Santa Fe County Fire Department has no concerns with this request for a Zone change from R-S to C-1.

At the time a permit is submitted for development and build out of lots, Santa Fe County Fire Department shall review development plan. Requirement for code compliant shall be reviewed at that time.

Final Status

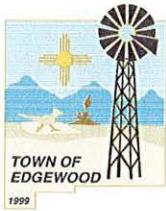
Recommendation for Development Plan approval with the above conditions applied.

Renee Nix, Inspector

Renee Nix

02/28/2018

Through: Jaome Blay, Fire Marshal



TOWN OF EDGEWOOD
Where the Mountains Meet the Plains
1911 Historic Route 66
P.O. Box 3610
Edgewood, NM 87015
Phone: (505) 286-4518 Fax (505) 286-4519
www.edgewood-nm.gov

May 14, 2018

RE: A ZONE CHANGE APPLICATION FOR THOMAS S. TORRES, FROM RS (RESIDENTIAL SERVICES) TO C2 (COMMERCIAL BUSINESS OF TWO SEPARATE LOTS); LOT 25-A (32 CACTUS RD) 1.564 ACRES T10N R7E SEC27 AND LOT 25-B (28 CACTUS RD) OF 1.564 ACRES, T10N R7E SEC 27 NMPM EDGEWOOD, SANTA FE COUNTY, NEW MEXICO

Dear Landowner,

Our records indicate that you're an adjoining landowner to the above applicant. This matter will be heard on June 6, 2018 at the Town of Edgewood, Community Center (27 E. Frontage Road) Town Council Meeting, beginning at 6:30 pm. This is a public hearing where you can voice your questions, comments and concerns prior to a decision being made.

If you cannot be present and wish to have your comments heard, you can reach me by the phone number provided or email me at mschmidt@edgewood-nm.gov

Sincerely,

Michelle Schmidt, CE, Planning Zoning Assistant
Town of Edgewood
1911 Old Route 66
PO Box 3610
Edgewood, NM 87015
(505) 286-4518

John Bassett
Mayor

Sherry Abraham
John Abrams
Linda Holle
Audrey Jaramillo
Town Councilors

Juan Torres
Clerk-Treasurer

Carla Salazar
Deputy Clerk

William H. White
Municipal Judge

**TOWN OF EDGEWOOD
ORDINANCE NO. 2018-_____**

**AN ORDINANCE GRANTING THE APPROVAL OF A ZONE CHANGE TO
COMMERCIAL-2 (C-2) ZONE WITHIN THE TOWN OF EDGEWOOD, NEW
MEXICO**

WHEREAS: the owner Thomas S. Torres is requesting Commercial (C-2) zoning for Lot 25-A (32 Cactus Rd) of 1.564 acres, T10N R7E SEC 27, and Lot 25-B (28 Cactus Rd) of 1.565 acres, T10N R7E SEC27, NMPM, in the Town of Edgewood, Santa Fe County, New Mexico.

WHEREAS: the zone change complies with the requirements of the Town of Edgewood Zoning Ordinance No. 2014-02, Section 40 Amendments and Section 22 C-2 Commercial Business Zone, duly approved by the Town Administrator; and

WHEREAS: the zone request is accompanied by a map, known as Exhibit "A", showing the boundary of the proposed property and is also accompanied by a written description of the land; and

WHEREAS: a Public Hearing, or Hearings, regarding this ordinance have been published and held in conformance with the requirements of State Law that;

1. The requested zone change is located in the municipal boundary and will not adversely affect the general plan of the Town or be contrary to the general public, health and welfare.

**THEREFORE: BE IT ORDAINED BY THE GOVERNING BODY OF THE
TOWN OF EDGEWOOD THAT:**

The Governing Body of the Town of Edgewood does hereby grant said zone change with the following conditions:

1. Property to be zoned Commercial (C-2)
2. The property being zoned as Commercial (C-2) will be in compliance with the Town's current Planning & Zoning Ordinance and 2000 Comprehensive Master Plan.
3. The zone map of the Town of Edgewood shall be amended accordingly and a copy of the Ordinance amending the zone map of the Town of Edgewood shall be recorded in the office of the County Clerk of Santa Fe, New Mexico.

APPROVED, PASSED AND ADOPTED this 6th day of June 2018 at an open meeting held at the Edgewood Community Center, Edgewood, New Mexico.

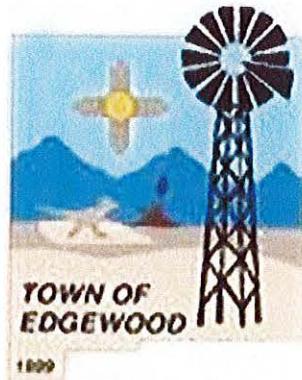
John Bassett, Mayor

ATTEST:

Juan Torres, Clerk-Treasurer

Town of Edgewood

Procurement Ordinance



ORDINANCE NO. 2018-0

AN ORDINANCE ADOPTING PROCUREMENT PROCEDURES AND SIGNATURE AUTHORITY FOR THE TOWN OF EDGEWOOD, NEW MEXICO

**BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF EDGEWOOD,
NEW MEXICO, AS FOLLOWS:**

SECTION 1. TITLE

This ordinance may be cited as the "Procurement Ordinance".

SECTION 2. LEGAL FRAMEWORK

The Town of Edgewood (hereinafter, the "Town") adheres to the State of New Mexico Procurement Code (NMSA 1978 Sections 13-1-28 through 13-1-199) which strictly governs the purchasing policies of governmental agencies. Any conflict between the Procurement code and this Ordinance shall be resolved in favor of the Procurement Code. Purchases involving the expenditure of federal funds must be conducted in accordance with the mandatory applicable federal laws and regulations. Such laws and regulations will supersede the NM State Procurement Code where the Procurement code is inconsistent with the Federal laws and regulations. The Town also adheres to the procurement regulations of the Governmental Conduct Act (NMSA 1978 Chapter 10, Article 16) and the New Mexico Administrative Code. To the extent any other law contains requirements concerning procurement applicable to The Town of Edgewood, this policy shall be interpreted consistently with those requirements, and if it cannot be interpreted consistently with those requirements, the requirements of law will prevail. For any procurement funded in part or in fully by grants from the State of New Mexico, the Federal Government or other funding sources, the solicitation documents and contracts must conform to the terms and requirements of the grant agreement.

No political or other invidious prejudicial considerations governs the award of Town contracts or orders: rather every purchase is made in the Town's best interest efficiently obtaining high quality goods, construction and services in a timely manner while providing qualified vendors a fair opportunity to compete. Consistent with the Procurement Code, it is the objective of the Town of Edgewood to procure the necessary supplies, equipment and services at the lowest cost consistent with the quality and timeliness needed to meet departmental requirements and the principle that the taxpayer receives the maximum value for each dollar expended.

On or before January 1 of each year, and every time a chief procurement officer is hired, the Town of Edgewood shall provide to the State Purchasing Agent the name of the Town's Procurement Officer. It is the responsibility of the Procurement Officer to administer, make determinations and approve all procurement for the Town of Edgewood (see NMSA 1978 13-1-18.1 and 13-1-95.2). Any procurement not authorized and approved by the Procurement Officer shall be considered a violation of this policy.

It is unlawful for any employee or official of the Town of Edgewood, to participate directly or indirectly in Town procurement when the employee knows that the employee or any member of the employee's immediate family (spouse, parents, children or siblings) has a financial interest in the business seeking or obtaining a contract. In the event that a Town employee or official becomes aware of a conflict described in this paragraph, such employee or official shall immediately notify their supervisor and the Town's legal counsel.

Persons knowingly and/or willfully violating the State Procurement Code, State Statutes, or this policy may be subjected to a fourth degree felony if the transaction involves more than \$50,000, a misdemeanor if the transaction is \$50,000 or less as per New Mexico Statutes. In addition, employees violating this policy, State Statutes, or the State Procurement Code may be subject to disciplinary action up to and including termination of employment by the Town.

SECTION 3. POLICY

The application of the principles of integrity, transparency, accountability, fairness and efficiency to all decision making on public investments and purchases will minimize corruption and maximize the economic, financial, social, environmental and political benefits of public procurement. As public buyers expending public funds, the Town of Edgewood fully supports these principles.

The Town of Edgewood welcomes the opportunity to do business with interested vendors willing to supply quality goods and services at competitive prices, meet deadlines, and become an integral partner dedicated to serving the citizens of the Town of Edgewood. Whenever possible, it is the preference of the Town of Edgewood to procure goods and services locally. The overall procurement objective of the Town of Edgewood is to obtain quality goods and services at the lowest cost from qualified, responsive, and responsible vendors while ensuring that all purchases are made in accordance with local, state and federal laws, regulations and ordinances; are open, fair, and competitive; and are obtained at the best value maximizing the use of public funds.

This Purchasing Policy was prepared with the sincere hope that it will be helpful to all vendors engaged in selling supplies, materials, equipment and/or services and who would like to do business with the Town of Edgewood. This Policy is also intended to serve as a guide for Town Officials and employees who participate in the procurement process on behalf of the Town of Edgewood.

SECTION 4. PURCHASING POLICY - PROCUREMENT METHODS

All formal and informal solicitations for goods, services or construction shall include a uniform, detailed scope of work or set of specifications including a time line if applicable, detailing the requirements of the procurement. For Town procurement, a purchase order must be generated and (when applicable) issued to the vendor in which the construction, tangible goods or services are being provided.

A. Informal Procurement Procedure

The Town follows an Informal Procurement Procedure as permitted by the Procurement Code in the following situations listed below. The Procurement Officer has the authority to approve any procurement of \$60,000.00 or less.

(1) Small Purchases

Small purchases, used when the Town is procuring construction, tangible goods, or services valued at less than \$60,000 or professional services (other than landscape architects and surveyors) valued at less than \$60,000. For landscape architects and surveyor services, the small purchase informal procedure is used for services valued at less than \$10,000. For all small purchases, except for extremely small purchases (\$3,000 or less, see below), every effort shall be made to obtain three (3) quotations for the procurement of construction, tangible goods or services sought. Each solicitation should describe the scope of work in sufficient detail and any applicable timeline or deadline. It is strongly recommended that the three (3) quotations be obtained from local small businesses when possible. If fewer than three responsible quotes are obtainable in this manner, the purchase may be made at the best obtainable price and/or in the best interests of the Town and a memo shall be written to the Town Procurement Officer describing the steps taken to obtain the quotes and determine the qualifications of the vendors and price. Such memo shall be retained as part of the procurement file. Awards for construction, tangible goods, or services shall be made only to the lowest responsible bidder and awards for professional services shall be made to the responsible offeror or offerors whose proposal is most advantageous to the Town of Edgewood.

a.) Up to \$3,000 - Extremely Small Purchases

Services, construction, or items of tangible personal property a value not exceeding \$3,000 may be procured by notice being given to the Purchasing Officer prior to the purchase being made and the receipt evidencing the purchase being given to the Purchasing Officer as soon as practicable and purchase from a vendor being based upon the best obtainable price (and/or in the best interests of the Town). The Town employee making the purchase should have sufficient knowledge or make reasonable efforts to assure that the goods are being purchased at the lowest reasonably available price.

b.) \$3,000.01 - \$20,000

The Town shall make a reasonable effort to obtain three (3) oral or written quotes for the purchase of construction, goods or services. All quotes should be based on the description of the scope of work provided by the Town and must be written down and placed in the internal notes section on the requisition process.

c.) \$20,000.01 - \$60,000

Insofar as it is practical for small purchases of services, construction or items of tangible personal property having a value exceeding twenty thousand dollars but not exceeding sixty thousand dollars, a minimum of three (3) written quotes on company letterhead must be obtained based on the description of the scope of work provided by the Town. If three (3) written quotes cannot be obtained, the Town Procurement Officer shall documents the reasons and include such document in the procurement file. The written quotations must be attached to the purchase order and invoice for inclusion in the voucher.

d.) Professional Services up to \$60,000 (or Landscape Architect or Surveyor Services up to \$10,000)

The Town shall obtain reasonable number of responses for the procurement of professional services based on the same scope of work and taking into consideration such factors as the respondents' qualifications, experience, references, and price. If fewer than three (3) qualified responses are obtainable using the procurement set forth above, the procurement may be made and a memo shall be written to the Town Procurement Officer describing the steps taken to obtain the responses. Such memo shall be retained as part of the procurement file.

B. Formal Procurement Procedure

(1) All formal procurement shall be authorized by the Town of Edgewood Governing Body prior to issuing any request or invitation to bid. Once the Town of Edgewood governing body has authorized the procurement, the Procurement Officer shall be responsible for the procurement.

(2) Invitation for Bids (IFB) – The formal bid procedure is followed when the services, construction or items of tangible personal property to be purchased are valued at sixty thousand dollars (\$60,000) or more. This method requires a formal advertisement, sealed bid, public opening and in many cases proof of insurance, licensing, contractor registration, bid bonds, payment and performance bonding. All requirements and specifications for bids must be set forth in the IFB and/or accompanying bid documents. The Town is statutorily required to select the lowest responsive bid (that is the lowest bid meeting all requirements and specifications) submitted by a responsible bidder. (NMSA 13-1-108)

(3) Requests for Proposals (RFP) – The formal proposal procedure is followed when the Town is soliciting professional services with a value exceeding sixty thousand dollars (\$60,000) excluding applicable state and local gross receipts taxes, except for the services of landscape architects or surveyors which require the formal proposal process when the professional services being procured have a value exceeding ten thousand dollars (\$10,000), excluding applicable state and local gross receipt taxes. These methods require formal advertisement, a sealed proposal and in many cases, proof of insurance and bonding. All evaluation factors to be used in selecting a proposal must be stated in the RFP. The Town will select the responsible respondent whose proposal is most advantageous to the Town, using the evaluation factors stated in the RFP. (NMSA 1978 Section 13-1-117) For the formal procurement of professional services ("qualifications based proposals"), price shall be determined by formal negotiations related to the scope of work. (NMSA 1978 Section 13-1-112.C, 13-1-120.)

(4) Obtaining Information for Formal Bids and Proposals- Specific information pertaining to our invitations for bids (IFB), requests for proposals (RFP) and awards is available publicly and upon request. The Town works diligently to ensure vendors have equal access to this information. This information is available on the Town website and at Town Hall. The Town accomplishes this by:

a.) Availability on Town Website and at Town Hall

The information is posted on our website <http://www.townofEdgewood.org/bids.htm>. Vendors may download Invitation for bids (IFB) and request for proposals (RFP) directly from this website. The IFB and RFP information can be obtained at the front desk of Town Hall. Some bid packets may require payment of a deposit related to the actual, direct cost of furnishing copies. If bidding documents require shipping, the respondent must prepay the cost of shipping with certified funds or provide a Fed-X or UPS account number. Costs associated with shipping are not refundable. The deposit shall be refunded if the documents for bids are returned in a usable condition within the time limits specified in the documents for bid. (NMSA 1978 Section 13-1-104 D)

To download IFB and RFP, go to our website, select the bid or proposal that interests you, and download it.

At times, only portions of a proposal/bid may be posted on our website due to technical or document size constraints, in which case, a copy may be obtained at Town Hall.

b.) You may obtain copies of open IFB's and RFP's by visiting our offices during normal business hours. If you wish to be notified of a particular solicitation please send your information to the Procurement Officer and you will be contacted when the IFB or RFP solicitation is advertised.

(5) Legal Advertising

The Town advertises formal IFB's valued at greater than \$60,000 for construction, tangible goods and services, and RFP's expected to cost more than \$60,000 for professional services and services of landscape architects or surveyors exceeding \$10,000 at least ten (10) calendar days before the date set for opening of the bids or proposals in the legal section of a newspaper of general circulation in the area in which the Town of Edgewood is located, or may use any other legally sufficient notice procedure.

(6) Submittal of Bids and Proposals

All bids and proposals submitted pursuant to formal IFB or RFP must be in sealed containers and received by the Town no later than the deadline time and date specified in the IFB or RFP (or an amendment to either). It is the bidders' responsibility to ensure timely delivery and that any bids submitted are sealed and identifiable prior to delivery to the Town. To be considered responsive, a bid or proposal must meet all material requirements and specifications set forth in the IFB or RFP. The sealed bid may be placed in either an envelope or a box and must bear the official Bid or Proposal number, Title of Bid and the official Bid due time and date clearly marked on the cover of the Bid Document. If a bid is hand-delivered, it is the bidder's sole responsibility to ensure that a bid is time stamped and physically deposited with the

Town prior to the date and time specified on the cover page of the IFB or RFP. Bids received via U.S. Mail or other express mail services will be time stamped by the Town as they are received. The official "Bid Due Time" for all bids and proposals is Mountain Standard Time or Mountain Daylight time, as applicable. Failure to submit a timely and complete bid or proposal will result in rejection of the bid or proposal. The Town may waive technical irregularities in the form of a bid or proposal that do not alter the price, quality or quantity of the services, construction or items of personal property bid or offered. (NMSA 1978 Section 13-1-132)

(7) Town's Right to Cancel a Procurement and Reject Bids or Proposals

The Town has the right under the Procurement Code to cancel any invitation for bids (IFB) or request for proposals (RFP), or to reject any or all bids or proposals, when it is in the best interest of the Town to do so. In such event, the Town must issue a written determination stating the reasons for the cancellation or rejection and the written determination must become a part of the procurement file. (NMSA 1978 Section 13-1-131.) If, prior to execution of a valid contract, the Town determines that a solicitation or a proposed award is in violation of law, the solicitation or proposal shall be cancelled. (NMSA 1978 Section 13-1-181.)

(8) Bid and Proposal Opening

Bid opening times are listed on the cover page of the IFB. The bidders and the public are invited, but not required, to attend the formal bid opening. Prices are read aloud at the bid opening. No decision is made relative to an award of a contract or purchase order at the bid opening.

Proposals submitted in response to an RFP are not publicly opened and no pricing or other information will be revealed until after the evaluation has been completed and an award has been made.

(9) Award Policy-Criteria for Award

With respect to an IFB, the award will be made to the lowest, responsive, responsible, qualified bidder that meets the specifications and other requirements of the solicitation. (NMSA 1978 Section 13-1-108) The Procurement Officer shall make the final determination for the award (NMSA 1978 Section 13-1-95.2).

With respect to RFP, the award shall be made to the responsible respondent whose proposal is most advantageous to the Town taking into consideration the evaluation factors set forth in the request for proposals (See NMSA 1978 Section 13-1-117). The Procurement Officer shall make the final determination for the award (See NMSA 1978 Section 13-1-95.2). In the case of qualifications-based proposals, which include but are not limited to engineers, architects, surveyors and landscape architects, price shall be determined by formal negotiations related to scope of work. (NMSA 1978 Section 13-1-112C)

Once the determination for final award has been made, the Procurement officer shall notify the governing body at the first possible opportunity of the award.

The Town will notify the successful bidder(s) in writing. It is the responsibility of the bidder to inquire about the award of INFORMAL bids or proposals.

(10) Post Award

After analysis and award, all successful bids and tabulation sheets are kept by the Clerk-Treasurer. After an award, the documents are available for inspection, subject to the Inspection of Public Records Act (see below). Bid tabs are available on the web page shortly after bid opening, or you may make an appointment with the Town Clerk-Treasurer to review bid results.

Bids or Proposals received at any time AFTER the date/time deadline set forth on the cover will NOT be considered and will be returned unopened.

(11) Protests

Any Bidder or Respondent who is aggrieved in connection with a solicitation or award of a contract may file a written protest with the Town Clerk-Treasurer, P.O. Box 3610, Edgewood, NM 87015 outlining the reason and merit for protest. The protest shall be submitted in writing fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest. (NMSA 1978 Section 13-1-172)

This is a formal process. The protestor must submit with the written protest any pertinent documentation and a description of relevant facts to support the claim. Once the protest is received an Acknowledgement of Receipt letter will be sent to the protestor. The Clerk-Treasurer will then collect data and conduct an investigation. As part of the investigation the Clerk-Treasurer may request additional information from the protestor or other sources. A protestor's failure to respond in a timely and adequate manner to the Clerk-Treasurer's request for additional information may result in denial of the protest. Based on the investigation a determination will be made and sent to the protestor informing him or her of the reasons for the determination. The determination shall inform the protestor of the reasons for the determination and of the protestor's right to judicial review under NMSA 13-1-183. (NMSA 1978 Section 13-1-175).

C. Sole Source Purchases (NMSA 1978 Section 13-1-126)

Sole Source Purchases require a written determination issued by the Procurement Officer with advice from the Town's legal counsel, that there is only one source for the required goods, construction, or services. Before any determination will be issued, the department requesting the determination must submit a justification form to the Procurement Officer for review. Sole source purchases are not encouraged by the Town of Edgewood because pricing and terms and conditions are difficult or impossible to negotiate. No open market exists to validate that pricing and conditions are reasonable. At least thirty (30) days before a sole source contract is awarded, the Town's Procurement Officer or designee shall post notice of the intent to award a sole source contract on the Town's web site as well as the State's Sunshine Portal. The notice shall identify at a minimum: (1) the parties to the proposed contract; (2) the nature and quantity of the service, construction or item of tangible personal property being contracted for; and (3) the contract amount.

Any qualified potential contractor who was not awarded a sole source contract may file a written protest with the Town Clerk-Treasurer, P.O. Box 3610, Edgewood, NM 87015 outlining the reason and merit for protest. The protest shall be submitted in writing within fifteen (15) calendar days of the notice of intent to award a contract being posted. Any Sole Source Purchase will be published in accordance with law (NMSA 1978 Section 13-1-128).

D. Emergency Procurements

The Town Procurement Officer may make emergency procurements when public health, welfare, safety or property is threatened as may arise from floods, fires, epidemics, riots, acts of terrorism, equipment failure and similar events, requiring procurement under emergency conditions; providing that emergency procurements shall be made with such competition as is practicable under the circumstances. Purchase or lease of heavy road equipment is not included. (NMSA 1978 Section 13-1-127-A-B-C-D-E) Any Emergency Purchase will be published in accordance with law (NMSA 1978 Section 13-1-128).

E. Utilizing Other Existing Contracts

The Town may contract for services, professional services, construction, or items of tangible personal property without the use of competitive sealed bids or competitive sealed proposals as follows (NMSA 1978 Section 13-1-129):

- (1) At a price equal to or less than the contractor's current federal supply contract (GSA), providing the contractor has indicated in writing a willingness to extend the contract's pricing, terms and conditions to the state agency and the purchase order adequately identifies the contract relied upon; or
- (2) With a business which has a current price agreement with the state purchasing agent or a central purchasing office for the item, services, or construction meeting the same standards and specifications as the items to be procured, as long as the total quantity purchased does not exceed the quantity which may be purchased under the applicable price agreement, and the purchase order adequately identifies the prices agreement relied upon.
- (3) Notwithstanding the foregoing, whenever possible, every effort must be attempted to receive competitive bids.

F. Cooperative Procurement

The Town may either participate in, sponsor or administer a cooperative procurement agreement for the procurement of any services, construction or items of tangible personal property with any other state agency, local public body or external procurement unit in accordance with an agreement entered into and approved by the governing authority of each agency, public body or external procurement unit as per (NMSA Section 13-1-135).

SECTION 5. PURCHASE ORDERS AND CONTRACTS

A. Purchase Orders (POs)

POs are issued solely by the Procurement Officer. POs are required for any purchases with a value of \$3,000.00 or more. In the event the value of a purchase is less than \$3,000.00, notice shall be given to the Purchasing Officer prior to the purchase being made and the receipt evidencing the purchase shall be given to the Purchasing Officer as soon as practicable. An official purchase order consists of an authorized signature or facsimile signature and purchase order number. All purchase orders should clearly specify

what types of goods or services are being obtained. A PO number, when required, should be obtained by the vendor prior to conducting business with the Town. Vendors are cautioned to not sell materials, equipment and/or services without an official purchase order or purchase order number. Failure to obtain a PO number prior to delivery of goods or services could result in non-payment. Vendors should also identify the department and request the identity and departmental phone number of the person(s) purchasing for the Town. Questionable purchases should be referred to the Town Procurement Officer immediately at 505-286-4518.

Prior to issuance of PO, vendors conducting business with the Town of Edgewood must complete a W-9 Form (Request for Taxpayer Identification Number and Certification) Any vendor requesting a tax-exempt certificate (Nontaxable Transaction Certificate) from the Town must provide their State of New Mexico Combined Reporting System (CRS) identification number to the Clerk-Treasurer.

B. Entering Into a Written Contract

Once the Procurement Officer has made the determination for the award (see NMSA 1978 Section 13-1-95.2) and before work commences or goods delivered, the Town of Edgewood and the Contractor must enter into a written contract signed by both parties. The Mayor or his designee may sign the contract on behalf of the Town of Edgewood (NMSA 1978 Section 13-1-100). Written permission from the Mayor granting a designee authority to sign a contract shall be included with the procurement file and/or attached to the contract. The Clerk-Treasurer shall attest to any signed contract. A purchase order must also be issued by the Town and accepted by the contractor. Contracts shall be based on the Town's contract templates except where special circumstances justify using a different form. All contracts must state that bribes, gratuities and kickbacks violate the criminal laws of New Mexico.

All contracts shall specify, either in the body or an attachment the detailed scope of work and the basis on which payment is to be calculated (hourly rate, price per unit, price per job, etc.). All contracts shall also state that the performance of the Town's obligation is contingent upon sufficient appropriations, availability of funds and legal authority. In addition, all contracts shall contain other standard clauses including but not limited to requirement that records be maintained for a minimum of three (3) years (or longer if required by funding agencies or law); a non-discrimination clause; and a statement that the contractor has no conflict of interest with respect to the contract or its performance. Before the Town executes any contract, the contractor must provide a completed and signed campaign contribution disclosure form. (NMSA 1978 Section 13-1-191.1)

No services, construction, or furnishing of goods is permitted before a written contract is signed by the Mayor or his designee and the Contractor or after the contract terminates. Working without a contract may result in non-payment for such work.

(1) Contract Modifications, Construction Contracts, Change Orders and Field Orders

a.) Amendment – after a written contract is entered into, only a written instrument signed by all parties involved may modify it.

b.) Change Order – A form of contract amendment for construction contracts that usually adds or deletes tasks or quantities of work and/or addresses changes in work that were not foreseen. Change orders are limited to the amount of money needed to make the changes required or requested by the Town. A change order shall describe changes in the work, time and/or compensation, and may require as appropriate, attachments of revised contract documents describing the change(s) and a full accounting of the adjustment to the contract sum and the contract time.

c.) Field Order – is a directive issued by the project manager to the contractor for immediate action to be taken, the field order shall include costs and quantities and be made a part of the change order.

d.) Any change order, or other amendment to a contract that has been previously approved by the Town Governing Body, must be approved by both the Town Procurement Officer and Mayor provided the amount of the change order or contract amendment is not greater than \$25,000, and that sufficient monies are appropriated in the budget to accommodate the change order or amendment.

e.) Any change order or amendment greater than \$25,000 will require the specific approval of the Town Governing Body. If it is determined that an emergency or urgent situation exists that such delays will cause damage, increases in cost, or loss of construction time and it is in the best interest of the Town of Edgewood, a determination may be issued by both The Town Procurement Officer and Mayor with detailed documentation which supports the determination and signed by the Town Procurement Officer, Mayor and the Project Manager/Department Head that the contract modification or change order over \$25,000 may be issued, subject to Town Governing Body approval at the earliest date possible after the issuance.

(2) Cost or Pricing Data for Change Orders or Contract Modifications
(NMSA 1978 Section 13-1-140 through 144)

For construction contracts, the contactor shall submit costs or pricing data prior to the execution of any change order or contract modification regardless of whether or not the pricing data was required in connection with the initial award of the contract if the change order or modification involves aggregate increases or decreases expected to exceed \$25,000.

Any change order or amendment that will exceed the amount in the appropriated budget will require the specific approval of the Town Governing Body, regardless of the amount of the change order or amendment.

C. Insurance

The Town of Edgewood may require vendors to obtain certain amounts and types of insurance coverage for goods, construction or services. Insurance coverage such as worker's compensation, auto liability, general liability, and in some cases, builders risk or professional liability may also be required prior to

conducting business within the Town. For further information regarding insurance requirements, please contact the Clerk-Treasurer.

D. Payment Procedure

After delivery of goods, construction or services ordered, the vendor must prepare and submit an invoice to the requesting department specified on the PO. The Town's payment terms are Net 30. Any questions should be directed to the Town of Edgewood, Clerk-Treasurer, P.O. Box 3610, Edgewood, NM 87015.

No payment may be made on any purchase of goods, construction or services unless the goods, construction or services have been received and meet specifications and requirements. (NMSA 1978 Section 13-1-158.A.) (Prepayment is not permitted except for types of goods and services excluded from the Procurement Code pursuant to NMSA 13-1-98.)

When goods, construction or services are received by the Town and an invoice for them is received, the Town will inspect the goods, construction or services in light of the relevant requirements and specifications. Within thirty (30) days after receiving an invoice for goods, construction or services received, if the goods, services or construction are found acceptable and the invoice correct, the Town shall pay the invoice. If the goods, construction or services are found unacceptable the Town shall, within thirty (30) days of receiving an invoice for them, issue a written notice of partial or complete rejection with letter of exception explaining what action the contractor must take to cure the deficiencies. The town shall pay the vendor within thirty (30) days of receiving adequate, approved, properly invoiced goods, construction or service. The Town may extend payment beyond the 30-day period provided herein if unforeseen circumstances prevent timely payment, in which case, within 30 days after receiving an invoice for goods, construction or services received, the Town shall provide a written explanation to the contractor, stating also when payment can be expected. A provision to the effect of this paragraph shall be included in formal IFB and RFP and in contracts awarded pursuant to solicitations by the Town. (NMSA 1978 Section 13-1-158.)

For projects lasting more than a month, the contractor shall invoice the Town monthly or at such other intervals as the parties agree.

EXCEPT AS OTHERWISE PROVIDED HEREIN, PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES AND ALL CORRESPONDENCE

E. Prevailing Wages (Public Works Projects)

Every contract or project in excess of sixty thousand dollars (\$60,000) that the Town of Edgewood is a party to for construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works, or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages and fringe benefits to be paid to various classes of laborers and mechanics, which shall be based upon the wages that will be determined by the director of the Labor Relations Division of the Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed

on contract work of similar nature in the state or locality, and every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent payment computed at wage rates not less than those stated in the minimum wage rates issued for the project. The specific wage and fringe benefits required to be paid to these categories of workers will be set forth in the IFB document. (NMSA 1978 Section 13-4-11)

F. Federally Funded Construction Projects

If a public construction project is funded or assisted by the federal government and the project or contract is over \$2,000, pursuant to the Davis-Bacon Act, federal prevailing wage and fringe benefits must be paid to mechanics and laborers. See <https://www.dol.gov/whd/govcontracts/dbra.htm>.

G. Registration Of Construction Contractors And Subcontractors Pursuant To Public Works Minimum Wage Act

In order to submit a bid valued at more than sixty thousand dollars (\$60,000) in order to respond to a RFP or to be considered for award of any portion of a public works project greater than (\$60,000) for a public works project that is subject to the Public Works Minimum Wage Act (NMSA 1978 Section 13-4-10) a contractor, serving as a prime contractor or not, shall be registered with the Labor Relations Division of the New Mexico Department of Workforce Solutions pursuant to 13-4-13.1. The registration number and copy of the official "Certificate of Public Works Registration" are required when submitting either a bid or proposal valued at over \$60,000 on a public works project. Failure of a bidder whose bid exceeds \$60,000 to obtain a Public Works Minimum Wage Act registration from the Labor Relations Division of the Department of Workforce Solutions will result in mandatory rejection of the bid. (NMSA 13-4-13.1A)

SECTION 6. INSPECTION OF PUBLIC DOCUMENTS

Pursuant to the inspection of Public Records Act, NMSA 1978 Section 14-2-1, everyone has the right to inspect Town of Edgewood public records including those records that reside with the Clerk-Treasurer. Requests should be made in writing to the Town Clerk-Treasurer, P.O. Box 3610, Edgewood, NM 87015 using the Town's inspection of public records request form available on the Town's web site, <http://www.edgewood-nm.gov/2494/Request-for-Proposals-RFPS> or by calling (505) 286-4518. Bids are not available for inspection until public bid opening. Proposals are not available for inspection until after contract award. (NMSA 1978 Section 13-1-116) Other restrictions on availability of documents may apply pursuant to the Inspection of Public Records Act. (NMSA 1978 Section 14-2-1).

SECTION 7. AMENDMENT PROCEDURE

The Town Council may, from time to time, amend or modify this Ordinance after Public Hearing, due notice of which shall be given as required by law.

SECTION 8. CORRECTIONS

The Town Clerk/Treasurer and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

SECTION 9. SEVERABILITY OF PROVISIONS

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance, it being the intent of the Council to enact each section, subsection, sentence, clause or phrase of this Ordinance separately and independently of each other section, subsection, sentence, clause or phrase.

APPROVED AND ADOPTED by the Governing Body of the Town of Edgewood, Santa Fe County, New Mexico this _____ day of _____ 2018.

Mayor

Clerk/Treasurer

Resolution No. 2018-09

**A RESOLUTION AUTHORIZING 20% PICK-UP OF PERA GENERAL MEMBERS
FOR THE TOWN OF EDGEWOOD**

WHEREAS, NMSA 1978, Section 10-11-5, authorizes affiliated public employers to be responsible for making contributions of up to seventy-five percent of its employees' member contributions to the Public Employees Retirement Association (PERA) under certain conditions;

WHEREAS, The Town of Edgewood Governing Body has determined that the interests of the Town of Edgewood will be best served by picking up a portion of its employees' contributions; and,

WHEREAS, The Town of Edgewood Governing Body desires to make twenty percent (20%) of employee contributions for its municipal employees covered under PERA Municipal Plan 2. After the pick-up of member contributions, the employee contribution percentage for Town of Edgewood employees would be 8.52% of salary, and employer contribution would increase by 2.13% of the employees' salary. The total employer contribution percentage would be 11.68% under this resolution. For Town of Edgewood employees with an annual salary of \$20,000 or less, the employee contribution percentage would be 7.32% of salary and the employer contribution would increase by 1.83% of the employee's salary. The total employer contribution percentage for employees with an annual salary of \$20,000 or less, would be 11.38% under this resolution; and,

WHEREAS, pursuant to NMSA 1978, Section 10-11-5, this Resolution is irrevocable (subject to the exceptions set forth in Section 10-11-5) and shall apply to all Town of Edgewood employees covered under PERA Municipal Plan 2.

WHEREAS, The Town of Edgewood Governing Body has made and will make necessary budgetary provisions to comply with the Public Employees Retirement Act;

THEREFORE, BE IT RESOLVED BY THE Governing Body of the Town of Edgewood, pursuant to NMSA 1978 Section 10-11-5, hereby elects to be responsible for making contributions of twenty percent (20%) of employees' member contributions to the Public Employees Retirement Association for its municipal employees covered under PERA Municipal Plan 2.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF JUNE 2018.

John Bassett, Mayor

ATTEST:

Juan Torres, Clerk/Treasurer



Aubrey Dunn
COMMISSIONER

State of New Mexico
Commissioner of Public Lands
310 OLD SANTA FE TRAIL
P.O. BOX 1148
SANTA FE, NEW MEXICO 87504-1148

COMMISSIONER'S OFFICE
Phone (505) 827-5760
Fax (505) 827-5766
www.nmstatelands.org

28 May 2018

SENT VIA CERTIFIED MAIL

#7017 1070 0000 9134 7171

Town of Edgewood

Attn: John Bassett

P.O. Box 3610

Santa Fe, New Mexico 87504

Rc: State Business Lease No. BL-1867

Dear Mr. Bassett:

Enclosed for your execution are duplicate originals of the lease contract for the above referenced business lease. The Town of Edgewood, is being offered a five year lease with the annual rental as follows:

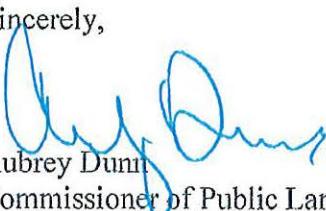
\$ 3,822.17 for the first year,
\$ 3,898.61 for the second year,
\$ 3,976.59 for the third year,
\$ 4,056.12 for the fourth year,
\$ 4,137.24 for the fifth year.

Please sign both documents before a notary public and return both original contracts together with a check in the amount of \$3,822.17 representing the first year's annual rental.

Once the business lease is returned and signed in my office, a fully executed original will be provided for your records. If you have any questions, please contact James White at (505) 827-5731 or via email at jwhite@slo.state.nm.us.

Thank you for your interest in doing business with the State Land Office. We appreciate the support you provide to our beneficiaries.

Sincerely,


Aubrey Dunn
Commissioner of Public Lands

AD/jw
Encl. (2)
Cc: BL-1867 File



**NEW MEXICO
STATE LAND OFFICE
COMMERCIAL RESOURCES DIVISION
PO Box 1148, Santa Fe, NM 87504-1148**

BUSINESS LEASE

Lease No. BL-1867

THIS LEASE, dated **June 2, 2018**, is made and entered into by and between the Commissioner of Public Lands, hereinafter referred to as "Lessor", and The Town of Edgewood, whose address is P.O. Box 3610 Edgewood, New Mexico 87015, hereinafter referred to as "Lessee".

Lessor and Lessee agree and covenant as follows:

1. LEASE. For and in consideration of and subject to the terms, conditions, covenants and reservations contained herein, Lessor leases to Lessee the following described tract of land, hereinafter referred to as the "leased premises":

SW $\frac{1}{4}$ SE $\frac{1}{4}$ Section 29, Township 10 North, Range 7 East N.M.P.M., containing 40.00 acres, more or less; N $\frac{1}{2}$ and N $\frac{1}{2}$ S $\frac{1}{2}$ Section 32, Township 10 North, Range 7 East N.M.P.M., containing 480.00 acres, more or less; Lot 1 Section 32, Township 10 North, Range 7 East, N.M.P.M., containing 43.61 acres, more or less; Lot 2, Section 32, Township 10 North, Range 7 East, N.M.P.M., containing 43.81 acres, more or less; Lot 3 Section 32, Township 10 North, Range 7 East, N.M.P.M., containing 43.83 acres, more or less; Lot 4 Section 32, Township 10 North, Range 7 East, N.M.P.M., containing 43.69 acres, more or less, totaling 694.94 acres, more or less in Santa Fe County, New Mexico.

The rights granted herein are subject to all valid existing rights in the leased premises.

2. WATER RIGHTS. No water rights shall be used, placed or developed on the leased premises without the express, written consent of Lessor. All water appropriated shall be pursuant to state law and regulations. Any water rights used, placed or developed on the Lease Premises are herein and hereby deemed to belong to the Lessor, and all such rights shall be developed in the name of the Lessor.

3. RESERVATIONS. Lessor reserves the right to execute leases for the exploration, development and production of geothermal resources, oil and gas, sand, gravel, coal, shale, clay, rock, building stone or materials, potassium, sodium, phosphorus, salt or any other minerals or deposits of whatsoever kind located in, under or upon the leased premises and all rights of access, ingress and egress through or across the leased premises that are necessary or convenient to such exploration, development or production. Lessor further reserves the right to grant rights-of-way and easements over, upon, or across the leased premises for public highways, railroads, tramways, telephone, telegraph and

power lines, irrigation works, sewer lines, drainage ditches, mining, logging, and for other purposes.

4. **TERM.** The term of this lease shall begin on the date of this lease and end at midnight on **June 1, 2023**, unless terminated or canceled earlier as herein provided. Nothing contained herein shall limit the right of Lessor to sell or exchange the leased premises during the lease term.

5. **RENT.** Lessee shall pay to Lessor as rent for the leased premises and the rights and privileges granted hereunder as specified below. All rent is due and payable in advance **on or before the 2nd day of June** each year during the term of this lease. Time is of the essence in the performance of this agreement. Interest on delinquent rent payments shall accrue from the date the payment becomes due at the rate of one percent a month or any fraction of a month. Lessee shall also pay a late processing fee of **\$50.00** for any delinquent payment of rent, in accordance with the Lessor's schedule of fees.

Lease Year	Date	Rental Due
1	6/2/2018	\$3,822.17
2	6/2/2019	\$3,898.61
3	6/2/2020	\$3,976.59
4	6/2/2021	\$4,056.12
5	6/2/2022	\$4,137.24

6. **PERMITTED USE.** Lessee shall use the leased premises for the sole and exclusive purpose of: recreation including hiking, bicycling, equestrian, wildlife viewing, education, stewardship, conservation, and picnicking. Lessee shall submit a detailed plan describing any thinning, cutting, and/or tree removal or planting activities for Lessor's approval prior to commencement of any such activity. No motorized vehicle use beyond established access roads and parking areas will be allowed. No other uses shall be permitted.

7. **IMPROVEMENTS.** Lessee may at its own expense place the following improvements on the lease premises: parameter fencing, signage, barriers for off road vehicles, construct trails. No other improvements shall be placed on the leased premises without the prior amendment of this lease pursuant to Paragraph 20 hereof to permit such improvement placement. Lessee shall maintain and protect from waste and trespass all improvements placed on the leased premises. In the event improvements other than those authorized herein are placed on the leased premises, Lessor may either declare title to such improvements in Lessor without payment of compensation to Lessee or Lessor may order the removal of such improvements and the restoration of the leased premises to their

condition existing prior to the placement of said improvements at Lessee's expense. The foregoing rights of Lessor shall be cumulative to Lessor's right to cancel this lease as herein provided.

8. **LIEN.** To secure the payment of any rent amount that becomes due, and to satisfy all reasonable costs incurred by Lessor in recovering said rent amount, Lessor shall have a first and prior lien on any and all improvements, fixtures and equipment placed on the leased premises.

9. **IMPROVEMENT REMOVAL AND RECLAMATION.** Before relinquishment or termination of this lease without re-lease to Lessee, or upon Lessor's cancellation of this lease as provided herein, Lessee shall remove all improvements placed on the leased premises and shall restore the leased premises to their condition existing prior to the placement of said improvements; provided, however, if any rent amount is due and unpaid at the time of lease cancellation or termination, Lessee shall remove improvements and restore the leased premises as herein provided only at such time, in such manner and under such conditions as Lessor may in writing demand. Lessee hereby waives, and shall not assert, any right to compensation for improvements on the leased premises under Section 19-7-14, NMSA 1978. This paragraph shall survive termination of this lease.

10. **RELINQUISHMENT.** Lessee, if not in default under this lease, may at any time apply to relinquish the lease to Lessor and be relieved of further obligations under the lease, provided, however, such relinquishment shall not be valid or effective until approved in writing by Lessor. Lessee must file an application to relinquish the Lease at least 30 days prior to the date on which the Lessee requests the relinquishment to go into effect. Lessor may condition relinquishment on any terms he deems reasonable. Relinquishment shall be made on a form prescribed by Lessor and shall be accompanied by the required relinquishment fee as set forth in Lessor's schedule of fees. Upon relinquishment Lessee shall not be entitled to the refund of any rent previously paid.

11. **ASSIGNMENT.** Lessee shall not assign this lease, any part thereof, or assign any improvements located on the leased premises without the prior amendment of this lease pursuant to Paragraph 20 hereof to permit such assignment. Any lease assignment without lease amendment shall be null and void. Lessor may condition such lease amendment upon an increase in the rent amount and the modification or addition of other lease provisions.

12. **SUBLEASE.** Lessee shall not sublease the rights granted hereunder, any part thereof, any portion of the leased premises or any improvements located on the leased premises without the prior amendment of this lease pursuant to Paragraph 20 hereof to permit such sublease. Any sublease without lease amendment shall be null and void. Lessor may condition such lease amendment upon an increase in the rent amount and the modification or addition of other lease provisions.

13. **COLLATERAL ASSIGNMENT.** Lessee shall obtain approval of Lessor in accordance with State Land Office Rule 19.2.9.15 NMAC before making any collateral

assignment or mortgage of its interest in this Lease or its improvements, and any such collateral assignment or mortgage shall be subject to the conditions, limitations and requirements set forth in the State Land Office rules. Lessor's approval of a collateral assignment or mortgage shall not release Lessee from any of its obligations under this Lease, except as agreed to in writing by Lessor. If Lessor gives Lessee a notice of default, Lessor shall simultaneously provide a copy of the notice to an approved collateral assignee or mortgagee, which shall have the right to cure the default within the time provided, subject to the requirements of State Land Office rules. An approved collateral assignee or mortgagee may succeed to the rights and duties of Lessee, and it may assign the lease in accordance with Paragraph 11, above, and State Land Office rules governing assignments.

14. DEFAULT AND CANCELLATION. Upon Lessee's violation of any of the terms, conditions or covenants contained herein, including the failure to pay the rent when due, Lessor may cancel this lease after providing Lessee thirty (30) days notice of the default by registered mail. The mailing of such notice as herein provided shall constitute notice of Lessor's intention to cancel the lease and no proof of receipt of such notice shall be necessary in order for Lessor to enter lease cancellation thirty days after the mailing of the notice if Lessee has not cured the default to Lessor's satisfaction within said thirty day period. Lessee agrees that if a court of competent jurisdiction determines that Lessee has breached any of the terms, conditions or covenants of this lease, Lessee shall pay the costs incurred by Lessor in litigating the default, including reasonable attorney fees. In the event of a breach of the terms of this Lease by the Lessee, the Lessor also shall have all remedies available at law or equity.

15. WAIVER. No employee or agent of Lessor has the power, right or authority to orally waive any of the terms, conditions, or covenants hereof and no waiver by Lessor of any of the terms, conditions or covenants hereof shall be effective unless in writing and executed by Lessor. Lessor's waiver of Lessee's breach or default of any of the terms, conditions or covenants hereof shall not constitute or be construed as a waiver of any other or subsequent breach or default by Lessee. The failure of Lessor to enforce at any time any of the terms, conditions or covenants hereof or to exercise any option herein provided, or to require at any time performance by Lessee of any of the terms, conditions, or covenants hereof shall not constitute or be construed to be a waiver of such terms, conditions, or covenants, nor shall it affect the validity of this lease or any part thereof, or Lessor's right to thereafter enforce each and every such term, condition and covenant.

16. COMPLIANCE WITH LAWS. Lessee shall fully comply with all federal and state laws, regulations, rules, ordinances and requirements, applicable to the leased premises or to Lessee's operations thereon, including but not limited to all applicable laws governing water; endangered or threatened species; hazardous materials; environmental protection; land use; health and safety; cultural, historic or archeological / paleontological properties; waste; trespass; and all New Mexico State Land Office Rules and Regulations, including those that may be hereafter promulgated. Lessee's obligations under this paragraph include but are not limited to compliance with NMSA 1978 Section 19-6-5, requiring a lessee of State Trust Land to protect the leased premises from waste or trespass. Lessee's compliance with all laws, regulations and policy shall be at its own expense.

17. WAIVER, RELEASE AND PROTECTION OF THE LEASED PREMISES. Lessee is leasing the leased premises based on Lessee's own inspection and investigation of and judgment regarding the leased premises. Lessor makes no warranties or representations of any kind or nature with regard to the leased premises or with regard to this transaction.

If accidental discharge, release, spill, or fire or any other event having environmental consequence occurs, Lessee agrees to provide notice to Lessor at the same time and in the same manner as Lessee is required to provide to the federal, state or local agency having responsibility for enforcing compliance with environmental laws, regulations and policy. Lessee agrees that, upon request by Lessor, Lessor shall have access to all reports, documents, test data and all other materials provided by Lessee to or received by Lessee from a governmental agency having responsibility for enforcing compliance with environmental or other laws.

In the event Lessor is required to incur any cost or expense to enforce the provisions of this lease, including but not limited to consultants, engineers, soil, air or water sampling and attorney's fees and costs, Lessee shall be liable for and reimburse Lessor for said costs and expenses.

18. INDEMNIFICATION; INSURANCE. The parties shall not be jointly liable. Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred by either party in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claim Act, §41-4-1, et seq., NMSA 1978, as amended.

19. SCOPE OF AGREEMENT. This lease incorporates all the agreements, covenants and understandings between Lessor and Lessee concerning the subject matter hereof and all such agreements, covenants and understandings are merged into this written lease. No prior agreement or understanding between Lessor and Lessee shall be valid or enforceable unless expressly embodied in this lease.

20. AMENDMENT. This lease shall not be altered, changed or amended except by an instrument executed by both Lessor and Lessee.

21. APPLICABLE LAW. This lease shall be governed by the laws of the State of New Mexico.

22. EXHAUSTION OF ADMINISTRATIVE REMEDIES. In the event that Lessee is aggrieved by a decision of Lessor to cancel this Lease, Lessee shall within thirty (30) days after the date of such decision file an administrative contest pursuant to NMSA 1978, § 19-7-64 and State Land Office Rule 15 (19.2.15 NMAC). Lessee shall initiate no court action regarding this Lease except to appeal a final decision of the Commissioner of Public Lands rendered pursuant to such a contest proceeding, and as provided by NMSA 1978, § 19-7-64.

23. **SUCCESSORS IN INTEREST; THIRD PARTIES.** All terms, conditions and covenants of this lease and all amendments thereto shall extend to and bind the heirs, successors and assigns of Lessee and Lessor. There are no third party beneficiaries of this Lease.

24. **RE-LEASE.** At the expiration of the term of this lease, Lessee may release the leased premises provided Lessor has determined to offer the leased premises for the same uses as permitted herein, Lessee is not in default under this lease, Lessee agrees to the terms offered by Lessor, and Lessee has bettered any offer to lease the leased premises made by a third party.

25. **HOLDING OVER.** If Lessee enters upon the leased premises after the termination or cancellation of this lease for any purpose, or leaves any equipment, buildings, materials, property or debris on the leased premises after the termination or cancellation of this lease, the rent due Lessor for such entry or presence shall be \$22.67 for each day or any part of a day. Nothing contained herein shall be construed as the grant to Lessee of the right to enter the leased premises for any purpose after the termination or cancellation of this lease without the prior written consent of Lessor.

26. **LEASE ENTERED INTO UNDER STATE LAND OFFICE RULE 9.** This Lease is entered into pursuant to New Mexico State Land Office Rule 9, "Business Leasing" (19.2.9 NMAC), and the provisions of that rule control the interpretation and application of the terms of this Lease, except that in the event of a conflict between a provision of this Lease and a provision of Rule 9, the Lease provision controls.

Executed in duplicate.

LESSEE:

Town of Edgewood

LESSOR:

NEW MEXICO COMMISSIONER OF
PUBLIC LANDS

By: _____

By: _____

Name: _____

AUBREY DUNN

Title: _____

ACKNOWLEDGMENT IN AN INDIVIDUAL CAPACITY

State of _____
County of _____

This instrument was acknowledged before on _____ (date) by
_____ (name).

(seal)

(Signature of notarial officer)

My commission expires: _____

ACKNOWLEDGMENT IN A REPRESENTATIVE CAPACITY

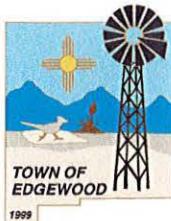
State of _____
County of _____

This instrument was acknowledged before on _____ (date) by
_____ (name) as _____ (title) of
_____ (name of party on behalf of whom instrument is
executed).

(seal)

(Signature of notarial officer)

My commission expires: _____



Town of Edgewood

Position Class Code: 1101

Court Clerk

Date Approved: 09/21/05
Revision Date:

DRAFT

Position Purpose: Under general supervision, provides administrative support to the Municipal Court of the Town of Edgewood.

Supervision Received: Works under the general guidance and direction of Department, or Division Head, or Court Administrator.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Employee(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides information and technical guidance to the public regarding court procedures, official information resources and the use and completion of various forms and documents.
- Schedules hearings; notifies defendants and witnesses of court appearance dates; prepares court documents and court reports; prepares documents for use by the Municipal Judge during court sessions.
- Gathers information from documents and communicates with other Town Offices or external agencies; enters and retrieves data from automated systems and prepares periodic or special reports; prepares reports, spreadsheets and databases; enters information on notices and correspondence regarding various court documents, orders and affidavits.
- Maintains and processes a variety of records; assigns case numbers; creates case files; determines acceptability of information and selects proper procedures; codes and classifies data; complies summaries; identifies and corrects deletions and omissions; establishes and revises filing systems.
- Maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, procedures and practices, and other related position responsibilities.
- Receives and maintains records of payment to the court; arranges payment schedules as directed by the court; distributes fees received; reconciles cash with records and makes deposits of money received; processes accounts payable; maintains records of expenditures and reconciles financial reports.
- Processes mail and performs miscellaneous filing and document searches.
- Performs other work-related assignments as required.

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of legal office principles, practices, and terminology.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of the criminal justice and court systems.

- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Skill in understanding and applying laws, rules, codes, regulations and procedures.
- Skill in performing research and logically organizing information.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying, establishing, and implementing operational standards, policies and procedures for the municipal operations.
- Skill in operating a personal computer and software applications.

MINIMUM QUALIFICATIONS

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate.
- Three years administrative office experience and/or two years' experience in a legal office environment.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's License.
- Must be bondable and insurable.

Additional Special Qualifications:

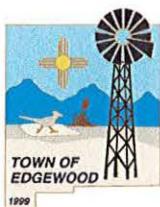
- None

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Work requires regular and punctual attendance as well as attendance at Court sessions subject to the Judge's schedule and may be outside the normal work schedule.
- May be exposed to hazardous chemicals and traffic hazards.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds.
- Work requires ability to speak, hear, touch and see.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, and motorized vehicles.



Town of Edgewood

Position Class Code:

IT Support

Date Approved:
Revision Date:

DRAFT

SUMMARY OF DUTIES: Under the direct supervision of the Clerk-Treasurer, responsible to provide town wide computer support. This position involves monitoring and maintaining all technology related hardware and software support; IT support pertaining to local area networks and wide area networks. Responsibilities include providing hardware/software support and training as well as coordinating, planning and implementing technology standards and procedures for all departments within the Town of Edgewood. Responsible for the overall administration, coordination, and evaluation of the technology program to include hardware and software systems and security administration. This position is primarily responsible for the governing body, town staff and vendors. Assists with and has responsibility for the town's technology budget. The IT Support assists and is responsible for the dissemination of public information thorough use of social media, electric sign, and the town's website.

ESSENTIAL DUTIES:

- Provides technical assistance to the Town of Edgewood in matters relating to the application of hardware and software technology.
- Assists and provides technical expertise, leadership and direction in the evaluation and acquisition of computer hardware and software technology.
- Performs complex problem solving and assistance on diverse software applications and hardware systems for department users and/or the Town of Edgewood Community.
- Work cooperatively with colleagues, co-workers, supervisors and administrators.
- Abide by and implement policies and procedures as set forth by the Town of Edgewood.
- Develop and maintain hardware and software security policies and standards.
- Assists with the purchasing of technology for the town.
- Must possess the knowledge and skills to support, administer and implement network applications such as email, remote access servers, firewalls, domain name services, WINS, DHCP, and GroupWare applications. Ability to develop and maintain web sites.
- Implement, maintain, and administer a Voice over IP (VoIP) telecommunications system.
- Is responsible to assess, implement and maintain the town's Video Surveillance system.
- Continued oversight of hardware/software configuration, maintenance, and administration is vital.
- Other duties as assigned.

QUALIFICATIONS:

- Graduation from a college or university with a bachelor's degree in computer science, business administration, or related field; and/or,
- Three years of directly related experience in computer based environments and network and communication systems implementation, administration and maintenance; Or
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities with considerable hands on work experience and subject matter expertise of Computer Network administration;
- Establish and maintain effective working relationships with subordinates, Town Officials, Department Heads, Town employees, and the general public; prepare accurate computer network reports and records; communicate effectively in written and oral form; provide a high level of system reporting under pressure situations.
- Ability to work independently and to complete daily activities according to work schedule with little or no supervision.

IT Support

- Valid New Mexico's driver's license
- Must pass alcohol and drug test

EQUIPMENT USED:

Radio communications system, computer, telephone, copy machine, tape recorder, recording tapes, stapler, file cabinets, hole puncher, ruler, pens, pencils, fax machine, camera, video equipment and other related equipment.

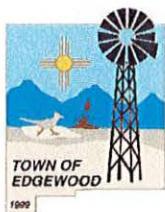
PHYSICAL DEMANDS:

Incumbent must be able to lift 25 pounds and more heavy objects. The employee works indoors in an office environment. Normal physical activity involves walking, standing, sitting, lifting, crouching and bending. Travel within and outside the state of New Mexico and may be required to upgrade training level, or to pursue completion of job requirements. Some travel requirements may require the individual to immediately leave for continuous operation of the Town of Edgewood's automation systems.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not considered a complete statement of duties, responsibilities, requirement of knowledge, skills and abilities.



TOWN OF EDGEWOOD

Police Administrative Assistant

Position Class Code: 1102

Date Approved:
Revision Date:

DRAFT

Position Purpose: Under general supervision, performs a variety of office administrative support duties for the Town of Edgewood Police Department.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list: it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Enters, verifies and retrieves data and prepares periodic or special reports; creates customized reports, spreadsheets and other documents.
- Prepares and updates a variety of records, forms and reports which may require mathematical calculations or the consolidation of information from several separate sources.
- May prepare and process correspondence, reports, forms and specialized documents from drafts, notes, tapes or instructions; composes various correspondence.
- Prepares and updates grant related material.
- May process forms such as work orders, requisitions, invoices, billings and related documents.
- Assist police and animal control officers with discovery request and case management.
- Prepares and provides necessary case information for court testimony to officers.
- Prepares and updates staff training files, property files and fixed asset documentation.
- Receives and responds to questions, information request, and information of public records request from the general public regarding calls for service, incident reports, citations, crash reports or other citizen contacts in accordance with applicable law.
- Receives and responds to question or information request from the general public regarding community programs, services, policies, procedures or regulations; accepts applications, may issue permits and collect fees.
- Serves as a receptionist by receiving and screening visitors and phone calls.
- Provides information and technical guidance to the public regarding administrative procedures, official information resources and the use and completion of various forms and documents.
- Maintains and processes a variety of records; assigns case numbers; creates case files; recommends suitability of information and proper procedures; codes and classifies data; compiles summaries; identifies deletions and omissions; maintains filing systems.
- Maintains current knowledge and skill related to position duties, including but not limited to, State Laws, rules and regulations, procedures and practices, and other related position responsibilities.
- Processes mail and performs miscellaneous filing and document searches.
- Performs other work-related assignments as required by the supervisory staff

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of office administration principles, practices and terminology.
- Knowledge of modern office and records management practices, procedures and equipment.
- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements and/or;
- Skill in understanding and applying laws, rules, codes, regulations and procedures.
- Skill in performing research and logically organizing information.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying, establishing and implementing operation standards, policies, and procedures for municipal and/or agency operations.
- Skill in operating a personal computer and software applications.

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

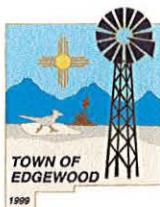
- High School diploma or equivalent GED certificate.
- Four years administrative office experience.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Work requires regular and punctual attendance.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment and motorized vehicle.



Town of Edgewood

Position Class Code:

Administrative Assistant

Date Approved:
Revision Date:

DRAFT

Position Purpose: Performs a variety of complex secretarial, clerical and general administrative duties as needed to expedite the administration of management-related projects and special projects as assigned which are designed to relieve the supervisor of administrative details within an assigned department of the Town of Edgewood.

Supervision Received: Works under the general supervision of Clerk-Treasurer.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans, organizes, and performs various projects involving research and analysis utilizing a personal computer; prepares detailed, comprehensive reports from raw data; ensures required administrative reports and/or applications are completed and submitted; conducts necessary follow-up on administrative matters; coordinates activities as directed by supervisor.
- Reviews, develops, and recommends modifications to procedures and forms for overall efficiency; schedules and coordinates meetings; reports routinely to supervisor on status of various projects
- Initiates and coordinates recruitment activates to fill vacancies for open and new positions; maintains departmental personnel files and records as backup to town HR/personnel records; documents confidential information regarding personnel actions, i.e. pay increases, discipline and terminations; monitors staff training records for compliance with various continuing educational requirements, and FMLA.
- Performs a variety of secretarial and administrative detail work; compose, types, and correspondence, reports, studies, statistics, graphs, charts, forms, and other specialized documents, i.e., Professional Service Agreements (PSA's), Memorandum of Understanding (MOU's) Memorandum of Agreement (MOA's), etc.; coordinates document processing with legal staff.
- Monitors department budget to ensure accuracy of all accounts and reports budgetary problems to appropriate personnel; assists in preparation and administration of department budget; performs initial data entry of expense and budget detail; may manage revenue and expense accounts; may assist with the preparation of legislative funding requests and grant applications; monitors payroll records and processes time sheets; may receive payments from the public; may distribute monies and issue receipts; may draft RFP's, may generate and process purchase orders; track status of purchasing requisitions, negotiates vendor quotes, sets up vendor accounts; issues and may manage revenue accounts,

Police Administrative Assistant

including monitoring and collecting accounts receivable, managing purchasing and accounts payable and establishing new accounts.

- Interacts with public to provide information; performs routine management of leases if required; and/or reviews. Approves or issues permits for special users and serves as liaison to special interest groups; assists the general public in the application process for various town licenses, permits and other formal procedures.
- Oversees and administers office supply and equipment use; monitors inventory status and assures availability of needed materials, equipment, and supplies; may deliver various materials and/or supplies to department or department offices or locations throughout the town.
- Performs secretarial duties as required; prepares agendas and agenda documentation or packets for various boards and committees, including public notification of such meetings; maintains records as required; serves on various committees as assigned; arranges appointments and meetings for division director and other technical or professional staff; may take and transcribe minutes of such. May make travel arrangements; may track and document staff work projects and activities.
- Develops and maintains record management system for office files; may insert revisions of town code book, State Statutes, and other reference manuals; may assist with records retention and archiving activities.
- Assists with events, grants etc.; may train others on various responsibilities; may supervise clerical staff. May attend administrative or “protest” hearings, take minutes or operate recording equipment; attends meetings, seminars, and workshops as required.
- May act as a lead worker to administrative Secretaries, less experienced, temporary or seasonal clerical personnel or volunteers while in training or on a project-by-project basis.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills: Working knowledge of spelling, grammar, punctuation, and arithmetic; accounting principles and practices, including the keeping of financial accounts, records and the preparation of reports/presentations; computer software, including word-processing, spreadsheets, and special applications; of modern office practices and procedures and equipment; of the rules and regulations related to the tasks performed.

Skill in effective verbal and written communication and interpersonal relations, and experience in interacting with the public. Skill in mathematical computations. Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and Town residents; the operation of PC Computer, calculator, fax machine, copy machine, and telephone.

Police Administrative Assistant

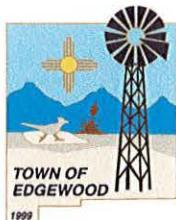
Ability to maintain confidentiality; multi-task; develop and maintain a record management system; procure and maintain supplies and purchases; analyze and interpret various records and reports; resolve routine administrative problems and make standard adjustments; weigh circumstances leading to independent decisions involving accurate judgement; operate various types of standard office and accounting equipment such as 10-key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; operate dictating equipment; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public; work under stress caused by deadlines and severe time constraints.

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate.
- Five (5) years of progressively responsible experience performing the duties described or related secretarial duties. Must possess experience in computer operations and word processing and spreadsheets applications
- Must be insurable.
- Possession of a valid State of New Mexico Driver's License.
- Must be a citizen or national of the United States or a lawful permanent resident (Alien #) or an alien authorized to work. (Documentation required)

Additional Special Qualifications:

- None



Town of Edgewood

Maintenance Janitorial

Position Class Code:

Date Approved:
Revision Date:

DRAFT

General Description: Cleans and performs minor maintenance of assigned Town buildings and may assist in training other custodians.

Supervision Received: Works under the general guidance and direction of the Maintenance Supervisor.

Supervision Exercised: None.

Nature of Work

Essential Functions: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Maintains assigned Town building areas and keeps them in clean and orderly condition.
- Cleans and maintains floors, walls, windows, furnishings and fixtures.
- Makes simple repairs and observes and reports conditions affecting safety, security, and/or economical operation of facilities, fixtures, and furnishings.
- Notifies immediate supervisor of supplies needed and condition of assigned equipment.
- May be required to move furnishings and fixtures between offices and/or Town buildings.
- Secures buildings and offices after hours.
- Handles materials which includes loading and unloading; snow removal, sidewalk cleaning and housekeeping.
- Debris removal around the entrances including trash, weeds and leaves.
- Willing to work non-traditional work shifts including early mornings, late evenings, weekends and holidays.

Additional Essential Functions for Assignment:

- Performs daily cleaning and grounds keeping, including sweeping, mowing grass, trimming shrubs, watering grass and shrubs, and cutting weeds; performs trash and litter pickup and painting.
- Handles materials, including loading and unloading, snow removal, street cleaning, and housekeeping.
- Performs set up, take down and cleaning at special events.
- Understands the role of customer service and their job performance in dealing with the community.

Additional Essential Functions for Assignment in Wastewater Management:

- Performs daily cleaning and grounds keeping, including sweeping, mowing grass, trimming shrubs, watering and grass shrubs, and cutting weeds; performs trash and litter pickup and painting.
- Handles materials, including loading and unloading, snow removal, street cleaning, and housekeeping.
- May be required to pick up and deliver items at various Town facilities including Town Hall.

Minimum Qualifications

Education and Experience:

One (1) year of custodial experience and/or in housekeeping function

Additional Requirements:

Must possess a valid New Mexico driver's license upon hire. Must successfully pass required background check and fingerprinting.

Knowledge, Skills, and Abilities:

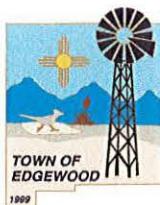
Knowledge of proper cleaning solutions, cleaning methods and equipment.

Skill in communications both orally and in writing.

Ability to safely operate powered cleaning and polishing equipment; to lift and move heavy furnishings and equipment; to follow written and/or verbal instructions and to work independently.

Physical Demands/Work Environment

Generally works inside Town buildings with some outdoor work under inclement weather conditions. Work involves bending, stooping, twisting, carrying, kneeling, reaching and use of hands. May be exposed to chemicals, fumes, odors, dust, mist and allergens. May be exposed to the possibility of abrasions, injuries, electrical shock, burns, infection, and insect bites/stings. Requires ability to lift and/or move 50 pounds. Occasionally will be required to assist another employee in lifting and carrying 100 lbs. Work schedule may vary; may require early morning, evening, holiday, and weekend work.



Town of Edgewood

Position Class Code: 1306

Maintenance Worker

Date Approved:
Revision Date:

DRAFT

Position Purpose: Under general supervision, performs a variety of general maintenance, grounds keeping, clean-up and custodial duties for the Town of Edgewood facilities and grounds.

Supervision Received: Works under the general guidance and direction of Maintenance Supervisor.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs general maintenance and repairs to Town facilities and grounds through the application of maintenance; such as carpentry, painting, and/or plumbing, may change various filters and lighting components.
- Responds to emergency cleaning requirements in offices, grounds, and common areas.
- May mow grass, weed plant beds, prunes trees, trims and edges landscaping.
- Cleans facilities, grounds, and other community facilities.
- May perform maintenance and construction work on Town facilities; including light electrical work, plumbing, carpentry, masonry, and painting.
- Responsible for workplace safety, performs preventive maintenance and other general maintenance activities.
- Operates a variety of maintenance related tools and landscape maintenance.
- Must have the ability to operate small hand tools and equipment.
- Will follow safety procedures.
- Oversees and maintains the upkeep of Municipal buildings, grounds and parks.
- Maintains an inventory list of all tools.
- Identifies and reports any needed repairs.
- Performs manual labor as needed.
- Responds to 24/7 emergency call-outs as required.
- Must be able to communicate effectively with the public.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.

Maintenance Worker

- Knowledge of operations and routine maintenance of various small hand tools, equipment and light motorized vehicles.
- Knowledge of the principals, practices, techniques and methods of road construction, right-of-way repair and maintenance, and safety practices.
- Knowledge of the Town of Edgewood geography including roads and streets agricultural, residential and commercial districts.
- Knowledge of the Town of Edgewood policies, procedures, rules and regulations.
- Skill in operating light motorized vehicles and equipment.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with work crews, supervisors and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Basic knowledge of carpentry, plumbing and electricity.
- Basic knowledge of landscaping and gardening.

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate.
- Must be insurable.
- Possession of a valid State of New Mexico Driver's License.
- Must be a citizen or national of the United States or a lawful permanent resident (Alien #) or an alien authorized to work. (Documentation required)

Additional Special Qualifications:

- None

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both internal and external environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance.
- May be exposed to hazardous chemicals and traffic hazards.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 75 pounds.
- Work requires ability to speak, hear, touch and see.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, hand and power tools, landscaping equipment, trucks, and other motorized vehicles.

Town of Edgewood

GRT Distribution for Fiscal Year 2017

Date	Construction Total	Retail Trade Total	**645-Total Muni Infra-Structure	**650-Total Municipal GRT	** 690-Total Muni Share - State GRT	**630-Total Municipal Environmental	Food & Medical Distributions:	Total Distributed:
07/15/16	20,945.41	129,368.84	18,717.29	129,441.86	141,266.09	-	87,300.21	290,306.68
08/23/16	33,069.88	139,012.45	21,716.71	144,646.92	156,722.33	-	87,547.75	324,082.07
09/16/16	13,498.73	124,383.83	17,621.63	123,950.59	135,991.15	-	86,432.95	278,405.23
10/17/16	31,400.17	122,841.57	21,120.22	141,573.79	153,317.81	-	93,998.79	317,053.78
11/17/16	28,923.38	125,229.62	18,602.83	128,893.74	140,810.07	-	82,284.54	289,291.76
12/16/16	21,987.36	125,000.68	18,337.80	127,551.16	139,391.06	-	81,062.85	285,425.08
01/17/17	27,429.24	134,535.57	20,320.17	137,580.68	149,422.06	-	85,172.80	308,338.60
02/16/17	10,010.52	181,092.20	27,442.93	173,349.98	186,157.19	152.99	128,398.38	388,253.43
03/14/17	9,746.88	113,528.83	15,715.05	114,198.70	126,119.02	6,067.59	85,229.16	262,236.58
04/14/17	11,665.74	111,917.71	15,605.23	113,656.74	125,574.25	6,056.62	82,914.59	261,029.20
05/17/17	6,099.87	223,049.81	20,298.62	137,369.06	149,237.04	7,209.77	88,751.48	314,255.54
06/16/17	25,482.15	52,157.84	19,437.19	133,034.44	145,041.79	7,356.54	91,743.27	305,576.41
Totals	240,259.33	1,582,118.95	234,935.67	1,605,247.66	1,749,049.86	26,843.51	1,080,836.77	3,624,254.36
Averages	20,021.61	131,843.25	19,577.97	133,770.64	145,754.16	6,710.88	90,069.73	302,021.20

GRT Distribution for Fiscal Year 2018

Date	Construction Total	Retail Trade Total	**645-Total Muni Infra-Structure	**650-Total Municipal GRT	** 690-Total Muni Share - State GRT	**630-Total Municipal Environmental	Food & Medical Distributions:	Total Distributed:
07/17/17	44,268.95	146,146.84	22,297.50	147,487.76	159,405.05	7,794.46	92,490.67	338,063.42
08/16/17	10,463.14	150,285.63	21,366.66	142,787.53	154,747.77	7,594.69	91,730.69	327,528.70
09/15/17	20,870.29	133,956.92	20,748.19	139,632.59	151,499.29	7,462.82	92,905.18	320,339.84
10/16/17	22,664.83	137,905.35	22,095.26	146,440.98	158,276.67	7,677.69	95,665.97	335,536.42
11/15/17	18,511.58	145,591.44	20,680.78	139,286.71	151,228.79	7,382.55	93,140.59	319,573.54
12/18/17	20,461.65	131,858.79	19,499.14	133,298.57	145,229.77	7,158.34	92,243.91	306,033.65
01/17/18	22,227.55	162,694.79	20,574.46	138,749.97	150,585.10	7,428.33	91,171.78	318,393.00
02/15/18	40,017.11	191,533.62	31,098.88	191,776.43	203,250.84	10,069.50	139,369.94	437,643.54
03/20/18	48,043.96	124,675.09	21,564.96	143,770.57	155,626.20	7,627.58	100,239.26	329,742.27
04/16/18	54,159.45	125,650.31	21,543.87	143,706.19	155,635.79	7,573.27	84,938.43	329,684.18
05/16/18	43,637.18	151,605.77	25,316.47	162,778.59	174,730.33	8,583.08	92,973.33	372,770.24
06/xx/18								
Totals	345,325.69	1,601,904.55	246,786.17	1,629,715.89	1,760,215.60	86,352.31	1,066,869.75	3,735,308.80
Averages	31,393.24	145,627.69	22,435.11	148,155.99	160,019.60	7,850.21	96,988.16	339,573.53
Projections	376,718.93	1,747,532.24	269,221.28	1,777,871.88	1,920,235.20	94,202.52	1,163,857.91	4,074,882.33

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	OPERATING FUND	AFLAC	ACCIDENT PREMIUMS	103.02
			ACCIDENT PREMIUMS	103.02
			CANCER PREMIUMS	19.40
			CANCER PREMIUMS	19.40
			DISABILITY PREMIUMS	43.48
			DISABILITY PREMIUMS	43.48
			HOSPITAL INDEMNITY	19.38
			HOSPITAL INDEMNITY	19.38
			AFLAC SICK INDEMNITY	18.78
			AFLAC SICK INDEMNITY	18.78
		New Mexico Taxation & Revenue	STATE W/H	1,037.08
			STATE W/H	932.65
		PERA	RETIREMENT CONTRIBUTIONS	2,307.60
			RETIREMENT CONTRIBUTIONS	2,376.53
			RET CONTRIBUTIONS POLICE	2,034.33
			RET CONTRIBUTIONS POLICE	2,034.91
		United States Treasury	FED W/H	2,950.69
			FED W/H	3,062.33
			FICA W/H	2,985.48
			FICA W/H	2,864.54
			MEDICARE W/H	698.23
			MEDICARE W/H	669.93
		Nationwide Retirement Solutions	RETIREMENT	520.00
			RETIREMENT	520.00
		Presbyterian Health Plan	Health Premiums	1,695.23
			Health Premiums	1,609.47
		Delta Dental of New Mexico	Insurance Contributions	135.46
			Insurance Contributions	129.13
		NM Retiree Health Care Authority	NRHC CONTRIBUTIONS	226.16
			NRHC CONTRIBUTIONS	232.63
			NRHC CONTRIBUTIONS	238.77
			NRHC CONTRIBUTIONS	238.84
		Taxation & Revenue Department	WC FEE	50.00
		VISION SERVICE PLAN - (IC)	Insurance Contributions	21.55
			Insurance Contributions	20.60
		THE HARTFORD	Life Premiums	50.78
			Life Premiums	50.78
			TOTAL:	30,101.82
Legislative	OPERATING FUND	United States Treasury	FICA W/H	130.63
		Wells Fargo Card Service Payment Remit	MEDICARE W/H	30.55
			District mgt Mayor, Counci	120.00
			newly elected Mayor Counci	285.00
			reg Sherri Economic Develo	640.00
		Presbyterian Health Plan	Health Premiums	343.02
		Delta Dental of New Mexico	Insurance Contributions	25.31
		VISION SERVICE PLAN - (IC)	Insurance Contributions	3.81
		THE HARTFORD	Basic Life	5.36
		**PAYROLL EXPENSES	4/01/2018 - 4/30/2018	2,200.00
			TOTAL:	3,783.68
Finance/Administration	OPERATING FUND	Central NM Electric Coop	electric bill	237.53
		EMW Gas Association	electric bill maintenance	79.08
		Edgewood Chamber of Commerce	gas bill	131.88
		New Mexico Department of Workforce Sol	promotional services	100.00
			SUTA Taxes	29.97

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		SUTA Taxes		29.86
		SUTA Taxes		28.99
		SUTA Taxes		28.57
		SUTA Taxes		30.03
		SUTA Taxes		30.62
		SUTA Taxes		29.84
		New Mexico One Call, Inc.	quarterly membership fee	181.21
		New Mexico Self Insurer's Fund	deductible claim payment	2,086.36
		Office Depot	supplies	18.89
		PERA	RETIREMENT CONTRIBUTIONS	714.55
		Pitney Bowes	RETIREMENT CONTRIBUTIONS	764.23
		Southwest Copy Systems, Inc.	postage meter rental	126.25
		Southwest Rubber Stamp	copier maintenance	249.96
		THE INDEPENDENT	name plates	17.68
		United States Treasury	election ad	405.70
			public hearing	46.34
			public hearing	42.26
			FICA W/H	474.40
			FICA W/H	503.65
		Verizon Wireless Service, LLC	MEDICARE W/H	110.94
		WASTE MANAGEMENT OF NEW MEXICO	MEDICARE W/H	117.79
		Wells Fargo Card Service Payment Remit	cell phone service	156.18
			waste disposal service	184.42
			District mgt Juan Carla	60.00
			smartdraw software	297.00
			email hosting/office 365	743.14
			supplies	41.33
			supplies	32.62
			bottled water	20.45
			water cooler rental	11.50
			bottled water	21.39
			supplies	8.46
			supplies	89.76
		Teodorita Garcia	mileage reimbursement	79.79
		Bohannan Huston	engineering services	2,531.74
		New Mexico Waste Services, Inc.	computer maintenace	876.71
		Presbyterian Health Plan	recycle bins	197.25
		Delta Dental of New Mexico	monthly recycle	197.25
		NM Retiree Health Care Authority	Health Premiums	480.44
		Taxation & Revenue Department	Health Premiums	480.44
		Hellen Gonzalez	Insurance Contributions	46.98
		EPCOR WATER	Insurance Contributions	46.98
		VISION SERVICE PLAN - (IC)	NRHC CONTRIBUTIONS	149.64
		THE HARTFORD	NRHC CONTRIBUTIONS	160.05
		Plateau	WC FEE	9.20
		The Maids International, Inc.	Judgement	2,270.00
		Lil Sonnys Sign Source	water service	296.40
		RAKS Building Supply Inc	Water service maintenance	33.57
		Juan B Torres	Insurance Contributions	13.17
			Insurance Contributions	13.17
			Basic Life	59.20
			telephone bill	1,354.59
			janitorial services	376.25
			signs	68.89
			cedar post	185.88
			mileage reimbursement	153.19

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		Revize LLC	website design	4,950.00
		Justin Bacon	sterility deposit refund	25.00
		Angel Monarrez	sterility deposit refund	25.00
		Sidney Doughtry	restitution	500.00
		Justin Williamson	over paid citation	100.00
		**PAYROLL EXPENSES	4/01/2018 - 4/30/2018	16,017.36
			TOTAL:	39,980.97
Judicial	OPERATING FUND	Administrative Office of the Courts	monthly report fee	252.00
		Judicial Education Center Institute of New Mexico Department of Workforce Sol	monthly report fee	123.00
			SUTA Taxes	5.20
			SUTA Taxes	6.23
			SUTA Taxes	3.91
			SUTA Taxes	6.18
			SUTA Taxes	6.22
			SUTA Taxes	6.42
			SUTA Taxes	6.22
		PERA	RETIREMENT CONTRIBUTIONS	148.31
			RETIREMENT CONTRIBUTIONS	160.44
		United States Treasury	FICA W/H	161.02
			FICA W/H	103.79
			MEDICARE W/H	37.66
			MEDICARE W/H	24.27
		Bohannan Huston	computer maintenace	101.46
		Delta Dental of New Mexico	Insurance Contributions	23.62
		NM Retiree Health Care Authority	Insurance Contributions	23.62
		Taxation & Revenue Department	NRHC CONTRIBUTIONS	31.06
		THE HARTFORD	NRHC CONTRIBUTIONS	33.60
		**PAYROLL EXPENSES	WC FEE	4.60
			Basic Life	21.10
			4/01/2018 - 4/30/2018	4,282.95
			TOTAL:	5,572.88
Animal Control	OPERATING FUND	Central NM Electric Coop	electric bill	388.51
		EMW Gas Association	gas bill	184.93
		New Mexico Department of Workforce Sol	SUTA Taxes	9.82
			SUTA Taxes	9.65
			SUTA Taxes	9.56
			SUTA Taxes	10.21
			SUTA Taxes	9.94
			SUTA Taxes	10.32
			SUTA Taxes	9.49
		PERA	RETIREMENT CONTRIBUTIONS	237.37
			RETIREMENT CONTRIBUTIONS	237.37
		United States Treasury	FICA W/H	151.47
			FICA W/H	163.25
			MEDICARE W/H	35.42
			MEDICARE W/H	38.18
		Verizon Wireless Service, LLC	cell phone service	120.68
		WINDMILL WATER, INC.	bottled water	16.13
		WALMART COMMUNITY/GEMB	supplies	170.49
		Michael A. Ring	eyewash	57.99
		Animal Care Equipment & Services LLC	shelter equipment	252.05
		Bohannan Huston	computer maintenace	101.46
		Western Trails Veterinary Hospital, PC	veterinary services	1,752.13
		Presbyterian Health Plan	Health Premiums	316.64

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		Delta Dental of New Mexico	Health Premiums	316.64
			Insurance Contributions	35.30
		NM Retiree Health Care Authority	Insurance Contributions	35.30
		L. Mora Trash Co.,	NRHC CONTRIBUTIONS	49.71
		Taxation & Revenue Department	NRHC CONTRIBUTIONS	49.71
		EPCOR WATER	quarterly trash service	55.78
		Tractor Supply Credit Plan	WC FEE	4.60
		WEX BANK	Water service	86.47
		VISION SERVICE PLAN - (IC)	shelter supplise	102.90
		THE HARTFORD	squeegee	5.29
		JJ'S PREMIER TIRE & SERVICE	fuel	235.33
		The Maids International, Inc.	Insurance Contributions	5.28
		RAKS Building Supply Inc	Insurance Contributions	5.28
		A-TECH SECURITY INC	Basic Life	28.04
		East Mtn Pumping & Septic Services	tires	152.38
		**PAYROLL EXPENSES	janitorial services	419.25
			door repair	14.09
			alarm monitoring	80.46
			septic pumping	257.49
			4/01/2018 - 4/30/2018	5,259.83
			TOTAL:	11,492.19
Police	OPERATING FUND	Brazas Fire & Safety Equipment Company	range hood inspection	1,643.68
		Central NM Electric Coop	electric bill	677.87
		EMW Gas Association	gas bill	24.00
		New Mexico Department of Workforce Sol	gas bill PD	747.68
			SUTA Taxes	83.71
			SUTA Taxes	85.99
			SUTA Taxes	102.40
			SUTA Taxes	80.22
			SUTA Taxes	86.45
			SUTA Taxes	84.59
			SUTA Taxes	77.08
			SUTA Taxes	9.30
	PERA	Southwest Copy Systems, Inc.	RETIREMENT CONTRIBUTIONS	128.89
		United States Treasury	RETIREMENT CONTRIBUTIONS	128.89
			RET CONTRIBUTIONS POLICE	4,976.02
			RET CONTRIBUTIONS POLICE	4,977.43
		Verizon Wireless Service, LLC	copier maintenance	49.30
		WINDMILL WATER, INC.	FICA W/H	1,463.56
			FICA W/H	1,497.11
			MEDICARE W/H	342.29
			MEDICARE W/H	350.13
			cell phone service	116.39
			computer car internet	471.84
			PD laptop	42.86
			bottled water	16.13
			water cooler rental	10.00
			bottled water	26.57
		WALMART COMMUNITY/GEMB	Easter supplies	72.66
		Rich Ford Sales	supplies	4.50
		Crimestar Corporation	vehicle maintenance	43.05
		Santa Fe County	vehicle maintenance	435.16
		Bohannan Huston	CrimeStar RMS	5,825.00
			JPA-RECC 3 mo	18,750.00
			computer maintenace	779.93

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		Presbyterian Health Plan	Health Premiums	3,607.40
		Delta Dental of New Mexico	Health Premiums	3,607.40
		NM Retiree Health Care Authority	Insurance Contributions	269.92
			Insurance Contributions	269.92
			NRHC CONTRIBUTIONS	26.99
			NRHC CONTRIBUTIONS	26.99
			NRHC CONTRIBUTIONS	477.55
			NRHC CONTRIBUTIONS	477.68
		L. Mora Trash Co.	quarterly trash service	55.79
		Taxation & Revenue Department	WC FEE	23.00
		EPCOR WATER	water service	63.64
		WEX BANK	fuel	2,518.98
		VISION SERVICE PLAN - (IC)	Insurance Contributions	44.73
		THE HARTFORD	Insurance Contributions	44.73
		Plateau	Basic Life	157.50
		JJ'S PREMIER TIRE & SERVICE	telephone bill	328.09
		The Maids International, Inc.	tires	578.18
		Lil Sonnys Sign Source	janitorial services	649.92
		Occupational Health Centers of the SW,	banner for easter egg hunt	78.07
		RAKS Building Supply Inc	DOT phys	109.19
		A-TECH SECURITY INC	supplies for Easter	22.71
		Ronald Crow	alarm monitoring	80.46
		Old Mill of Edgewood	easter egg event snowcone	79.55
		Public Safety Alliance	new PD clean up	153.12
		SWI INDUSTRIAL SOLUTIONS INC	propane	13.63
		CALIBRE PRESS	Training, Lovato	200.00
		**PAYROLL EXPENSES	pre filled eggs	516.00
			training Armando Campos	149.00
			4/01/2018 - 4/30/2018	49,673.38
			TOTAL:	108,514.20
Parks & Recreation	OPERATING FUND	Central NM Electric Coop	rec field/complex	24.77
		New Mexico Department of Workforce Sol	SUTA Taxes	3.51
			SUTA Taxes	3.51
			SUTA Taxes	3.52
			SUTA Taxes	3.51
			SUTA Taxes	3.51
			SUTA Taxes	3.51
			SUTA Taxes	3.51
			application fee	500.00
		State of N.M. Commissioner of Public L	FICA W/H	58.83
		United States Treasury	FICA W/H	58.83
			MEDICARE W/H	13.76
			MEDICARE W/H	13.76
		Verizon Wireless Service, LLC	cell phone service	63.35
		Lester R Holden	snacks for Public Meeting	32.34
		Bohannan Huston	computer maintenace	101.46
		NM Retiree Health Care Authority	NRHC CONTRIBUTIONS	18.98
		Central New Mexico Pumping, Inc.	NRHC CONTRIBUTIONS	18.98
		Taxation & Revenue Department	handicap toilet rental	146.05
		EPCOR WATER	WC FEE	2.30
		THE HARTFORD	water consumption 3000	341.01
		BSN Sports Inc	Basic Life	11.03
		RAKS Building Supply Inc	BSN Sports Inc	155.96
			repair at skate park	40.68
			play sand	139.25

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
		**PAYROLL EXPENSES	4/01/2018 - 4/30/2018	<u>1,897.72</u>	
			TOTAL:	<u>3,663.64</u>	
Maintenance	OPERATING FUND	MORIARTY PIPE & IRON New Mexico Department of Workforce Sol	trailer connector SUTA Taxes SUTA Taxes SUTA Taxes SUTA Taxes SUTA Taxes SUTA Taxes SUTA Taxes SUTA Taxes PERA United States Treasury Verizon Wireless Service, LLC Wells Fargo Card Service Payment Remit WALMART COMMUNITY/GEMB Presbyterian Health Plan Delta Dental of New Mexico NM Retiree Health Care Authority Taxation & Revenue Department HELENA CHEMICAL COMPANY Auto Zone, Inc. Tractor Supply Credit Plan VISION SERVICE PLAN - (IC) THE HARTFORD Double H Auto, Inc RAKS Building Supply Inc Linda D Oliver **PAYROLL EXPENSES	17.98 10.16 10.32 10.64 10.22 10.22 10.22 10.22 262.44 262.44 157.99 157.99 36.95 36.95 92.06 60.00 170.51 787.00 787.00 58.76 58.76 54.96 54.96 4.60 932.35 128.69 211.98 40.26 9.65 9.65 29.93 27.97 123.71 129.48 4/01/2018 - 4/30/2018 TOTAL:	<u>1,897.72</u> <u>3,663.64</u> 17.98 10.16 10.32 10.64 10.22 10.22 10.22 262.44 262.44 157.99 157.99 36.95 36.95 92.06 60.00 170.51 787.00 787.00 58.76 58.76 54.96 54.96 4.60 932.35 128.69 211.98 40.26 9.65 9.65 29.93 27.97 123.71 129.48 4/01/2018 - 4/30/2018 TOTAL: <u>5,496.17</u> <u>10,273.19</u>
Planning & Zoning	OPERATING FUND	Number Nine Media Inc. New Mexico Department of Workforce Sol	Legal Notice SUTA Taxes SUTA Taxes SUTA Taxes SUTA Taxes SUTA Taxes SUTA Taxes SUTA Taxes PERA Southwest Rubber Stamp THE INDEPENDENT United States Treasury	26.42 11.93 11.99 11.37 13.62 13.82 12.76 11.88 RETIREMENT CONTRIBUTIONS RETIREMENT CONTRIBUTIONS name plates public hearing FICA W/H FICA W/H MEDICARE W/H MEDICARE W/H	<u>26.42</u> <u>11.93</u> <u>11.99</u> <u>11.37</u> <u>13.62</u> <u>13.82</u> <u>12.76</u> <u>11.88</u> <u>287.45</u> <u>287.45</u> <u>17.67</u> <u>26.65</u> <u>205.09</u> <u>202.93</u> <u>47.98</u> <u>47.46</u>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		Verizon Wireless Service, LLC	cell phone service	123.88
		Wells Fargo Card Service Payment Remit	supplies	137.16
		Bohannan Huston	computer maintenace	51.00
		Presbyterian Health Plan	Health Premiums	623.20
			Health Premiums	623.20
		Delta Dental of New Mexico	Insurance Contributions	35.14
			Insurance Contributions	35.14
		NM Retiree Health Care Authority	NRHC CONTRIBUTIONS	60.20
			NRHC CONTRIBUTIONS	60.20
		Taxation & Revenue Department	WC FEE	4.60
		VISION SERVICE PLAN - (IC)	Insurance Contributions	1.76
			Insurance Contributions	1.76
		THE HARTFORD	Basic Life	31.19
		Howard Industries, Inc.	New Computer	794.00
		**PAYROLL EXPENSES	4/01/2018 - 4/30/2018	6,919.62
			TOTAL:	10,738.52
Library	OPERATING FUND	New Mexico Department of Workforce Sol	SUTA Taxes	11.45
			SUTA Taxes	11.24
			SUTA Taxes	11.27
			SUTA Taxes	11.37
			SUTA Taxes	11.24
			SUTA Taxes	11.51
			SUTA Taxes	11.24
		PERA	RETIREMENT CONTRIBUTIONS	290.25
			RETIREMENT CONTRIBUTIONS	290.25
		United States Treasury	FICA W/H	182.49
			FICA W/H	176.99
			MEDICARE W/H	42.68
			MEDICARE W/H	41.39
		Wells Fargo Card Service Payment Remit	post cards	153.90
		WALMART COMMUNITY/GEMB	supplies	46.86
		Bohannan Huston	computer maintenace	775.25
		New Mexico Waste Services, Inc.	monthly trash service	78.85
			waste disposal service	78.85
		Presbyterian Health Plan	Health Premiums	623.20
			Health Premiums	623.20
		Delta Dental of New Mexico	Insurance Contributions	46.82
			Insurance Contributions	46.82
		NM Retiree Health Care Authority	NRHC CONTRIBUTIONS	60.79
			NRHC CONTRIBUTIONS	60.79
		DEMCO	Wire Book Supports	499.40
		Taxation & Revenue Department	WC FEE	4.60
		Oriental Trading Company	Youth Prog Supplies	161.18
			Youth Prog Supplies	246.53
			supplies	8.49
		NM Humanities Council	Summer Reading Prog	100.00
			Summer Reading Prog	100.00
		INGRAM LIBRARY SERVICES	March 2018 Books	2,526.51
			March 2018 Books	78.18
			Books	157.95
			March 2018 Books	30.14
			Books	2,064.18
		Barbara Hambek	mileage reimbursement	15.70
		VISION SERVICE PLAN - (IC)	Insurance Contributions	7.89
			Insurance Contributions	7.89

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		THE HARTFORD	Basic Life	31.19
		Plateau	telephone bill	86.55
		The Maids International, Inc.	janitorial services	699.84
		**PAYROLL EXPENSES	4/01/2018 - 4/30/2018	6,167.21
			TOTAL:	16,692.13
Community Center	OPERATING FUND	Central NM Electric Coop	electric bill	154.24
		EMW Gas Association	gas bill	64.33
		WASTE MANAGEMENT OF NEW MEXICO	waste disposal service	185.38
		AAA Pumping Service, Inc.	handicap toilet rental	134.50
		EPCOR WATER	Water service	175.26
		Plateau	internet service	43.22
			TOTAL:	756.93
SFC Fire JPA	OPERATING FUND	County of Santa Fe	GRT fire protection for Ma	28,754.11
			TOTAL:	28,754.11
JUDICIAL	CORRECTION FUND	Bank of New York Mellon Trust Company	care of inmates	595.00
			care of inmates	85.00
			TOTAL:	680.00
NON-DEPARTMENTAL	MUNICIPAL STREET F	New Mexico Taxation & Revenue	STATE W/H	84.78
			STATE W/H	84.78
		PERA	RETIREMENT CONTRIBUTIONS	674.67
		United States Treasury	RETIREMENT CONTRIBUTIONS	674.67
			FED W/H	237.69
			FED W/H	237.69
			FICA W/H	375.02
			FICA W/H	375.02
		Presbyterian Health Plan	MEDICARE W/H	87.71
		Delta Dental of New Mexico	MEDICARE W/H	87.71
		NM Retiree Health Care Authority	Health Premiums	277.28
		Taxation & Revenue Department	Health Premiums	277.28
		VISION SERVICE PLAN - (IC)	Insurance Contributions	20.60
		THE HARTFORD	Insurance Contributions	20.60
			NRHC CONTRIBUTIONS	63.35
			NRHC CONTRIBUTIONS	63.35
			WC FEE	8.00
			Insurance Contributions	2.41
			Insurance Contributions	2.41
			Life Premiums	94.09
			Life Premiums	94.09
			TOTAL:	3,843.20
MUNICIPAL STREETS	MUNICIPAL STREET F	Central NM Electric Coop	traffic lights	1,159.83
		EMW Gas Association	PW electric	21.75
		Honstein Oil Company	gas bill	143.09
		J-H Supply Company	fuel/oil	1,924.26
		New Mexico Department of Workforce Sol	signs	121.24
			SUTA Taxes	24.36
			SUTA Taxes	23.50
			SUTA Taxes	23.52
			SUTA Taxes	23.50
			SUTA Taxes	23.59
			SUTA Taxes	23.54
			SUTA Taxes	23.54

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PERA	RETIREMENT CONTRIBUTIONS	604.99
		CENTURYLINK	RETIREMENT CONTRIBUTIONS	604.99
		United States Treasury	street lights	57.07
			FICA W/H	375.02
			FICA W/H	375.02
			MEDICARE W/H	87.71
			MEDICARE W/H	87.71
		Verizon Wireless Service, LLC	cell phone service	155.21
		Wells Fargo Card Service Payment Remit	supplies	106.79
		WALMART COMMUNITY/GEMB	inserts	49.96
			tools	15.71
		East Mountain Specialty, Inc.	alarm monitoring	80.48
		Bohannan Huston	computer maintenace	50.73
		Presbyterian Health Plan	Health Premiums	1,109.12
		Delta Dental of New Mexico	Health Premiums	1,109.12
		NM Retiree Health Care Authority	Insurance Contributions	82.38
			Insurance Contributions	82.38
			NRHC CONTRIBUTIONS	126.70
			NRHC CONTRIBUTIONS	126.70
		L. Mora Trash Co.	quarterly trash service	55.78
		Taxation & Revenue Department	WC FEE	9.20
		J & B Automotive, Inc.	Frame and Grates	1,350.00
		EPCOR WATER	water service	113.53
		Tractor Supply Credit Plan	floor squeegee	5.29
		WEK BANK	fuel	505.50
		VISION SERVICE PLAN - (IC)	Insurance Contributions	9.65
		THE HARTFORD	Insurance Contributions	9.65
		RAKS Building Supply Inc	Basic Life	63.00
		**PAYROLL EXPENSES	lath screws nails	70.36
			4/01/2018 - 4/30/2018	12,669.92
			TOTAL:	23,685.39
Animal Shelter		ANIMAL SHELTER FUN CODE 3 SERVICE, LLC	2 hand held radios	1,684.20
		Howard Industries, Inc.	OptiFlex 7050 MT	1,523.00
			TOTAL:	3,207.20
POLICE		CAPITAL PROJECTS F Cooperative Educational Services	Station Remodel	34,770.02
			Station Remodel	71,540.04
			TOTAL:	106,310.06
PARKS & RECREATION		CAPITAL PROJECTS F Central NM Electric Coop	Electricity	5,630.40
			TOTAL:	5,630.40
MUNICIPAL STREETS		CAPITAL PROJECTS F HORROCKS ENGINEERS	Church Street	4,231.72
			TOTAL:	4,231.72
WASTEWATER SYSTEM		CAPITAL PROJECTS F SMITH ENGINEERING COMPANY	TOE WW Collection System	89,638.47
			TOTAL:	89,638.47
INVALID DEPARTMENT		CAPITAL PROJECTS F Cooperative Educational Services	Town Hall Building	116,166.55
			Town Hall Building	120,312.22
			Town Hall Building	91,274.81
			Judicial Building Remodel	37,581.50
			TOTAL:	365,335.08
NON-DEPARTMENTAL	WASTEWATER FUND	New Mexico Taxation & Revenue	STATE W/H	21.24

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PERA	STATE W/H	24.11
		United States Treasury	RETIREMENT CONTRIBUTIONS	110.76
			RETIREMENT CONTRIBUTIONS	110.76
			FED W/H	76.30
			FED W/H	90.34
			FICA W/H	69.44
			FICA W/H	76.69
			MEDICARE W/H	16.24
			MEDICARE W/H	17.94
		Presbyterian Health Plan	Health Premiums	63.58
			Health Premiums	63.58
		Delta Dental of New Mexico	Insurance Contributions	6.49
			Insurance Contributions	6.49
		NM Retiree Health Care Authority	NRHC CONTRIBUTIONS	10.40
			NRHC CONTRIBUTIONS	10.40
		Taxation & Revenue Department	WC FEE	2.00
		VISION SERVICE PLAN - (IC)	Insurance Contributions	0.44
			Insurance Contributions	0.44
			TOTAL:	777.64
Ww Collection Line	WASTEWATER FUND	Central NM Electric Coop	electric bill WWTP	3,076.89
			lift station	213.26
		New Mexico Department of Workforce Sol	SUTA Taxes	2.70
			SUTA Taxes	3.90
			SUTA Taxes	3.97
			SUTA Taxes	4.08
			SUTA Taxes	4.30
		New Mexico Taxation & Revenue	gross receipts tax	118.41
		Office Depot	supplies	56.16
		PERA	RETIREMENT CONTRIBUTIONS	99.32
		CENTURYLINK	RETIREMENT CONTRIBUTIONS	99.32
			lift station	57.07
		Southwest Cyberport	telephone bill	128.20
		United States Treasury	internet service	23.11
			FICA W/H	69.44
			FICA W/H	76.69
			MEDICARE W/H	16.24
			MEDICARE W/H	17.94
		Wells Fargo Card Service Payment Remit	parts	300.24
		WALMART COMMUNITY/GEMB	supplies	49.64
		Grainger Industrial Supply	PVC Ball Valve	338.33
		Presbyterian Health Plan	Health Premiums	254.30
		Delta Dental of New Mexico	Health Premiums	254.30
			Insurance Contributions	25.95
		NM Retiree Health Care Authority	Insurance Contributions	25.95
		L. Mora Trash Co.	NRHC CONTRIBUTIONS	20.80
		Taxation & Revenue Department	NRHC CONTRIBUTIONS	20.80
		Hall Environmental Analysis Lab., Inc.	quarterly trash service	55.78
		Tractor Supply Credit Plan	WC FEE	2.30
		DPC INDUSTRIES, INC	test samples	209.63
		VISION SERVICE PLAN - (IC)	tools	51.96
		THE HARTFORD	citric acid 50#bag	2,974.40
		Lil Sonnys Sign Source	Insurance Contributions	1.76
			Insurance Contributions	1.76
			Basic Life	11.92
			signs	29.06

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		RAKS Building Supply Inc	parts	234.58
		Rocky Mountain Water & Wastewater LLC	monthly operations	4,868.44
		East Mtn Pumping & Septic Services	WW pumping	1,032.11
		Mountaintop Services LLC	WWTF generator maintenance	216.38
		Christopher Dodson	1746-NI8	2,298.00
		**PAYROLL EXPENSES	4/01/2018 - 4/30/2018	2,470.00
			TOTAL:	19,819.39
NON-DEPARTMENTAL	IMPACT FEE ESCROW	County of Santa Fe	impact fee for March	1,813.91
			TOTAL:	1,813.91

===== FUND TOTALS =====

100 OPERATING FUND	270,324.26
201 CORRECTION FUND	680.00
216 MUNICIPAL STREET FUND	27,528.59
225 ANIMAL SHELTER FUND	3,207.20
399 CAPITAL PROJECTS FUND	571,145.73
503 WASTEWATER FUND	20,597.03
600 IMPACT FEE ESCROW FUND	1,813.91
GRAND TOTAL:	895,296.72

TOTAL PAGES: 11

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-TOWN OF EDGEWOOD
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 4/01/2018 THRU 4/30/2018
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: YES
CHECK DATE: 4/01/2018 THRU 4/30/2018

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: C O U N C I L R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM: NO

T O W N O F E D G E W O O D
YEAR TO DATE TREASURERS REPORT
AS OF: APRIL 30TH, 2018

	UNAUDITED BEGINNING CASH BALANCE	APPROVED BUDGET REVENUES	APPROVED BUDGET EXPENDITURE	YEAR TO DATE REVENUES	YEAR TO DATE EXPENDITURE	REVENUES NOT YET RECEIVED	EXPENDITURES NOT YET EXPENDED
00-OPERATING FUND	361,325.21	3,567,525.00	3,966,533.00	3,369,225.69	3,216,061.96	0.00	25,340.38
01-CORRECTION FUND	86,068.63	9,748.00	6,000.00	12,983.00	2,040.00	0.00	0.00
10-LODGERS TAX	0.00	0.00	0.00	12,718.15	0.00	0.00	0.00
11-LAW ENFORCEMENT FUND	11,874.07	24,800.00	24,800.00	24,800.00	19,969.39	0.00	0.00
13-LIBRARY FUND	0.00	0.00	0.00	0.00	0.00	0.00	(3,636.46)
16-MUNICIPAL STREET FUND	0.00	561,191.92	561,193.00	637,890.08	415,309.20	0.00	(4,256.12)
17-RECREATION FUND	0.00	0.00	0.00	33,727.00	33,727.00	0.00	(168.82)
99-POLICE SP REVENUE FUND	7,649.17	0.00	0.00	0.00	0.00	0.00	(14,450.45)
25-ANIMAL SHELTER FUND	13,011.19	0.00	0.00	1,018.80	4,947.15	0.00	0.00
24-CAPITAL REPLACEMENT FUND	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00
26-VETERANS MEMORIAL FUND	250.00	0.00	0.00	0.00	0.00	0.00	0.00
27-BUY A BRICK/PLAYGROUND	5,600.00	0.00	0.00	0.00	0.00	0.00	0.00
28-REVITALIZATION RT 66	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29-TERMINAL LEAVE FUND	8,431.86	20,000.00	0.00	20,000.00	0.00	0.00	0.00
11-CAPITAL IMPROVEMENTS FUND	1,271,708.50	250,251.00	0.00	221,469.69	0.00	0.00	0.00
13-WIND TURBINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-CAPITAL PROJECTS FUND	(849,902.58)	1,480,000.00	1,391,300.00	1,202,965.53	1,786,559.77	0.00	0.00
01-GO BOND DEBT SERVICE	251,864.15	245,128.00	245,128.00	133,055.13	244,386.39	0.00	0.00
03-RIP LOAN PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-WASTEWATER FUND	0.00	397,889.00	432,888.00	285,341.90	295,106.83	0.00	1,166.68
00-CELL TOWER ESCROW FUND	37,450.75	0.00	16,943.31	8,500.00	2,440.18	0.00	0.00
01-RELIANT LAND SERVICES	500.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL	1,225,830.95	6,576,532.92	6,644,785.31	5,983,694.97	6,020,547.87	0.00	3,995.21
.01-NM STATE LGIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
.06-WELLS FARGO CD FUND	250,705.79	0.00	0.00	20.60	0.00	0.00	0.00
.07-BANK OF THE WEST CD FUND	5,764.66	0.00	0.00	32.15	0.00	0.00	0.00
00-IMPACT FEE ESCROW FUND	18,303.13	16,000.00	16,000.00	38,428.14	37,220.99	0.00	0.00
SUBTOTAL	274,773.58	16,000.00	16,000.00	38,480.89	37,220.99	0.00	0.00
GRAND TOTAL ALL FUNDS	1,500,604.53	6,592,532.92	6,660,785.31	6,022,175.86	6,051,768.86	0.00	3,995.21