

47 Community Park on Labor Day weekend, September 3, 4, and 5, 2011.
 48 The waiver request would allow the temporary service of wine within three hundred feet of Our
 49 Lady of Sorrows Catholic Church, First Assembly of God Church, Village Academy and PB&J
 50 Therapeutic Preschool.

51
 52 Within the limits set forth in Section 60-6B(G), a license may be granted for proposed issuance
 53 if a waiver is obtained from the local option district governing body.

54 .
 55 Mayor Torres entertained a motion to approve the 300 Foot Rule for Wine Services at the New
 56 Mexico Wine Festival at Bernalillo 2011.

57
 58 Councilor Sisneros moved to grant the 300 ft. Rule, pursuant to Chapter 223 of the Liquor
 59 Control Act Section, 60-6B-10, for the purpose of hosting the New Mexico Wine Festival at
 60 Bernalillo 2011 to be held on the grounds of the Lorretto Community Park on Labor Day
 61 weekend September 3, 4, and 5, 2011. The motion was seconded by Councilor Montoya and
 62 carried unanimously.

63
 64 **NEW BUSINESS: 8b) Discussion, Consideration, and Action on Adoption of**
 65 **Resolution 08/08/11 General Fund Revenue and Expenditure Adjustment FY 2010-2011.**
 66 **Presenter: Juan Torres**

TOWN OF BERNALILLO
 RESOLUTION 08-08-11

WHEREAS, the Town of Bernalillo meeting in Regular Session on the 8th day of August, 2011 at the Town Hall at 6:30 p.m., as per law,

WHEREAS, the need for a budget adjustment has developed due to the unanticipated increase in expenditures:

NOW, THEREFORE BE IT RESOLVED; that the budget be amended as follows:

GENERAL FUND:

	Revised Budget	Decrease	Increase	Adjusted Budget
POLICE DEPARTMENT	1,904,175		184,919	2,089,094
FIRE DEPARTMENT	607,602		150,240	757,842
ADMINISTRATION	955,534		100,000	1,055,534

67
68 Mayor Torres entertained a motion to approve the adoption of Resolution 08/08/11 General Fund
69 Revenue and Expenditure Adjustment FY 2010-2011.

70
71 Councilor Prairie made a motion to approve the adoption of Resolution 08/08/11 General Fund
72 Revenue and Expenditure Adjustment FY 2010-2011. The motion was seconded by Councilor
73 Jaramillo and the motion carried unanimously.

74
75
76 **NEW BUSINESS: 8c) Discussion, Consideration, and Action on Approval of**
77 **Resolution 08/08/11A Utility Fund Revenue and Expenditure Adjustment FY 2010-2011.**
78 **Presenter: Juan Torres**

TOWN OF BERNALILLO
RESOLUTION 08-08-11A

WHEREAS, the Town of Bernalillo meeting in Regular Session on the 8th day of August, 2011 at the Town Hall at 6:30 p.m., as per law,

WHEREAS, the need for a budget adjustment has developed due to the unanticipated increase in expenditures:

NOW, THEREFORE BE IT RESOLVED; that the budget be amended as follows:

UTILITY FUND:

	Revised Budget	Decrease	Increase	Adjusted Budget
WATER DEPARTMENT	897,204		103,283	1,000,487

79 Mayor Torres entertained a motion to approve the adoption of Resolution 08/08/11A Utility Fund
80 Revenue and Expenditure Adjustment FY 2010-2011.

81
82 Councilor Sisneros made a motion to approve the adoption of Resolution 08/08/11A Utility Fund
83 Revenue and Expenditure Adjustment FY 2010-2011. The motion was seconded by Councilor
84 Montoya and the motion carried unanimously.

85

86 **NEW BUSINESS: 8d) Discussion, Consideration, and Action on Approval of**
 87 **Resolution 08/08/11B General Fund Budget Adjustment FY 2010-2011. Presenter: Juan**
 88 **Torres**

89
 90
 91
 92

Town of Bernalillo
 Resolution No. 08-08-11B

WHEREAS, the Town of Bernalillo meeting in Regular Session on the 8th day of August, 2011 at the Town Hall at 6:30 p.m., as per law,

WHEREAS, the need for a budget adjustment has developed due to YTD actual

NOW, THEREFORE BE IT RESOLVED; that the budget be amended as follows:

GENERAL FUND:

Revenues:

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
000-4020-1-2	Sale Of Maps & Publicatns	5.00		5.00	10.00
000-4042-1-2	Zoning Fees	25,000.00	(2,847.87)		22,152.13
000-4080-1-6	Federal Revenue	-		134,131.00	134,131.00
000-4095-1-2	Automation	18,869.00	(7,595.22)		11,273.78
000-4106-1-2	Court Fines	137,416.00	(33,368.28)		104,047.72
000-4107-1-2	Contempt Fee	15,202.00		7,966.65	23,168.65
000-4108-1-2	DWI Lab Fees	-		100.00	100.00
000-4113-1-7	State Revenue	20,000.00	(20,000.00)		-
000-4115-1-2	Safety Fee	-		20.00	20.00
000-4117-1-2	Check/Credit Card Fees	10,000.00	(10,000.00)		-
000-4118-1-2	DWI PREVENTION				150.00

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		-		150.00	
000-4120-1-3	Controlled Substances	200.00	(200.00)		-
000-4121-1-2	NSF Insufficient Funds Fee	500.00	(500.00)		-
000-4122-1-2	Court Reschedule Fee	1,800.00	(1,800.00)		-
000-4123-1-2	Court Bench Warrant Fee	9,000.00	(9,000.00)		-
000-4130-1-2	Fire Revenue	500.00		1,429.50	1,929.50
000-4135-1-2	Police Revenue	35,000.00		82,981.57	117,981.57
000-4203-1-2	Judicial Education	5,000.00		223.52	5,223.52
000-4231-1-0	Contributions/Donations	2,000.00	(2,000.00)		-
000-4233-1-2	Recreation Reg. Fees	18,000.00		4,836.50	22,836.50
000-4234-1-2	Recreation Field Fees	-		450.00	450.00
000-4255-1-2	Wine Festival Revenue	25,000.00	(25,000.00)		-
000-4293-1-2	Rent Revenue	-		2,880.00	2,880.00
000-4310-1-0	Municipal Property Taxes	460,000.00		122,660.44	582,660.44
000-4320-1-2	Franchise Tax	190,000.00	(30,777.48)		159,222.52
000-4355-1-2	Event Registration Fees	4,000.00	(3,625.00)		375.00
000-4410-1-2	Liquor Licenses	1,900.00		350.00	2,250.00
000-4415-1-2	Building Permits	101,610.00		4,735.68	106,345.68
000-4420-1-2	Dog Licenses/Pound Fees	175.00	(71.00)		104.00
000-4425-1-2	Business Licenses	12,200.00		2,345.00	14,545.00
000-4515-1-7	Auto License Dist. 40%	15,200.00	(3,438.00)		11,762.00
000-4520-1-7	Auto License Dist. 60%	6,500.00		11,143.00	17,643.00

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000-4525-1-7	Cigarette Tax 2 Cents	-		902.12	902.12
000-4530-1-7	Gross Receipts Tax 1.35	2,460,900.00		1,431.94	2,462,331.94
000-4535-1-7	Gross Receipts 1.25	2,446,000.00		5,953.55	2,451,953.55
000-4540-1-7	Town MVD Admin Fee	-		58,905.03	58,905.03
000-4605-1-7	Gross Receipts Tax 4%	497,300.00	(93,913.14)		403,386.86
000-4710-1-7	Library	4,100.00		6,949.15	11,049.15
000-4711-1-7	Small City Assistance	94,660.00		81,050.11	175,710.11
000-4713-1-7	State Library	12,700.00	(12,700.00)		-
000-4900-1-2	Misc. Revenue	80,000.00	(25,380.44)		54,619.56
000-4901-1-2	Burn Permits	1,000.00		2,188.00	3,188.00
000-4905-1-1	Interest Earned	229,000.00		5,671.12	234,671.12
			\$		
Net Effect Increase/(Decrease)				257,242.45	

Expenditures:

Executive

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
100-5001-2-1	Personnel Services	50,000.00	(2,200.00)		47,800.00
100-5005-2-1	Personnel Benefits	20,270.00	(4,533.05)		15,736.95
100-5010-2-0	Training	2,000.00	(1,055.00)		945.00
100-5015-2-0	Travel & Per Diem	2,500.00	(982.15)		1,517.85
100-5052-2-0	Miscellaneous	2,000.00	(668.52)		1,331.48
			\$		
Net Effect Increase/(Decrease)				(9,438.72)	

Judicial

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
105-5001-2-1	Personnel Services	68,882.00	(902.63)		67,979.37
105-5005-2-1	Personnel Benefits	23,654.00	(444.62)		23,209.38
105-5010-2-0	Training	500.00	(500.00)		-
105-5015-2-0	Travel & Per Diem	500.00	(325.95)		174.05
105-5030-2-0	Membership	350.00	(65.00)		285.00
105-5031-2-0	Public Defender	2,000.00	(2,000.00)		-
105-5036-2-0	Office Supplies	3,500.00	(3,379.00)		121.00
105-5039-2-0	Printing	920.00	(649.57)		270.43
105-5045-2-0	Professional Services	1,000.00	(906.36)		93.64
105-5046-2-0	Judicial Education	3,000.00		2,183.52	5,183.52
105-5048-2-0	DWI Fees	150.00	(75.00)		75.00
105-5052-2-0	Miscellaneous	5,000.00	(4,387.40)		612.60
105-5082-2-0	Contract Maintenance	3,500.00	(3,500.00)		-
105-5097-2-0	Automation Fees	17,500.00	(9,148.98)		8,351.02
			\$		
Net Effect Increase/(Decrease)			(24,100.99)		

Finance

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
110-5001-2-1	Personnel Services	109,949.00		8,554.37	118,503.37
110-5005-2-1	Personnel Benefits	44,340.00		1,079.25	45,419.25
110-5010-2-0	Training				375.61

		750.00	(374.39)		
110-5015-2-0	Travel & Per Diem	1,000.00	(552.42)		447.58
110-5028-2-0	Audit	48,000.00	(24,585.11)		23,414.89
110-5030-2-0	Membership	200.00	(150.00)		50.00
110-5036-2-0	Office Supplies	4,000.00	(2,800.63)		1,199.37
110-5052-2-0	Miscellaneous	7,000.00		14,375.58	21,375.58
		\$			
Net Effect Increase/(Decrease)		(4,453.35)			

Fire Department

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
114-5001-2-1	Personnel Services	287,346.00	(41,273.79)		246,072.21
114-5005-2-1	Personnel Benefits	139,279.00	(42,722.13)		96,556.87
114-5010-2-0	Training	7,500.00		448.85	7,948.85
114-5015-2-0	Travel & Per Diem	2,000.00	(705.35)		1,294.65
114-5016-2-0	Gas & Oil	3,500.00	(2,938.90)		561.10
114-5017-2-0	Auto Maintenance	17,000.00	(5,096.71)		11,903.29
114-5020-2-0	Janitorial Supplies	1,000.00	(12.85)		987.15
114-5021-2-0	Utilities	-		38.31	38.31
114-5035-2-0	Insurance	43,161.00		4,305.00	47,466.00
114-5036-2-0	Office Supplies	1,200.00	(92.51)		1,107.49
114-5037-2-0	Uniforms	15,000.00	(832.42)		14,167.58
114-5039-2-0	Printing	450.00	(450.00)		-
114-5041-2-0	Postage	200.00	(200.00)		-

114-5052-2-0	Miscellaneous	2,400.00	(162.00)		2,238.00
114-5054-2-0	Chemicals	1,500.00	(1,500.00)		-
114-5056-2-0	Books & Program	1,000.00	(463.65)		536.35
114-5066-2-0	Building Maintenance	2,000.00	(32.55)		1,967.45
114-5068-2-0	Medical Supplies	6,500.00	(605.77)		5,894.23
114-5070-2-0	Materials & Supplies	54,861.00	(1,877.16)		52,983.84
114-5071-2-0	Disposal Fees	2,500.00	(375.36)		2,124.64
114-5072-2-0	Equipment Repair & Maint	11,000.00	(2,459.66)		8,540.34
114-5078-2-0	Analysis	500.00	(500.00)		-
114-5082-2-0	Contract Maintenance	14,500.00	(750.00)		13,750.00
114-5100-2-0	Controlled Substances	175.00	(175.00)		-
114-6006-1-4	Furniture & Equipment	89,270.00		9,625.41	98,895.41
114-6009-1-4	Radios	4,000.00	(161.31)		3,838.69
114-6017-1-4	Vehicles	35,000.00		-	35,000.00
114-6025-1-6	AED (Defib)	15,000.00		1,747.20	16,747.20
		\$			
		Net Effect Increase/(Decrease)		(87,222.35)	

Police Department

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
115-5001-2-1	Personnel Services	995,548.02	(895.84)		994,652.18
115-5005-2-1	Personnel Benefits	502,212.00	(32,005.33)		470,206.67
115-5010-2-0	Training	4,000.00	(305.00)		3,695.00
115-5015-2-0	Travel & Per Diem	4,200.00		203.42	4,403.42

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115-5016-2-0	Gas & Oil	60,000.00		9,046.46	69,046.46
115-5017-2-0	Auto Maintenance	24,275.00	(1,532.10)		22,742.90
115-5021-2-0	Utilities	14,000.00	(1,931.96)		12,068.04
115-5030-2-0	Membership	500.00	(320.00)		180.00
115-5031-2-0	Legal	300.00	(300.00)		-
115-5035-2-0	Insurance	190,000.00		12,233.76	202,233.76
115-5036-2-0	Office Supplies	6,000.00	(54.51)		5,945.49
115-5037-2-0	Uniforms	15,547.26	(112.02)		15,435.24
115-5039-2-0	Printing	1,500.00	(53.45)		1,446.55
115-5045-2-0	Professional Services	1,452.74	(264.54)		1,188.20
115-5046-2-0	Trash Collections	1,900.00	(440.60)		1,459.40
115-5049-2-0	JPA Dispatch Services	236,579.00		19,085.35	255,664.35
115-5051-2-0	DWI Testing	500.00		177.00	677.00
115-5052-2-0	Miscellaneous	3,840.00	(85.33)		3,754.67
115-5061-1-3	Ammunition & Targets	2,500.00	(52.46)		2,447.54
115-5064-2-0	Criminal Investigation	500.00	(500.00)		-
115-5065-2-0	Publications	500.00	(315.06)		184.94
115-5066-2-0	Building Maintenance	8,994.41	(19.14)		8,975.27
115-5067-2-0	Property Taxes	1,500.00	(472.86)		1,027.14
115-5068-2-0	Medical Supplies	-		76.05	76.05
115-5072-2-0	Equipment Repair & Maint	4,637.93	(3.30)		4,634.63
115-5082-2-0	Contract Maintenance				8,040.21

		8,800.00	(759.79)		
115-5104-2-0	Subscriptions	200.00	(200.00)		-
115-6006-1-4	Furniture & Equipment	3,000.00		-	3,000.00
115-6009-1-4	Radios	1,500.00	(64.87)		1,435.13
115-6017-1-4	Vehicles	18,649.00		23,907.00	42,556.00
Net Effect Increase/(Decrease)			\$ 24,040.88		

Recreation

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
130-5001-2-1	Personnel Services	145,620.00		1,001.23	146,621.23
130-5005-2-1	Personnel Benefits	45,147.00	(3,711.70)		41,435.30
130-5010-1-2	Events	2,500.00	(429.83)		2,070.17
130-5010-2-0	Training	500.00	(500.00)		-
130-5015-2-0	Travel & Per Diem	100.00	(100.00)		-
130-5016-2-0	Gas & Oil	1,000.00	(592.78)		407.22
130-5017-2-0	Auto Maintenance	500.00		533.15	1,033.15
130-5020-2-0	Janitorial Supplies	2,000.00	(231.68)		1,768.32
130-5021-2-0	Utilities	27,000.00	(4,068.35)		22,931.65
130-5035-2-0	Insurance	12,000.00		660.70	12,660.70
130-5036-2-0	Office Supplies	500.00	(64.55)		435.45
130-5037-2-0	Uniforms	1,000.00		60.00	1,060.00
130-5052-2-0	Miscellaneous	750.00		135.61	885.61
130-5054-2-0	Chemicals	4,000.00	(1,568.16)		2,431.84

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130-5064-2-0	Recreation Equipment	4,000.00	(1,085.63)		2,914.37
130-5066-2-0	Building Maintenance	12,500.00	(2,826.05)		9,673.95
130-5070-2-0	Materials & Supplies	6,000.00	(1,480.65)		4,519.35
130-5072-2-0	Equipment Repair & Maint.	1,000.00	(641.25)		358.75
130-5082-2-0	Contract Maintenance	3,500.00	(1,990.35)		1,509.65
130-5093-2-0	Referee Officials	1,200.00		-	1,200.00
130-5094-2-0	Activities	9,000.00	(2,854.80)		6,145.20
			\$		
Net Effect Increase/(Decrease)			(19,755.09)		

Parks

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
131-5001-2-1	Personnel Services	96,960.00	(16,489.83)		80,470.17
131-5005-2-1	Personnel Benefits	34,125.00	(2,246.16)		31,878.84
131-5010-2-0	Training	750.00	(345.00)		405.00
131-5015-2-0	Travel & Per Diem	500.00	(500.00)		-
131-5016-2-0	Gas & Oil	6,800.00		3,365.58	10,165.58
131-5017-2-0	Auto Maintenance	3,000.00	(1,577.63)		1,422.37
131-5018-2-0	Maintenance	500.00	(500.00)		-
131-5020-2-0	Janitorial Supplies	800.00	(405.41)		394.59
131-5021-2-0	Utilities	25,000.00		6,909.64	31,909.64
131-5035-2-0	Insurance	7,000.00		3,047.50	10,047.50
131-5036-2-0	Office Supplies	200.00	(200.00)		-
131-5037-2-0	Uniforms				2,825.29

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		4,000.00	(1,174.71)		
131-5045-2-0	Professional Services	4,000.00	(671.10)		3,328.90
131-5046-2-0	Trash Collections	8,000.00	(556.64)		7,443.36
131-5052-2-0	Miscellaneous	200.00	(79.61)		120.39
131-5054-2-0	Chemicals/Fertilizer	6,000.00	(921.57)		5,078.43
131-5066-2-0	Building Maintenance	300.00	(300.00)		-
131-5067-2-0	Property Taxes	8,000.00	(575.40)		7,424.60
131-5069-2-0	Disposal/Impound Fees	2,000.00		3,773.87	5,773.87
131-5070-2-0	Materials & Supplies	13,000.00	(313.48)		12,686.52
131-5072-2-0	Equipment Repair & Maint.	5,000.00	(998.96)		4,001.04
131-5073-2-0	Tools	1,000.00	(1,000.00)		-
131-5082-2-0	Contract Maintenance	-		193.90	193.90
		\$			
Net Effect Increase/(Decrease)		(11,565.01)			

Library

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
135-5001-2-1	Personnel Services	65,666.00	(17,678.00)		47,988.00
135-5005-2-1	Personnel Benefits	25,922.00	(11,650.10)		14,271.90
135-5010-2-0	Training	350.00	(70.00)		280.00
135-5015-2-0	Travel & Per Diem	800.00	(78.66)		721.34
135-5021-2-0	Utilities	3,500.00		535.96	4,035.96
135-5030-2-0	Membership	150.00	(115.00)		35.00
135-5035-2-0	Insurance	800.00	(40.00)		760.00

135-5036-2-0	Office Supplies	2,000.00	(296.45)		1,703.55
135-5052-2-0	Miscellaneous	-		5,050.00	5,050.00
135-5056-2-0	Books & Program	16,800.00	(444.90)		16,355.10
135-5066-2-0	Building Maintenance	300.00	(300.00)		-
135-5082-2-0	Contract Maintenance	500.00		331.71	831.71
135-6005-2-0	Internet	-		328.88	328.88
135-6006-1-4	Furniture & Equipment	750.00	(430.06)		319.94
			\$		
Net Effect Increase/(Decrease)			(24,856.62)		

Planning and Zoning

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
140-5001-2-1	Personnel Services	152,234.00	(43,161.38)		109,072.62
140-5005-2-1	Personnel Benefits	53,469.00		591.86	54,060.86
140-5010-2-0	Training	2,000.00	(1,490.00)		510.00
140-5015-2-0	Travel & Per Diem	500.00	(500.00)		-
140-5016-2-0	Gas & Oil	1,500.00		138.75	1,638.75
140-5017-2-0	Auto Maintenance	1,000.00		346.10	1,346.10
140-5030-2-0	Membership	500.00		6.05	506.05
140-5032-2-0	Engineering	29,000.00	(26,789.51)		2,210.49
140-5035-2-0	Insurance	12,202.00		0.21	12,202.21
140-5036-2-0	Office Supplies	3,287.00	(2,455.74)		831.26
140-5039-2-0	Printing	1,500.00	(1,468.00)		32.00
140-5041-2-0	Postage				2,019.99

		1,500.00		519.99	
140-5045-2-0	Professional Services	-		11,600.89	11,600.89
140-5052-2-0	Miscellaneous	500.00		1,327.62	1,827.62
140-5056-2-0	Books & Program	500.00	(500.00)		-
140-5065-2-0	Publications	500.00	(500.00)		-
140-5072-2-0	Equipment Repair & Maint.	500.00	(500.00)		-
		\$			
		Net Effect Increase/(Decrease) (62,833.16)			

Administration

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
145-5001-2-1	Personnel Services	174,367.00	(23,139.21)		151,227.79
145-5005-2-1	Personnel Benefits	97,387.00	(62,125.25)		35,261.75
145-5010-2-0	Training	1,500.00	(340.00)		1,160.00
145-5015-2-0	Travel & Per Diem	2,000.00	(730.67)		1,269.33
145-5016-2-0	Gas & Oil	1,500.00	(538.28)		961.72
145-5017-2-0	Auto Maintenance	1,000.00		344.10	1,344.10
145-5020-2-0	Janitorial Supplies	14,000.00		32,132.59	46,132.59
145-5021-2-0	Utilities	64,400.00	(16,116.63)		48,283.37
145-5030-2-0	Membership	14,000.00	(612.00)		13,388.00
145-5031-2-0	Legal	34,000.00	(5,831.89)		28,168.11
145-5032-2-0	Engineering	50,000.00	(21,883.95)		28,116.05
145-5035-2-0	Insurance	120,000.00		94,662.26	214,662.26
145-5036-2-0	Office Supplies	10,000.00	(1,069.20)		8,930.80

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145-5041-2-0	Postage	5,000.00		0.22	5,000.22
145-5045-2-0	Professional Services	40,000.00		15,606.26	55,606.26
145-5046-2-0	Trash Collections	4,000.00	(1,169.15)		2,830.85
145-5047-2-0	JPA Ambulance Serv.	100,000.00		1,720.00	101,720.00
145-5052-2-0	Miscellaneous	120,000.00	(12,430.53)		107,569.47
145-5065-2-0	Publications	500.00	(349.30)		150.70
145-5066-2-0	Building Maintenance	60,000.00		1,462.84	61,462.84
145-5067-2-0	Property Taxes	6,080.00	(1,630.64)		4,449.36
145-5070-2-0	Materials & Supplies	10,000.00	(5,556.26)		4,443.74
145-5082-2-0	Contract Maintenance	50,000.00	(37,823.03)		12,176.97
145-5087-2-0	Advertising	1,500.00	(1,500.00)		-
145-5097-2-4	General Fund Debt Service	986,613.00	(219,655.49)		766,957.51
145-5104-2-0	Subscriptions	1,300.00	(856.96)		443.04
145-6015-1-5	Land	73,000.00		-	73,000.00
		\$			
		Net Effect Increase/(Decrease) (267,430.17)			

Information Technology

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
146-5001-2-1	Personnel Services	49,837.00		838.40	50,675.40
146-5005-2-1	Personnel Benefits	22,729.00	(1,129.81)		21,599.19
146-5010-2-0	Training	14,300.00	(12,489.54)		1,810.46
146-5015-2-0	Travel & Per Diem	3,200.00	(2,810.00)		390.00
146-5021-2-0	Utilities (Voice&Data)				215,307.68

		98,731.00		116,576.68	
146-5036-2-0	Office Supplies	6,500.00	(4,232.94)		2,267.06
146-5043-2-0	Computer Support	35,600.00	(3,277.76)		32,322.24
146-5045-2-0	Professional Services	23,750.00	(19,090.91)		4,659.09
146-5082-2-0	Contract Maintenance	31,470.00		17,736.47	49,206.47
146-6006-1-4	Furniture & Equipment	1,000.00	(11.07)		988.93
146-6009-1-4	Project	10,000.00	(5,250.00)		4,750.00
146-6010-1-4	Computers	17,700.00	(5,166.62)		12,533.38
		\$			
		Net Effect Increase/(Decrease)		81,692.90	

Capital Projects

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
180-5010-2-0	Training	2,000.00	(1,925.00)		75.00
180-5015-2-0	Travel & Per Diem	2,000.00	(2,000.00)		-
180-5030-2-0	Membership	500.00	(500.00)		-
180-5036-2-0	Office Supplies	500.00	(500.00)		-
180-5039-2-0	Printing	600.00	(600.00)		-
180-5045-2-0	Professional Services	25,000.00	(12,822.05)		12,177.95
180-5052-2-0	Miscellaneous	500.00	(4.71)		495.29
180-5056-2-0	Books & Program	250.00	(250.00)		-
		\$			
		Net Effect Increase/(Decrease)		(18,601.76)	

Human Resources

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
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210-5001-2-1	Personnel Services	44,556.00		747.30	45,303.30
210-5005-2-1	Personnel Benefits	22,298.00	(698.39)		21,599.61
210-5010-2-0	Training	5,000.00	(4,520.00)		480.00
210-5015-2-0	Travel & Per Diem	1,000.00	(1,000.00)		-
210-5030-2-0	Membership	100.00	(100.00)		-
210-5036-2-0	Office Supplies	700.00	(700.00)		-
210-5045-2-0	Professional Services	500.00		-	500.00
210-5065-2-0	Publications	2,000.00		840.00	2,840.00
		\$			
Net Effect Increase/(Decrease)		(5,431.09)			

Community Development

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
000-5001-2-1	Personnel Services	33,061.00	(4,099.78)		28,961.22
000-5005-2-1	Personnel Benefits	13,029.00	(2,060.37)		10,968.63
000-5010-2-0	Training	1,000.00	(1,000.00)		-
000-5015-2-0	Travel & Per Diem	2,000.00	(2,000.00)		-
000-5017-2-0	Auto Maintenance	1,000.00	(660.00)		340.00
000-5030-2-0	Membership	250.00	(250.00)		-
000-5036-2-0	Office Supplies	1,500.00	(400.19)		1,099.81
000-5041-2-0	Postage	500.00	(420.85)		79.15
000-5045-2-0	Professional Services	2,000.00	(2,000.00)		-
000-5052-2-0	Miscellaneous	-		183.14	183.14
000-5064-2-0	Promotions				19,607.14

		32,000.00	(12,392.86)		
000-5082-2-0	Contract Maintenance	2,500.00	(648.00)		1,852.00
000-6006-1-4	Furniture & Equipment	500.00		-	500.00
		\$			
Net Effect Increase/(Decrease)		(25,748.91)			

93 Mayor Torres entertained a motion to approve the adoption of Resolution 08/08/11B General
 94 Fund Budget Adjustment FY 2010-2011.

95
 96 Councilor Prairie made a motion to approve the adoption of Resolution 08/08/11B General Fund
 97 Budget Adjustment FY 2010-2011. The motion was seconded by Councilor Sisneros and the
 98 motion carried unanimously.

99
 100 **NEW BUSINESS: 8f) Discussion, Consideration, and Action on Approval of**
 101 **Resolution 08/08/11C Utility Fund Budget Adjustment FY 2010-2011. Presenter: Juan**
 102 **Torres**

Town of Bernalillo
 Resolution No. 08-08-11C

WHEREAS, the Town of Bernalillo meeting in Regular Session on the 8th day of August, 2011 at the Town Hall at 6:30 p.m., as per law,

WHEREAS, the need for a budget adjustment has developed due to YTD actual

NOW, THEREFORE BE IT RESOLVED; that the budget be amended as follows:

UTILITY FUND:
Revenues:

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
000-4046-1-2	Water Service	998,637.00		424,731.00	1,423,368.00
000-4050-1-2	Sewer Service	1,590,362.00	(327,378.00)		1,262,984.00
000-4051-1-2	Installation Fees	48,000.00		46,110.00	94,110.00
000-4052-1-4	Water Rights	-		22,576.00	22,576.00
000-4065-1-2	Trash Collection Revenue	468,000.00	(73,926.65)		394,073.35

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000-4195-1-2	On & Off Fees	2,500.00	(2,500.00)		-
000-4820-1-7	Environment Tax .0625%	120,900.00		179.66	121,079.66
000-4900-1-2	Misc. Revenue	-		80,940.23	80,940.23
Net Effect Increase/(Decrease)			\$ 170,732.24		

Expenditures:

Non-Departmental (Debt Service)

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
000-5097-2-4	Enterprise Fund Debt Service	909,391.00	(10,335.46)		899,055.54
Net Effect Increase/(Decrease)			\$ (10,335.46)		

Water

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
200-5001-2-1	Personnel Services	279,690.00	(18,283.97)		261,406.03
200-5005-2-1	Personnel Benefits	122,309.00	(35,222.18)		87,086.82
200-5010-2-0	Training	4,000.00	(1,522.66)		2,477.34
200-5015-2-0	Travel & Per Diem	2,000.00		548.10	2,548.10
200-5016-2-0	Gas & Oil	87,000.00	(6,739.20)		80,260.80
200-5017-2-0	Auto Maintenance	10,000.00	(318.58)		9,681.42
200-5020-2-0	Janitorial Supplies	500.00	(296.99)		203.01
200-5021-2-0	Utilities	4,500.00		49,285.27	53,785.27
200-5022-2-0	Water Conservation Fee	18,000.00	(1,265.46)		16,734.54
200-5023-2-0	Telephone	18,000.00		13,001.11	31,001.11
200-5028-2-0	Audit	44,000.00	(31,094.21)		12,905.79
200-5030-2-0	Membership	250.00	(125.00)		125.00

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200-5032-2-0	Engineering	20,000.00		21,999.07	41,999.07
200-5035-2-0	Insurance	57,000.00	(1,000.00)		56,000.00
200-5036-2-0	Office Supplies	4,000.00	(1,435.36)		2,564.64
200-5037-2-0	Uniforms	6,000.00		3,612.69	9,612.69
200-5039-2-0	Printing	1,500.00	(1,500.00)		-
200-5041-2-0	Postage	23,000.00		1,476.34	24,476.34
200-5045-2-0	Professional Services	97,522.95		57,113.41	154,636.36
200-5046-2-0	Trash Collections	12,000.00	(6,906.88)		5,093.12
200-5051-2-0	Water Rights Study	30,000.00	(7,023.71)		22,976.29
200-5052-2-0	Miscellaneous	2,000.00		1,755.38	3,755.38
200-5054-2-0	Chemicals	7,000.00	(940.87)		6,059.13
200-5057-2-0	Water Rights Purchase	-		1,832.00	1,832.00
200-5066-2-0	Building Maintenance	2,500.00	(2,500.00)		-
200-5067-2-0	Property Taxes	400.00	(267.28)		132.72
200-5070-2-0	Materials & Supplies	40,000.00		17,320.85	57,320.85
200-5072-2-0	Equipment Repair & Maint.	10,000.00		1,144.34	11,144.34
200-5073-2-0	Tools	4,000.00		453.91	4,453.91
200-5080-2-0	Bureau of Reclamation	22,000.00	(5,008.75)		16,991.25
200-5082-2-0	Contract Maintenance	15,000.00		127.03	15,127.03
200-5096-2-0	Cylinder Rental	-		390.00	390.00
200-6006-1-4	Furniture & Equipment	18,393.39		902.76	19,296.15
200-6014-1-4	New Meters			7,359.96	42,359.96

		35,000.00			
Net Effect Increase/(Decrease)			\$	56,871.12	

Waste Water

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
205-5001-2-1	Personnel Services	297,057.00	(80,255.72)		216,801.28
205-5005-2-1	Personnel Benefits	122,309.00	(38,291.71)		84,017.29
205-5010-2-0	Training	4,000.00	(1,325.00)		2,675.00
205-5015-2-0	Travel & Per Diem	1,000.00	(226.84)		773.16
205-5016-2-0	Gas & Oil	15,000.00		42,804.74	57,804.74
205-5017-2-0	Auto Maintenance	3,500.00	(1,605.47)		1,894.53
205-5018-2-0	Maintenance	4,000.00	(1,749.85)		2,250.15
205-5020-2-0	Janitorial Supplies	800.00	(214.46)		585.54
205-5021-2-0	Utilities	15,000.00		46,068.94	61,068.94
205-5023-2-0	Telephone	18,000.00		10,946.13	28,946.13
205-5032-2-0	Engineering	10,000.00	(5,060.42)		4,939.58
205-5035-2-0	Insurance	50,000.00		-	50,000.00
205-5036-2-0	Office Supplies	1,000.00		297.73	1,297.73
205-5037-2-0	Uniforms	6,000.00	(26.44)		5,973.56
205-5041-2-0	Postage	5,000.00		955.78	5,955.78
205-5045-2-0	Professional Services	-		2,315.25	2,315.25
205-5046-2-0	Trash Collections	1,600.00	(413.22)		1,186.78
205-5052-2-0	Miscellaneous	2,000.00	(892.86)		1,107.14

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205-5066-2-0	Building Maintenance	2,500.00	(1,214.91)		1,285.09
205-5067-2-0	Property Taxes	7,000.00	(6,319.13)		680.87
205-5072-2-0	Equipment Repair & Maint.	30,000.00	(280.96)		29,719.04
205-5073-2-0	Tools	3,000.00	(763.94)		2,236.06
205-5075-2-0	Lab Supplies	12,000.00	(5,371.17)		6,628.83
205-5076-2-0	Sludge Disposal	40,000.00	(13,955.31)		26,044.69
205-5077-2-0	Emergency Cleaning & Supp	5,000.00	(3,071.94)		1,928.06
205-5078-2-0	Analysis	14,000.00	(748.19)		13,251.81
205-5082-2-0	Contract Maintenance	-		778.71	778.71
205-5083-2-0	Plant Replacement	-		51,767.99	51,767.99
205-5105-2-0	Safety	2,000.00	(118.38)		1,881.62
Net Effect Increase/(Decrease)			\$ (5,970.65)		

Animal Control

Account Number	Description	Revised Budget	Decrease	Increase	Adjusted Budget
210-5001-2-1	Personnel Services	21,216.00	(14,778.52)		6,437.48
210-5005-2-1	Personnel Benefits	9,415.00	(7,061.12)		2,353.88
210-5010-2-0	Training	300.00	(300.00)		-
210-5015-2-0	Travel & Per Diem	100.00	(100.00)		-
210-5016-2-0	Gas & Oil	4,000.00	(1,699.75)		2,300.25
210-5017-2-0	Auto Maintenance	2,500.00	(270.62)		2,229.38
210-5035-2-0	Insurance	10,000.00		-	10,000.00
210-5036-2-0	Office Supplies			-	100.00

		100.00			
210-5037-2-0	Uniforms	600.00	(363.33)		236.67
210-5039-2-0	Printing	100.00		-	100.00
210-5045-2-0	Professional Services	500.00		-	500.00
210-5052-2-0	Miscellaneous	200.00		254.60	454.60
210-5069-2-0	Disposal/Impound Fees	17,000.00		5,270.00	22,270.00
210-5082-2-0	Contract Maintenance	468,000.00	(3,064.46)		464,935.54
Net Effect Increase/(Decrease)			\$ (22,113.20)		

105 Mayor Torres entertained a motion to approve the adoption of Resolution 08/08/11C Utility Fund
 106 Budget Adjustment FY 2010-2011.

107
 108 Councilor Sisneros made a motion to approve the adoption of Resolution 08/08/11C Utility Fund
 109 Budget Adjustment FY 2010-2011. The motion was seconded by Councilor Jaramillo and the
 110 motion carried unanimously.

111
 112 **NEW BUSINESS: 8f) Discussion, Consideration, and Action on Adoption of Safety**
 113 **Policy Procedures for the Town of Bernalillo. Presenter: Ida Fierro**

114 The following Safety Policy Procedures Blood borne pathogens, confined space, hazard
 115 communications, respiratory protection program and equipment lock out tag out. The safety
 116 policies explain the precautions, record keeping, work practices and personal protective gear
 117 needed for employees to follow.

118
 119 The adoption of these safety policies are needed to comply with the OSHA standards and for the
 120 safety of our employees. Safety training is provided by Safety Counseling on each of the
 121 categories for the policy presented for approval. A safety committee has been formed and is
 122 working on a safety manual for all employees. Yolanda Mora is the safety coordinator.

123
 124 A brief discussion ensued the Governing Body inquired about the safety training for the
 125 employees. The Governing Body knows the importance of safety in the work place and want to
 126 be assured that training is provided to help the employees in the work place with safety. The goal
 127 is to provide a safe work environment for our employees.

128
 129 Mayor Torres entertained a motion.

130

131 Councilor Montoya made a motion to approve the adoption of Safety Policy Procedures for the
132 Town of Bernalillo. The motion was seconded by Councilor Jaramillo and the motion carried
133 unanimously.

134

135 **FINANCIAL SECTION:10a) Approval of Accounts Payable Voucher List.**

136 Mayor Torres asked for a motion to approve the accounts payable voucher list in the amount of
137 \$366,273.00.

138

139 Mayor Torres entertained a motion.

140

141 Councilor Jaramillo made a motion to approve the accounts payable voucher list in the amount of
142 \$366,273.00. The motion was seconded by Councilor Sisneros and the motion carried
143 unanimously.

144

145 **MISCELLANEOUS SECTION:10a) Public Comment. Presenter: Mayor Torres**

146 Mayor Torres welcomed the Public to speak. There were no members of the public that wished
147 to speak.

148

149 **MISCELLANEOUS SECTION:10b) Year End Report. Presenter: Juan Torres**

150 Juan Torres, Treasurer gave an update on the year end budget report.

151

152 **MISCELLANEOUS SECTION:10c) Year End Department Reports for Finance and**
153 **Police Department. Presenter: Juan Torres and Chief Julian Gonzales**

154 Juan Torres Treasurer presented the following year end reports for the finance and utility
155 departments.

156

157 Finance Department FY 2010-2011

158

- Staffing

159

- The Town of Bernalillo Finance Department consists of 3 employees: Accounts Payable Clerk – Cordelia Moreno, Payroll Clerk – Linda Lippold. Interim Treasurer – Juan Torres.

160

- The general duties of the department include: preparing checks on behalf of all departments to vendors and employees, monitoring budgets, reconciling accounts, preparing and assisting with all required audits, financial system support for all town departments, submitting required reports to State of NM agencies.

161

- Accounts Payable

162

- 24 regular scheduled voucher runs were prepared throughout the year consisting of 3,068 checks written to vendors on behalf of all town departments. The total dollar amount equals \$10,815,652.67.

163

164

165

166

167

168

169

- 170 ○ State filing requirements met – monthly CRS taxes
- 171 ○ Federal filing requirements met – Enter all vendor W-9 into the financial system
- 172 and annual 1099 reporting
- 173 • Payroll
- 174 ○ 26 regular scheduled payroll runs were prepared throughout the year consisting of
- 175 2,942 checks and direct deposits. Gross Total - \$3,280,888.67 with a Net Total -
- 176 \$2,388,814.53
- 177 ○ Federal filing requirements met – Bi-weekly payroll taxes, quarterly 941 reports,
- 178 and annual W-2
- 179 ○ Employer Benefits – Total dollar amount \$1,119,311.07 (Retirement Related -
- 180 \$\$640,536.18, Healthcare Related \$320,582.46, Payroll Tax - \$238,192.43)
- 181 ○ Employee Withholding – Total dollar amount \$892,074.14 (Retirement Related -
- 182 \$167,712.70, Healthcare Related \$206,675.93, State and Federal Taxes
- 183 \$517,685.51)
- 184 • Training
- 185 ○ All required safety training hours were met.
- 186 ○ Staff attended several training events throughout the year that cover various topics
- 187 from general reporting to fraud and loss prevention.
- 188 • General Department Issues
- 189 ○ Banking
- 190 ▪ This past year, bank reconciliations were 2 years behind for the pooled
- 191 cash account. As of October 2010 this account was caught up and is
- 192 currently reconciled on a monthly basis.
- 193 ▪ Several other accounts have been caught up on reconciliations (Permit
- 194 Fees, Water Rights, Lodgers Tax, Revenue Bond).
- 195 ▪ The town had multiple bank accounts with both First Community and
- 196 Wells Fargo. All of the Wells Fargo accounts have been closed.
- 197 ○ Several audit findings were observed due to lack of internal controls. The
- 198 department reviewed possible deficiencies and solutions.
- 199 ▪ Lack of dual control – Financial system entries (Journal entries, bank
- 200 reconciliations, revenue postings) are no longer entered and approved by
- 201 same person.
- 202 ▪ Purchase orders – Purchase orders are to be made for all departmental
- 203 expenditures. Exceptions are reoccurring monthly costs (Utilities)
- 204 Purchase order.

- 205 ▪ Credit Card – Lack of credit card policy. The town has now adopted an
- 206 official credit card policy.
- 207 ○ Debt Service – Called in \$3,100,000.00 in GRT bonds. This reduced our annual
- 208 debt service by approximately \$200,000 annually. The monthly debt service
- 209 amount is now taken out of pooled cash and set aside for the semiannual payments
- 210 (December and June).

211 Utility Department FY 2010-2011

212

213 Staffing

- 214 ○ The Town of Bernalillo Utility Billing Department consists of 3 employees:
- 215 Billing Clerk Sharon Mora, Billing Clerk Christina Trujillo, Interim Treasure Juan
- 216 Torres

- 217 ○ The general duties of the department include: Accepting payments for utility bills
- 218 and cash and checks for all town departments. Preparing and updating utility
- 219 billing, Customer service, service orders, support water and sewer departments,
- 220 reconcile and report water consumption and trash services to required
- 221 vendors/agencies.

222 • Collections

- 223 ○ The utility billing department collected \$8,480,878.38 in cash, check and credit
- 224 card this past year. This amount consists of utility bills, permit and license fees,
- 225 connection fees, lodgers tax, franchise tax, state and federal reimbursements,
- 226 insurance claims, interest checks, and miscellaneous payments received
- 227 throughout the year from all departments.

228 • Billing

- 229 ○ 12 regular scheduled utility billing runs were prepared throughout the year
- 230 consisting of 40,366 bills totaling \$3,171,177.15. This amount includes water and
- 231 sewer fees, connection fees, billed deposits, billed contracts, residential garbage,
- 232 and hydrant meter rentals.

233 • Training

- 234 ○ All required safety training hours were met.

235 • Service Orders

- 236 ○ A total of 2,473 service orders were generated for water, streets, sewer, and
- 237 animal control. Categories for service orders and numbers are as follows: 322
- 238 meter change, 326 occupant change, 523 miscellaneous, 179 check for leak, 332
- 239 customer re-read, 27 street repair, 18 information, 67 clean up, 329 connect, 217

240 disconnect, 45 service change, 1 reinstate, 24 sign repair, 51 line break, 9 re-read
241 and 3 cutoff.

242 • Customer Service

243 ○ The utility billing department takes all phone calls pertaining to utility accounts.
244 These calls can range from a customer demanded re-read to making a payment
245 over the phone.

246 ○ All adjustments are first investigated by the water department, approved by the
247 supervisor and then the customer is notified of changes to their account.

248 • Contracts

249 ○ The Town initiated an amnesty period for all past due utility accounts. This
250 amnesty removed any interest and penalty on the account which allowed citizens
251 to pay only the principal amount. If the account holder could not pay the full
252 amount, a contract was set up. 392 contracts were set up for a total of
253 \$793,036.04. Total penalty and interest written off - \$2,337,834.90.

254
255 Chief Julian Gonzales presented the following year end report for the police department.

256
257 Staffing

258
259 FTE for the Department is 20 Police Officers including the Chief of Police, one Animal
260 Control Officer (ACO), and two administrative support personnel.

261
262 One vacancy exists for a police officer. The Department anticipates several departures of
263 Officers to other Law Enforcement Agencies. During this FY, the Department hired two
264 new officers and promoted one officer to Sergeant. Two officers are on administrative leave
265 with pay pending criminal charges. One of these officers is also receiving benefits through
266 workman's compensation.

267
268 The ACO and two administrative support personnel positions are staffed. The ACO was on
269 injury leave for an extended period. The ACO returned to work in March of 2011.

270
271 The Department has four citizen volunteers who assist with the administrative functions of
272 the Department. They are extremely valuable in assisting in the catch-up and upkeep of our
273 Record Management System (RMS). They have been trained in various functions of the
274 RMS and will be trained in other functions as time goes on. They average about 8 hours per
275 week.

276
277 Incode/RMS

278
279 The RMS was for the most part functional, however, there were many applications which
280 were required by the department in order to use the system to its full capacity. Without these
281 applications, we could not upload and retrieve vital data. Working with Encode, we
282 scheduled weekly conference calls. The RMS is now about 99% functional. Minor issues
283 are handled through the Encode help desk.

284
285 Training

286
287 All Police Officers (except two who are on administrative leave) have met their training
288 requirements in order to maintain their certifications. The Chief and several officers also
289 attended various safety training sessions which were held at Town Hall.

290
291 The ACO and administrative support personnel met their requirement for safety training.

292
293
294 Equipment

295 The Department has the necessary equipment to perform its public safety duties. Our biggest
296 shortfall is having and maintaining high mileage police vehicles.

297
298 Crime Statistics

299
300 The Department investigated 2 attempted homicides, 4 rapes, 6 robberies, 213 assaults, 101
301 burglaries, 227 larcenies, and 23 motor vehicle thefts. Total incidents are 576. 211 of these
302 incidents were cleared by arrest or other legal mechanism i.e. misdemeanor citation, etc. Four
303 incidents were unfounded making total incidents 572.

304 Property crime losses for the above incidents were \$691, 398. Total recovered value for the
305 same incidents was \$159,308.00.

306 Officers submitted 1, 952 reports, made 659 arrests, and investigated 324 vehicle crashes.
307 2212 citations were issued.

308
309 There were 2 reported incidents of Bernalillo Police Officers being assaulted.

310 Enforcement Statistics

311 Officers issued 2,212 citations which were either traffic related or misdemeanor citations i.e.
312 for shoplifting. 7 citations were for animal control violations.

313
314 State of New Mexico Department of Transportation/Safer New Mexico related enforcement
315 activities are: 100 Days of Summer, DWI Checkpoints, and Selective Traffic Enforcement
316 Program (Click it or Ticket). The activities produced 3 arrests, and 1500 citations.

317
318 We participated in one warrant roundup and arrested 5 individuals.

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Miscellaneous

A review and rewrite of the Department Policies was initiated.

The Department was part of an OSHA inspection of the Town. All noted deficiencies were corrected.

Several Officers and the ACO received letters of appreciation from residents of the Town.

One formal complaint was made against an officer and it was determined to be unfounded.

There being no further business, Councilor Prairie moved to adjourn the meeting at 7:54 P.M. The motion was seconded by Councilor Jaramillo and carried unanimously.

Done this 08th day of August 2011.

ATTEST:

Ida Fierro, Town Clerk
(seal)

Jack Torres, Mayor