

*Rick Miera  
Councilor*

*James F. Fahey, Jr.*

*John P. Alsobrook, II  
Councilor*

*Mayor*

*Bill Woldman  
Councilor*



*Zachary Burkett  
Councilor*

*Mel Knight  
Councilor*

*Stuart Murray  
Councilor*

## AGENDA

### Village of Corrales Governing Body February 27, 2024, 6:30pm

This will be an in-person meeting at the Village of Corrales Council Chambers, 4324 Corrales Road, Corrales, NM 87048, which the public is allowed to attend.

Zoom access is available and participants are encouraged to join **before 6:35 p.m.**

To join the Zoom meeting call: **1-669-900-6833**, or go to Zoom.com and click **“Join a Meeting.”**

**Meeting ID: 892 8568 6691 Passcode: 659225**

For any questions regarding the meeting, please call the Village Clerk, Melanie Romero, at 505-897-0502

#### **A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

#### **B. GOVERNING BODY PRESENT**

#### **C. APPROVAL OF AGENDA**

#### **D. PRESENTATIONS**

1. Employee Recognition
  - Deputy Fire Chief Tanya Lattin for 27 years of service to the Village
  - Deputy Chief of Operations Nick Molinari for 20 years of service to the Village
2. Corrales MainStreet Executive Director Angela Gutierrez Quarterly Update

#### **E. REPORTS:**

1. Administrator’s Report

**F. COUNCILORS FORUM:** *This section is for informational purposes only, not for discussion and debate, to inform the Governing Body of an issue or concern that would not be addressed on the agenda during the business session.*

**G. CORRALEÑOS FORUM:** *This section is for informational purposes only, not for discussion and debate, to inform the governing body of an issue or concern that would not be addressed on the agenda during the business session. There is a 3-minute time limit, additional time can only be granted by the presiding officer. Time limits may be reduced if there is a large number of people wishing to speak.*

**There will be a sign-up sheet at the door for participants who would like to speak. Anyone wishing to speak must sign in before the meeting begins at 6:30 pm. To speak via Zoom, call the Village Clerk, Melanie Romero, at 505-897-0502 no later than 12:00 pm on Tuesday, February 27, 2024.**

#### **H. CONSENT AGENDA**

1. Approval of Minutes for February 13, 2024, Regular Council Meeting
2. Approval of Resolution 24-09, BAR

## I. ITEMS REMOVED FROM CONSENT AGENDA

## J. NEW BUSINESS

1. Consideration, Action, and Approval of Resolution 24-10 Approval of Overhead Power line
2. Consideration, Action, and Approval of Resolution 24-11, Approval for LGIP Expenditure
3. **CLOSED EXECUTIVE SESSION:** The Village Council may go into Closed Executive Session pursuant to the provision of the New Mexico Open Meetings Act adopted by the Village Council, Pursuant to NMSA 1978, Sec. 10-15-1 H (8), the Village Council may convene in Executive Session for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body
4. Consideration, Action, and Approval of Direction to Stifel Public Finance to Begin Preparation of Bond Sale Documents
5. Discussion of Rules of Procedure for Meetings of the Governing Body

## K. ANNOUNCEMENTS/FUTURE AGENDA ITEMS:

1. Approval of Ordinance 24-02 3/12/24
2. Approval and Adoption of Rules of Procedure 3/12/24
3. Final Report and presentation from Multi-Use Facility Committee 3/12/24

## L. ADJOURNMENT

A COPY OF THE AGENDA MAY BE OBTAINED ON THE WEBSITE: [www.corrales-nm.org](http://www.corrales-nm.org) by clicking on "I'm Looking For & Agendas/Minutes"

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at the Village Offices located at

4324 Corrales Road, at least five (5) days prior to the meeting or as soon as possible. The Council Chambers are now equipped with a hearing-aid accessible loop hearing system. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at 897-0502, or by e-mail at [mromero@corrales-nm.org](mailto:mromero@corrales-nm.org) if a summary or other type of accessible format is needed.

**NEXT REGULAR COUNCIL MEETING: March 12, 2023, at 6:30 pm**

I certify that notice of the Public Meeting has been given in compliance with the Open Meetings Act, Section 10-15-1 through 10-15-4 NMSA 1978 and the Open Meetings Resolution 23-75. **I certify that this agenda was posted on: February 23, 2023.**



Melanie L. Romero, Village Clerk

## Department Reports

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- Planning and Zoning ..... Pg 15
- Police Department ..... Pg 28
- Court ..... Pg 33
- Public Works ..... Pg 34
- Library ..... Pg 35
- Parks and Recreation ..... Pg 37
- Corrales MainStreet ..... Pg 38

# Clerk's Office

## Report for January 2024

### *From Clerk Melanie Romero:*

We kicked off January with the swearing-in ceremony for our newly re-elected officials: Judge Michelle Frechette, Councilor Bill Woldman, Councilor Zachary Burkett, and Councilor Stuart Murray. This month saw fewer meetings, which allowed time to take a look at some ordinances that need to be updated and will be coming before council for discussion in the coming months. It also allowed for time to look at making some updates to our website to make it more user-friendly and useful to the public. The website hosting service is upgrading the software the website runs on, and that migration will take place sometime in February or March. Once that happens, I will continue to work on making our website more functional with the goal of helping residents locate the information they are seeking in the shortest amount of time possible.

We had 35 IPRA (Inspection of Public Records Act) requests come in during the month of January. Our police clerk, Charlotte Blazon, has been assisting with these requests by redacting and responding to requests for police reports. She has been an immense help to the clerk's office! We are able to send a response the same day to about 55% these requests. The majority of the remaining percentage have a response the following business day. Typically we only have to request additional time to respond to a request for public record if it involves redacting audio or video footage, or if the request is received before a police report is completed.

### *From Deputy Clerk Skye DeVivi*

## **January, 2024**

### **1. Short-Term rental Properties:**

There are **31 current** short-term rental properties that we know of, 3 of which are currently renting long-term and 1 is not currently renting in order to renovate their property. An additional 26 were found through Granicus Host Compliance. Code Enforcement Officer Sherrie Rice will be contacting these 26 with 15-day letters to help them get compliant with STR permits under the advisement of P&Z Administrator Laurie Stout. Then I will assist them with information about fire inspections, business licenses and paying Lodger's Tax.

### **2. Lodger's Tax:**

- Collected for January: **\$883.98**
- Approved requests for funds: **\$8700.00**
- Total amount in Lodger's Tax Fund: **\$21,258.36**

### **3. Fire Inspection Fees:**

- Collected for January: **\$240.00**
- Total Collected: **\$2,750.00**

### **4. Business Registrations:**

- Eighty-Four (84) renewals were due in January (75 have renewed, 9 still pending)
- I gave Sherrie Rice (code enforcement) a list of 13 past due businesses that were more than 90 days late renewing their business, only 2 have not responded back to us.



## **5. NEW Business Registrations:**

8 NEW business registrations for January:

- *Honey Shack* – Beekeepers/Fresh Honey (out of Village)
- *Sandia Fashion Art* – Embroidery Art (out of Village)
- *Festive Nest Designs* – Handmade Crafts (out of Village)
- *Healing Points, 501c3* – Acupuncture (3949 Corrales Road, Suite 180)
- *Home Modification Solutions* – Construction (out of Village)
- *Ace Electrical & Special Systems* – Construction (out of Village)
- *Service Master Fire & Water Restoration by Rapid Response* – Disaster restoration (out of Village)
- *Fangirl505* – Jewelry & Accessories (out of Village)

## **6. Lobby Exhibit:**

The art exhibit in the administration lobby called “*Winter Scenes of Corrales*” by two of our local photography artists Dennis Chamberlain and Ken Duckert has been very well received, and both artists sold pieces.

## **7. Business updates & news:**

- Heidi’s Raspberries did not renew their business license due to moving business to ABQ and cited problems with water and inability to hire people to work the crop.
- Hanselmann Pottery is closing due to mismanagement & issues with the property owner.
- 11 other businesses reported they have closed or are moving:
  - Acequia Vineyards & Winery*
  - Silverberry Farms*
  - Rooted Wellness Massage*
  - Stained Glass Artisan*
  - Buttercream Blossom Cupcake Boutique*
  - Mushroom Love Farm*
  - Perfect Pixels Studios*
  - Valerie Namoki Pottery*
  - Hey Babe Beauty*
  - Rio Graphics*
  - Skin Sesh Medical Aesthetics*
- 3 businesses are temporarily closing until further notice:
  - Blue River Investors Group (short-term rental)*
  - Urban Arbors*
  - Research Paper Clipping Service*

## **8. Employee recognition awards:**

Officer Walter Heaton received his award for 37 years of service.

Officer John Cervantes received his certificate for 9 years of service.

## **9. Misc:**

I completed training with Granicus Host Compliance in *address identification* and *rental activity monitoring*.

**January 2024 Calls**

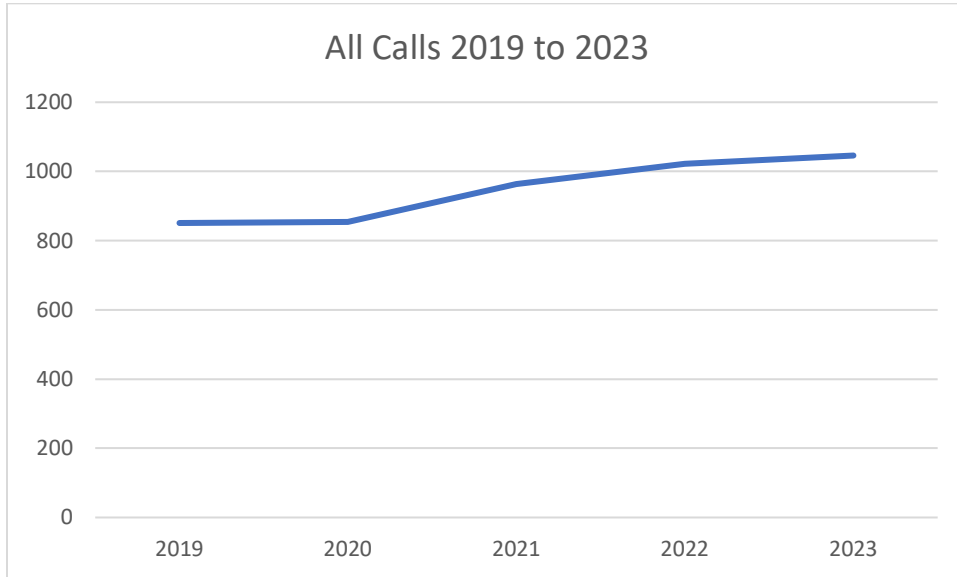
**Basic Incident Type Code And Description (FD1.21) Total Incidents**

<b>321 - EMS call, excluding vehicle accident with injury</b>	<b>62</b>
<b>322 - Motor vehicle accident with injuries</b>	<b>2</b>
<b>412 - Gas leak (natural gas or LPG)</b>	<b>2</b>
<b>531 - Smoke or odor removal</b>	<b>1</b>
<b>550 - Public service assistance, other</b>	<b>1</b>
<b>554 - Assist invalid</b>	<b>1</b>
<b>561 - Unauthorized burning</b>	<b>1</b>
<b>611 - Dispatched and cancelled en route</b>	<b>4</b>
<b>711 - Municipal alarm system, malicious false alarm</b>	<b>1</b>
<b>745 - Alarm system activation, no fire - unintentional</b>	<b>1</b>
<b>Total</b>	<b>76</b>

**Patient Age Range In Years Number of Runs Percent of Total Runs**

<b>unknown</b>	<b>4</b>	<b>5.26%</b>
<b>10-19</b>	<b>5</b>	<b>6.58%</b>
<b>20 - 29</b>	<b>5</b>	<b>6.58%</b>
<b>30 - 39</b>	<b>3</b>	<b>3.95%</b>
<b>40 - 49</b>	<b>10</b>	<b>13.16%</b>
<b>50 - 59</b>	<b>3</b>	<b>3.95%</b>
<b>60 - 69</b>	<b>12</b>	<b>15.79%</b>
<b>70 - 79</b>	<b>16</b>	<b>21.05%</b>
<b>80 - 89</b>	<b>12</b>	<b>15.79%</b>
<b>90 - 99</b>	<b>6</b>	<b>7.89%</b>
<b>Total</b>	<b>76</b>	<b>100%</b>

From 2019 to 2023 we had a 22.9% increase in calls for service



Year	2019	2020	2021	2022	2023
Calls	851	854	963	1022	1046

### 2023 Calls

Basic Incident Type Code And Description (FD1.21)	Total Incidents
111 - Building fire	5
113 - Cooking fire, confined to container	1
118 - Trash or rubbish fire, contained	1
122 - Fire in motor home, camper, recreational vehicle	2
131 - Passenger vehicle fire	1
138 - Off-road vehicle or heavy equipment fire	1
141 - Forest, woods or wildland fire	2
142 - Brush or brush-and-grass mixture fire	6
151 - Outside rubbish, trash or waste fire	2

February 2024  
Corrales Fire

152 - Garbage dump or sanitary landfill fire	1
243 - Fireworks explosion (no fire)	1
321 - EMS call, excluding vehicle accident with injury	690
322 - Motor vehicle accident with injuries	13
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	2
341 - Search for person on land	3
342 - Search for person in water	1
363 - Swift water rescue	31
381 - Rescue or EMS standby	11
412 - Gas leak (natural gas or LPG)	20
424 - Carbon monoxide incident	8
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	15
445 - Arcing, shorted electrical equipment	11
460 - Accident, potential accident, other	1
462 - Aircraft standby	1
480 - Attempted burning, illegal action, other	1
512 - Ring or jewelry removal	2
522 - Water or steam leak	1
542 - Animal rescue	3
550 - Public service assistance, other	2
551 - Assist police or other governmental agency	3
553 - Public service	27
554 - Assist invalid	28
561 - Unauthorized burning	15
611 - Dispatched and cancelled en route	72
622 - No incident found on arrival at dispatch address	3

February 2024  
Corrales Fire

631 - Authorized controlled burning	4
651 - Smoke scare, odor of smoke	22
653 - Smoke from barbecue, tar kettle	1
733 - Smoke detector activation due to malfunction	3
735 - Alarm system sounded due to malfunction	6
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	9
744 - Detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	5
746 - Carbon monoxide detector activation, no CO	2
813 - Wind storm, tornado/hurricane assessment	1
900 - Special type of incident, other	1
<b>Total</b>	<b>1046</b>

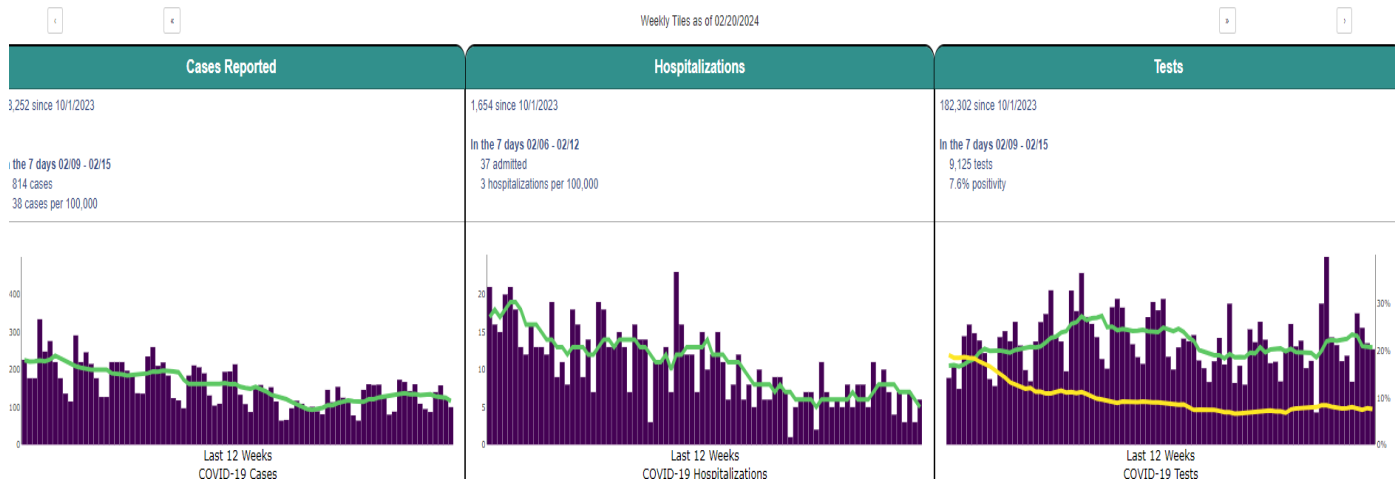
### Patient Ages 2023

Patient Age Range	Number of Runs	Percent of Total Runs
Unknown	60	7.43%
< 1	2	0.25%
1-9	7	0.87%
10-19	35	4.34%
20 - 29	40	4.96%
30 - 39	42	5.20%
40 - 49	34	4.21%
50 - 59	54	6.69%
60 - 69	121	14.99%
70 - 79	189	23.42%

February 2024  
Corrales Fire

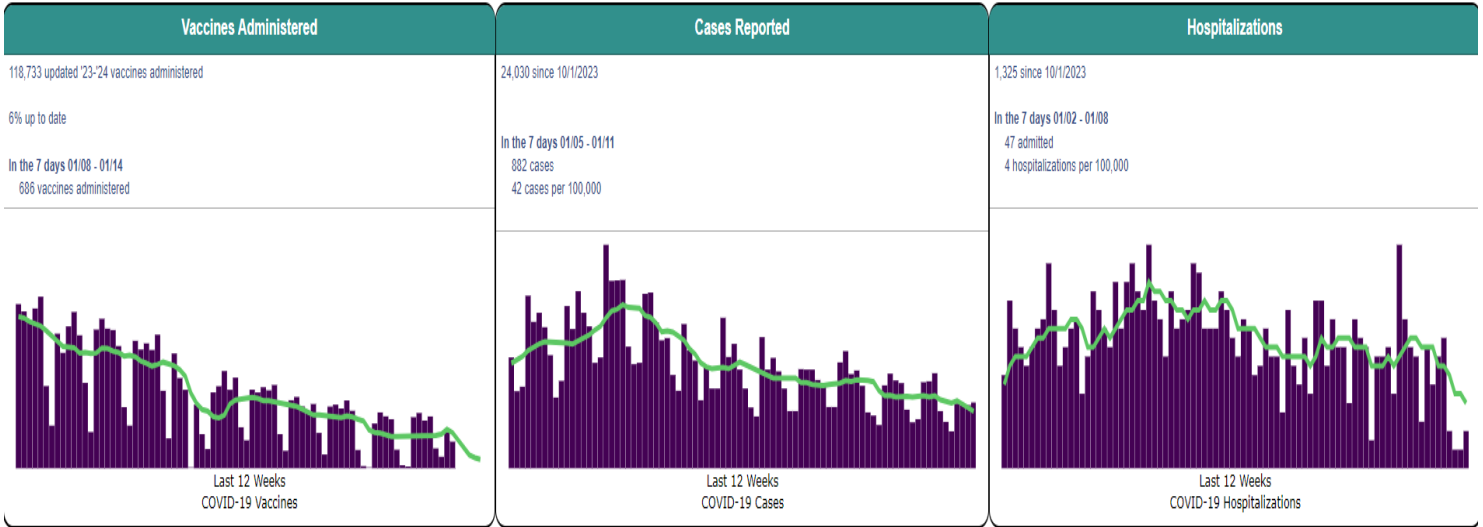
80 - 89	153	18.96%
90 - 99	70	8.67%
<b>Total</b>	<b>807</b>	<b>100%</b>

Epidemiology Reports  
Ending 02/20/2024



Epidemiology Reports  
Ending 1/16/24

## February 2024 Corrales Fire



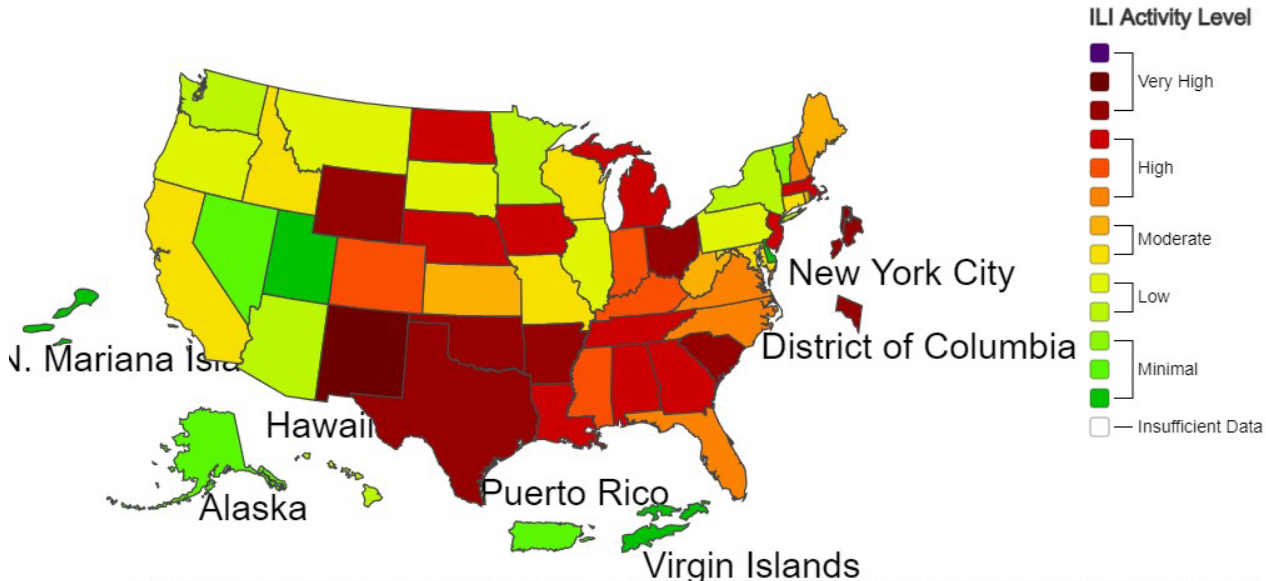


## A Weekly Influenza Surveillance Report Prepared by the Influenza Division

### Outpatient Respiratory Illness Activity Map Determined by Data Reported to ILINet

This system monitors visits for respiratory illness that includes fever plus a cough or sore throat, also referred to as ILI, not laboratory confirmed influenza and may capture patient visits due to other respiratory pathogens that cause similar symptoms.

2023-24 Influenza Season Week 6 ending Feb 10, 2024



\*This map uses the proportion of outpatient visits to healthcare providers for influenza-like illness to measure the ILI activity level within a state. It does not, however, measure the extent of geographic spread of flu within a state. Therefore, outbreaks occurring in a single city could cause the state to display high activity levels.

\*Data collected in ILINet may disproportionately represent certain populations within a state, and therefore may not accurately depict the full picture of influenza activity for the whole state.

\*Data displayed in this map are based on data collected in ILINet, whereas the State and Territorial flu activity map are based on reports from state and territorial epidemiologists. The data presented in this map is preliminary and may change as more data is received.

\*Differences in the data presented by CDC and state health departments likely represent differing levels of data completeness with data presented by the state likely being the more complete.

\*For the data download you can use Activity Level for the number and Activity Level Label for the text description.

\*This graphic notice means that you are leaving an HHS Web site.

For more information, please see CDC's Exit Notification and Disclaimer policy.

For more information on the methodology, please visit Outpatient Illness Surveillance methods section.

- Worked with Public Works, the Bosque Commission and volunteers from the community to removed dead and down at Romero.
  - Removed 6 dumps trucks 4 dump trailers and the standard trailers.
  - Pueblo members also took several truck loads to donate to their elders.



February 2024

Corrales Fire

- Working on setting YCC hiring information and projects.
- 2024 Wildland refresher training completed.
  - Pack testing underway
- Sending Two members to Firefighter II class
- Scheduled Annual physicals for all department members for March 20, 2024
- Continually reevaluating all fire department procedures as related to health and safety to ensure safety of staff and citizens and meet OSHA standards.
- Continuing Business inspections
- Supplying Village departments bleach and Terra Vera for cleaning upon request.
- Angel Hill water tank design is completed looking a grant funding opportunity.
  - Grant funded
- Station Rear building design
- Station 3 design have \$198,000 of the 1,300,000.00 needed.
- Attended Bosque Commission meeting
- Uploaded monthly report to the National Fire Incidents Reporting system
- Corrales Road Hydrants
  - Completed but will be a future project for more lines as funding is secured
- Weekly NMDHSEM meetings
- CWPP second round applications writing two grants awards should be announced in February
- Started work on Loma Larga Hydrants to get hydrant o Schools and large commercial buildings on Academy Drive
- Fire Department still has home COVID test free to anyone they Expire 2-29-2024
  - The Foyer at village Hall also has COVID tests on the cabinet free to all
  - Corrales Community Library has test
- Answering questions related to COVID.
- All staff and members needing to renewal EMT licesnseing have completed and received their new 2-year licensing.
- Shift training for 2024 EMS protocol updates only one shift to completed it will be completed 2-23-24

### **Capital Outlay**

Next DFA submission is 2-29-23 working on submission of all required quarterly report information to DFA and Reyna will update all financial information.

### **2023**

**H3162 Pumper** received reimbursement from DFA Closing this account out . \$350,000, NOO reversion date 6/30/2025

**H3156** fire suppression line and water holding tank on Angel hill starting quotes \$300,000 reversion date 6/30/2027

February 2024

Corrales Fire

**H3158** water lines and water distribution systems for fire suppression \$1,650,000 starting quotes reversion date 6/30/2027

**H3159** purchase, equip and improve broadband access for the fire station \$50,000 starting quotes reversion date 6/30/2027

**H3160** fire training facility and a trench training prop at the fire substation 2 quotes underway \$148,500 reversion 6/30/2027

### **2022 Funds**

**G2404 ID 36208** Corrales Fire Suppression Lines \$275,000 processed Second NOO and project has started on Loma Larga . NOO -6/30/2026

### **2021 Funds**

**F2877** Fire Facility \$198,00 getting quotes to start moving forward on Notice of Obligation and seeking additional funding reversion date 6/30/2025

### **2020 Funds**

**E2206** Casa Water wastewater 25,000 NOO has been approved and the PO issued. Contractor will work on the Water and Waste water line once Loma Larga is completed. Reversion date 6/30/2024

## Planning and Zoning Department Report for February 21, 2024 Meeting

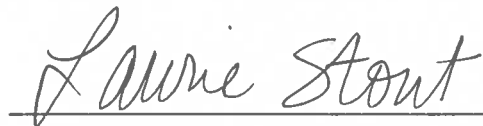
The following Home Occupation application was eligible to be administratively approved per Village Code Section 18-45 (c) (5) (a):

**ZOC 23-27.** Applicant **Edward Roy Brisky** will operate “**Weorthan Studio**” at **1603 Coronado Road**, utilizing a total of 264 square feet (144 for a studio and 120 for light woodworking) within a 1,968 square foot home. He is a computer artist and photographer who produces paintings on canvas. The woodworking aspect will be creating frames. There will be no client visits to his home. The property is zoned *A-1 Agricultural and Rural Residential*.

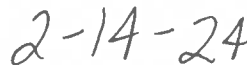
On Tuesday, January 23<sup>rd</sup> Village Council heard the appeal filed by Fawn Dolan on the Site Development Plan she’d submitted previously that was approved by the Commission with conditions. She was specifically appealing the condition of constructing a buffer fence or wall on the southeast and east sides of the parking lot, where those property boundaries abut residential lots. Council voted to overturn the buffer wall requirement; all other conditions stay in place.

Spent many hours and days at Sandoval County this month as their mappers are working on cleaning up Corrales lot and road boundaries.

There was discussion at the February 13<sup>th</sup> Governing Body meeting about appeals. It was generally agreed that anyone in the Village should have the right to appeal an application having to do with public (municipally owned/run) property. It sounds like there might be further discussion in the future about what constitutes an “aggrieved party” when private property is the subject of the application.



Laurie Stout, Planning & Zoning Administrator



Date

January 2024



## Planning and Zoning Department

Brian Gresham, CBO  
Village Building Official  
Building and Safety Division Report

The Monthly report from the Planning and Zoning Department includes information regarding activity related to construction permits, interagency assistance, and various administrative duties on behalf of the citizens of the Village of Corrales.

Type of Construction	Number of Permits	Building Permit Fees	Improvement Valuation
New Single Family Dwelling	3	\$13,364.36	\$1,350,000.00
Residential Remodel, Additions	2	\$2,330.79	\$132,800.00
Residential Accessory Structures	1	\$636.87	\$25,000.00
Residential Solar	1	\$275.00	\$46,420.00
Residential Reroof	3	\$330.00	\$113,590.00
Residential Pools and Spas	2	\$2,040.24	\$103,750.00
Residential Fence/Wall	0	\$0.00	\$0.00
Demolitions	1	\$110.00	\$0.00
Commercial Remodel, Additions	1	\$5,709.06	\$50,500.00
Commercial Accessory Structure	0	\$0.00	\$0.00
Commercial Solar	0	\$0.00	\$0.00
Commercial Reroof	1	\$220.00	\$0.00
<b>Total for the Month</b>	<b>15</b>	<b>\$25,016.32</b>	<b>\$1,822,060.00</b>



## Planning & Zoning Department

### Village of Corrales

4324 Corrales Road, Corrales, New Mexico 87048

Phone: (505) 897-0502 Ext. 241 / cell (505) 273-0143

Email: [srice@corrales-nm.org](mailto:srice@corrales-nm.org)

February 1, 2024

Village of Corrales council members.

Continuing proactive patrols. Working on Short Term Rental identification and registration.

Numbers for the month of January 2024

47 First notice

8 2<sup>nd</sup> notice

44 Resolved

6 Citation

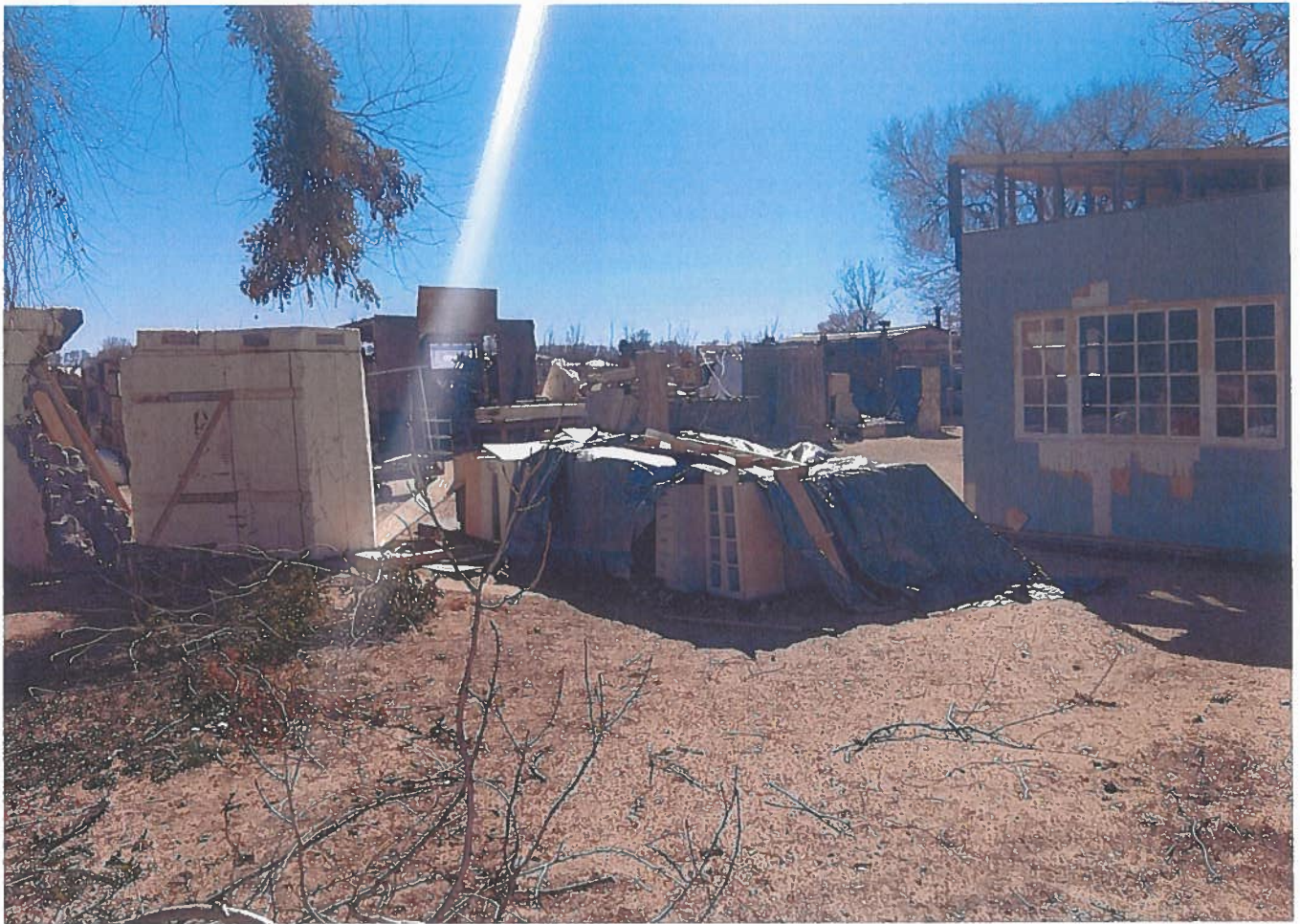
Respectfully,

Sherrie Rice

Code Enforcement

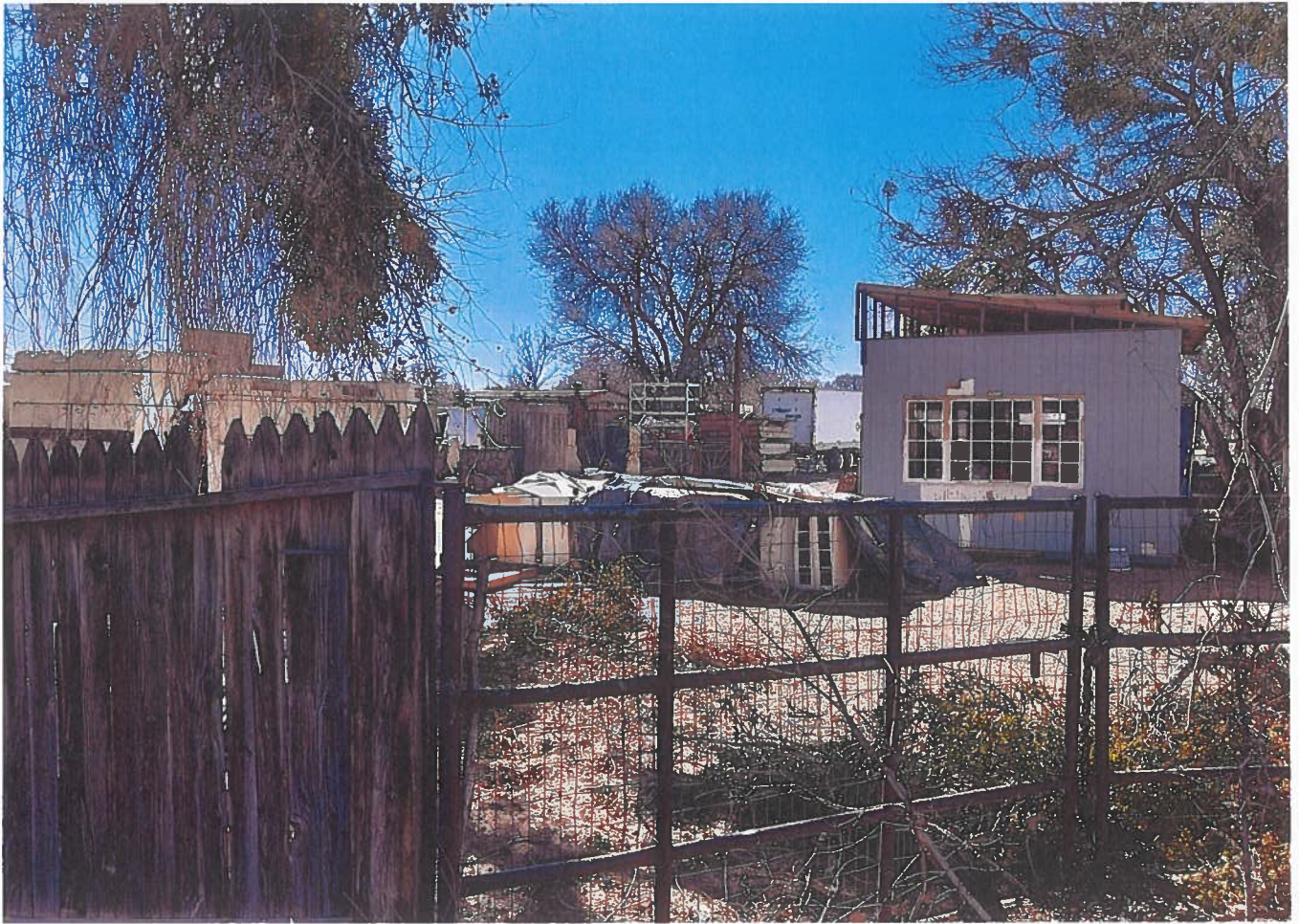


6950 Carrallos



Re Line





*Reber*









# Village of Corrales

Planning & Zoning Department  
4324 Corrales Road, Corrales, New Mexico 87048  
Phone: (505) 897-0502 / Fax: (505) 897-7217

## PLANNING AND ZONING COMMISSION

Date of Meeting: Wednesday, Jan. 17, 2024, 6:30 PM

Location of Meeting: Council Chambers in-person, or via zoom teleconference

## DRAFT MEETING MINUTES

### I. CALL TO ORDER

### II. ROLL CALL

Present: Mary Chappelle, Mick Harper, Melissa Morris, Jerry Stermer, Rob Black, Elizabeth Marshall.

Absent: Heather Balas. (A quorum was present)

### III. APPROVAL OF AGENDA

Move to approve: Jerry Stermer, Second: Mary Chappelle. Vote, Yes: Mary Chappelle, Mick Harper, Melissa Morris, Jerry Stermer, Rob Black, Elizabeth Marshall. (unanimous)

### IV. APPROVAL OF MINUTES

Nov. 15, 2023 Meeting Minutes

Move to approve: Melissa Morris, Second: Mick Harper. Vote, Yes: Mary Chappelle, Mick Harper, Melissa Morris, Elizabeth Marshall. Abstain: Jerry Stermer, Rob Black.

### V. CORRALEÑOS PUBLIC FORUM (Comment on items not otherwise on Agenda – 3- Minute limit) (None)

### VI. PUBLIC HEARING ITEMS

Chair Black: (Explained how the hearing structure works.)

ZOC 24-01. (Home Occupation) Applicant Karen Fitzpatrick of 1144 W. Meadowlark Lane is requesting home occupation permit approval for Stuck Lizard Vineyards and Winery, LLC. She will grow, harvest and make grape wine for consumption. There will be no tasting room; product will be sold to the wholesale market only. A 13' X 13' room will be used for the stainless tanks and cold storage refrigerator, with 200 square feet of the garage used for storage. This 1.4-acre property is zoned A-1 Agricultural and Rural Residential.

Planning & Zoning Administrator Stout: (Sworn in) Summarized application and noted it is a small operation. All sales will be off site, no tasting room or client areas.

47 **Karen Fitzpatrick, 1144 W Meadowlark Lane (applicant, sworn):** (Stated they planted grapes in 2012 and  
48 now make an award-winning wine, but she cannot sell it until she is licensed. Is currently applying for Federal  
49 license, and when it is issued, she will apply for her State licenses. She will make about 50 cases of wine (per  
50 year). Hopes to recoup some money as the wine making process is expensive.)  
51 **Mark Guerin, 1144 W Meadowlark Lane, (applicant, sworn):** (did not speak)  
52 **Chair Black:** (Asked for public comment on this item. There was none.)  
53 **Commissioner Harper:** I don't see anything that's against the public interest here or any reason to deny this  
54 application.

55  
56 **Move to approve, compliant with Section 18-45 (c):** Mick Harper, **Second:** Mary Chappelle. **Vote, Yes:**  
57 **Mary Chappelle, Mick Harper, Melissa Morris, Elizabeth Marshall, Jerry Stermer, Rob Black.**

58  
59 **Chair Black:** You have approval and Laurie will follow up with you shortly. (Mentioned possibility of appeal  
60 within 20 days, and that the Village will let them know if that occurs.)

61  
62 **VAR 24-01 (Variance)** Applicants **Allan and Christine Reid of 24 Manzano Road** are requesting a **Variance** to  
63 the normally required ten-foot back setback for an RV garage they would like to construct on their property.  
64 Distance would vary from just over 8 feet separation on one end, to 5.29' on the other. This 1-acre property is zoned  
65 *A-1 Agricultural and Rural Residential*.

66  
67 **PZA Stout:** (Went over her summary. Noted that the neighbors adjacent to the variance had submitted a  
68 support letter.)

69 **Alan Reid, 24 Manzano Rd (applicant, sworn):** We own an RV and we propose to add an RV garage. (He  
70 noted there is a septic system on the northwest area of the property behind the shed that prevents the addition  
71 from being located there.)

72 **Commissioner Stermer:** (Asked how the garage would be accessed as there are two new gates shown on the  
73 plan.)

74 **Christine Reid, 24 Manzano Rd (applicant, sworn):** We're going to put up 2 new gates. The one on the west  
75 side would be continued to the new garage, the second gate on the east side of the circular drive would access  
76 the well and for yard maintenance.

77 **Commissioner Marshall:** On this letter that you wrote the request for the variance. It says that the structure is  
78 going to be 20 by 34, which is 680 square feet. Yet on the site plan, it says that the RV garage is 603 square  
79 feet, so there's a discrepancy there and I'm just trying to clarify because obviously the size of it might make a  
80 difference as to the distance to the property line.

81 **Alan Reed:** I'm not sure, where you're getting the two different sizes?

82 **Commissioner Marshall:** On the letter that you wrote on November 22nd, the request for variance, it says  
83 that it's a 20 by 34 feet structure. However, on the site plan (page) C1 it says under the project area in the  
84 middle of the page RV garage, 603 square feet.

85 **Alan Reed:** I'm going to say 603. (He noted the garage was not designed yet, but the width would not vary  
86 from 20 feet, while length could, but it would not change the closest point to the property line.)

87 **Commissioner Marshall:** (Asked about the width of the RV as that could determine how wide the garage  
88 needs to be to house the RV)

89 **Alan Reed:** The garage door we're anticipating being 12 foot wide, 14 foot tall. The van itself is comparable to  
90 a UPS or FedEx truck. (Noted the garage could be less wide, but that would not accommodate both storage and  
91 RV related equipment.)

92 **Chair Black:** Is there any public comment on this item? Seeing none, we're going to close public comment.  
93 We'll move this back to the Commissioners for discussion.

94 **Commissioner Harper:** It may be true that 20-foot-wide garage is not necessary. I look at this drawing and  
95 see the distance from the proposed RV garage to the fence widens the farther west they go along the attached  
96 garage. Noted that there was no compelling reason to deny as there is no harm done, the neighbors were not  
97 concerned, and the addition would be screened from view by trees. As for firefighting purposes or emergency  
98 vehicles, I don't see any impediments there.

99

100 **Move to approve, compliant with Section 18-48, conditions for variance:** Melissa Morris, **Second:** Mick  
101 **Harper. Vote, Yes:** Mary Chappelle, Mick Harper, Melissa Morris, Jerry Stermer, Rob Black. **No:** Elizabeth  
102 **Marshall.**(Motion passes 5-1).

103 **Chair Black:** (Stated approval given; possibility of appeal as with any application.)  
104

105 **STR 24-01. (Short-Term Rental)** Applicant **Iris Cherie Noble Day** (POA for property owner **Peggy Noble**), both  
106 of 14631 E. Dixileta Drive, Scottsdale, AZ, request **Short-Term Rental** approval for a 3-bedroom home Ms. Noble  
107 owns at **330 Alamos Road**. Maximum 6 occupants. Charles Day, of 79 Gossett Lane, Corrales, will be the  
108 local/emergency contact. This .95-acre property is zoned *A-1 Agricultural and Rural Residential*.  
109

110 **PZA Stout:** (Summarized report, noted that Charles Day is the local 24-hour emergency contact who resides  
111 in Corrales at 79 Gossett Lane. His phone number has been provided as part of the application. Noted that  
112 events/parties etc. are not allowed at a residential short-term rental. Stated that a Fire inspection is required and  
113 that the applicants are required to pay lodgers tax to the Village.)

114 **Iris Cherie Noble Day, 14631 E Dixileta Dr. Scottsdale, AZ. (agent for Peggy Noble, applicant, sworn):**  
115 (Stated that she is aware that neighbors do not want a STR in the neighborhood, and are opposed to the  
116 application, but she feels this is a special case, and had prepared a letter to that effect. She offered this letter to  
117 the Commission. (Commission declined as deadline to turn in items had passed)) We don't really want it to be  
118 a short-term rental either, but the property was part of the 10-31 exchange. For tax purposes, we'd like to list it  
119 as a short-term rental but hopefully not rent it very often. (Stated that she covered most of the document she  
120 wanted to submit and believed neighbors were aware of it due to an email chain between her and the  
121 neighbors.) I've told them that we would only rent to the top tier of Airbnb rental guests, everyone would be  
122 screened, there are security cameras around the property. (We'll be) aware of who comes, who goes, what  
123 happens at the property.

124 **Commissioner Chappelle:** Is the alternative this house would be vacant?

125 **Day:** Yes. (Noted they stay at the home when they can and at her mother's passing the requirement of the  
126 investment property terminates. They would then live in the house.)

127 **Commissioner Chappelle:** You're saying that if you sell it now, you lose those benefits of a 10-31 exchange?

128 **Day:** If we sold the house, then yeah, but we're not going to sell the house now.

129 **Commissioner Chappelle:** And Charles Day, is that a relative?

130 **Day:** He's my brother-in-law. (Explained her husband is New Mexican and is currently working in southern  
131 NM, so they are not using the house.) Our business has been renting the home to satisfy the 10-31 exchange,  
132 but mom's accountant keeps telling me that I should list it on Airbnb, so here I am.

133 **Commissioner Harper:** Ms. Day, what occupancy rate do you expect?

134 **Day:** I think on the permit, it says no more than six occupants at a time. There's ample parking for that. I  
135 would hope to only have a couple people at a time, or not to have any people at all. We don't want damage to  
136 the house, the property, or the neighborhood. I appreciate all their concerns. That's part of why we bought the  
137 house. Because it's a great neighborhood. It's a great street.

138 **Commissioner Harper:** So, you're not doing this as a primary source of income for your family?

139 **Day:** No. However, if I don't show that it's an investment property, I think my mom would have to pay a lot of  
140 capital gains taxes from the sale of her house in Arizona.

141 **Commissioner Chappelle:** So alternatively, could you make it a long-term rental?

142 **Day:** I could make it a 30 day, like a month to month. It could be a long-term rental.

143 **Commissioner Stermer:** I'm not familiar with the structure that you're referencing. And you're not familiar  
144 with the long-term rental possibility.

145 **Day:** Right. We would prefer not to do a long-term rental. (Reiterated they had a lot of money invested in the  
146 house for repair and furnishing and would prefer to not have anyone stay there).

147 **Commissioner Stermer:** You purchased a fully furnished house?

148 **Day:** No. We furnished it, we've done some remodeling. Done some new fencing.

149 **Commissioner Stermer:** But if he were to live here, it wouldn't be an investment property and this structure  
150 would be a financial problem?

151 **Day:** You're not supposed to rent out to family members unless they pay exactly what the going rate is for rent  
152 on that property.



153 **Chair Black:** Any other questions prior to public comment? Seeing none, anyone with public comment please  
154 come forward.

155 **Ron Lenig, 505 Alamos Rd. (public commenter, sworn):** (Expressed concerns about a business that has  
156 strangers coming to the property. Concerned about having to monitor the property in order to report when use  
157 violations occur.)

158 **Edgar Phillip Furie, 507 Alamos Rd. (public commenter, sworn):** (Owns adjacent property. Is concerned  
159 that his own children could utilize his home after his passing as an STR, which would create two next to each  
160 other. Stated he is concerned that it would devalue the intrinsic value of surrounding properties.)

161 **Linda Socha, 345 Alamos Rd. (public commenter, sworn):** (Concerned about the enforcement aspect of  
162 short-term rental. Concerned about additional traffic as the street is a dead end, and home values.)

163 **Chair Black:** Any public comment online on this item?

164 **Kim Hedrick, 505 Alamos Rd. (public commenter, sworn):** (Opposed to the short-term rental, concerned  
165 about strangers as everyone knows each other, she helps neighbors keep in touch via email.)

166 **Commissioner Morris:** Stated she understands the concerns of the neighbors. Noted that the application  
167 complies with the ordinance and has no good reason for denial.

168 **Commissioner Chappelle:** (Stated that a short-term rental should not much generate more traffic than  
169 someone living there. Asked PZA Stout to confirm whether there have been complaints about other permitted  
170 short-term rentals.)

171 **PZA Stout:** (Stated to date no issues have been brought to the attention of Code Enforcement.)

172 **Commissioner Chappelle:** (Noted objections are based on something that *may* occur, and if it does, the  
173 Planning Department would address the issue. Agreed there is no justification for denial.)

174 **Commissioner Harper:** (He noted that the same issues are brought up each time a short-term rental is  
175 considered by the Commission. Pointed out that elected representatives adopt ordinances, appointed  
176 Commissions do not change the ordinances. Stated that if repeat violations occur an action can be taken to lift  
177 the approval. Stated the Planning Commission may set reasonable restrictions on any applications and in the  
178 past that has been done.)

179  
180 **Move to approve: Mary Chappelle, Second: Melissa Morris. Vote, Yes: Mary Chappelle, Mick Harper,**  
181 **Melissa Morris, Jerry Stermer, Rob Black, Elizabeth Marshall.**

182 **Chair Black:** You have your approval; it could be appealed within 20 calendar days. Laurie will follow up  
183 with you on next steps. Laurie, there was a request for process. If the neighbors have concerns or if something  
184 happens, for the record, could you give us what those steps should be?

185 **PZA Stout:** After hours, contact Corrales Police. Contact the Planning and Zoning office the next business  
186 day, specifically, the Code Enforcement Officer, so that we're aware and can work with the police. If it's during  
187 business hours, our Code Enforcement Officer will respond. (Noted no short-term rentals have been an issue  
188 but some home occupations had their business license and home occupation permits revoked, removing their  
189 ability to do business in Corrales. One appealed to Council to challenge the revocation and Council upheld it.  
190 Stated the Code Enforcement Officer can take violations to the court if necessary.)

191  
192 **SUM 24-01. (Summary Plat) Applicant Community Sciences Corporation,** on behalf of property owner **Jose**  
193 **Baer,** 2320 Oak Park Ave, Chico, CA, is requesting **Summary Plat** approval. A lot line between existing Lot 7 and  
194 a "remnant" portion of Lot 6 will be moved, creating 1-acre Lot 7-A and 1.9-acre Lot 7-B, Vista Corrales Addition  
195 #2 Subdivision. Prior to this plat, two Variances were brought before the P&Z Commission and approved; one  
196 creating a cul-de-sac turnaround slightly smaller than standard, and the other allowing a limited amount of slope  
197 over 15% to be disturbed to widen the drive leading to the turnaround. All property is zoned *A-1 Agricultural and*  
198 *Rural Residential.*

199  
200 **PZA Stout:** There is a new proposed lot line, and a lot line that's being eliminated. There is a slope analysis  
201 page. The site plan shows wells and septic systems. The plat corrects an un-platted land transfer that was done  
202 by deed. The lot line being eliminated currently goes through a residence. The new lot line will move further  
203 west. There are approved variances to allow an 80-foot instead of the required 100-foot cul-de-sac diameter  
204 and another variance to 15% slope for a portion of the driveway leading up to this new turnaround. Prior to  
205 this, there was no emergency turnaround at the end of West Ella Drive. The widened driveway, the new cul-de-

206 sac, and the gravel surface have all been completed. Chief Martinez has provided an e-mail stating his approval  
 207 of the roadway improvements. (Noted West Ella Drive is public right-of-way up to the area being platted, then  
 208 it becomes private. Stated lot 7-A has slopes over 15%, as result she requested a note on the plat stating parts  
 209 of lot 7-A are unbuildable, due to slope development restrictions within current Village ordinances.)  
 210 **Tom Patrick, Community Sciences, 4481 Corrales Road (applicant, sworn):** (Mentioned the lot line  
 211 corrections.) We are granting a few easements on the plat, the private road easement, an extension of West Ella  
 212 Drive, even though it's private and the rest of West Ella is public, it still makes an extension for emergency  
 213 access. Two lots are being created and this plat formalizes access to another property under different  
 214 ownership. It's not part of this plat; has been deeded out since 1971. The easements are the cul-de-sac  
 215 easement, the utility easement, the construction and maintenance easement. We adhered to the requirements  
 216 for the variance for the 15% slope and that area which was less than 1000 feet has been modified to provide a  
 217 sufficient side slope to the road itself as it goes up to the cul-de-sac. And then there's the private walking trail,  
 218 that is being granted.  
 219 **Commissioner Chappelle:** Wanted to know about the road maintenance agreement.  
 220 **Patrick:** I think you got an exhibit from Laurie showing the maintenance of that road will be shared equally by  
 221 the owners of Lots 7A and 7B.  
 222 **Commissioner Chappelle:** Will the turnaround be kept up?  
 223 **Patrick:** Yes, that entire length will be the responsibility of whoever owns the two lots.  
 224 **PZA Stout:** That is the document labeled "Exhibit A". Road maintenance agreement language will be added to  
 225 plat as Note 5. It states the responsibilities and cost for road maintenance will be shared equally by the owners  
 226 of Lot 7-A and 7-B.  
 227 **Patrick:** And that language will be substituted for—it now says a maintenance agreement would be recorded.  
 228 We're going to strike that and substitute the language of equal maintenance responsibility.  
 229 **Commissioner Harper:** (Concerned about whether 2,000 square feet of buildable area on the lot existed.  
 230 Asked if it had been identified by their engineer.)  
 231 **Patrick:** Community Sciences no longer does engineering.  
 232 **Commissioner Harper:** But you did prepare the grading and drainage plan, right?  
 233 **Patrick:** We did the topographic survey, that would be the basis for a grading and drainage plan. I don't think  
 234 there is a grading or drainage plan by an engineer that is part of this plat process.  
 235 **Commissioner Harper:** I'm headed for whether there is 2000 square feet of buildable area on this new lot.  
 236 **Patrick:** That's what would be required by the ordinance. We feel that it would be premature to try and show  
 237 any 2000 maximum square foot buildable area without having an engineer address that issue.  
 238 **Chair Black:** We're going to move to public comment.  
 239 **Ovidio Barranco, 481 Chimaja Rd. (public commenter, sworn):** (Expressed concern about a home being  
 240 built on the new lot blocking his view from his house adjacent to the subject property.)  
 241 **Nicole Villareal, 4820 Vista de Paseo, Albuquerque (public commenter, sworn):** (Concerned if it is not a  
 242 buildable lot, why create it? And why that determination is not made at the plat process.)  
 243 **Chair Black:** Laurie, is there anything from the Village from that perspective?  
 244 **PZA Stout:** That's why I asked that the note be put right on the plat itself. If the lot is unbuildable, it does not  
 245 prevent agricultural uses such as animals or crops. But a future buyer would see that and could move forward  
 246 accordingly.  
 247 **Commissioner Harper:** Wanted to verify that the 15% slope requirement was on the plat, as there may not be  
 248 a 2,000 square foot buildable area.  
 249 **Patrick:** I would just say that issues of buildable area are appropriate to the building permit process rather than  
 250 applying to the platting process. And we added that note and it's my opinion that the note serves as a disclosure  
 251 statement.  
 252 **Commissioner Morris:** The warning here says parts of Lot 7A may be unbuildable. Isn't it possible the whole  
 253 thing could be unbuildable?  
 254 **Patrick:** That's possible, but it's also possible that there are small areas that would be buildable.  
 255 **Commissioner Morris:** I think that's enough warning for someone to take it seriously and check.  
 256 **Patrick:** There was interest expressed by one of the neighbors to buying (the new lot). That person certainly  
 257 knows what the nature of the lot is.  
 258 **Commissioner Morris:** Some people might like an open lot adjoining their property to protect the view.

259 **Commissioner Harper:** (Noted that buyers may not be aware of Corrales building requirements, but the note  
260 on the plat should provide adequate warning.)

261  
262 **Move to approve:** Mick Harper, **Second:** Elizabeth Marshall. **Vote, Yes:** Mary Chappelle, Mick Harper,  
263 Melissa Morris, Jerry Stermer, Rob Black, Elizabeth Marshall.

264  
265 **Chair Black:** You have approval, but it could be appealed within 20 days. Laurie will follow up.

266  
267 **VIII. OTHER BUSINESS**

268 None

269  
270 **IX. PZA REPORT**

271  
272 **PZA Stout:** (Mentioned an upcoming appeal and summarized her year-end reports. Noted that short-term  
273 rental application numbers will go up again, as the Village has purchased the Host Compliance software that  
274 identifies short term rentals in the Village. If they don't have a short-term rental permit our Code Enforcement  
275 Officer will reach out, and cite those who refuse to submit an application before the Commission. Stated she  
276 recently had her first floodplain development permit, for a new house being built within a FEMA floodplain.  
277 Discussed the year-end reports from the Building Official and the Code Enforcement Officer.)

278  
279 **X. COMMISSIONERS FORUM**

280 **Commissioner Marshall:** (Concerned about real estate agents listing properties as buildable, that aren't.

281 **Commissioner Harper:** (Agreed and noted that Council should change the language of Code to require that a  
282 2,000 square foot pad site be shown on plats).

283 **PZA Stout:** (Agreed with Commissioners. Reiterated her desire for the notation to be directly on the plat.  
284 FEMA floodplains are also identified. The plat information may not be conveyed to buyers. Noted Planning  
285 and Zoning often must explain to buyers what the rules are.)

286 **Commissioner Harper:** (Expressed concern about buyers and sellers not knowing the rules and getting  
287 themselves into a situation where a variance or other remedy may be needed. Wants Council to look at the  
288 ordinances around slope and development.)

289 **Commissioner Stermer:** Ha a motion that we recommend to the Council that they make an adjustment to  
290 achieve this goal.

291 **Commissioner Morris:** Somewhere in the ordinances, there is something that says part of the job of the  
292 Planning and Zoning Commissions is to make just those types of suggestions (to Council).

293 **Chair Black:** I would want to have that conversation and a publicly noticed discussion not just in this forum.  
294 I don't feel comfortable taking an action during Commissioners forum, but we could certainly get that for an  
295 upcoming agenda.

296 **Commissioner Harper:** Restated his concerns about the need to show a 2,000 square foot building site.

297 **Cory Strife, Village Attorney:** I'll tell you what I know and that there is a little bit of a nuance and I see this  
298 more of a County situation than I do municipal because of the way that we do zoning. (Stated that the language  
299 was specific to subdivisions, this was redrawing a boundary to allow the lot area to match the ownership.  
300 Agreed that the language could be improved.)

301 **Commissioner Harper:** It seemed like a good enough resolution to me at the time and I'm really in favor of  
302 taking the lot line out of the middle of this fellow's house.

303 **Strife:** Absolutely. Any time we can clean up the legal description to match what it really should be, I'm all in  
304 favor.

305 **Commissioner Stermer:** Well, could we ask the staff to? Think about this and bring us some proposed  
306 language that we might send to the Council.

307 **Chair Black:** (Asked PZA Stout to put the discussion topic on an upcoming agenda.)

308 **Commissioner Marshall:** (Had concerns about a case that was on the agenda.)

309 **Chair Black:** I'm going to say this is probably not the proper forum for that discussion, since we're talking  
310 about an item we've already voted on. And I don't want to revisit that item in this forum.  
311 **Commissioner Marshall:** That makes sense, yes.  
312 **Chair Black:** Any other comments regarding Commissioners forum.  
313 **Commissioner Harper:** (Concerns about event centers special impacts on the Village, especially when entry  
314 to and from the property is via a residential street.)  
315

316 **XI. NEXT MEETING: February 21, 2024 at 6:30pm**

317  
318 **XII. ADJOURNMENT**  
319  
320  
321  
322  
323  
324  
325  
326

327  
328 *Laurie Stout* 1-31-24  
329 \_\_\_\_\_  
330 Laurie Stout, Planning & Zoning Administrator Date  
331



# COMMUNICATIONS

## Events by Nature Code by Agency

Agency: COPD, Event date/Time range: 01/01/2024 00:00:00 - 01/31/2024 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
COPD	911 HANG UP	0	0	28	28	2%	0:03:49	0:07:15	0:09:56	9:47:58	0:21:09
	ACTIVE THREAT	0	1	0	1	0%	0:00:01	0:00:00	0:00:38	0:00:39	0:00:39
	AGENCY ASSIST	0	0	2	2	0%	0:01:02	0:05:46	1:15:28	2:35:23	1:17:42
	ANIMAL	0	5	12	17	1%	0:06:05	0:04:29	0:08:08	4:13:28	0:14:55
	AREA CHECK	0	1191	3	1194	71%	1:02:40	0:28:58	0:04:16	237:59:07	0:11:58
	ARMED IP	0	0	1	1	0%	0:01:59	0:06:07	0:13:53	0:21:59	0:21:59
	ASSAULT BATTERY	0	0	1	1	0%	0:00:22	1:00:46	1:09:09	2:10:17	2:10:17
	ASSIST FIRE	0	2	8	10	1%	0:00:51	0:07:15	0:34:29	7:05:59	0:42:36
	AUDIBLE ALARM	0	0	23	23	1%	0:04:41	0:06:03	0:08:38	7:25:26	0:19:22
	BARKING DOG	0	0	1	1	0%	0:01:13	0:06:27	0:23:18	0:30:58	0:30:58
	BOMB THREAT	0	1	0	1	0%	0:00:00	0:00:00	0:23:37	0:23:37	0:23:37
	BURGLARY	0	0	4	4	0%	0:03:03	0:09:20	0:39:55	3:29:10	0:52:18
	BURGLARY IP	0	0	1	1	0%	0:01:40	0:05:04	0:46:57	0:53:41	0:53:41
	CARDIAC ARREST DEATH	0	0	1	1	0%	0:00:29	0:05:15	1:33:55	1:39:39	1:39:39
	CIVIL	0	0	2	2	0%	0:10:28	0:39:53	0:45:20	3:11:21	1:35:41
	CRIMINAL DAMAGE	0	0	1	1	0%	0:03:57	0:23:35	1:12:37	1:40:09	1:40:09
	DISABLED OR UNATTENDED VEHICLE	0	1	0	1	0%	0:00:00	0:00:00	0:07:45	0:07:45	0:07:45
	DISORDERLY SUBJECT	0	0	2	2	0%	0:05:05	0:03:05	0:38:26	1:33:11	0:46:36
	DOMESTIC	0	1	5	6	0%	0:01:51	0:06:11	1:35:54	10:15:35	1:42:36
	DOMESTIC IP	0	0	1	1	0%	0:02:32	0:03:13	2:32:02	2:37:47	2:37:47
	DOMESTIC VIOLENCE NOTIFICATION	0	0	2	2	0%	0:10:20	0:10:05	0:18:59	1:18:48	0:39:24
	FOLLOW UP	0	16	1	17	1%	0:00:36	0:17:38	1:06:08	21:05:28	1:14:26
	FRAUD	0	0	6	6	0%	0:18:40	0:12:55	0:33:54	6:32:57	1:05:30

Generated by: 2/27/24



Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	HIT AND RUN	0	0	1	1	0%	0:02:30	0:04:11	0:19:23	0:26:04	0:26:04
	INFORMATION	0	0	1	1	0%	0:15:35	0:00:00	0:00:00	0:16:52	0:16:52
	INTOXICATED DRIVER	0	0	3	3	0%	0:02:33	0:05:16	1:09:03	1:28:15	0:29:23
	LARCENY	0	0	1	1	0%	0:02:31	0:12:38	0:50:12	1:05:21	1:05:21
	LOST AND FOUND	0	0	2	2	0%	0:02:41	0:21:05	0:00:04	1:00:56	0:30:24
	MISSING PERSON	0	0	4	4	0%	0:04:25	0:07:49	0:59:22	4:46:28	1:11:33
	MOTOR VEHICLE ACCIDENT INJURI	0	0	2	2	0%	0:02:08	0:05:10	1:43:27	3:41:29	1:50:45
	MOTOR VEHICLE ACCIDENT ROLLOVE	0	0	1	1	0%	0:00:54	0:53:09	5:34:25	6:28:28	6:28:28
	MOTOR VEHICLE ACCIDENT WO INJU	0	0	2	2	0%	0:03:08	0:02:38	0:30:49	1:13:11	0:36:36
	MVA DELAYED	0	0	1	1	0%	0:15:17	0:02:56	0:17:05	0:35:18	0:35:18
	NOISE COMPLAINT	0	0	1	1	0%	0:00:39	0:03:56	0:05:00	0:09:35	0:09:35
	OVERDOSE POISONING DELTA	0	0	1	1	0%	0:01:29	0:04:10	0:39:07	0:44:46	0:44:46
	PHONE CALL FROM OFFICER PROWLER	0	0	18	18	1%	0:15:06	0:05:35	0:26:38	12:26:51	0:41:30
	PUBLIC ASSIST	0	0	2	2	0%	0:02:52	0:02:17	0:15:23	0:41:03	0:20:32
	PUBLIC NUISANCE	0	14	4	18	1%	0:02:11	0:09:06	0:46:17	15:03:08	0:50:10
	ROLLING LICENSE PLATE CHECK	0	0	4	4	0%	0:08:04	0:08:33	0:28:25	3:00:10	0:45:03
	SHOOTING IP	0	2	0	2	0%	0:00:00	0:00:00	1:06:39	2:13:18	1:06:39
	SHOTS FIRED	0	0	1	1	0%	0:01:56	0:03:25	17:26:40	17:32:01	17:32:01
	SILENT ALARM	0	1	1	2	0%	0:00:29	0:06:20	0:33:42	1:21:00	0:40:30
	SPECIAL ASSIGNMENT	0	0	2	2	0%	0:02:30	0:06:46	0:12:38	0:43:47	0:21:54
	SPEEDING RECKLESS	0	6	0	6	0%	0:00:01	0:00:00	0:49:23	4:56:21	0:49:24
	STOLEN VEHICLE	0	1	5	6	0%	0:17:11	0:12:16	0:19:42	4:13:13	0:42:12
	SUICIDAL IDEATIONS/ATTEMPT	0	0	1	1	0%	0:02:31	0:07:50	0:06:23	0:16:44	0:16:44
	SUSPICIOUS ACTIVITY	0	0	2	2	0%	0:00:25	0:08:29	1:25:07	1:45:08	0:52:34
	THREATS HARASSMENT	0	6	17	23	1%	0:04:44	0:08:58	0:10:44	8:19:34	0:21:43
		0	0	3	3	0%	0:14:18	0:07:08	0:53:13	3:43:58	1:14:39

Agenda Packet for 2/27/24

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	TRAFFIC HAZARD	0	1	2	3	0%	0:04:14	0:05:14	0:03:56	0:30:42	0:10:14
	TRAFFIC STOP	0	199	0	199	12%	0:00:01	0:00:00	0:09:59	33:07:49	0:09:59
	TRESPASS	0	0	1	1	0%	0:02:19	0:04:25	1:07:55	1:14:39	1:14:39
	UNKNOWN DISTURBANCE	0	0	1	1	0%	0:01:33	0:06:57	0:04:59	0:13:29	0:13:29
	WELFARE CHECK	0	18	28	46	3%	0:05:21	0:07:07	0:27:07	24:53:40	0:32:28
	<b>Subtotals for No Summary Code</b>	<b>0</b>	<b>1466</b>	<b>217</b>	<b>1683</b>	<b>100%</b>	<b>0:05:31</b>	<b>0:10:42</b>	<b>1:02:45</b>	<b>485:13:40</b>	<b>1:12:05</b>
	<b>Subtotals for COPD</b>	<b>0</b>	<b>1466</b>	<b>217</b>	<b>1683</b>	<b>100%</b>	<b>0:05:31</b>	<b>0:10:42</b>	<b>1:02:45</b>	<b>485:13:40</b>	<b>1:12:05</b>

Appendix A for 2/2024

*[Handwritten Signature]*  
02/02/24

### Summons/Citations Charge Summary

Agency: CORRALES POLICE DEPARTMENT, Date Range: 01/01/2024

Charges	Count
DUTY UPON STRIKING UNATTENDED	1
PROOF OF FINANCIAL RESPONSIBILITY	9
DRIVING WHILE UNDER THE INFLUENCE OF	2
MANDATORY USE OF SEATBELTS	11
FOLLOWING TOO CLOSELY	1
FAILURE TO SIGNAL TURN	1
STOP SIGN VIOLATION FAILURE TO STOP	3
AGGRAVATED DRIVING WHILE UNDER THE	1
DRIVING WITHOUT A VALID LICENSE	1
SPEEDING IN A SCHOOL ZONE	1
EVIDENCE OF REGISTRATION	1
NO TAIL LAMPS	1
EVIDENCE OF REGISTRATION TO BE SIGNED	1
DISPLAY OF CURRENT VALID	6
NO DRIVERS LICENSE IN POSSESSION	4
PROHIBITED ACTS INCLUDING CELL PHONE	11
DRIVING ON A SUSPENDED OR REVOKED	2
SPEEDING	43
NO PROOF OF INSURANCE	1
CARELESS DRIVING	1
<b>Total:</b>	<b>102</b>

*[Handwritten Signature]* 02/02/24

Animal Services Monthly Activity Report						Monthly Totals
Jan-24	27	28	29	30	31	
Item						
Abuse / Neglect						0
Adoptions/Fosters						7
Animal Bites					1	1
Animals Astray			2	5	2	34
Criminal Complaint						0
DOA / 10-7's			1		1	1
Found by AC						2
Coyotes					1	2
Impounds						10
Incident Reports					2	10
Injured Animals						1
Licenses						1
Live Stock Calls			1	6		11
Nuisance Calls	1		1	1	1	41
Officer Assist				6		5
Other (Bats, etc.)						6
Picked Up					2	9
Public Assist	4	1	6	25	20	541
Raccoons			1			0
Reclaims			2	5	2	25
Skunks						0
Snakes						0
Squirrels						0
Trap Request						1
Trapped Animals/PU						1
Verbal Warning	1		2	12	3	37
Voice Mail/Phone Calls	4	1	6	25	20	541
Written Citations						1
Sick Leave						20
Vacation/ holiday						96
Court						0
Training						0
Reports						17
Investigation Hours	5	5	5	12	12	169
<b>ANIMALS TRANFERED</b>						
<b>AHNM</b>						
<b>OTHER RESCUES</b>						
<b>DOGS/PUPPIES/CANINE</b>						
<b>CAT/KITTENS/FELINES</b>						
<b>LIVESTOCK ANIMALS</b>						

January, 2024 CPD & Animal Services Fleet Vehicle Fuel Cost

\$3,011.72

January, 2024 CPD & Animal Services Maintenance & Repair Costs

\$1,025.19

*V. M. [Signature]* 02/06/24



# Corrales Municipal Court

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Memo

To: James F. Fahey MD, Mayor  
FROM: Michelle Frechette, Municipal Court Judge  
RE: Monthly Financial Report for January, 2024  
DATE: February 6, 2024

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FINES	\$ 5250.00
OVERAGE	\$ 0.00
CORRECTION FEES	\$ 2240.00
DWI LAB FEES	\$ 0.00
DWI PREVENTION FEES	\$ 0.00
AUTOMATION FEES	\$ 672.00
JUDICIAL EDUCATION FEES	\$ 336.00
SAFETY	\$ 0.00
BOND FORFEITURE	\$ 0.00
Misc Payment	\$ 0.00
BOND IN	\$ 0.00
TRANSFERS	\$ 0.00
<b>TOTAL</b>	<b>\$ 8498.00</b>
BALANCE OF BOND ACCOUNT:	\$ 650.00
BOND IN:	\$ -0-
BOND OUT:	\$ 100.00
PAID TO VOC: (out)	\$ -0-
REFUNDED TO: POSTING PARTY	\$ -0-
BOND FORFEITURE(Village above)	\$ -0-
<b>TOTAL BOND ACCOUNT BALANCE</b>	<b>\$ 550.00</b>

CC: VILLAGE OF COUNCIL MEMBERS  
Ron Curry, VILLAGE ADMINISTRATOR  
Melanie Romero, VILLAGE CLERK  
Reyna Aragon, VILLAGE FINANCE OFFICER

\*The payer and specific line item amounts for each case are available upon request\*

# Public Works/Wastewater January 2024

## Public Works

- Meter Readings, Bac-Tees
- Mowed & Swept Loma Larga
- Trimmed vegetation on Applewood Road.
- Repaired potholes on Applewood road
- Took down Christmas Decorations.
- Sealed gaps in Library ceiling
- helped CFD with log removal in the Bosque
- Continued replacing street signage throughout the Village of Corrales
- Cleared overburden from sand dunes on Camino de la Tierra
- Removed clay from Top Form arena and hauled to turnout on Loma Larga
- Dumped and spread sand from Sand dunes in Top Form Arena
- Removed Russian Olive on El Camino Campo
- Steve Lesku passed Water Operator Certification Level II
- Steve Lesku Passed Tribal/Local Public Agency certification

## Wastewater

- Located Wastewater for 811 calls
- 1 new residential

<b>Librarian's Report January 2024</b>			
	January 2024	December 2023	January 2023
Walk-ins	3,039	2,025	2,337
Registration	59	36	52
Acquisition	95 books/8 dvds	86 books/4 dvds	99 books/18 dvds
Loss & Discard	116	160	333
Ebook acquisition	32	47	148
<b>Circulation</b>			
Adult Books	934	719	1,061
Juvenile Books	1,082	763	1,220
YA Books & Media	108	109	133
Digital Books	1,176	1,135	517
Adult Media	312	307	355
Inter-Library	1	2	3
Children's Media	44	70	83
Southwest Room	37	31	58
Reference/Tech Assist	133/162	57/114	99/122
Seed Library	100	105	55
Musical Instruments	1	3	3
<b>TOTAL</b>	<b>4,089</b>	<b>3,415</b>	<b>3,712</b>

**The library was open 196 hours.** We were closed Monday, January 1 and Monday January 15. We circulated 2,617 items. Our website had 1,392 hits, with 127 wifi uses. We have 7 computers available for public use, with a total of 62 uses. 2 documents were notarized.

**Adult programs.**

**Café a las Seis** had three meetings this month. Attendance is up to 61 total. The **Saturday Stitch Club** met January 13<sup>th</sup> – 23 participants. Needles and yarn leftover from last month's swap are available to participants. The **Book Club** met January 29<sup>th</sup> to discuss *1984*, by George Orwell – 25 participants. **Chess Club** (all ages) on Tuesday evenings had 4 meetings with 28 participants.

**Adult Winter Reading Program** runs through February 29<sup>th</sup>.

**Blind Date with a Book.** Laurie wrapped and labeled books and dvds for this display. All items were checked out within a week. The prize drawing will be February 16<sup>th</sup>.

**Art in the Library:** artist Lynda Burch's work is available for sale. Her reception on Saturday the 27<sup>th</sup> had 35 people.

### **The Seed Library**

Seed packet checkouts have increased this month. Seed libraries have now been started up at Rio Rancho and Placitas libraries.

### **Children's Services**

**Story Time** had 5 Wednesday sessions this month, 136 kids, 66 adults. These numbers include a field trip visit from Sandia View Preschool.

**Snowman Craft**, January 20<sup>th</sup>: 11 kids, 7 adults.

**Archaeology Touch Table**, January 27<sup>th</sup>: 19 kids, 23 adults.

Our **Facebook page** had 13 posts in January with a reach of 2,312 people. The page has 1175 followers with 1049 likes

**Building Issues:** Public Works spent several days filling the cracks between the vigas in the older section of the library to halt the "snow" of Styrofoam from the old insulation.

### **Technology**

Our public computers often freeze, due to a conflict between our Deep Freeze software and Windows' frequent updates. I have asked SystemsMD to provide us with the password to Deep Freeze, which we purchased with public bond funds, so that we can do the necessary frequent updates ourselves.

### **Other Notes**

- Sandra met with Village in the Village at their open house January 17<sup>th</sup> to share the library's programs and educational resources.
- Library Board member Cynthia Nava took patron application forms to the Senior Center to see if their clients might be interested in our services. We gained 2 new patrons as a result.
- ReadWest Literacy is now using the library to meet individually with their clients.
- The NM Department of Archaeology brought us a children's touch table of materials for free.
- We are planning to launch streaming services Kanopy and Hoopla at the end of the month.

**FOCL is having a jewelry sale at the Church of San Ysidro Saturday, February 8.**



*Parks and Recreation Department  
February 2024 Monthly Report  
Lynn Siverts*

Parks and Recreation

- The new gym has passed all of its inspections.
- Liam Knight pond is still getting stalked with trout.
- Basketball has ended.
- Yoga and Open gym are still happening and running smoothly.
- Water has been turned on for both fields.
- The farmland has been worked on.
- We have received the certification of occupancy for the new gym.
- We have received all of the new Red Cross lifeguarding material.

**THE VILLAGE OF CORRALES AND CORRALES MAINSTREET, INC**  
**2023-2024**  
**Quarterly Report**  
**2<sup>nd</sup> Quarter**

**A. DESIGN.** Contractor will be responsible for identifying and applying for grants and other funding sources for current and future projects in The Commercial Zone

1) Contractor shall actively research potential sources of funds for necessary and appropriate joint Village/Contractor projects. Contractor shall advise the Village administration of such potential grants, shall timely prepare and submit grant applications for Village/Contractor projects and programs;

**2nd Qtr: CMS is engaged with the Growers’ Market in an effort to determine what type of food security project could be a potential to apply for state funding and/or local fundraising. (Ongoing)**

**CMS actively working on our ACD authorization and is nearing the final stage. CMS hired Strata design is hoping to apply for authorization with NMMS and the NM Arts Council in March/June of 2024.**

**CMS is actively engaged and remains so in the process to develop the Jones property. Funds raised at Starry Night 2023 may be dedicated to the project.**

2) Contractor will seek funding from various sources (public/private, local, state and national organizations, and individuals) to complete required design phases for future construction of the Pedestrian Access Route “PAR “ (formerly the Pathways Project) and other identified projects.

**2<sup>nd</sup> Qtr: Progress for this project remains on hold due to NMDOT/application requirements.**

**CMS and the Village updated a packet of requested information and has submitted it as of 1/20/2023. NMDOT will conduct an internal review of the new information and provide feedback once it’s ready. In addition the Village and CMS submitted additional requested information to NMDOT.**

**The Master Trails Plan approval by the Village Council will allow the final piece of the required application packet to be submitted.**

3) Contractor and a representative from Corrales Historical Society will serve as advisors to the Village on historic preservation issues/questions.

**2<sup>nd</sup> Quarter: CMS Continues to work with CHS on all relevant and cooperative projects. CMS works closely with CHS to promote events on social media and the CMS Website. CHS contributes article to CMSN every quarter as well.**

**CMS activated a Service Request with NMMS to revise and update the safety of the parking lot and surrounding area at the Old Church at the request of CHS. That plan is near completion.**

**DESIRED OUTCOME:** To provide a list of grant resources, updated quarterly, to assist in grant identification and application.

**B. ECONOMIC VITALITY.** Contractor will serve as a resource to local business and potential businesses considering locating in Corrales and will provide the following:

1) Contractor will maintain existing database of commercial properties Zoned C-1 and M-1. Database should include reporting of total square footage information on occupied and vacant properties, as well as information on suitability for types of business operations. This database will be included in the Quarterly Reports to the Village.

**2<sup>nd</sup> Qtr: Spread sheet Attached**

2) Contractor will actively engage owners of vacant commercial properties, commercial real estate agents, and potential business owners, to assist in filling available commercial space.

**2<sup>nd</sup> Qtr: Quilts Ole has new ownership – the business itself and possibly the building as well. The new owners are expanding the building and have agreed to lease a larger portion to Corrales Teas & Chocolates – for which Janelle (owner) is super grateful and excited. The new owners are making improvements and upgrades such as A/C. This is really important for temperature stability for the gourmet chocolates sold. CMS is now engaged with the architect (Modulus) for the property and will be requesting technical services through NMMS to conduct a market analysis.**

**Multiple new businesses are open at 3650 Corrales Rd.**

3) Contractor will serve as a liaison between local businesses and the Village to proactively identify and assist in resolving any impediments to opening and/or operating a business in Corrales and provide mutually agreed upon resource material(s) for "Doing Business in Corrales".

**CMS served as the connection to multiple occupants signing a 2 year lease in the Territorial Plaza. CMS continues to assist with any issues that arise for our local businesses.**

4) Contractor will, at the request of business owners, coordinate with village businesses and the Village Administration to conduct and promote ribbon cutting/ grand opening events for new, expanded, or remodeled businesses in the Village.

Village Administration will be advised as soon as possible to help alleviate any conflicts in schedules.

**2<sup>nd</sup> Quarter – Ribbon Cutting at Belle’s Urban Deli**

5) Contractor will gather information obtained from discussions with local businesses about issues and questions associated with starting, operating and promoting businesses in the village and share this information with the Village Administration in a timely manner to enable the Village to consider adjustments.

**2<sup>nd</sup> Qtr- Communications with property owners, business owners and renters is ongoing effort. Communicatoin between the Village and CMS is constant.**

6) Contractor will host occasional "Business Outreach" events designed to offer local businesses and others an opportunity to network with fellow business owners and, as appropriate, provide presentations on products/services that may assist the business owners in their operations. Village commits to have staff participate at each event.

**2<sup>nd</sup> Qtr – CMS Kicked off a new effort called “Lunch Bunch.” Occurring every Friday at Ex Novo at noon. The concept is to gather local business folks (with no agenda) to meet and discuss what’s current. Please feel free to join us! CMS continues to coordinate “Meet the Street” on a quarterly basis as well. Please come and check it out if you haven’t yet.**

7) Contractor will continue to represent Corrales with Sandoval Economic Alliance, the Sandoval County Business Development Department and will continue the relationship with the Rio Rancho Regional Chamber of Commerce.

**2<sup>nd</sup> Qtr– Monthly meetings with SCTA attended- Contractor actively and regularly communicates with representatives and other SCTA members. The participation is very valuable to Corrales. It is our main connection to Sandoval County and the NM Tourism department. Please visit the Sandoval County website for tourism and share with family and friends.**

<https://seesandoval.org/travel-guide/?>

**Reciprocal Relationship with RR Chamber exists, and we look to actively engage more in the future on events and benefits.**

**CMS ED was asked to join the Intel CAP (Community Advisory Panel). This is a group of community leaders meeting by-monthly providing updates. (No change- CMS ED attends quarterly meetings).**

8) Contractor will organize and facilitate training on the use of the Local Economic Development Act (LEDA) for Village staff, governing body, and the Village business community.

**2<sup>nd</sup> Qtr- LEDA Ordinance requires an update by the Village of Corrales. Economic Development plan update is required by CMS as well. Trainings are available for the community once that's executed. (No change).**

**DESIRED OUTCOME:** Effective tracking and utilization of data on available properties and their uses; better use of Information and knowledge acquired from collaborative meetings; and, increased Information to improve Village's and Contractor's ability to assist businesses in succeeding and to make starting or expanding a business easier.

**C. PROMOTION, ADVERTISING AND TOURISM.** Develop and implement initiatives that will raise community awareness of the village business community and increase the number of visitors to Corrales by providing the following services:

- 1) Implement branding/marketing activities including:
  - a. Create a branding sub-committee to look at the previous process and its result.
  - b. Review marketing plan that was submitted previously with the Village. Adjust plan as needed to reflect any new branding ; determine funding commitment.
  - c. Prepare RFP for graphic design, website design/development.
  - d. Work with selected branding firm to fine-tune marketing plans, oversee production of all marketing materials including re-design of the VisitCorrales.com website to include The Marketplace App.
  - e. Introduce Villagers to branding materials.

**2<sup>nd</sup> Quarter – The new [www.visitcorrales.com](http://www.visitcorrales.com) website went live last year. Continuous improvement and additions are ongoing. CMS contracts with a local Webmaster to help manage the site. Feedback is welcomed.**

**CMS used the bi-monthly ad space in the Corrales Comment to promote the new site as well as the @visitcorrales Instagram account. 1515 additional followers have been added since summer 2021). FaaceBook has added 614 new followers.**

**CMS continues to work with NMMS parties to move forward the “Wayfinding” and revamp of the Village Complex. The Village Complex plan is currently under an update process with Amy Bell & GWS.**

- 2) Update Discover Corrales brochure with changes to include new branding.

**2<sup>nd</sup> Quarter-** New Discover Corrales Rack Card finalized and is available.

- First Sunday Maps available.
- CMS purchased a full page ad in the Visit Abq Balloon Fiesta guide.
- The See Sandoval Website promotes Corrales events as well.
- CMS working closely with the Village to produce a Rack Card to promote Short Term Rentals in Corrales.

- 3) Increase number of recipients for This Week in Corrales

**2<sup>nd</sup> Quarter- Corrales MainStreet News has been the focus for our organization as well as social media. We have not engaged in a scheduled email newsletter. (No change).**

4) Coordinate all branding/marketing with the ACD committee and Village Public Information Officer.

**2<sup>nd</sup> Quarter- CMS is engaged in an on-going process to rebrand and develop a new logo with a company called Leighton Moon. This logo will include the “ACD” designation and concept. The process is a service request through NMMS. CMS will receive a new logo, style guide and color pallet.**

5) Work with the art community to enlarge and standardize First Sunday in the Village.

**1<sup>st</sup> First Sunday continues to have good attendance by guest vendors, existing galleries, and patrons. CMS partners and cross-promotes on a monthly basis with AABA to promote the event in their newsletter, website, and social media. AABA hosts “First Fridays” art crawl in Albuquerque.**

**Copies of the Albuquerque ART Magazine is available at the office.  
First Sunday Maps are available**

6) Offer businesses opportunities for focus groups, training on social media.

**2<sup>nd</sup> Quarter– Economic Vitality Committee is collaborating with the Village to produce a digital version to help new businesses. Social media training is available at this time as well for interested businesses.**

7) Revitalize Corrales Merchant Circle for better cross-business communication and marketing.

**“Meet the Street” and “Lunch Bunch” replaced “Merchant’s Circle.”  
CMS is exploring a way to create a digital platform to facilitate for all business owners. First Sunday uses a feature in IG to connect all participating galleries.**

8) Support to distribute promotional materials for other organizations such as the Collector's Guide and The Essential Guide.

**2<sup>nd</sup> Quarter- The Southwest Art magazine will be a partnership again. This is a partnership that involves CMS, CSA, CAC, and CHS. We are collaborating as sponsors and will have an impressive presence for the Village in the magazine. SW Art Magazine is distributed nationally. Available in the office.\* (No Change).**

**The CHS walking tour guides are available at the CMS office as well. (CHS is updating the Walking Tour Guide this quarter)**

**CMS has the back page Ad in the CAST booklet and actively partnered with CSA. Promotion Committee reserved a Full Page ad in the Balloon Fiesta Guide for 2023. Promotion committee is working on producing drone video footage for IG and website use.**

**CMS is actively working with WESST to coordinate social media training(s) for interested business owners.**

9) Continually evaluate cost-effectiveness of marketing activities.

**2<sup>nd</sup> Quarter- The CMS focus continues to be our website, the MainStreet Muse in the Corrales Comment, Rio Rancho Observer, SCTA and Instagram & FaceBook.**

**We have a partnership with Visit ABQ and discussing the possibility of advertising with other mediums. Visit Abq has a brochure kiosk at the Airport and in Old Town where Corrales is represented.**

10) Contractor shall develop a program utilizing volunteers to hold Visitor Center open for community access when allowed to reopen.

a. Recruit volunteers to staff visitor center.

b. Determine if adequate staffing levels can be reached based on results of volunteer recruitment efforts.



c. Determine feasibility of operating a Visitor Center and MainStreet office in the same location.

d. Investigate costs of necessary construction to divide existing office space into a dedicated Visitor Center and dedicated MainStreet office and investigate other options to keep both uses.

**2<sup>nd</sup> Quarter- (No change) – CMS Continues to engage with the Village on the potential plans for a true Visitor’s Center.**

11) Parties agree that it is mutually beneficial to coordinate efforts to market and promote the Village to increase economic activity in the village and to increase awareness to Village residents and visitors about the business community. When appropriate, request that the Village Public Information Officer coordinate with Contractor to serve as a resource on marketing the Village.

**2<sup>nd</sup> Quarter– We continue to coordinate efforts pertaining to promotion of the Village and with the Village. The partnership is continuous and strong. Melanie, Skye and Angela work together on numerous projects and the communication is very strong. CMS applied for an received Lodger’s Tax funds for upcoming events. LT Funds will be extremely helpful covering the expense of marketing the events and the Village.**

12) Produce and distribute media ads to promote the Village locally, regionally and nationally.

**2<sup>nd</sup> Quarter- Partners and Projects utilized: SCTA and Visit ABQ, CMSN is also a partnership with the RR Observer. CMS placed a ¼ page ad in each Corrales Comment for the 22-23 year. Additional, special ads were reserved on an as needed basis.**

**We are in Southwest Art Magazine as well as the CAST publication for 2023. Corrales was selected as one of the top 15 small towns in NM to visit.**

**<https://www.tripstodiscover.com/small-towns-new-mexico/>**

13) In conjunction with Sandoval County Economic Development, Rio Rancho, and Bernalillo, Contractor will participate in regional marketing campaigns designed to

attract visitors and Corrales residents to local businesses and events to keep monies spent on goods and services within Sandoval County.

**2<sup>nd</sup> Quarter- SCTA partners with Visit ABQ, NM True and works closely with NM tourism dept. We continue to be part of that alliance and benefit from it greatly. Please go to the website and explore the newly created app for Sandoval County. It's very informative and updated. (No change).**

[www.seesandoval.com](http://www.seesandoval.com)

14) Collaborate with organizations such as the Albuquerque Convention and Visitors Bureau, New Mexico Tourism Department, and Sandoval County Tourism Alliance to increase awareness of Corrales to potential visitors.

**2<sup>nd</sup> Quarter –CMS focuses on Sandoval County working with the Rio Rancho Chamber of Commerce, SCTA and partnered with Visit Abq, and NM True.**

15) Organize and coordinate events which are designed to celebrate the small- town community spirit while attracting people to Corrales.

**2<sup>nd</sup> Quarter:**

**First Sunday**

**Small Business Saturday**

**Holly Daze**

**Star Light Parade/St. Nicholas Night**

16) All events/activities will be planned and monitored in MainStreet Project Plans.

**DESIRED OUTCOME:** Increased number of visitors, especially during the week, with growth of local brand recognition. Continued growth of coordination among the businesses and local organizations to leverage marketing and sales opportunities.

#### **D. ORGANIZATION**

1) Contractor will engage a full time Executive Director whose primary focus will be Economic Development and to work closely with the Village to build the economy.

**2<sup>nd</sup> Quarter- (No change)**

2) Contractor will maintain its State Accreditation as a MainStreet Community as identified in the Memorandum of Understanding between the Village of Corrales and New Mexico MainStreet.

**2<sup>nd</sup> Quarter-** CMS received full accreditation on October 13, 2023

3) Contractor, through its Executive Director and/or Mainstreet Executive Committee, will maintain regular communications with Village Administration to update the Village on the status of current projects, events, interactions with other organizations and tasks. Contractor's communications will include, but is not limited to:

- a. Contractor's Executive Director and Village Administration meeting on a regular basis
- b. The Village Administrator will be an ex officio member of the Corrales MainStreet Board.
- c. Contractor providing, quarterly, a written report, within 30 days after the end of each calendar quarter, detailing status of deliverables identified in the Agreement in a mutually agreed format, including but not limited to
  - i. Data report on Corrales Road Businesses
  - ii. Monthly financial reports
- d. Provide a copy of IRS 990 EZ within 30 days of filing with the IRS;
- e. Maintain a list of current Board Members and Committee Chairs on Contractor's website.

**2<sup>nd</sup> Quarter – All required deliverables met.**

**Ron Curry attends our virtual board meetings and our Executive Director has had numerous telephone conversations /txts as needed.**

4) Contractor shall develop the following events;

- a. Corrales Starlight Parade;
- b. Garden Tour;
- c. 4<sup>th</sup> of July parade – cosponsored by the Village
- d. Starry Night; Occurred in August and was sold out again
- e. First Sunday in the Village - Monthly

**2<sup>nd</sup> Quarter: Small Business Saturday/Starlight Parade/First Sunday**

5) Contractor will regularly evaluate its governance structure to ensure compliance with State of New Mexico MainStreet requirements and to allow for effective and timely implementation of Contractor's strategy and Mission.

**2<sup>nd</sup> Quarter– Received Full Accrediation**

**DESIRED OUTCOME:** Improved lines of communication between Village and Contractor.

**E. ARTS AND CULTURAL DISTRICT**

1. Contractor will continue to work with all stakeholders in the community to ensure compliance with State of New Mexico Arts Commission guidelines/ requirements to achieve final State of New Mexico authorization as an "Arts and Cultural District" to include but not limited to:

- a. Development of a Cultural Plan or revision of existing Village Master Plan to include a cultural "component;" and,
- b. Other tasks as required by New Mexico MainStreet

**2<sup>nd</sup> Quarter– ACD authorization process is moving forward and getting near to the end. We anticipate having the ability to finalize in March, 2024.**

**CMS officially hired Strata Design and Groundworks Studios for a Cultural Plan for Corrales ACD. CMS anticipates receiving full ACD Authorization in 2024.**

**DESIRED OUTCOME:** To receive "final" State of New Mexico authorization as an Arts and Cultural District.

**VOLUNTEER HOURS**

<b>Quarter</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>	<b>Running total</b>
<b>1st</b>	<b>700</b>	<b>22.00</b>	<b>15,400</b>	<b>15,400</b>
<b>2nd</b>	<b>387</b>	<b>22.00</b>	<b>8,514</b>	<b>23,914</b>
<b>3rd</b>		<b>22.00</b>		
<b>4th</b>		<b>22.00</b>		



Corralle Road Data

Updated 1.30.24

Building	Address	Owner	Contact	Mailing Address	City	State	Zip	Phone	Total SF	Occupied	Vacant	Vacancy %	Notes
AB And C	2469 Corralle Road	Ruz Development	Bert Ruz	PO Box 66960	Albuquerque	NM	87135	6690-2378	0	0	0	0	Not in district
Leaf Therapeutics	3481 Corralle Road	Jeffrey & Jennifer Wilson	R. Hobbs	3481 Corralle Road	Corralle	NM	87048	505-453-4783	3992	0	0	0	
Village Merc	3650 Corralle Road	Village/Mercantile LLC	Andrew Burr	3650 Corralle Rd	Corralle	NM	87048	505-897-9198	6800	8800	0	0	
Frontier Market	3677 Corralle Road	Gabe & Elizabeth Hodgson	Gabe Hodgson	10685 Delo Vista Del N Corralle	Corralle	NM	87048	505-280-8001	3000	3000	0	0	Building for sale. SWAFB is moving out-booking for space
Buildhouse Massage	3701 Corralle Road	Four Gongz Inc	Xiaoying Norman	10828 Ar guallo Tr. NE Albuquerque	Albuquerque	NM	87123	505-228-3995	3588	3588	0	0	
Good 2 Go Gas	3745 Corralle Road	Corralle Property LLC	Joseph		Corralle	NM	87048	505-899-6327	2939	2939	0	0	
TFC Roofing	3762 Corralle Road	Joanna Petrzycki/Neilson Eckan		3762 Corralle Road	Corralle	NM	87048		4000	4000	0	0	For Sale
Corralle Family Med	3819 Corralle Road	Corralle Family Med		3795 Corralle Road	Corralle	NM	87048		2700	2700	0	0	For Sale
Residential	3824 Corralle Road	Chris & Madeline Padilla	Dr. Alison Thiel	3824 Corralle Road	Corralle	NM	87048	505-792-9714	2958	2958	0	0	Rented to TFC Roofing
Residential	3871 Corralle Road	Dana & Carrol Riang	Paul Daniels	PO Box 539	Corralle	NM	87048		5000	0	0	0	NO BUILDING
Corralle Teas & Eater	3923 Corralle Road	Paul Daniels/A1 Realty	Paul Daniels	3949 Corralle Rd., St. Al Corralle	Corralle	NM	87048	505-890-0115	4800	4800	0	0	
Residential	3949 Corralle Road	Jennifer Romblon			Corralle	NM	87048		14000	0	0	0	Sold - using as a residence right now/NM film contracts
The Farm Stand	4206 Corralle Road	Silver Leaf Farms/Milagro/Candle St	Elihu Milagro		Corralle	NM	87048		3697	3697	0	0	
Residential	4257 Corralle Road	Perera Family	Jim Spadacchi		Corralle	NM	87048		900	900	0	0	
Village Plaza	4266 Corralle Road	Davidson Corralle Properties	Greg Davidson	4266 Corralle Rd	Corralle	NM	87048	505-898-0045	0	0	0	0	
Meium	4290 Corralle Road	Jim Spadacchi	Jim Spadacchi	2469 Corralle Rd	Corralle	NM	87048	505-390-9150	5417	5417	0	0	
Corralle Realty	4313 Corralle Road	Avin & AC Taylor	Avin Taylor		Corralle	NM	87048	505-379-7774	5000	5000	0	0	
Wells Fargo	4341 Corralle Road	Wells Fargo	Rick Thaller	4341 Corralle Rd	Corralle	NM	87048	505-792-0061	N/A	4205	0	0	For Sale
Perera technologies	4404 Corralle Road	Perera technologies	Rick Thaller	4404 Corralle Rd	Corralle	NM	87048	505-898-6181	4205	4205	0	0	Building under construction
Del Real	4426 Corralle Road	Del Real	PO Box 4987	PO Box 4987	Corralle	NM	87048	505-249-4887	6200	4000	0	0	Corralle Chiropractic, C Hair Studio, Sammy Ayurveda, Sung Duct, REEF, HILL, Texas Davidson Law, Creative Effects Jewelry Co. Partnership with additional investors
Sandella Bar	4445 Corralle Road	Trig Howard/Lay/Schembaum	Trig Howard	PO Box 2432	Corralle	NM	87048	505-897-7577	4882	4882	0	0	
Community Sciences	4481 Corralle Road	Simon Donald	Chris Dobson	PO Box 3745	Corralle	NM	87048	505-520-1227	4182	4182	0	0	
Corralle Hemprium	4486 Corralle Road	Fawn Dobson	Chris Dobson	4486 Corralle Rd	Corralle	NM	87048	505-265-5000	2450	2450	0	0	
Source Realty	4499 Corralle Road	Phillip & Beth Silsazar	Phillip & Beth Silsazar	4499 Corralle rd	Corralle	NM	87048	505-265-5000	0	0	0	0	
Hannah & Males/TT C	4514 Corralle Road	Don & Gina Rabher	Don & Gina Rabher	6209 Mojave St. NW	Albuquerque	NM	87120	505-898-2370	0	0	0	0	
Indigo Crow	4515 Corralle Road	Don & Gina Rabher	Don & Gina Rabher	4515 Corralle Rd	Corralle	NM	87048	505-885-3061	0	0	0	0	
Prized Possessions	4534 Corralle Road	Janet High	Janet High	8 Callejo Lane	Corralle	NM	87048	505-899-4880	1800	1800	0	0	Closed - Contact with Julie. Deal has been unsuccessful
Casa Vida	4541 Corralle Road	Dan O'Hain & Mally Smith	Molly Smith	4541 Corralle Rd	Corralle	NM	87048	505-710-2889	5422	5422	0	0	New Owners took over in August
Vicent	4583 Corralle Road	Mark A Moran	John Perera	4590 Corralle Rd	Corralle	NM	87048	505-681-1772	2000	2000	0	0	Moved to Bernalillo- Building for sale
Perera's	4590 Corralle Road	John Perera	Kim Jew	15 Sempre Verde Dr. N Albuquerque	Albuquerque	NM	87123	505-792-3832	3500	3500	0	0	Building for Sale
SMOP/Amazing Finds	4604 Corralle Road	Kim Jew	Rudy Perera	4605 Corralle Rd	Corralle	NM	87048	505-726-8000	4576	4576	0	0	Padre's Cigars rents in the Martinez House portion- Denver Miller Owner
The Village Printshop	4605 Corralle Road	Rudy Perera			Corralle	NM	87048		950	950	0	0	Building for Sale and under contract*
Second Hand Treasur	4627 Corralle Road	Many Kendelesi	Nahoy Baumgardner	4627 Corralle Rd	Corralle	NM	87048		0	0	0	0	Verloog Welles tents space
Carferia Real Co.	4620 Corralle Road	Linda Parker	Linda Parker	PO Box 344	Corralle	NM	87048	505-339-0071	3831	3831	0	0	not a commercial business
Carferia Real Co.	4625 Corralle Road	Edwin O'neer	Chris Winifich	4625 Corralle Road	Corralle	NM	87048	505-898-9557	7200	7200	0	0	
Meranda	4625 Corralle Road	Chris & Patricia Windisch	Chris Winifich	4481anchillos Rd.	Corralle	NM	87048	505-898-0423	5000	5000	0	0	
El Porral Office	4626 Corralle Road	Michael & Adreanna Foris		PO Box 258	Corralle	NM	87048		0	0	0	0	
Local Motive	4769 Corralle Road	Scott Norman	Scott Norman		Corralle	NM	87048		4100	4100	0	0	
Casa Perera	4839 Corralle Road	Martha Egan	Martha Egan	4765 Corralle Road	Corralle	NM	87048	619-993-5611	5000	5000	0	0	
Muhlis	4898 Corralle Road	Allien Enterprises of Corralle, LLC	Fritz Allen	PO Box 2106	Corralle	NM	87048	505-503-7636	11500	11500	0	0	Corralle Btetro-sold- New name 'Muhlis' Opening in December
Ex Novo Brewery	4940 Corralle Road	Joel Gregory	Joel Gregory	4893 Corralle Rd	Corralle	NM	87048	503-505-1411	1535	1535	0	0	
Village Plaza	4940 Corralle Road	Scott Norman	Scott Norman		Corralle	NM	87048	619-993-5611	0	0	0	0	TRAILER ONLY
Sunbelt Landscaping	4990 Corralle Road	Frank Steiner	Bertrand Steiner	444A Toad Rd	Corralle	NM	87048	505-898-2456	0	0	0	0	
Wagner's	5000 Corralle Road	Gina Wagner	Gina Wagner	42 W. agner Lane	Corralle	NM	87048	505-270-7056	0	0	0	0	
Outside the CMS District													
Thorn/Stone	5037 Corralle Road	Richard Espinosa	Same	5037 Corralle Road	Corralle	NM	87048		0	0	0	0	
Meladorova Clinic	6185 Corralle Road	Cheryl Bonner/Alfred Bonnifield	Cheryl Bonner	6185 Corralle Road	Corralle	NM	87048		2200	2200	0	0	
Corralle Veterinary	6213 Corralle Road	Ken Johnston	Same	PO Box 527	Corralle	NM	87048		3980	3980	0	0	Furniture store space is closed-
Trees of Corralle	6213 Corralle Road	Phil Nieto	Same	PO Box 1336	Corralle	NM	87048	505-898-2327	48,335	26,335	0	0	
Corralle Veterinary	6213 Corralle Road	Phil Nieto	Same		Corralle	NM	87048		3980	3980	0	0	
Owens Motors	333 Academy	Kent & Rosanne Knox	Same		Corralle	NM	87048		88,135	6,800	0	0	0.00%
Totals Outside District													
Totals in District													
143794 400 0.03%													

For Sale  
For Rent

# 2023 ANNUAL REVIEW & ACCREDITATION REPORT



## ANNUAL REVIEW SUMMARY & RECOMMENDATIONS

OCTOBER 13, 2023

Daniel Gutierrez, NMMS Director

Lucas Pedraza, NMMS Project Coordinator

Amy M. Barnhart, NMMS Revitalization Specialist



NEW MEXICO  
**MAIN STREET**™

ENGAGE PEOPLE • REBUILD PLACES • REVITALIZE ECONOMIES

## OVERVIEW OF THE ANNUAL PROGRAM REVIEW & ACCREDITATION PROCESS

For more than 40 years, Main Street programs across the country have used the Main Street Approach™ to support revitalization and catalyze positive transformation of their downtowns and neighborhood commercial corridors.

New Mexico MainStreet (NMMS), the State Coordinating Program authorized by the National Main Street Center (Main Street America), is tasked each year with conducting an annual review of all MainStreet programs in New Mexico and preparing recommendations for Main Street America Accreditation. Annual program reviews are an important opportunity for local MainStreet leaders, volunteers, partners, and Coordinating Programs to come together to reflect on the progress of a program's efforts and identify opportunities to build and grow.



Accreditation is historically guided by the Main Street America Six Standards of Performance, and how well each local Main Street program is meeting each of the Standards. Additionally, the local Main Street program must demonstrate progress made using the Main Street Four-Point Approach® to implement their chosen Economic Transformation Strategies to revitalize its district.

Main Street America has also identified the following baseline requirements that local Main Street programs must meet to be designated as Accredited:

- A Board of Directors formed by a representative base of the district stakeholders and community members, dedicated to leading the district's Main Street program.
- Communities over 5,000 in population must employ a FTE program director. Communities under 5,000 in population must employ a 20-hour minimum per week program director.
- Identified Transformation Strategy(s) to direct the work of the program, based on community input and market understanding.
- Detailed work plans aligned with the selected Transformation Strategy(s) that outline programming across the Main Street Four Points.
- A dedicated budget for the Main Street program's operations and district revitalization programming.
- Demonstrated support from municipality for the Main Street program, such as leadership participation, funding, in-kind donations, and/or philosophical support.
- Reinvestment statistics reported as required by Coordinating Program (quarterly).
- Be a member in good standing with Main Street America and use the Main Street America logo on its webpage and/or social media as well as the Coordinating Program logo.

Main Street America and New Mexico MainStreet collect a variety of information through the Annual Program Review & Accreditation Process to determine the designation of each local program as either Main Street America Accredited or Affiliate. This information has been captured in this report, which provides a summary of organizational benchmarks, outcomes, and successes, as well as recommendations to the local MainStreet organization for implementation in the coming year. Additionally, it identifies any outstanding compliance requirements needed to achieve Accreditation for 2024. NMMS considers a variety of factors when conducting the annual review and determining Accreditation for the following year.

## ORGANIZATIONAL PROFILE – CORRALES MAINSTREET

### Corrales MainStreet Mission:

*Develop and support community-based projects and strategies that enhance the Economic Vitality of the Village of Corrales, while preserving our traditions, way of life, historic and agricultural roots.*

### Corrales MainStreet Vision:

*Corrales MainStreet will cultivate and embrace our agricultural, historic, and creative culture, uniquely positioning Corrales as a vibrant, multigenerational destination where residents and visitors are warmly welcomed.*

### Economic Transformation Strategies

1. Better serve Corrales residents by increasing access to entertainment, activities, convenience goods and professional services, restaurants, and retail.
2. Grow the creative economy of Corrales by supporting creative entrepreneurs and businesses, increasing cultural offerings and activities, and promoting the unique combination of community assets.
3. *Capacity-Building Strategy:* Enhance the capacity and sustainability of CMS by utilizing the strategic plan, diversifying funding, promoting the organization and its work, and expanding the volunteer base.

## ANNUAL REVIEW MEETING

During the annual review meeting with Corrales MainStreet (CMS) on October 13, 2023, Daniel Gutierrez, Lucas Pedraza, and Amy Barnhart of New Mexico MainStreet met with the following individuals:

- Angela Gutierrez, CMS Executive Director
- Susan Evatt, CMS Board President
- Jim Kruger, CMS Board Vice President
- Linda Parker, CMS Board Treasurer
- Maureen Cook, CMS Board Secretary
- Sandy Farley, CMS Board Member
- Sandy Rasmussen, CMS Board Member
- Valerie Burkett, CMS Board Member
- Jessi Penrod, CMS Board Member
- Ashley King, CMS Board Member
- James Fahey, Village of Corrales Mayor
- Bill Woldman, Village of Corrales Councilor
- Stuart Murray, Village of Corrales Councilor
- Melanie Romero, Village of Corrales Clerk
- Tanya Lattin, Village of Corrales Deputy Chief of Fire Department

## OBSERVATIONS & FINDINGS

There are multiple sources of information used by NMMS during the annual review and Accreditation process:

- A. The **Annual Performance Report** provided by the local MainStreet program as a basis for reviewing performance in the 12-month period preceding the annual review. The local program individually lists projects, outputs, and outcomes undertaken in advancement of the Board-adopted Economic Transformation Strategies and the Capacity-Building Strategy. The annual performance report is included as *Attachment A* to this report.
- B. The **Main Street America Six Standards of Performance Self-Assessment** asks each local MainStreet program to evaluate itself and its work against each of the Standards using a Self-Assessment Tool and Worksheet. Local MainStreet programs use a rating scale of one (1) to five (5) to identify how well they are achieving each of the Standards and must average at least a three (3) for each Standard to achieve Accreditation. The Self-Assessment Worksheet completed by the local program is attached to this report as *Attachment B*.
- C. The **Annual Accreditation Meeting (virtual) & Site Visit (in-person)** are major components of the Accreditation process that strengthen the partnership between NMMS, the local MainStreet program, and the local municipal partners. These meetings provide the opportunity for NMMS to explore the local program's progress, identify anticipated needed resources from the state program in the coming year, and explore priorities, issues and concerns of the local program and municipal partners.
- D. Feedback from local partners and stakeholders collected by the **Annual Partner Survey** (online survey). The feedback summary data is provided in *Attachment C* to this report.
- E. Any relevant information emanating from the local program's submission of **Annual Compliance Documents, uploaded to the NMMS Digital Dashboard**.
- F. The **Reinvestment Statistics** reported to New Mexico MainStreet during the period July 2022 through June 2023. An aggregate of the reinvestment statistics is included as *Attachment D* to this report.
- G. **Service Reports** filed by NMMS Revitalization Specialists upon completion of technical assistance services with the local MainStreet program.

In the below section, we attempt to document several important observations and findings relevant to the Corrales MainStreet organizational position and the district economic revitalization activities. Feedback provided via the partner survey has also been included below. Technical assistance supports requested by the local MainStreet program via the Annual Performance Report have been addressed in the Recommendations and Opportunities section at the end of this report.

1. The Annual Performance Report provided by CMS (*Attachment A*) provides an overview of the organization's projects, outputs, and outcomes under the current (adopted) Economic Transformation Strategies. The attached report provides details on the projects completed over the previous 12 months by CMS. Additional descriptive details for each project would better convey the impact and scope of the organization's projects. Project highlights from the report include:
  - Raised \$10,000 in profit from the HollyDaze online retail auction to kick off the 2022 holiday season, featuring 85 individual auction items donated by 10 local businesses, eight local artists and markets, five neighbor community businesses, and nine residents.
  - Development of the digital Corrales Guidebook to showcase local businesses, events, and attractions for visitors and tourists.



- Continued progress toward achieving Arts & Cultural District designation, including holding regular meetings with the ACD Steering Committee and sub-committees, progressing the cultural plan to two-thirds completion, and implementing Corrales ACD signature event Viva Corrales!
  - Completion of Phase 1 of a Corrales community garden, called Nicho de Corrales, adjacent to the local library and featuring art installations and an agricultural education space.
  - Continued effort to move forward the Pedestrian Access Route (PAR) “pathways” project. Participation and engagement in the redesign of the Village complex.
  - Planned and implemented the annual Garden Tour, featuring the gardens of four private homes and two local businesses. The event had an attendance of more than 850 people and generated \$12,000 in profit. Twenty-seven volunteers served as either parking attendants, greeters, or committee members.
  - Planned and implemented the 4<sup>th</sup> of July and Starlight Parades, with more than 500 and 300 attendees, respectively.
  - Raised more than \$25,000 in profit from the sold-out “A Starry Night” fundraising event, featuring live music, dinner and a live auction.
2. The Six Standards of Performance Self-Assessment (*Attachment B*) completed by CMS indicated that the organization believes it is meeting each Standard at an above average level, rating itself above a 3 on all Six Standards. CMS provided justifications for the ratings in this document, helping clarify how successfully the organization is meeting each Standard. As required by Main Street America, NMMS also rated CMS against each Standard and generally concurs with the ratings identified by the organization, based on the information provided to NMMS.
- Overall, the organization believes it is meeting each standard at an above-average to high level:
    - Standard One: “Broad-Based Community Commitment to Revitalization” (3.6 rating).
    - Standard Two: “Inclusive Leadership and Organizational Capacity” (3.5 rating).
    - Standard Three: “Diversified Funding and Sustainable Program Operations” (4.1 rating).
    - Standard Four: “Strategy-Driven Programming” (4 rating).
    - Standard Five: “Preservation-Based Economic Development” (3.7 rating).
    - Standard Six: “Demonstrated Impact and Results” (3.8 rating).
  - While CMS is performing well above average, there are still areas that could be strengthened, as identified by the organization itself in the Self-Assessment. In 2024, CMS would like to:
    - Establish a robust volunteer program.
    - Produce an annual report to support sponsor solicitation.
    - Create a targeted plan and schedule for social media and marketing.
    - Learn more about the Certified Local Government program.
3. Thirty-seven individuals responded to the Annual Partner Survey (*Attachment C*), which is a great response. Respondents generally indicated that CMS is “Effective” or “Very Effective” in all assessment areas. Kudos and suggestions from respondents include:

- Keep up the good work and talk to everyone you know about the work and good deeds of CMS. Keep CMS' name in front of the public as much as possible.
  - CMS is making great progress with the current staff and leadership. Keep it up.
  - Thank you for all your efforts and all you do in the Village. We are grateful for CMS' involvement in our community. Thank you for everything you do!
  - CMS does a wonderful job of sponsoring events and completing community/business outreach.
  - The Executive Director is doing a great job; keep her; what an ambassador she is for Corrales.
  - CMS is a great asset to our community, its economic growth, and visibility.
  - CMS is an amazing partner for the Village administration, and we enjoy working with their entire organization.
  - I'm happy to put my oar in the water to help in any way I can help.
  - Promote and educate, non-stop.
  - Help coordinate all the groups in the village more as one.
  - Infrastructure for pedestrians in Corrales. Pathways project. Sidewalks, bike lanes, ways for people to get to and from local businesses.
  - Honor local and historic cultural land uses
  - Utilize the growers' market for community outreach.
  - Work with the agricultural producers to help them develop more economic opportunities.
  - Focused efforts to recruit volunteers. Contact new businesses to help connect them to the community. Look for ways to beautify the entry points into Corrales.
  - Promote businesses and follow up with businesses to help with successes and failures.
  - Corrales is a quaint small village because of its quaint historic buildings along the main strip of the village. Preservation of these buildings and their history is vital.
  - Respect the rights of the residents who live in the area 24/7.
4. Reinvestment statistics reported to NMMS for the period July 2022 - June 2023 (*Attachment D*) reveal strong performance in key economic indicators:
- Seven net new businesses and four business expansions, resulting in 36.5 net new jobs.
  - Five building rehabilitations and two buildings purchased, with \$1,058,000 and \$968,535 invested, respectively.
  - One public sector project, with \$2,000,000 invested.
  - 2,473 volunteer hours, worth approximately \$66,647.
  - Eight promotions and eight events, generating \$43,200 in profits.
5. CMS staff shared that their high partner survey response rate resulted from the organization's outreach and engagement efforts over the previous 12 months, which led to a willingness of partners and stakeholders to demonstrate support for the organization by providing feedback. The high survey response demonstrates that CMS has done a good job of getting the word out about the organization.

6. CMS leadership shared that the organization has made a big effort in the last year to say “yes” to help with anything they are asked to do by community partners. While the positive results are apparent in the partner survey responses, one negative has been that the organization is feeling a bit overextended in its commitments.
7. CMS has been successful at fundraising and would like to leverage that into the development of sponsorship packages, particularly as the organization now has businesses regularly approaching it to sponsor activities and events. CMS’ biggest fundraising event, Starry Night, attracted corporate sponsorships the organization had not previously pursued. CMS would like to develop sponsorship levels for all their events and activities that are attractive to sponsors at all levels of giving. In several years’ time, the organization will be focusing on raising a substantial amount of money for an arts center and want to prepare themselves for those efforts. CMS also wants to develop consistent messaging about the organization, its vision, and goals across all its platforms and communications.
8. The Village of Corrales has acquired land they would like to potentially develop into a green space/open space, public parking, and walking paths. CMS is interested in utilizing NMMS technical assistance with identification of the best uses for this space and/or design plans.
9. CMS is interested in learning more about the benefits of establishing a Certified Local Government in Corrales, and the potential drawbacks.
10. The Corrales volunteer base is aging, and CMS sees the importance of cultivating the next generation of volunteer leadership for the community. The organization has a lot of momentum currently and wants to capitalize on community members’ interest in volunteering with their organization by developing a more robust volunteer management program. Additionally, other community organizations are approaching CMS with requests for assistance with volunteers at their events which is taxing on the organization. Developing a more effective management program will aid in this.
11. Corrales is in the process of updating its Comprehensive Plan as well as developing the Cultural Economic Development Plan for the Arts & Cultural Compound & District. CMS wants to ensure that all their planning activities tie together. CMS anticipates completing the Cultural Plan by the end of 2023, particularly as it will position them to apply for more NMMS Public Infrastructure Capital Outlay funding in 2024. NMMS would like to submit Corrales for full Arts & Cultural District authorization upon completion and approval of the Cultural Plan.
12. Village leadership shared that the NM Department of Transportation is prioritizing pedestrian safety in 2024, so they are hopeful that this will encourage NMDOT to move the Pedestrian Access Route (PAR) (informally known as “Pathways”) project forward. NMDOT told the Village it needed an updated Trails Master Plan, which is in process. The NMMS Program Director offered to attend any upcoming meetings between the Village, CMS and NMDOT to advocate on behalf of the organization and project, and to keep him up to speed on the status of PAR. He is also willing to connect with the appropriate NMDOT staff to advocate on behalf of the project as well.
13. CMS leadership and staff share that the organization engaged a professional facilitator to walk Board and staff through the Main Street America Six Standards of Performance Self-Assessment. There was 100 percent Board participation and Board members believe it was a very educational process. The self-assessment results were integrated into CMS annual planning and resulted in the inclusion of volunteer management and marketing and promotions as priorities in the organization’s work plan.

2024 Priorities (identified in the Annual Performance Report and during the virtual Accreditation Meeting):

1. NMMS technical assistance with establishing a robust volunteer program.
2. NMMS technical assistance with developing annual sponsorship packages.
3. Identify best use of village-owned land and properties for development.
4. Produce an annual report to support sponsor solicitation.
5. Create a targeted plan and schedule for social media and marketing.
6. Learn more about the Certified Local Government program.
7. Continue progress toward achieving state authorized ACD designation.
8. Continue progress on PAR project implementation.

## MAIN STREET AMERICA ACCREDITATION



**Corrales MainStreet will be designated as a *Main Street America Accredited* program for the 2024 calendar year.**

Corrales MainStreet met the 2023 accreditation standards and will be designated an Accredited program in 2024. CMS has successfully uploaded all required compliance documents to the NMMS dashboard, and no additional information is needed by NMMS.

## RECOMMENDATIONS & OPPORTUNITIES

The New Mexico MainStreet team has identified Recommendations and Opportunities that should be considered by the organization during the 2024 calendar year. ***Recommendations include those items that should be addressed in the coming year to qualify for Accreditation in 2024.*** New Mexico MainStreet can provide technical assistance in support of these recommendations. Each recommendation below may list, in [brackets], NMMS Revitalization Specialists or staff that can assist with project implementation.

### Recommendations

1. Strengthen CMS' existing volunteer network by developing a comprehensive volunteer program, including identification of volunteer needs, recruitment of diverse volunteers, thoughtful volunteer placement, orientation and training, and regular recognition of volunteers. This will enable the organization to transition these volunteers to committees or leadership positions on the Board in the future, ensuring the longevity of the organization and its capacity to successfully implement projects. Additionally, CMS will have more volunteers to reduce the workload of the Executive Director and current volunteers. Strive to recruit volunteers that reflect the district and community and focus on diversifying the age range of volunteers [Eduardo Martinez, Amy Barnhart].
2. Enhance reporting on the Annual Performance Report by providing more specific details and numbers (when appropriate) for projects. This report can be used as the basis for an annual report, newsletters, grant applications, etc. so capturing detailed information in one place can make the development of the other communication efforts more efficient and easier [Amy Barnhart, Eduardo Martinez].

3. Take advantage of the Impact Report created by NMMS to develop an informational product that communicates the MainStreet organization's successes, accomplishments, and future plans to governmental partners, community partners, funders, and stakeholders. This report requires RMS to submit information and photos and is then designed by NMMS Revitalization Specialists [Leighton Moon]; it can be shared digitally on the organization's website or printed and distributed. Incorporate the revitalization statistics reported quarterly to NMMS to demonstrate the progress and impact the organization's work is having on the district.
4. Continue working with the NMMS Creative Economy Revitalization Specialist on progressing the Corrales Arts & Cultural District status from Start-Up to State-Authorized [Michelle Negrette]. Keep the NMMS Program Director [Daniel Gutierrez] apprised of the Corrales Cultural Economic Development Plan status so he can submit Corrales for full Arts & Cultural District authorization upon completion and Village approval of the plan. Work closely with the City and NMMS [Julie Blanke, Lucas Pedraza] to ensure successful and timely expenditure of NMMS Public Infrastructure Capital Outlay Funds for the Cultural Economic Development Plan. Ensure that the Cultural Economic Development Plan priorities are reflected in the Comprehensive Plan currently being updated by the Village of Corrales.
5. Keep NMMS leadership up to date on the Pedestrian Access Route progress and engage NMMS leadership [Daniel Gutierrez] as needed in future meetings and conversations with the NM Department of Transportation as an advocate for the project. This will also position Corrales to access NMMS Public Infrastructure Capital Outlay construction funds in the future for this project.

#### Opportunities for Consideration

**Opportunities are suggestions that the local MainStreet program can consider to augment their achievement with Economic Transformation Strategies or district revitalization goals.** CMS should consider how they wish to prioritize the following activities:

- Request NMMS technical assistance with the development of sponsorship packages and strategies for implementation to leverage CMS' current momentum within the community [Amy Barnhart].
- Connect with the NM Historic Preservation Division Certified Local Government Coordinator [Karla McWilliams] to learn more about the Certified Local Government (CLG) program. A wealth of information can also be found on the NMHPD website, such as the CLG Manual: [New Mexico Historic Preservation Division | Certified Local Government Program \(nmhistoricpreservation.org\)](http://nmhistoricpreservation.org). NMMS can also provide technical assistance and support with learning more about CLGs [Amy Barnhart].
- Request NMMS technical assistance with the development of a social media and marketing plan and schedule [Robyne Beaubien, Leighton Moon].
- Connect with NMMS Revitalization Specialist to determine the appropriate technical assistance needed to assist the Village with identification of best uses for recently purchased commercial property [Amy Bell, Rhea Serna].

*If you have any questions or need further explanation of what has been stated herein, please contact NMMS Director Daniel Gutierrez at: [daniel.gutierrez2@edd.nm.gov](mailto:daniel.gutierrez2@edd.nm.gov)*

**Attachment A**

**Annual Performance Report submitted by Corrales MainStreet**





## 2023 Local Program Annual Performance Report

<b>LOCAL PROGRAM NAME:</b>		<b>REPORT COMPLETION DATE:</b>	
CORRALES MAINSTREET		9.30.23	

<b>ETS #1:</b>	Better serve Corrales residents by increasing access to entertainment, activities, convenience goods and professional services, restaurants, and retail.
<b>ETS #2:</b>	Grow the creative economy of Corrales by supporting creative entrepreneurs and businesses, increasing cultural offerings and activities, and promoting the unique combination of community assets.
<b>CBS:</b>	Enhance the capacity and sustainability of CMS by utilizing the strategic plan, diversifying funding, promoting the organization and its work, and expanding the volunteer base.

<b>ETS #1</b> <input checked="" type="checkbox"/>	<b>ETS#2</b> <input checked="" type="checkbox"/>	<b>CBS</b> <input type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b>		<b>STANDARD 1, 5</b>	
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
PAR: Pedestrian Access Route		Ongoing (NMDOT has not approved the most recent packet yet)	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			

<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>1. Bi-Monthly meetings with the Village of Corrales</li> <li>2. Village Engineer engaged and met with to correct drawings and comply with NMDOT requirements</li> <li>3. Meetings with Village staff and administrator and Mayor to ensure strategies are aligned</li> <li>4. Engaged State local leaders and representatives for additional support</li> <li>5. Village of Corrales asked to update trails map and crosswalk plan</li> <li>6.</li> <li>7.</li> </ol>			
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>			
<ol style="list-style-type: none"> <li>1. Approval from NMDOT (not yet given)</li> <li>2. Phase 1 plan drawn and complete- considered "Shovel Ready"</li> <li>3. Full Packet Submitted by The Village of Corrales (waiting on NMDOT approval)</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>			

<b>ETS #1</b> <input checked="" type="checkbox"/>	<b>ETS#2</b> <input type="checkbox"/>	<b>CBS</b> <input type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b>		<b>STANDARD 2, 5</b>	
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
The Corrales Guidebook (Digital)		Completed – Continuing to edit	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
A Guidebook to showcase local businesses, events and things to do with a tourism/visitor angle but great for locals as well.			
<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>1. Collected and Created Data (Contractor)</li> <li>2. Communicating and Coordinating business owners for updates and Submissions</li> <li>3. Met numerous times with Contractor in the creative stages</li> </ol>			

4.	<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>		
	<ol style="list-style-type: none"> <li>1. Produced a tool for the Community</li> <li>2. Produced a tool for tourism and discovery of Corrales</li> <li>3. Added value to our business Community</li> <li>4. <a href="https://guide.touchstay.com/guest/zbtllu5llxxsk/">https://guide.touchstay.com/guest/zbtllu5llxxsk/</a></li> </ol>		

<b>ETS #1</b> <input checked="" type="checkbox"/>	<b>ETS#2</b> <input checked="" type="checkbox"/>	<b>CBS</b> <input type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b>			
STANDARD 1, 3, 4, 6			
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
ACD Authorization Process and Cultural Plan		Ongoing	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
Achieve official Arts and Cultural District State Authorization			
<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>1. Regular meeting with ACD Steering Committee and Sub Committees</li> <li>2. Projects, Signature event identified (requirement for authorization)</li> <li>3. Hired Strata Design to execute Cultural Plan</li> <li>4. Information and data gathering process through numerous meetings with Community groups/orgs</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>			
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>			
<ol style="list-style-type: none"> <li>1. Signature event planned and executed in May - ¡Viva Corrales!</li> <li>2. Cultural plan is 2/3 complete</li> <li>3. Community awareness and education has advanced regarding the value of and ACD</li> <li>4.</li> <li>5.</li> </ol>			

<b>ETS #1</b> <input checked="" type="checkbox"/> X	<b>ETS#2</b> <input type="checkbox"/>	<b>CBS</b> <input type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b>		STANDARDS 1, 4	
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
Corrales Community Garden – “Nicho de Corrales”		Complete – Phase 1	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
Creation of a Community Garden in La Entrada Park next to the Library- Art Installations and agricultural education space			
<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>1. Planning of Garden with Sandoval County Master Gardeners and Community Artists</li> <li>2. Managed Grant Application for Intel- Corrales Community Library’s 2022 award supported the Garden</li> <li>3. Supported Mural Tiles created by Corrales Elementary School Students</li> <li>4.</li> </ol>			
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>			
<ol style="list-style-type: none"> <li>1. Garden Established, unveiled and is open for enjoyment and use by community</li> <li>2. Established first “Nicho” – a program under our ACD authorization process</li> <li>3. Published article in CMSN introducing the community to the project</li> <li>4.</li> </ol>			

ETS #1 <input checked="" type="checkbox"/>	ETS#2 <input type="checkbox"/>	CBS <input type="checkbox"/>	OTHER <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b>		STANDARD 1	
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
Village Complex Redesign		Ongoing – revised	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
Assist with Corrales Village Complex through NIMMS Service Req			
<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>1. Participated in Village Work Study</li> <li>2. Met and coordinated with Amy Bell</li> <li>3. Met and coordinated with Citizen Group providing input</li> <li>4.</li> </ol>			
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>			
<ol style="list-style-type: none"> <li>1. Safety Improved</li> <li>2. Wayfinding Improved</li> <li>3. Aesthetics Improved</li> <li>4.</li> </ol>			

ETS #1 <input checked="" type="checkbox"/>	ETS#2 <input type="checkbox"/>	CBS <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b>		STANDARDS 1, 2, 6	
<b>PROJECT TITLE:</b>		PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):	
HollyDaze Online Auction		Completed November 2022	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
Online Auction to Kick-off holiday shopping and retail season			
<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>Local businesses given opportunity to donate items/gift certificates/experiences</li> <li>Committee and planning meetings</li> <li>Donations gathered, photographed and uploaded</li> <li>Donations from 10 local businesses, 8 local artists &amp; makers, 5 neighbor community businesses, 9 local residents</li> <li>85 Individual Auction Items donated – Highest priced item totaling \$1200</li> </ol>			
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>			
<ol style="list-style-type: none"> <li>Visibility and advertising provided for participating businesses through Auction website</li> <li>Visibility and advertising provided for participating businesses through social media</li> <li>Funds raised net \$10,000</li> <li>Community awareness increase</li> </ol>			



ETS #1 <input checked="" type="checkbox"/>	ETS#2 <input type="checkbox"/>	CBS <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b> STANDARDS 1, 2, 3, 4, 6			
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
Garden Tour		Complete June 2023	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
Local private homes/ gardens and businesses donate time and space to showcase local horticulture			
<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>1. Numerous committee and planning meetings</li> <li>2. Gardens identified and relationship/contract with property owner is established</li> <li>3. Promotion planning and marketing the event</li> <li>4. Tea and thank you event held for Garden Owners</li> <li>5. 27 Volunteers cultivated through personal invitation- 7 Committee Members, 12 Parking attendants, 8 "Charming People" greeters</li> <li>6.</li> <li>7.</li> </ol>			
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>			
<ol style="list-style-type: none"> <li>1. Event held on June 4 and was safely executed (Parking is always a challenge)</li> <li>2. Funds raised net \$12,000</li> <li>3. Community members and others from outside of Corrales Discovered new places and spaces</li> <li>4. Local Business on tour experienced record sales day on the day of the event</li> </ol>			

<b>ETS #1</b> <input checked="" type="checkbox"/>	<b>ETS#2</b> <input type="checkbox"/>	<b>CBS</b> <input type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b>		<b>STANDARD 1</b>	
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
Fourth of July Parade		Completed July 4 2023	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
Community Engagement Event			
<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>1. Numerous planning meetings held with The Village, committee members, equestrian Community and CMS</li> <li>2. Planning documents, payments and permits executed resulting in 89 float entries</li> <li>3. Marketing and Promotion of event</li> <li>4. Collaborated with Friends of Corrales Library to promote BBQ Fundraiser as a post-parade add on</li> <li>5. Arranged local food trucks at the Corrales Swimming pool</li> </ol>			
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>			
<ol style="list-style-type: none"> <li>1. Parade Safely Occurred with one of the highest attendance numbers in the state- 500 plus attendees</li> <li>2. Funds Raised for the Library</li> <li>3. Free Swimming offered to the Community as part of the event</li> <li>4. Community Engagement</li> </ol>			

ETS #1 <input checked="" type="checkbox"/>	ETS#2 <input checked="" type="checkbox"/>	CBS <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b> STANDARD 1, 2, 3, 4, 6			
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
Starry Night Fundraiser		August, 2023	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
Annual Fundraiser held at Trees of Corrales with a “Denim ‘n Lace” theme hosted by CMS			
<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>1. Numerous committee and planning meetings held and hosted by a very dedicated, long-standing committee</li> <li>2. Sponsorships solicited and cultivated</li> <li>3. Event promoted through print, social media, local signage and word of mouth</li> <li>4. Work plan executed throughout the many months of planning</li> </ol>			
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>			
<ol style="list-style-type: none"> <li>1. Funds raised specifically for ACD programming and future projects</li> <li>2. Event was Sold Out raising a net profit of \$25,000 plus</li> <li>3. Community gathered and awareness of Corrales MainStreet heightened</li> <li>4. Local businesses requesting to sponsor next year- 2024</li> <li>5.</li> </ol>			

<b>ETS #1</b> <input checked="" type="checkbox"/>	<b>ETS#2</b> <input type="checkbox"/>	<b>CBS</b> <input type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>STANDARD(S) OF PERFORMANCE:</b>		<b>STANDARD 1, 3</b>	
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
Starlight Parade		Completed Dec. 2022	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
Execute local parade that kicks-off Holiday season for local retailers and residents			
<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>			
<ol style="list-style-type: none"> <li>1. Planning meetings with the Village and local volunteers and St. Nick Committee</li> <li>2. Documents, payment and permits executed and submitted</li> <li>3. Float registration marketed and organized resulting in 30 + float entries</li> <li>4. CMS Float design and construction party and meeting</li> </ol>			
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>			
<ol style="list-style-type: none"> <li>1. Local and surrounding communities enjoyed event with 300 + attendees</li> <li>2. Local businesses offered parade watching sites and sold specials</li> <li>3. Fire Department hosted Bon Fire and met community members</li> <li>4. St. Nick's group gave free cookies and hot choc to community</li> </ol>			

<b>ETS #1</b> <input type="checkbox"/>	<b>ETS#2</b> <input checked="" type="checkbox"/>	<b>CBS</b> <input checked="" type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/> ACD
<b>STANDARD(S) OF PERFORMANCE:</b>		<b>STANDARDS 2,4,5,6</b>	
<b>PROJECT TITLE:</b>		<b>PROJECT COMPLETION STATUS (COMPLETED, ONGOING, DELAYED):</b>	
iViva Corrales!		Event Held May 13, 2023	
<b>PROJECT DESCRIPTION (1-2 SENTENCES):</b>			
Event required as a major benchmark in the ACD Authorization process- iViva Corrales! Attempted to showcase the many organizations, attributes, businesses and beauty of Corrales- kicking off the "growing season," the event also recognized the deep history of the Village.			

<b>OUTPUTS (WHAT WAS IMPLEMENTED/ACCOMPLISHED/COMPLETED? QUANTIFY THE ACTIVITIES AS MUCH AS POSSIBLE):</b>	
<ol style="list-style-type: none"> <li>1. Numerous planning meetings with multiple local organizations, and the Village to plan the event- 20 + meetings</li> <li>2. Marketing and Promotion plan created and executed</li> <li>3. Plan submitted to ACD oversight committee for approval</li> </ol>	
<b>OUTCOMES (DESCRIBE RESULTS AND HOW MEASURED):</b>	
<ol style="list-style-type: none"> <li>5. Event held on May 13 in conjunction with historic "Heritage Day" hosted by the Corrales Historical society</li> <li>6. 450+ attended event – that was free and offered as a community event</li> <li>7. Village of Corrales co-sponsored the event contributing \$7,500</li> <li>8.</li> </ol>	

<b>PLEASE LIST ANY PROJECTS TO BE IMPLEMENTED IN THE NEXT 12 MONTHS THAT YOU ANTICIPATE WILL REQUIRE NIMMS TECHNICAL ASSISTANCE.</b>	
<b>PROJECT:</b>	<b>NIMMS ASSISTANCE NEEDED:</b>
<b>SPONSORSHIP LEVELS ESTABLISHED</b>	<b>MAYBE – AMY</b>
<b>PROJECT:</b>	<b>NIMMS ASSISTANCE NEEDED:</b>
Volunteer Committee Established	Yes – Amy
<b>PROJECT:</b>	<b>NIMMS ASSISTANCE NEEDED:</b>
Best use of available, Village owned Land & Properties	Yes - Sean

<b>PROJECT:</b>		<b>NMIMS ASSISTANCE NEEDED:</b>
<b>PROJECT:</b>		<b>NMIMS ASSISTANCE NEEDED:</b>
<b>PROJECT:</b>		<b>NMIMS ASSISTANCE NEEDED:</b>
<b>PROJECT:</b>		<b>NMIMS ASSISTANCE NEEDED:</b>
<b>PROJECT:</b>		<b>NMIMS ASSISTANCE NEEDED:</b>

<b>PLEASE LIST WEAKNESSES IDENTIFIED THROUGH THE SIX STANDARDS OF PERFORMANCE SELF-ASSESSMENT PROCESS.</b>		
<b>STANDARD/FOCUS AREA/INDICATOR:</b>	<b>WEAKNESS TO BE ADDRESSED IN 2024:</b>	<b>NMIMS ASSISTANCE NEEDED?</b> <input checked="" type="checkbox"/> X
<b>STANDARD 2 /VOLUNTEER PROGRAM/II</b>	<b>ESTABLISH A ROBUST VOLUNTEER PROGRAM</b>	
<b>STANDARD/FOCUS AREA/INDICATOR:</b>	<b>WEAKNESS TO BE ADDRESSED IN 2024:</b>	<b>NMIMS ASSISTANCE NEEDED?</b> <input type="checkbox"/>
Standard 6/ Annual Report/ I & II	Produce Annual Report to support Sponsorship	
<b>STANDARD/FOCUS AREA/INDICATOR:</b>	<b>WEAKNESS TO BE ADDRESSED IN 2024:</b>	<b>NMIMS ASSISTANCE NEEDED?</b> <input type="checkbox"/>
Standard 6/ Social Media and Marketing / I	Create a targeted plan and schedule	



<b>STANDARD/FOCUS AREA/INDICATOR:</b>	<b>WEAKNESS TO BE ADDRESSED IN 2024:</b>	<b>NIMMIS ASSISTANCE NEEDED?</b> <input type="checkbox"/>
Standard 5/Support for Businesses/1	Better communicate available resources	
<b>STANDARD/FOCUS AREA/INDICATOR:</b>	<b>WEAKNESS TO BE ADDRESSED IN 2024:</b>	<b>NIMMIS ASSISTANCE NEEDED?</b> <input type="checkbox"/>
Standard 5/ CLG /1		
<b>STANDARD/FOCUS AREA/INDICATOR:</b>	<b>WEAKNESS TO BE ADDRESSED IN 2024:</b>	<b>NIMMIS ASSISTANCE NEEDED?</b> <input type="checkbox"/>
<b>STANDARD/FOCUS AREA/INDICATOR:</b>	<b>WEAKNESS TO BE ADDRESSED IN 2024:</b>	<b>NIMMIS ASSISTANCE NEEDED?</b> <input type="checkbox"/>
<b>STANDARD/FOCUS AREA/INDICATOR:</b>	<b>WEAKNESS TO BE ADDRESSED IN 2024:</b>	<b>NIMMIS ASSISTANCE NEEDED?</b> <input type="checkbox"/>

**Attachment B**

**Main Street America Six Standards of Performance Community Self-Assessment Worksheet  
Corrales MainStreet**

# COMMUNITY ASSESSMENT WORKSHEET

## Evaluation Worksheet for Local Programs, Coordinating Programs, and Main Street America

The Main Street America Evaluation Framework outlines what it means to be a highly successful Main Street program and sets a path for growth and development for newer programs. Depending on achievement, score, and maturity, programs will either be designated as Affiliate or Accredited.

**After reviewing the [Community Self-Assessment Tool document](#), use this worksheet to score community progress and determine the designation status of a community. All scores will be averaged and populated at the end.**

### BASELINE REQUIREMENTS

As detailed within the tool, some indicators are required as important baseline (starting point) for a program to qualify for Accreditation. Please indicate whether communities meet the baseline requirements by selecting **Yes** or **No**.

		LP		CP		MSA	
1	A Board of Directors formed by a representative base of the district stakeholders and community members, dedicated to leading the district's Main Street program.	Yes	No	Yes	No	Yes	No
2	Communities over 5,000 in population must employ an FTE program director. Communities under 5,000 in population must employ a 20-hour minimum per week program director.	Yes	No	Yes	No	Yes	No
3	Identified Transformation Strategy to direct the work of the program, based on community input and market understanding.	Yes	No	Yes	No	Yes	No
4	Detailed work plans aligned with the selected Transformation Strategy that outlines programming across the Main Street Four Points. Work plans include the project, expected (measurable) outcomes, specific tasks needed to accomplish the project, assignments of those tasks showing volunteer and staff responsibilities, timelines, and budgets.	Yes	No	Yes	No	Yes	No
5	A dedicated budget for the district's revitalization programming and the Main Street program's operations.	Yes	No	Yes	No	Yes	No
6	Demonstrated support from the municipality for the Main Street program. This can include leadership participation, funding, in-kind and philosophical support.	Yes	No	Yes	No	Yes	No
7	Reinvestment statistics are reported as required by the Coordinating program (monthly, quarterly, or annually).	Yes	No	Yes	No	Yes	No
8	Be a member in good standing with Main Street America and use the Main Street America logo on its webpage and/or social media as well as the coordinating program logo.	Yes	No	Yes	No	Yes	No

Local Programs that do not meet these baseline requirements are not eligible for Accreditation from Main Street America, though they may qualify for designation at the Affiliate level

# THE MAIN STREET AMERICA EVALUATION FRAMEWORK

## ACCREDITATION ELIGIBILITY

Next, to determine where a community is on the path to Accreditation, use the next part of the worksheet to score the community on the Indicators listed for each of the six Standards based on a scale of 1-5. Each number represents the following:

1	2	3	4	5
Not being addressed.	Minimal work but needs more effort.	Evidence of satisfactory progress.	Has achieved success within this indicator.	Outstanding achievement. One that other programs could replicate.

Communities must meet the Baseline Requirements and average at least three (3) points per Standard to achieve Accreditation. Some Indicators will require documentation. At a minimum, this will include providing your program's annual budget and workplan.

### STANDARD I: BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION

	LP	CP	MSA	Notes
<b>Partnerships and Collaboration</b>				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
<b>District and Community Outreach</b>				
Indicator I:	___	___	___	
<b>Communications and Public Relations</b>				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
<b>Standard I Average:</b>	___	___	___	

# THE MAIN STREET AMERICA EVALUATION FRAMEWORK

## STANDARD II: INCLUSIVE LEADERSHIP AND ORGANIZATIONAL CAPACITY

	LP	CP	MSA	Notes
<b>Inclusive Organizational Culture and Diverse Volunteer Engagement</b>				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
Indicator IV:	___	___	___	
<b>Active Board Leadership and Supporting Volunteer Base</b>				
Indicator I: <i>Required</i>	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
<b>Professional Staff Management</b>				
Indicator I: <i>Required</i>	___	___	___	
Indicator II:	___	___	___	
<b>Effective Operational Structure</b>				
Indicator I: <i>Required</i>	___	___	___	
<b>Standard II Average:</b>	___	___	___	

## STANDARD III: DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS

	LP	CP	MSA	Notes
<b>Balanced Funding Structure</b>				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
<b>Strategic Revenue Development and Fundraising</b>				
Indicator I:	___	___	___	
<b>Budget and Work Plan Alignment</b>				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
<b>Financial Management and Best Practices</b>				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
<b>Standard III Average:</b>	___	___	___	

# THE MAIN STREET AMERICA EVALUATION FRAMEWORK

## STANDARD IV: STRATEGY-DRIVEN PROGRAMMING

	LP	CP	MSA	Notes
<b>Planning Guided by Inclusive Community and Market-Informed Inputs</b>				
Indicator I:	—	—	—	
<b>Defining Direction through Transformation Strategy Identification and Development</b>				
Indicator I:	—	—	—	
<b>Strategy-Aligned Comprehensive Work Planning and Implementation Across all Four Points</b>				
Indicator I:	—	—	—	
<b>Standard IV Average:</b>	—	—	—	

## STANDARD V: PRESERVATION-BASED ECONOMIC DEVELOPMENT

	LP	CP	MSA	Notes
<b>Preservation Ethics and Education on Historic and Cultural Assets</b>				
Indicator I:	—	—	—	
Indicator II:	—	—	—	
<b>Standards and Best Practices for Place-based, People-focused Design</b>				
Indicator I:	—	—	—	
<b>Promotion of Historic, Heritage, and Cultural Assets</b>				
Indicator I:	—	—	—	
<b>Standard V Average:</b>	—	—	—	

## STANDARD VI: DEMONSTRATED IMPACT AND RESULTS

	LP	CP	MSA	Notes
<b>Demonstrating the Value of Main Street</b>				
Indicator I:	—	—	—	
<b>Measuring and Packaging Quantitative and Qualitative Outcomes</b>				
Indicator I:	—	—	—	
Indicator II:	—	—	—	
<b>Promoting Progress and Demonstrating Impact and Results</b>				
Indicator I:	—	—	—	
<b>Standard VI Average:</b>	—	—	—	



# THE MAIN STREET AMERICA EVALUATION FRAMEWORK

CUMULATIVE AVERAGE SCORES		LP	CP	MSA
STANDARD I	BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION			
STANDARD II	INCLUSIVE LEADERSHIP AND ORGANIZATIONAL CAPACITY			
STANDARD III	DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS			
STANDARD IV	STRATEGY-DRIVEN PROGRAMMING			
STANDARD V	PRESERVATION-BASED ECONOMIC DEVELOPMENT			
STANDARD VI	DEMONSTRATED IMPACT AND RESULTS			

## LOCAL PROGRAM

Program Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## COORDINATING PROGRAM

Program Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## MAIN STREET AMERICA

Reviewer: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment C**

**Annual Partner Survey**

**Corrales MainStreet**

## Q2 Municipal, community partner and/or business affiliation and position. Please specify all that apply:

Answered: 32 Skipped: 5

#	RESPONSES	DATE
1	Ex Novo	10/10/2023 12:26 PM
2	Casa Perea Art Space	10/6/2023 2:05 PM
3	CMS Board member	10/5/2023 5:27 PM
4	Corrales Realty: Owner/Broker	10/4/2023 3:15 PM
5	Community partner	10/4/2023 7:44 AM
6	Albuquerque Museum / Casa San Ysidro	10/3/2023 3:44 PM
7	EM2 Clinic, Co-owner	10/3/2023 1:09 PM
8	A-List Commercial Properties LLC , Territorial Plaza office building and the Maez Group	10/3/2023 12:50 PM
9	CHAMP (Corrales Horse and Mule People)	10/3/2023 8:39 AM
10	Comp Plan Review Committee and Dennis Friends Foundation	10/2/2023 9:14 PM
11	Business located on Corrales Road	10/2/2023 7:59 PM
12	Corrales Historical Society	10/2/2023 4:44 PM
13	Community Partner , co-chair Village Commission	10/2/2023 3:10 PM
14	Business affiliation	10/2/2023 2:56 PM
15	Corrales Equestrian Advisory Commission	9/29/2023 9:35 AM
16	Corrales resident	9/28/2023 1:58 PM
17	President, Corrales Growers Market	9/27/2023 1:06 PM
18	Resident	9/27/2023 8:20 AM
19	Corrales NM	9/26/2023 6:39 PM
20	Business owner and donor to MS	9/26/2023 4:05 PM
21	Corrales nm	9/26/2023 3:03 PM
22	Artist owner of local art gallery	9/26/2023 2:53 PM
23	Corrales Cultural Arts Council, President	9/26/2023 2:46 PM
24	Oreion Motors, owner	9/26/2023 2:08 PM
25	Corrales Historical Society (CHS)	9/26/2023 1:39 PM
26	Desert Bird Mercantile - Owner	9/26/2023 1:37 PM
27	Business owner	9/26/2023 1:35 PM
28	Owner, Desert Bird Mercantile	9/26/2023 1:28 PM
29	Village councilor	9/23/2023 8:22 AM
30	Corrales parks and recreation director	9/22/2023 3:08 PM
31	Mayor	9/22/2023 2:32 PM



### Q3 To the best of your knowledge, please rate the effectiveness of the MainStreet program in regard to the following indicators:

Answered: 36 Skipped: 1

	NOT EFFECTIVE	SOMEWHAT EFFECTIVE	EFFECTIVE	VERY EFFECTIVE	TOTAL
How effective is the local MainStreet program in supporting the OVERALL REVITALIZATION of the MainStreet district?	0.00% 0	13.89% 5	44.44% 16	41.67% 15	36
How effective is the local MainStreet program in regards to forging a POSITIVE ECONOMIC IMPACT in the MainStreet district?	2.78% 1	16.67% 6	36.11% 13	44.44% 16	36
How effective is the local MainStreet program in implementing PHYSICAL IMPROVEMENTS, such as rehabilitating buildings and property, the District's streetscape, and/or other beautification or construction projects?	8.57% 3	25.71% 9	54.29% 19	11.43% 4	35
How effective is the local MainStreet program in creating and IMPLEMENTING PROMOTIONAL EVENTS within the MainStreet district?	0.00% 0	2.86% 1	28.57% 10	68.57% 24	35
How effective is the local MainStreet program in BUILDING PARTNERSHIPS with other the local civic and service organizations to support MainStreet revitalization?	0.00% 0	8.33% 3	19.44% 7	72.22% 26	36
How effective the local MainStreet program in supporting, developing and/or implementing programs focused on ASSISTING SMALL BUSINESSES located within the MainStreet District?	2.86% 1	14.29% 5	45.71% 16	37.14% 13	35
How effective is the local MainStreet program in COMMUNICATING its story of success to the community at large?	2.78% 1	27.78% 10	44.44% 16	25.00% 9	36

**Q4 Please identify three (3) projects or activities completed by the local MainStreet organization in the last 12 months that have made a positive impact on revitalization of the district. These could include business development projects, design projects, promotional events, marketing efforts or other revitalization activities.**

Answered: 32 Skipped: 5

ANSWER CHOICES	RESPONSES	
1.	100.00%	32
2.	96.88%	31
3.	78.13%	25

#	1.	DATE
1	Starry Night	10/10/2023 12:26 PM
2	Advertising Corrales Businesses to bring people in during Balloon Fiesta	10/6/2023 2:05 PM
3	Ribbon cutting ceremonies	10/5/2023 5:27 PM
4	CMS is producing a booklet to help new businesses who are coming to Corrales to get through the Planning & Zoning process.	10/4/2023 3:15 PM
5	Viva Corrales	10/4/2023 7:44 AM
6	Viva Corrales	10/3/2023 3:44 PM
7	Promotional events	10/3/2023 1:09 PM
8	Starry night was a huge benefit for the village of Corrales	10/3/2023 12:50 PM
9	Nichos	10/3/2023 9:41 AM
10	Viva Corrales	10/3/2023 8:39 AM
11	Viva Corrales	10/2/2023 9:14 PM
12	Better access- parking -sidewalks	10/2/2023 4:16 PM
13	Viva Corrales	10/2/2023 3:10 PM
14	Updated their website	10/2/2023 2:56 PM
15	Nichos	9/30/2023 1:39 AM
16	Viva Corrales	9/29/2023 9:35 AM
17	Arts and Cultural District events	9/28/2023 1:58 PM
18	Ribbon Cuttings	9/27/2023 2:22 PM
19	Development of a community calendar	9/27/2023 1:06 PM
20	More involvement with the community and its activities specifically the historical community and its descendants	9/27/2023 8:20 AM
21	Publishing the Main Street news	9/26/2023 6:39 PM
22	Viva Corrales	9/26/2023 4:05 PM
23	Community art center project	9/26/2023 3:03 PM



Annual Assessment Survey - Corrales MainStreet

24	First Sunday implemented and promoted	9/26/2023 2:53 PM
25	Concept design of an Arts, Community and Arts Center	9/26/2023 2:46 PM
26	Promoting events throughout the Village	9/26/2023 1:39 PM
27	Starry Night Event	9/26/2023 1:37 PM
28	Sundays in the Village	9/26/2023 1:28 PM
29	Village offices parking design	9/23/2023 8:22 AM
30	4th of July parade	9/22/2023 3:08 PM
31	Viva Corrales	9/22/2023 2:32 PM
32	First Sunday in the Village	9/19/2023 2:28 PM
<b>#</b>	<b>2.</b>	<b>DATE</b>
1	Growers Market	10/10/2023 12:26 PM
2	Harvest Festival	10/6/2023 2:05 PM
3	!Viva! Corrales	10/5/2023 5:27 PM
4	Working with a local business owner on a Guidebook to help visitors to Corrales maneuver through the village business and historical districts.	10/4/2023 3:15 PM
5	Garden Tour	10/4/2023 7:44 AM
6	Marketing Casa San Ysidro's events	10/3/2023 3:44 PM
7	marketing	10/3/2023 1:09 PM
8	The harvest festival advertising campaign and actual weekend events were a huge attraction for our community	10/3/2023 12:50 PM
9	Viva Corrales	10/3/2023 9:41 AM
10	Starry Nights	10/3/2023 8:39 AM
11	Animal control building	10/2/2023 9:14 PM
12	Extending support to small businesses beyond MainStreet to north locations	10/2/2023 4:16 PM
13	Harvest Festival	10/2/2023 3:10 PM
14	Will be adding sidewalks to the Main Street	10/2/2023 2:56 PM
15	Celebrate Corrales	9/30/2023 1:39 AM
16	4th of July Parade	9/29/2023 9:35 AM
17	\$th of July Parade	9/28/2023 1:58 PM
18	Local business gatherings	9/27/2023 2:22 PM
19	Social media	9/27/2023 1:06 PM
20	New director has promoted community based initiatives and collaboration with corrales village government	9/26/2023 6:39 PM
21	Starry Night	9/26/2023 4:05 PM
22	Commercial kitchen project	9/26/2023 3:03 PM
23	Ribbon cutting/new biz	9/26/2023 2:53 PM
24	Design of a common parking area for Village entities	9/26/2023 2:46 PM
25	Publishing stories and using historical photos of Historic Corrales, instilling pride in villagers about their home	9/26/2023 1:39 PM
26	Corrales Guest Guidebook	9/26/2023 1:37 PM

Annual Assessment Survey - Corrales MainStreet

27	new business ribbon cutting	9/26/2023 1:28 PM
28	Starry Nights	9/23/2023 8:22 AM
29	Story nights	9/22/2023 3:08 PM
30	Arts and Cultural District assistance	9/22/2023 2:32 PM
31	Viva Corrales - signature event for arts and cultural district	9/19/2023 2:28 PM
<b>#</b>	<b>3.</b>	<b>DATE</b>
1	Garden Tours	10/10/2023 12:26 PM
2	Meet and Greet Ribbon Cutting Ceremonies	10/6/2023 2:05 PM
3	Starry Night	10/5/2023 5:27 PM
4	CMS organizes and coordinates "Meet the Street" get togethers so local business owners can network and help each other.	10/4/2023 3:15 PM
5	Providing support for art installed in the Storybook Garden	10/4/2023 7:44 AM
6	Harvest Festival marketing	10/3/2023 3:44 PM
7	Main Street also brought a new tenant to our office building that resulted in a 2 year lease agreement and added a new business to the community	10/3/2023 12:50 PM
8	Starry nights	10/3/2023 9:41 AM
9	Starlight Parade	10/3/2023 8:39 AM
10	Arts and cultural district planning	10/2/2023 9:14 PM
11	Starry Nights	10/2/2023 3:10 PM
12	Hosting events such as the harvest festival	10/2/2023 2:56 PM
13	Lunch Bunch	9/30/2023 1:39 AM
14	Garden Tour	9/29/2023 9:35 AM
15	Starry Nights event	9/28/2023 1:58 PM
16	Signage	9/27/2023 1:06 PM
17	Nicho at library	9/26/2023 4:05 PM
18	New business help and ribbon cutting	9/26/2023 3:03 PM
19	Successful Garden Tour	9/26/2023 2:46 PM
20	First Sunday in the Village	9/26/2023 1:37 PM
21	Corrales MainStreet news	9/26/2023 1:28 PM
22	Garden Tour	9/23/2023 8:22 AM
23	Viva corrales	9/22/2023 3:08 PM
24	Business opening, e.g. Fancies, 4940 restaurants	9/22/2023 2:32 PM
25	Rack cards for local short term rental properties	9/19/2023 2:28 PM

## Q5 Do you have any specific suggestions to assist the MainStreet organization in building its effectiveness and support for the MainStreet district revitalization?

Answered: 18 Skipped: 19

#	RESPONSES	DATE
1	I don't live in Corrales. Continue the good works and communication.	10/6/2023 2:05 PM
2	Focused efforts to recruit volunteers; contact new businesses to help connect them to the community; look for ways to beautify the entry points into Corrales	10/5/2023 5:27 PM
3	Keep your CMS name in front of the public as much as possible.	10/4/2023 3:15 PM
4	I think that working with the agricultural producers to help them develop more economic opportunities.	10/4/2023 7:44 AM
5	pathways project	10/3/2023 3:44 PM
6	No	10/3/2023 12:50 PM
7	Promote and educate, non-stop.	10/3/2023 9:41 AM
8	I am the president of the local horse group CHAMP in Corrales and have had the pleasure of working with Mainstreet for many years. My only suggestions would be to help coordinate all the groups in the village more as one. I have no idea what other groups are active with Mainstreet. To be a mediator for the groups to get to know each other would be beneficial for all involved.	10/3/2023 8:39 AM
9	Sidewalks, bike lanes ways for people to get to and from local businesses	10/2/2023 4:16 PM
10	We would like to see our local Mai street volunteers utilize the market for community outreach	9/27/2023 1:06 PM
11	Advertise the business and follow-up for a longer period of time to help with successes and failures. I do not own a business but have heard this from owners along the main strip in Corrales.	9/27/2023 8:20 AM
12	Honor Local and historic cultural land uses	9/26/2023 6:39 PM
13	No	9/26/2023 4:05 PM
14	Keep up the good work	9/26/2023 3:03 PM
15	I'm happy to put my oar in the water to help in any way I can help	9/26/2023 2:46 PM
16	Angela and Wendy do a great job of connecting and working with others.	9/26/2023 1:39 PM
17	Not at this time.	9/26/2023 1:37 PM
18	I think our MainStreet group does a wonderful job of sponsoring events and completing community/business outreach.	9/19/2023 2:28 PM

## Q6 Are there any additional comments or thoughts you would like to share with the New Mexico MainStreet?

Answered: 20 Skipped: 17

#	RESPONSES	DATE
1	You guys are doing a great job!	10/10/2023 12:26 PM
2	N/A	10/6/2023 2:05 PM
3	Keep up the good work and talk to everyone you know about the work and good deeds of CMS.	10/4/2023 3:15 PM
4	infrastructure for pedestrians in corrales	10/3/2023 3:44 PM
5	We are grateful for MainStreet's involvement in our community!	10/3/2023 1:09 PM
6	No	10/3/2023 12:50 PM
7	Main Street is making great progress with the current staff and leadership. Keep it up.	10/3/2023 9:41 AM
8	Thank you for all your efforts and all you do in the Village.	10/3/2023 8:39 AM
9	Angela is the best. Keep her.	10/2/2023 9:14 PM
10	MainStreet Corrales is a great asset to our Community, it's economic growth and visibility.	10/2/2023 3:10 PM
11	Angela is doing a great job!	9/30/2023 1:39 AM
12	We have seen an increase in our local Mainstreets interest in the agricultural communities contribution of creating foot steps for our local brick and mortar buisnesses	9/27/2023 1:06 PM
13	I am a resident sandwiched between two businesses and surrounded by businesses on Corrales Road. I have lived here for 53 years and although I do not own a business, I have talked with those who have come and gone over the years. So far, we've been able to maintain the historic aspect of main street and for that I am grateful. Corrales is a quaint small Village because of its quaint historic buildings along the main strip of the village. Preservation of those buildings and their history is vital. Walking trails have been talked about for years and nothing has been accomplished because this is a state highway. Parking on the main strip remains a problem. Our current Mainstreet Director, Angela Gutierrez, is doing a great job tackling these problems. Respect the rights of the residents who live in the area 24/7.	9/27/2023 8:20 AM
14	No	9/26/2023 4:05 PM
15	Doing a fantastic job	9/26/2023 3:03 PM
16	Great ex director and team	9/26/2023 2:46 PM
17	Angela has done more in her tenure than many before her. What an ambassador she is for Corrales!	9/26/2023 1:39 PM
18	Not at this time	9/26/2023 1:37 PM
19	Thanks for everything you do!	9/26/2023 1:28 PM
20	MainStreet is an amazing partner for the Village administration and we enjoy working with their entire committee	9/19/2023 2:28 PM

## Attachment D

### District Revitalization Statistics, July 2022 – June 2023

#### Corrales MainStreet

##### **Property Investments, Businesses and Jobs**

1. Building Rehabilitations (#), Amount Invested (\$)	5 buildings, \$1,058,000
2. Buildings Purchased (#), Amount Invested (\$)	2 buildings, \$968,535
3. Number of New Businesses Added	9
4. Net New Businesses (New Biz's- Closed Biz's)	7
5. Number of Business Expansions	4
6. Total <i>Net</i> New Jobs (including from Business Expansions)	36.5

##### **Infrastructure, Development/Redevelopment and Housing**

7. Public Projects (#), Amount Invested (\$)	1 project, \$2,000,000
8. Joint Public/Private Projects (#), Amount Invested (\$)	0 projects, \$0
9. New Buildings Constructed (#), Amount Invested (\$)	0 buildings, \$0
10. Housing (#), Amount Invested (\$)	0 projects, \$0
11. Housing Units Added	0

##### **Grant Resources and Volunteers**

12. Public Sector Grants Received (#), Amount (\$)	0 grants, \$0
13. Private Sector Grants Received (#), Amount (\$)	0 grants, \$0
14. Total # Volunteers	213
15. Volunteer Hours (#), Estimated Value (\$) *	2,473 hours, \$66,647

##### **Events and Promotions**

16. Special Events (#), Profits (\$)	8 events, \$43,200
17. Other Promotions (#), Profits (\$)	8 promotions, \$0

\* Value of Volunteer Hours based on most recent Independent Sector Estimates for New Mexico ([Value of Volunteer Time Report | Independent Sector Resources](#))

## Consent agenda

- Draft Minutes for February 13, 2024 Regular Meeting ... Pg 91
- Resolution 24-09 ..... Pg 96

*Rick Miera*  
Councilor

*James F. Fahey, Jr.*

*John P. Alsobrook, II*  
Councilor

*Mayor*

*Bill Woldman*  
Councilor



*Zachary Burkett*  
Councilor

*Mel Knight*  
Councilor

*Stuart Murray*  
Councilor

## **DRAFT MINUTES**

Village of Corrales Governing Body  
February 13, 2024, 6:30pm

### **A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Meeting was called to order at 6:30 PM

[Timestamps: 00:00:00 – 00:00:33](#)

### **B. GOVERNING BODY PRESENT**

Present for tonight's meeting were Mayor James F. Fahey Jr, Councilor Rick Miera, Councilor Bill Woldman, Councilor Mel Knight, Councilor John P. Alsobrook II; Councilor Zachary Burkett, and Councilor Stuart Murray.

[Timestamps: 00:00:33 – 00:00:55](#)

### **C. APPROVAL OF AGENDA**

**Motion:** Approve Agenda **Action:** Approve **Moved By:** Councilor Stuart Murray **Seconded By:** Councilor Mel Knight **Vote:** Motion carried with a unanimous voice vote.

[Timestamps: 00:00:55 – 00:01:11](#)

### **D. PRESENTATIONS**

1. Employee Recognition – Police Chief Victor Mangiacapra III for 21 years of service to the Corrales Police Department

[Timestamps: 00:01:11 – 00:05:23](#)

2. Comprehensive Plan Update – Committee Chair Chris Allen reported the committee is done with data analysis and has identified the core concerns that need to be addressed by the comprehensive plan. These include maintaining the agricultural community, keeping a strong sense of community, sustainable development, environmental stewardship, safety, and having a government that respects the core values of the community. The committee will begin working on a draft of the plan and will hold at least one more community wide meeting to receive feedback from the community on the draft before bringing it before the council. The committee meets twice a month, and hopes to have a draft to the council by early summer.

[Timestamps: 00:05:23 – 00:11:02](#)



## **E. REPORTS:**

### **1. Administrator's Report**

Deputy Fire Chief Tanya Lattin reported Covid deaths are holding at the same rate, and levels of flu infections are still high in the state. The CDC announced it may be changing the guidelines for isolation procedures for covid illnesses in April. Vaccines are still proving effective, and it looks like new variations of the vaccine will be produced each year, much like the flu shot.

Deputy Clerk Skye DeVivi gave a report to the council on businesses registered in the Village, as well as an update on the efforts to identify short-term rental properties not properly licensed in the Village. Currently 31 of 57 identified properties are in full compliance.

Clerk Melanie Romero gave a report on the Village website, with some updates occurring over the next few weeks.

Administrator Ron Curry announced the drawings for the animal services kennel have been submitted to the state for permits. Work should resume on the project in the next few weeks, and the completion date is still expected to be the end of April.

Administrator Curry also informed the council that budget meetings will start taking place with department heads in mid-March.

Administrator Curry also had an update on speeding in the Village – of the 139 citations issued in December for speeding, 50 were issued to Corrales residents, 30 to residents of Rio Rancho, 40 to residents of Albuquerque, with other locations including out of state residents making up the remainder.

Administrator Curry also reported the Village may be receiving funds from capital outlay grants to complete West Meadowlark. More information about that project will be coming as soon as it is confirmed the project is funded.

Administrator Curry ended his report with a reminder that the Village offices would be closed on Monday, February 19<sup>th</sup>, thanks to Councilor Murray's motion back in December to grant the extra day off to Village staff.

*[Timestamps: 00:11:02 – 00:35:18](#)*

## **F. COUNCILORS FORUM:** This section is for informational purposes only, not for discussion and debate, to inform the Governing Body of an issue or concern that would not be addressed on the agenda during the business session.

Councilor Stuart Murray said he recently attended the Bicycle and Pedestrian Advisory Commission meeting and is wondering about the status of a gate between the Gonzales property and the library property. The mayor said that project is on hold while plans for the use of the front portion of the Gonzales property are looked at. Councilor Murray also asked if parents could be directed to make a right turn only onto Corrales Road from Target road during drop off and pick up times.

Councilor Mel Knight brought up changes to the flow of traffic at the post office parking lot. It was determined the changes came from the post office, and Village staff were not involved in the change.

*[Timestamps: 00:35:18 – 00:39:25](#)*

**G. CORRALEÑOS FORUM:** This section is for informational purposes only, not for discussion and debate, to inform the governing body of an issue or concern that would not be addressed on the agenda during the business session. There is a 3-minute time limit, additional time can only be granted by the presiding officer.

Jeff Radford, representing the Bicycle and Pedestrian Advisory Commission, asked the council to please move on the Upper Meadowlark project and make finishing it a priority this year.

Janet Blair, 1224 Andrews Lane, addressed the council regarding issues with street signs along Andrews Lane not having a consistent naming convention for the entire length of the road, and asked how this can be fixed.

[Timestamps: 00:39:25 – 00:46:33](#)

#### H. CONSENT AGENDA

1. Approval of Minutes for January 23, 2024, Regular Council Meeting
2. Approval of Minutes for January 23, 2024, Special Meeting – Appeal Hearing
3. Approval of Findings and Conclusions from January 23, 2024, Appeal Hearing
4. Approval of Resolution 24-04 BAR
5. Approval of Resolution 24-05 Approval to Participate in Municipal Arterial Program (MAP)
6. Approval of Resolution 24-06 Approval to Participate in the 2024/2025 Local Government Road Fund Co-Op Agreement Program
7. Approval of ¡Viva Corrales! Event Application

Councilor Stuart Murray requested items 4, 5, and 6 be removed from the consent agenda to allow for questions.

Councilor Bill Woldman asked that a change to wording of the January 23, 2024, Regular Council Meeting minutes be made before posting to the website. The clerk agreed to make the change.

**Motion:** Approve Consent Agenda as amended **Action:** Approve **Moved By:** Councilor Rick Miera **Seconded By:** Councilor Bill Woldman **Vote:** Motion carried with a unanimous voice vote.

[Timestamps: 00:46:33 – 00:49:30](#)

#### I. ITEMS REMOVED FROM CONSENT AGENDA

4. Approval of Resolution 24-04 BAR

**Motion:** Approve Resolution 24-04 **Action:** Approve **Moved By:** Councilor John P. Alsobrook II **Seconded by:** Councilor Zachary Burkett **Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: aye; Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: aye. Motion carries with a unanimous vote.

5. Approval of Resolution 24-05 Approval to Participate in Municipal Arterial Program (MAP)

**Motion:** Approve Resolution 24-05 **Action:** Approve **Moved By:** Councilor Zachary Burkett **Seconded by:** Councilor Mel Knight **Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: aye; Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: aye. Motion carries with a unanimous vote.

6. Approval of Resolution 24-06 Approval to Participate in the 2024/2025 Local Government Road Fund Co-Op Agreement Program.

**Motion:** Approve Resolution 24-06 **Action:** Approve **Moved By:** Councilor Bill Woldman **Seconded by:** Councilor Rick Miera **Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: aye; Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: aye. Motion carries with a unanimous vote.

[Timestamps: 00:49:30 – 01:00:31](#)

## J. NEW BUSINESS

1. Consideration, Action, and Approval of Resolution 24-07, Approval and Adoption of the Corrales Master Trails Plan

Corrales resident and member of both CHAMP and the Equestrian Advisory Commission Kaitly Robinson addressed the council asking them to please approve the plan.

Councilor Zachary Burkett asked if the wording in the Master Trails Plan document concerning lighted crosswalks could be amended to allow for a change in the locations based on feedback from NMDOT. Councilor Stuart Murray requested West La Entrada be added back onto the plan as a potential trail, or if that could not take place, to remove Old Church Road from that same list.

**Motion:** Approve Resolution 24-07, with amendments to the attachment as recommended **Action:** Approve **Moved By:** Councilor Stuart Murray **Seconded By:** Councilor John P. Alsobrook II.

**Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: aye; Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: aye. Motion carries with a unanimous vote.

[Timestamps: 01:00:31 – 01:14:01](#)

2. Consideration, Action, and Approval of Resolution 24-08, Approval to Publish Notice of Hearing for Ordinance 24-02, Repealing Section 2-60 of Village Code Relating to Meetings of The Governing Body

Corrales resident Fred Hashimoto addressed the council with concerns that the wording of the appeals process in the proposed rules of procedure would make it more difficult for residents to file an appeal of a project taking place on municipal property.

**Motion:** Approve Resolution 24-08 **Action:** Approve **Moved By:** Councilor John P. Alsobrook II **Seconded By:** Councilor Mel Knight **Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: aye; Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: aye. Motion carries with a unanimous vote.

[Timestamps: 01:14:01 – 1:25:59](#)

3. Discussion of Bond Projects and Approval of Direction to Bond Counsel to Proceed with Preparation of Bond Sale

Public Works Director Michael Chavez gave a presentation showing how the bond funds for roads and drainage could be spent over the few years. Fire Chief Anthony Martinez has \$198,000 in capital outlay funds specifically for the fire substation and needs the bond money for construction. Lisa Brown, chair of the Farmland Preservation and Agricultural Commission, answered questions regarding whether there are properties available for the farmland bond funds, and how long it would take to make arrangements for those easement purchases.

**Motion:** Direct bond counsel to prepare documents for \$2.4 million in bond sales, with \$2 million allocated for farmland preservation, \$200,000 for roads and drainage, and \$200,000 for fire. **Action:** Approve **Moved By:** Councilor Zachary Burkett **Seconded by:** John P. Alsobrook, II **Vote:** Councilor Rick Mierra: No, Councilor Bill Woldman: No, Councilor Mel Knight: No, Councilor John P. Alsobrook II: Yes, Councilor Zachary Burkett, yes, Councilor Stuart Murray: no. Motion failed.

A recommendation was made by Mayor Fahey that there be a closed session on the agenda for the next council meeting to be able to have further discussion regarding the farmland preservation properties to help make a decision on which projects will be funding with the spring bond sale. This matter will be heard again at the February 27, 2024 regular council meeting.

[Timestamps: 1:25:59 – 2:46:37](#)

**K. ANNOUNCEMENTS/FUTURE AGENDA ITEMS:**

1. Quarterly Update from Corrales MainStreet 2/27/24
2. Final review of Rules of Procedure 2/27/24
3. Closed Session to discuss possible real estate purchase 2/27/24
4. Approval of Ordinance 24-02 3/12/24
5. Approval and Adoption of Rules of Procedure 3/12/24
6. Report from Multi-Use Facility Committee 3/12/24

**L. ADJOURNMENT**

The meeting adjourned at 9:16 PM

A COPY OF THE MINUTES MAY BE OBTAINED ON THE WEBSITE: [www.corrales-nm.org](http://www.corrales-nm.org) by clicking on “I’m Looking For & Agendas/Minutes”

**PASSED, APPROVED AND ADOPTED** this 27 day of February 2024

**VILLAGE OF CORRALES:**

\_\_\_\_\_  
James F. Fahey, Mayor

**ATTEST:**

\_\_\_\_\_  
Melanie L. Romero, Village Clerk  
(SEAL)



**VILLAGE OF CORRALES**  
**RESOLUTION NO. 24-09**

**AUTHORIZING ADJUSTMENTS OF VARIOUS  
FUNDS FOR FISCAL YEAR 2023-2024**

**WHEREAS**, additional revenues, expenditures and reimbursements need to be adjusted in the FY 2023-2024 Budget, see attachment A;

**THEREFORE, BE IT RESOLVED** that the Governing Body of the Village of Corrales authorizes adjustment of various funds and authorizes the Administration to submit this Resolution to the Department of Finance and Administration for review and approval.

**APPROVED** this 13<sup>th</sup> day of February 2024.

**VILLAGE OF CORRALES**

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James F. Fahey, Jr. MD, Mayor

**ATTEST:**

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Melanie L. Romero, Village Clerk  
(SEAL)

TO: Governing Body

FROM: Reyna Aragon, Finance Director

RE: Resolution 24-09, BAR

The reason for this BAR is to move prior and current year revenue and expenditures for the Animal Control Building into its own department for the purpose of improved tracking. Since there are prior year transactions, we have to transfer cash.





## New Business

- Resolution 24-10 ..... Pg 100
- Resolution 24-11 ..... Pg 107
- Items for Bond Sale Discussion .....Pg 109
- Draft Rules of Procedure ..... Pg 133



## VILLAGE OF CORRALES RESOLUTION 24-10

### APPROVAL OF AN OVERHEAD POWERLINE AT 90/180 GUADALUPE LANE PURSUANT TO VILLAGE CODE LAND USE REGULATIONS, SECTION 18-30 (q) (4)

**WHEREAS**, the Village of Corrales (“Village”) received a request for a new overhead power line to be installed to provide service for both 90 and 180 Guadalupe Lane; and

**WHEREAS**, Chapter 18 – LAND USE chapter of the Village Code, Section 18-30 (q) (3) Communications and electrical service connections to an individual building or lot may be located overhead if there are existing overhead communications or electrical distribution lines extending within the lot or to a boundary of the lot, provided the lot is not within a subdivision subject to the underground utility requirements of Section 18-81.

**WHEREAS**, the Village has determined by inspection that this area of the Village is within an area already serviced by overhead lines; and

**WHEREAS**, there is currently no electrical service to the properties at Guadalupe Lane; and

**WHEREAS**, Ordinance No. 17-012 Adopted October 24, 2017, states that newly installed communications and electrical distribution lines should be placed underground to the greatest extent reasonably practicable; and

**WHEREAS**, the Governing Body further finds that existing overhead communications and electrical distribution lines should continue in use and need not be converted to underground lines unless it becomes necessary that they be replaced by new lines because they have exceeded their useful life or due to other conditions;

**NOW, THEREFORE, BE IT RESOLVED** that the Village of Corrales will allow the installation of communications and electrical service poles as described in the proposal from Bryan Wofford for the property addressed as 90 and 180 Guadalupe Lane, with lot service to be provided by an above ground line based upon the following findings:

1. The requirements of Land Use Regulation 18-30 (q) (4) have been met;
2. No significant public purpose would be served by requiring the new construction to be placed entirely underground.

**APPROVED** at a regular Meeting of the governing body of the Village of Corrales on this 27<sup>th</sup> day of February 2024, in the Village of Corrales, New Mexico.

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James F. Fahey, Jr, MD, Mayor

ATTEST:

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Melanie L. Romero, Village Clerk



## VILLAGE OF CORRALES

### ORDINANCE NO. 17-012

**AN ORDINANCE RELATING TO ZONING AND PLANNING;  
REQUIRING THAT NEW COMMUNICATIONS AND ELECTRICAL  
DISTRIBUTION LINES BE PLACED UNDERGROUND; PROVIDING  
EXCEPTIONS FOR AREAS SERVED BY EXISTING OVERHEAD  
LINES AND UNDER CERTAIN OTHER CIRCUMSTANCES.**

**WHEREAS**, the preservation of the natural environment and of an uncluttered rural atmosphere are important objectives of the Village of Corrales (the “Village”), as reflected in the Village’s most recent Comprehensive Land Use Plan; and

**WHEREAS**, under the Village’s Code of Ordinances (the “Village Code”) Section 18-81, all utilities in newly approved subdivisions, including communications lines and electrical distribution lines, are required to be placed underground to enhance the uncluttered and rural atmosphere in the newly subdivided areas; and

**WHEREAS**, earlier developed areas of the Village, including the entire length of Corrales Road, the Corrales Road Commercial Area, and subdivisions created prior to the adoption of the Village’s subdivision code generally have overhead electrical distribution and communications lines; and

**WHEREAS**, the Village Council, the governing body of the Village (“Governing Body”), finds that newly installed communications and electrical distribution lines should be placed underground to the greatest extent reasonably practicable; and

**WHEREAS**, the Governing Body further finds that existing overhead communications and electrical distribution lines should continue in use and need not be converted to underground lines unless it becomes necessary that they be replaced by new lines because they have exceeded their useful life or due to other conditions.

**NOW, THEREFORE, BE IT ORDAINED** by the Village Council, the governing body of the Village of Corrales, that:

**The following Subsection 18-30(n) of the Village Code is hereby adopted:**

- (n) *Communications and electrical distribution lines.*
- (1) New communications lines, single phase electrical distribution lines, and three phase electrical distribution lines carrying no more than 40 kilovolts (kV) shall be installed underground in all areas of the Village, except as otherwise specifically provided in this chapter.
  - (2) This subsection shall not be construed to require the replacement of overhead communications and electrical distribution lines in existence prior to September 30, 2017. Owners and operators

of such overhead communications and electrical distribution lines may repair or replace components of and accessories to the lines, including but not limited to poles, wires or cables, transformers, and similar equipment, without any requirement that such components be placed underground. If owners or operators propose to replace all of an existing overhead communications or electrical distribution line or lines, including the poles or other structures on which they are located, over a line distance greater than one-half (1/2) mile, the owner or operator shall notify the Village so that the governing body may make a determination whether such installation will be required to be relocated underground.

- (3) Communications or electrical service connections to an individual building or lot may be located overhead if there are existing overhead communications or electrical distribution lines extending within the lot or to a boundary of the lot, provided the lot is not within a subdivision subject to the underground utility requirements of Section 18-81.
- (4) The governing body by resolution may permit the construction or installation of a new overhead communications or electrical distribution line, notwithstanding the provisions of paragraph (1) of this subsection, if the governing body finds that no significant public purpose would be served by requiring the new construction to be placed underground and:
  - a. The location is within an area already served entirely by overhead lines; or
  - b. Subsurface or other conditions make an underground line economically unreasonable; or
  - c. Installation of the underground line would require customers to convert their service connections from overhead to underground service, and the cost of such conversion would be economically unreasonable.

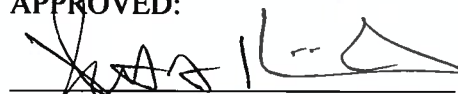
**SEVERABILITY CLAUSE:** Should any section, paragraph, clause or provision of this Ordinance be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance. The Governing Body of the Village of Corrales hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, word or phrase thereof irrespective of any one or more sections, subsections, sentences, clauses, words or phrases being declared unconstitutional or otherwise invalid.

**COMPILING CLAUSE:** This Ordinance shall be incorporated in and compiled as a part of the Code of Ordinances of the Village of Corrales, as provided herein.

**EFFECTIVE DATE AND PUBLICATION:** This Ordinance shall become effective and be in full force and effect from and after its passage, publication and posting, according to law.

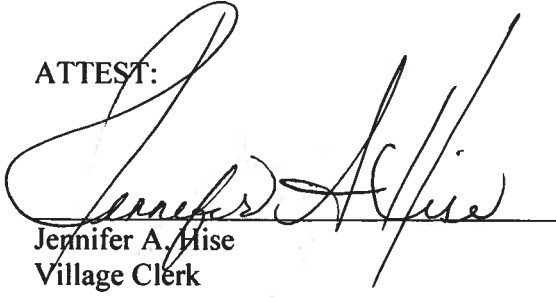
**PASSED, APPROVED AND ADOPTED** by the Governing Body of the Village of Corrales, New Mexico, this 24th day of October, 2017.

APPROVED:



The Honorable Scott Kominiak  
Mayor

ATTEST:



Jennifer A. Hise  
Village Clerk

Dear Village council,

I respectfully request that an overhead electric distribution line be permitted on my property, located on Guadalupe Lane, for the intention of powering an irrigation well. The proposed line is located in an area entirely served with overhead lines. In light of item 4 (a) of Village of Corrales Ordinance 17-012, it seems reasonable that an overhead line would be acceptable in this new location. The property will be served by a power pole about 100 ft to the north and the planned route for the overhead line is over a neighbor's property. An overhead line would be in accord with two other new developments just down Guadalupe Ln which both have utilized overhead lines in the past 2 years for their new construction. Given the precedence of other developments in the area, and to minimize any invasive action on my neighbors property, an overhead line seems reasonable here. In addition, overhead lines are the most economically feasible option. Underground lines could be prohibitively expensive given the current scope of the irrigation project.

I am happy to address any questions or concerns should you have them.

Best Regards,

Bryan Wofford

Project: 351263 - 180 Guadalupe Ln - XFMR C/O  
 Address: 180 Guadalupe Rd, Corrales, NM 87048  
 Maximo: 351263 // NSD: 31953  
 Owner Eng: Kayla Yaksich (505-241-3448)  
 Design Eng: Ammar Atra (816-226-7717)  
 Feeder: RIHO13  
 Blue Book: G09D  
 TRS: 12N 03E 26C  
 Permits: Not Required  
 Access: Accessible  
 Hot Zone: NO  
 Hot Wing: YES

**Secondary Line Extension**  
 Install approx. 106' of #2 AL Triplex Sec Cable and sag per DS-14-31.0 Pg 6  
**Note:** From G09D154 to G09D369  
**Note:** Sag the #2 TSC per table below:  
 Ruling Span: 112.00 ft  
 Stringing Sag Table Using Initial Sag Design: 330 lb @ 15.0 °F, 0.25 in Ice, 4.00 lb/ft² Wind, Initial  

H Tens (lb)	95	91	88
Cond. Temp °F	30	60	90
Sag	Inches	Inches	Inches
Span	52	54	56
106.00			

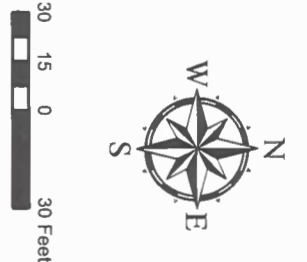
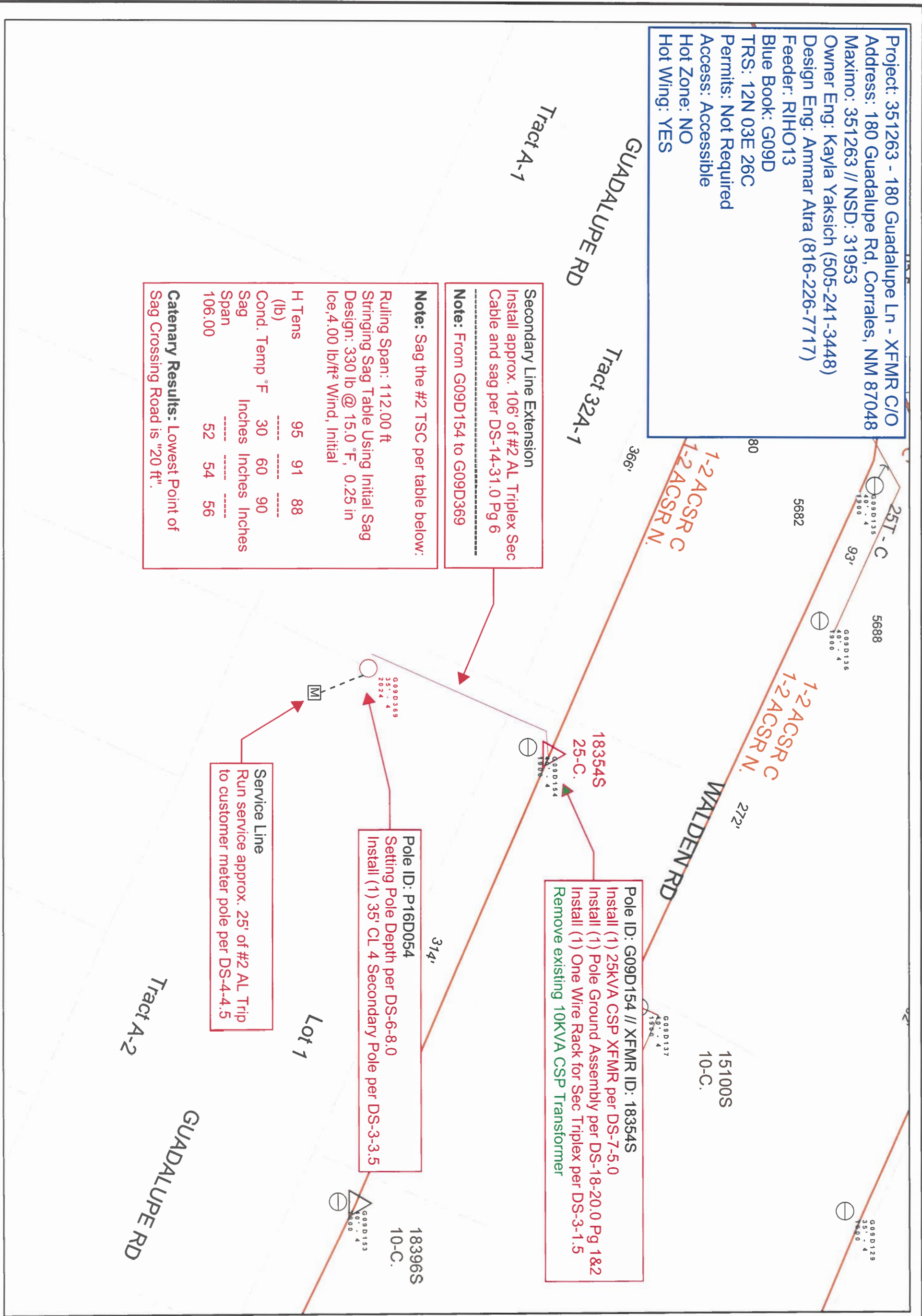
**Catenary Results:** Lowest Point of Sag Crossing Road is "20 ft".

**Secondary Line Extension**  
 Install approx. 106' of #2 AL Triplex Sec Cable and sag per DS-14-31.0 Pg 6  
**Note:** From G09D154 to G09D369

**Service Line**  
 Run service approx. 25' of #2 AL Trip to customer meter pole per DS-4-4.5

**Pole ID: P16D054**  
 Setting Pole Depth per DS-6-8.0  
 Install (1) 35' CL 4 Secondary Pole per DS-3-3.5

**Pole ID: G09D154 // XFMR ID: 18354S**  
 Install (1) 25KVA CSP XFMR per DS-7-5.0  
 Install (1) Pole Ground Assembly per DS-18-20.0 Pg 1&2  
 Install (1) One Wire Rack for Sec Triplex per DS-3-1.5  
 Remove existing 10KVA CSP Transformer



**PROJECT NAME**



DR:	atra	FOR:	
W/O DATE:		DATE:	27/2024
INSTALLED:		SCALE:	1" = 50'
REF:		RD:	
FEEDER:			
BLUE BOOK:			





There are currently poles + overhead along Corrales Road. The lots north of Guadalupe have poles + overhead behind them. (blue line.)

270 Guadalupe has already run a line over, with a pole next to the house. !



## VILLAGE OF CORRALES

### RESOLUTION NO. 24-11

#### APPROVING THE EXPENDITURE OF LOCAL GOVERNMENT INVESTMENT POOL FUNDS FOR LAND PURCHASE

**WHEREAS**, The New Mexico **Local Government Investment Pool (LGIP)** is a fund created by legislation to allow municipal, city, county, tribe, and quasi-governmental bodies to voluntarily remit money to the State Treasurer's Office to receive professional money management on a pooled basis; and

**WHEREAS**, the LGIP has \$ 3,781,935.45 that belongs to the Village of Corrales; and

**WHEREAS**, the purchase of the Wells Fargo building was approved by the Governing Body at their regular meeting on November 14, 2023;

**WHEREAS**, the total purchase price after closing costs is \$405,165.86; and

**WHEREAS**, the Village paid earnest money in the sum of \$25,000 that will be deducted from the total amount due at closing;

#### **NOW THEREFORE BE IT RESOLVED THAT:**

1. \$379,115.35 in final closing costs shall be paid from the Village's general fund for the purchase of real property known as the former Wells Fargo building, located at 4341 Corrales Road.
2. Funds shall be transferred from the LGIP fund to reimburse the Village's general fund as soon as practicable or necessary.
3. \$2,180,498.90, which was fifty percent (50%) of the original amount of the Pool must remain in the fund, as directed by Resolution 21-26, passed by the Governing Body on July 20, 2021.

**PASSED, APPROVED AND ADOPTED** this 27<sup>th</sup> day of February 2024.

**VILLAGE OF CORRALES**

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James F. Fahey Jr, MD, Mayor

**ATTEST:**

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Melanie L. Romero, Village Clerk  
(SEAL)

# Fidelity National Title of New Mexico Inc.

8220 San Pedro Drive NE, Suite 160, Albuquerque, NM 87113  
Phone: (505)858-1295

## BUYER'S STATEMENT

**Settlement Date:** March 1, 2024  
**Disbursement Date:** March 1, 2024

**Escrow Number:** SP000158894  
**Escrow Officer:** Michele Sharif  
**Email:** Michele.Sharif@fnf.com

**Buyer:** Village of Corrales, a New Mexico municipality

**Seller:** Wells Fargo Bank, N.A. c/o Wells Fargo CPG  
Attn: Property Admin (BE  
#100033) MAC D1116-L10, 1525  
West W.T. Harris Blvd.  
Charlotte, NC 28262

**Property:** 4341 Corrales Rd.  
Corrales, NM 87048  
Lot(s): A ; Subdivision: Wells Fargo - Corporate Properties Group

	\$ DEBITS	\$ CREDITS
<b>FINANCIAL CONSIDERATION</b>		
Sale Price of Property	395,000.00	
Deposit		25,000.00
<b>PRORATIONS/ADJUSTMENTS</b>		
County Taxes at \$6,408.12                      01/01/24 to 03/01/24 (\$6,408.12 / 366 X 60 days)		1,050.51
Annual Rent and Real Estate Taxes (For Lease dated 10/1/08 - BE109283)	7,041.80	
<b>TITLE &amp; ESCROW CHARGES</b>		
Commitment for Title Insurance              Fidelity National Title of New Mexico Inc.	100.00	
Courier Fee    Fidelity National Title of New Mexico Inc.	10.00	
E-Recording Fee to Simplifile                  Fidelity National Title of New Mexico Inc.	6.00	
Settlement or Closing Fee                      Fidelity National Title of New Mexico Inc.	945.00	
Settlement or Closing Fee - GRT              Fidelity National Title of New Mexico Inc.	72.06	
Wire Fee    Fidelity National Title of New Mexico Inc.	20.00	
Owner's Title Insurance                        Fidelity National Title of New Mexico Inc.	1,946.00	
Policies to be issued: Owners Policy Coverage: \$395,000.00    Premium: \$1,946.00    Version: Owner's Policy 2006 (NM 1)		
<b>GOVERNMENT CHARGES</b>		
Recording Fees                                      Fidelity National Title of New Mexico Inc.	25.00	
<b>Subtotals</b>	<b>405,165.86</b>	<b>26,050.51</b>
<b>Balance Due FROM Buyer</b>		<b>379,115.35</b>
<b>TOTALS</b>	<b>405,165.86</b>	<b>405,165.86</b>

I have carefully reviewed the Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the Settlement Statement.

BUYER:

Village of Corrales, a New Mexico municipality

BY: \_\_\_\_\_  
Ron Curry, Authorized Signor

To the best of my knowledge, the Settlement Statement which I have prepared is a true and accurate account of the funds which were received and have been or will be disbursed by the undersigned as part of the settlement of this transaction.

  
\_\_\_\_\_  
Fidelity National Title of New Mexico Inc.  
Settlement Agent



# Corrales Farmland Preservation

*February 2024*



## Corrales Farmland Preservation Program

To date the Corrales Farmland Preservation Program (“Program”) has utilized conservation easements (“CE”) to permanently protected nearly 70 acres of valuable irrigated farmland within the Village of Corrales (“Village”) (see map next page). This was primarily accomplished through two bond measures passed by the residents of the Village totaling \$5M. The Program has been a cost-effective way to permanently protect the agrarian and aesthetic values of the Village especially considering the increase in land prices and demand for conversion of agricultural land to residential development.

The most recent bond measure sets aside \$2M to further protect these valuable lands from residential development and other incompatible uses through purchasing CEs from willing landowners. From historic performance of the Program, it is expected the \$2M could permanently protect another approximately 20 acres of valuable farmland and open space within the Village.

## Facts About Conservation Easements

A conservation easement is a type of voluntary, land protection agreement between a landowner and a land trust or government entity that contains certain restrictions on the subdivision, development and use on the landowner’s property in order to protect significant resources such as productive agricultural land, ground and surface water, wildlife habitat, scenic views, cultural and historic sites, or recreational lands. Landowners agree to voluntarily give up part or all their development rights in perpetuity. Once the final CE is completed, it is signed by both parties and recorded in the county real estate records just like any other deed.

The primary purpose of a CE is to restrict subdivision and keep most housing and commercial development off the land. However there are many other benefits of CEs

CEs are PERPETUAL, meaning restrictions over the property are held and monitored/enforced by the land trust forever. The land can never be developed or converted from agriculture to other uses. This allows for the potential of agriculture, open space, wildlife habitat for generations to come, not just our current generation. CE restrictions run with the land and successive landowners into perpetuity.

CEs are very common. Over 40 million acres of private land have been protected nationwide through the use of CEs over the past 100 years. In New Mexico, over 1,000,000 acres have been protected using conservation easements.


**New Mexico has lost 3.2 million acres of farm and ranch land from 2012 to 2021.\***



# VILLAGE OF CORRALES

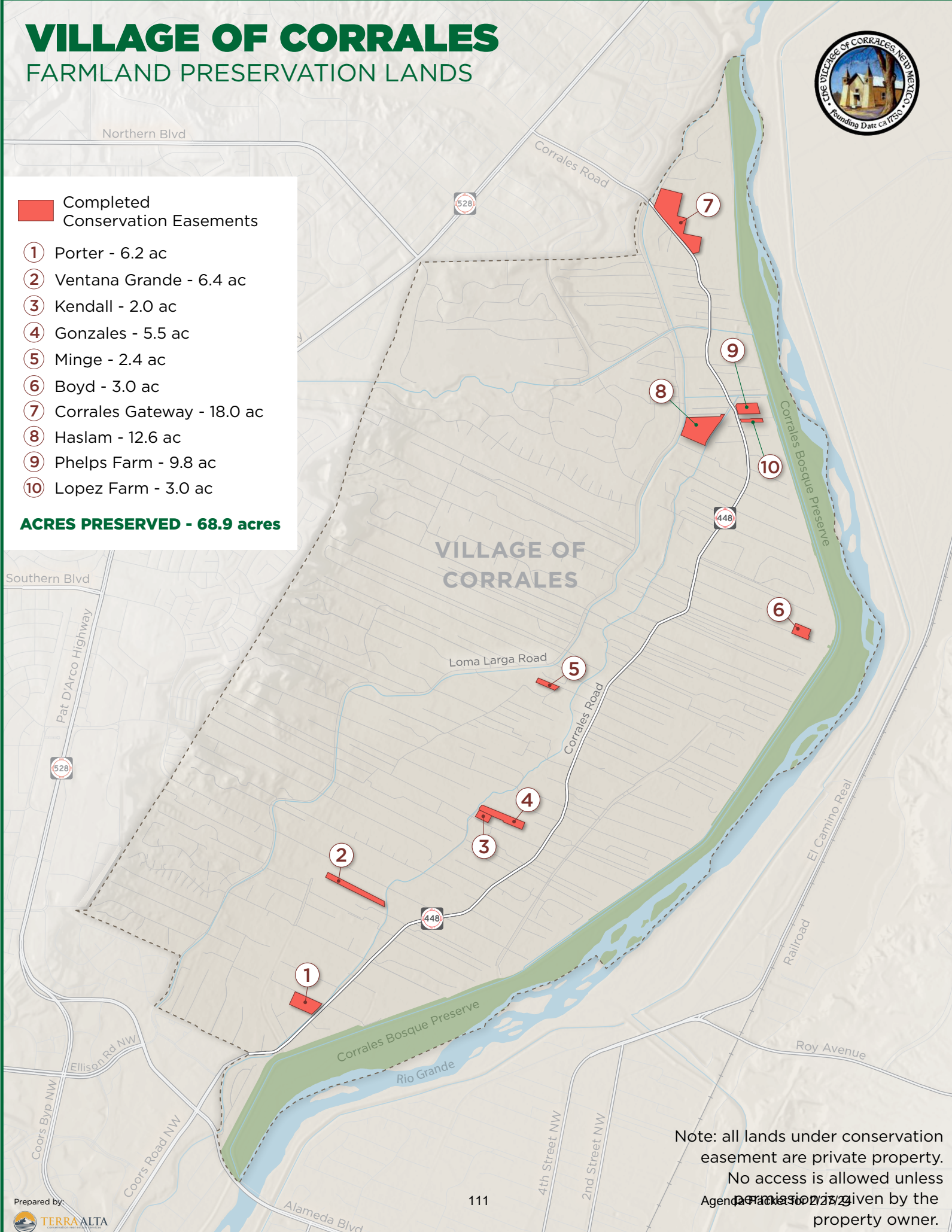
## FARMLAND PRESERVATION LANDS



 Completed Conservation Easements

- ① Porter - 6.2 ac
- ② Ventana Grande - 6.4 ac
- ③ Kendall - 2.0 ac
- ④ Gonzales - 5.5 ac
- ⑤ Minge - 2.4 ac
- ⑥ Boyd - 3.0 ac
- ⑦ Corrales Gateway - 18.0 ac
- ⑧ Haslam - 12.6 ac
- ⑨ Phelps Farm - 9.8 ac
- ⑩ Lopez Farm - 3.0 ac

**ACRES PRESERVED - 68.9 acres**



Note: all lands under conservation easement are private property. No access is allowed unless permission is given by the property owner.

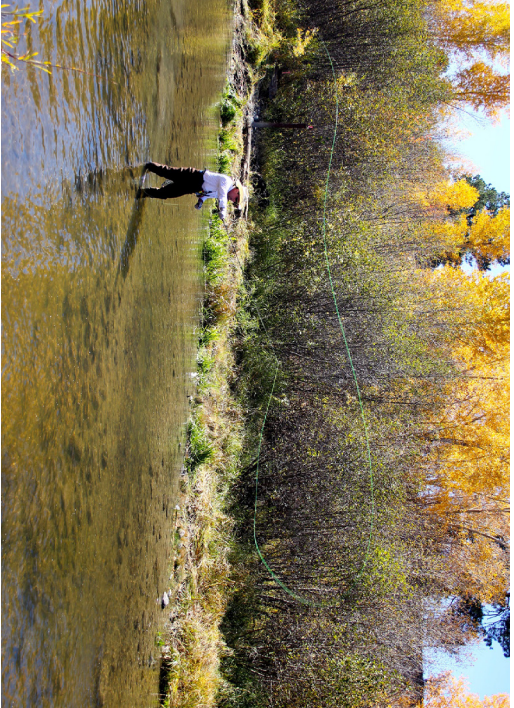
## Who Benefits from Preservation of Farmland?

- All community members - humans, animals, plants, insects - benefit from CEs through retention of open, undeveloped lands for food production, habitat and overall increase in quality of life.
- Farmland conservation properties are visible from public roadways, walking paths and acequias which provide unobstructed views of our surrounding community and natural landscapes.
- Corraleños benefit from the food and fiber grown on these properties which also support a local workforce within the Village.
- Corrales is home to a diverse ecosystem of wildlife including bees, insects, mammals, birds, grasses, shrubs, trees, and fungi. The permanent protection of these lands helps support habitat for these diverse communities.
- These ecosystems are essential to pollinating orchards, seasonal vegetables, and alfalfa fields that are vital to local food and fiber productin within the Village.
- The watershed also benefits as open land provides natural flood control, aquifer recharge while conserving water that Corraleños need.
- Future farmers benefit by lowering the cost of farmland and access to productive land through removal of residential and subdivision development rights by placing the CE on the property.

## Why Do We Need Farmland Preservation Now?

- An increase in the scope and pace of housing developments within the Village have threatened both farmland and wildlife ecosystems while obstructing views that Corraleños have treasured for decades.
- Water access is at risk as the water table drops every time a house is built, keeping land open and in production is a water net positive as opposed to a residential development. In addition, water rights are tied to the farmland through the conservation easement process and cannot be sold or transferred for non-agricultural uses.
- Funds for purchasing permanent CEs are difficult to obtain. The fact that Corraleños have overwhelmingly approved three bond measures for farmland preservation is amazing and we should utilize the funding for as much farmland preservation as can be accomplished.
- Currently, there are multiple landowners interested in obtaining a CE for their property with an estimated 20+ acres ready to be preserved.
- Corraleños voted and they overwhelmingly are sending a message to the Village Council that farmland and open space preservation is vital for the future of our Village.





## Why Land Conservation

New Mexico is the land we love, thanks in large part to its **wide-open spaces.**

The benefits of undeveloped open, natural and agricultural land go far beyond spectacular scenery. Our land supports water quantity and quality (especially critical to New Mexico's future), preserves farmland as a way of life to feed our local communities; provides habitat and migratory corridors for wildlife; and even mitigates air pollution and sequesters carbon!

As your only statewide land trust, the New Mexico Land Conservancy works on your behalf to preserve these lands and the associated resources in perpetuity, at the community, watershed and landscape levels.

### Land Conservation Protects:

#### Water

Helping ensure that our watersheds remain whole and healthy, filtering and replenishing, and that precious life-giving rivers, streams and other water flows are protected.

#### Wildlife

Helping protect the natural resources that wildlife depends on: water, habitat, and open space for their migratory corridors and flyways. After all, wildlife (and nature, in general) doesn't recognize property lines!

#### Working lands

Helping ranchers and farmers keep their properties whole and their heritage preserved, providing food and protecting New Mexico's open space for public benefit.



To learn more, please call us:

**505.986.3801**

or visit our website:

[www.nmlandconservancy.org](http://www.nmlandconservancy.org)

**NEW MEXICO  
LAND CONSERVANCY**

Conserving Land, Preserving Heritage.



Agenda Packet for 2/27/24

Employing an innovative land conservation strategy to protect:

- ◆ Healthy watersheds, forest and working lands
- ◆ Wildlife and natural habitats
- ◆ Cultural and historic sites
- ◆ Recreational lands
- ◆ Scenic open space



# New Mexico: Our mission. Your legacy.

**Land conservation is important for everyone— whether you own the land or not.**

From the economically important working farms and ranches that produce our food and provide essential habitat for wildlife, to the watersheds we all rely on for our drinking and agricultural water, urban and rural people alike have a large stake in the preservation of our land heritage across the state.

Growth and development are accelerating in the West. The future of New Mexico depends on the actions taken today. That's why at the New Mexico Land Conservancy, proactive land conservation is our priority.

## **The importance of Private Land Conservation**

New Mexico has 77 million acres of land, about half of which is privately owned. Much of the critical wildlife habitat, rivers and open space in New Mexico are in private ownership.

Although we're fortunate to have the state and federal system of parks, forests, monuments and wildlife refuges, these public lands aren't enough to sustain all our human needs or the needs of our wildlife and biodiversity.

Private landowners today are being asked to keep their natural and agricultural lands open and undeveloped not only for their

own reasons, but also for public benefit. Federal and state laws provide income and estate tax incentives for land conservation, based on the concept that protecting certain *conservation values* provides significant public benefit.

## **Protecting New Mexico's Rural Land Heritage**

New Mexico has a rural tradition dating back centuries — one that encompasses numerous cultures. Many of the state's rural landowners are "land rich/cash poor" and are at risk of losing not only their lands, but also their agricultural and family/cultural heritage along with their ability to earn a living. This leaves them vulnerable to development pressure, which often leads to land fragmentation and the subsequent loss of scenic open space and our state's agricultural and natural resource base.

NMLC has been protecting land in New Mexico for landowners and public benefit since 2002. Keeping our open lands unfragmented, our agricultural land productive, and our richly diverse cultural and land heritage preserved is our mission, which is more relevant today than ever. **Our vision: to conserve one million acres in New Mexico and the Southwest, leaving a land legacy for generations to come.**

**Join us!** Find out more about the benefits of land conservation and how you can help keep New Mexico the land we all cherish.

[www.nmlandconservancy.org](http://www.nmlandconservancy.org)

## **Who We Are**

Founded in 2002, the New Mexico Land Conservancy is an accredited, statewide, nonprofit land trust and conservation leader in New Mexico and the Southwest. We work to protect the conservation, health and resilience of land, water and associated natural and culture resources throughout New Mexico and the surrounding region.

## **Our Mission**

To preserve new Mexico's land heritage by helping people conserve the places they love.

## **Employing an innovative land conservation strategy**

We implement an innovative conservation strategy by assisting landowners with protecting their property in perpetuity through the application of conservation easements.

Conservation easements not only protect the critical natural resources inherent with the land, but they also enable landowners to maintain their ownership and continue farming and ranching. Landowners who donate conservation easements may be eligible for economic incentives such as a federal income deduction as well as New Mexico's state tax credit program, where tax credits can be used to offset the landowner's state tax liability, and/or sold and converted to cash.

In addition to providing direct economic benefit to the landowner, conservation easements can help lower the "estate taxes" often enabling farms and ranches to remain in the hands of their heirs. These economic benefits can help stabilize the rural land base in New Mexico, while preserving natural resources at the local/community level. Easements can also help the precious water resources to the land for the benefit of wildlife and agriculture.

As the only statewide land trust, NMLC is uniquely positioned to effectively work with landowners and successfully deliver meaningful and permanent land conservation that will benefit both the land owner and the general public, now and in the future.

Conserving Land. Preserving Heritage.





# Village of Corrales

*Debt Portfolio and Plan of Finance*

*February 2024*

6565 Americas Parkway NE, Suite 860  
Albuquerque, NM  
(505) 336-2065

**STEEEL** | Public Finance

# Local Offices in Santa Fe | Albuquerque | Las Cruces



**NEW MEXICO FOCUS**

- 7 full time employees in **Santa Fe**, 7 FTE's in **Las Cruces**, 1 FTE in **Albuquerque**, and 7 additional FTE's from out of state dedicated to providing New Mexicans our services



**INVESTING IN NEW MEXICO**

- Stifel continues to **invest heavily in New Mexico**, maintaining 3 offices with 15 New Mexico based employees, by providing **scholarships** to high school seniors, and frequently **volunteering** in the community



**SUPPORTING LOCAL FINANCIAL MARKET**

- 120+ fixed income trading associates** support New Mexico retail and institutional clients, completing 600+ trades worth \$115 million in 2023YTD
- 285+ fixed income sales associates** support public debt issuances



**FULL-SERVICE NATIONAL EXPERIENCE**

- Stifel's team of **10+ public finance professionals** dedicated to New Mexico bring **50+ years of experience in New Mexico Public Finance** and provide expertise on setting tax rates, refinancing existing debt, private placements, loans and elections

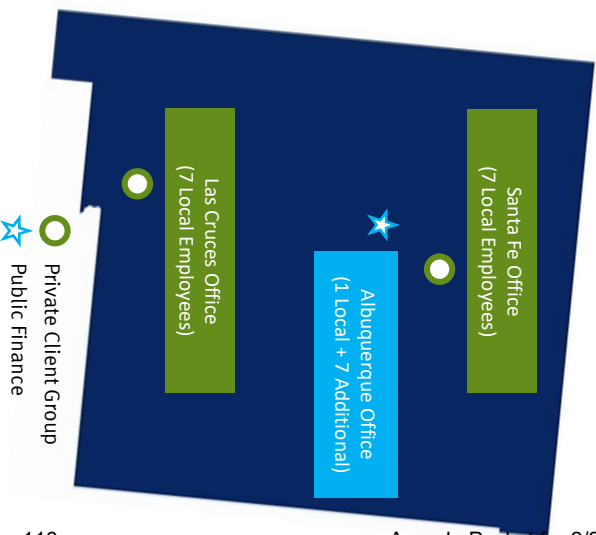
## PHILANTHROPIC AND LOCAL COMMUNITY INVOLVEMENT

- Stifel's Fabric of Society - 75 College Scholarships Awarded Annually
- New Mexico Association of School Board Officials (NMAASBO)
- Albuquerque Public Schools Education Foundation
- NM Tech President's Golf Tournament
- NM School Boards Association (NM SBA)
- NM Municipal League (NMMML)

## STIFEL'S NEW MEXICO RETAIL HOLDINGS

Client Accounts	2,300
Municipal Client Assets	\$22.4 mil
Total Client Assets	\$590.7 mil

Source: Stifel Internal Records as of October 3, 2023.



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**01 Historical Assessed Valuations & Mill Levies**

**02 Debt Profile**

**03 Proposed Plan of Finance**

**04 Sale Type Comparison**

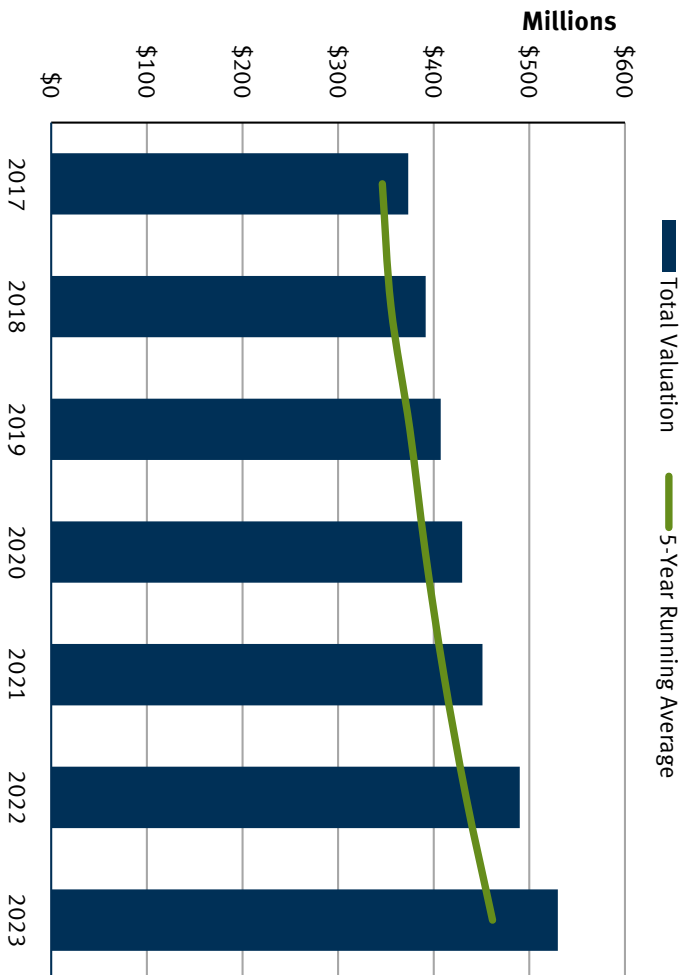
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**Historical Assessed Valuations & Mill Levies**

# Historical Assessed Valuations\*



Tax Year	Total Residential	Total Non-Residential	Total Valuation	Annual % Change
2017	331,563,676	41,838,835	373,402,511	5.5%
2018	350,383,771	41,173,936	391,557,707	4.9%
2019	365,201,667	42,108,128	407,309,795	4.0%
2020	386,958,078	42,839,508	429,797,586	5.5%
2021	404,498,798	46,406,950	450,905,748	4.9%
2022	441,063,310	48,934,183	489,997,493	8.7%
<b>2023</b>	<b>\$474,426,925</b>	<b>\$55,331,686</b>	<b>\$529,758,611</b>	<b>8.1%</b>

## General Obligation Bonding Capacity

2023 Initial Limitation (4% of \$529,758,611) \$21,190,344

Less: Outstanding GOB Debt (2/1/2024) 4,735,988

**Additional G.O. Bonding Capacity \$16,454,356**

**Village's Authorized but Unissued Bonds \$4,000,000**

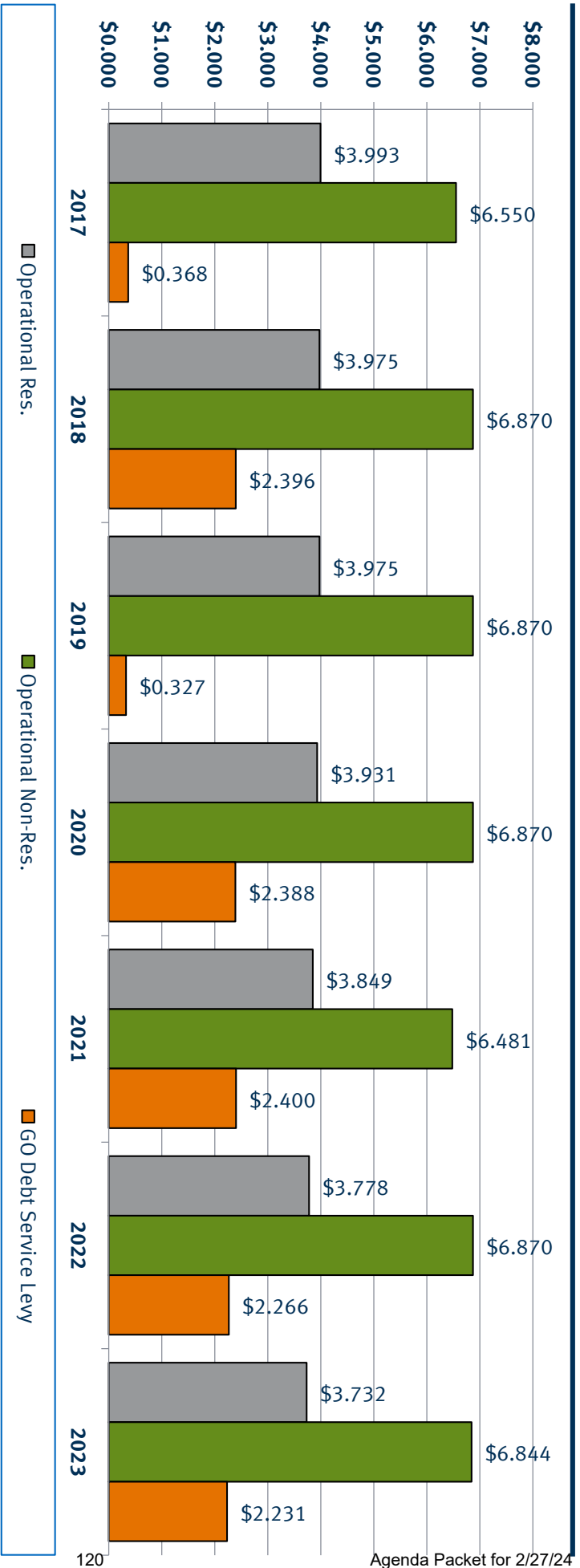
Calendar Year Ending	Additional Capacity
<b>Current</b>	<b>\$16,454,356</b>
2024	\$17,365,278
2025	\$18,126,285
2026	\$18,806,390
2027	\$19,337,624
2028	\$19,829,024
2029	\$20,315,623
2030	\$20,772,451
2031	\$21,190,344



# Historical Tax Rates\*



Public Finance



Village of Corrales - Historical Tax Rates					
Tax Year	Operational Tax Rates		GO Debt Service Levy	Totals (Maximum 15 Mills)	
	Residential	Non-Residential		Residential	Non-Residential
2017	3.993	6.550	0.368	4.361	6.918
2018	3.975	6.870	2.396	6.371	9.266
2019	3.975	6.870	0.327	4.302	7.197
2020	3.931	6.870	2.388	6.319	9.258
2021	3.849	6.481	2.400	6.249	8.881
2022	3.778	6.870	2.266	6.044	9.136
<b>2023</b>	<b>\$3.732</b>	<b>\$6.844</b>	<b>\$2.231</b>	<b>\$5.963</b>	<b>\$9.075</b>



## **Debt Profile**

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# Outstanding Debt Summary – GO



Public Finance

General Obligation Bonds	Purpose	Dated Date	Original Par	Outstanding Par	Coupon Range	Final Maturity	Call Date
General Obligation Bonds, Series 2022	Improvements	5/20/2022	\$1,935,000	\$1,730,000	1.62%-2.38%	8/1/2031	Non-Callable
General Obligation Bonds, Series 2021A	Improvements	1/21/2022	1,376,894	1,091,894	0.28%-1.34%	8/1/2031	Non-Callable
General Obligation Bonds, Series 2021	Improvements	7/23/2021	2,065,000	1,100,000	0.14%-1.08%	8/1/2031	Non-Callable
General Obligation Bonds, Series 2020	Improvements	12/18/2020	1,123,106	149,094	0.32%-1.17%	8/1/2030	Non-Callable
General Obligation Bonds, Series 2018	Improvements	11/16/2018	2,000,000	665,000	2.19%-3.05%	8/1/2030	8/1/2028

**Total Par Amount Currently Outstanding:**

**\$5,735,988**

# Current Debt Outstanding Summary – GO

Issuer: Type: Series: Dated Date Original Par: Current Par: Enhancement: Call Provisions: Due:	VILLAGE OF CORRALES General Obligation Bonds Series 2018 (NMFA) 11/16/2018 \$2,000,000 \$665,000 None 11/16/2028 8/1				VILLAGE OF CORRALES General Obligation Bonds Series 2020 (NMFA) 12/18/2020 \$1,123,106 \$149,094 None None 8/1				VILLAGE OF CORRALES General Obligation Bonds Series 2021 (NMFA) 7/23/2021 \$2,065,000 \$1,100,000 None None 8/1			
Calendar Year	Principal	Coupon	Interest	Annual DS	Principal	Coupon	Interest	Annual DS	Principal	Coupon	Interest	Annual DS
<b>2024</b>	\$95,000	2.370%	\$17,765	\$112,765	\$20,921	0.410%	\$1,162	\$22,083	\$265,000	0.250%	\$5,817	\$270,817
<b>2025</b>	95,000	2.470%	15,514	110,514	21,007	0.470%	1,076	22,083	265,000	0.350%	5,154	270,154
<b>2026</b>	95,000	2.560%	13,167	108,167	21,105	0.610%	978	22,083	145,000	0.470%	4,227	149,227
<b>2027</b>	95,000	2.630%	10,735	105,735	21,234	0.780%	849	22,083	125,000	0.610%	3,545	128,545
<b>2028</b>	95,000	2.710%	8,237	103,237	21,400	0.930%	683	22,083	75,000	0.740%	2,783	77,783
<b>2029</b>	95,000	2.910%	5,662	100,662	21,599	1.060%	484	22,083	75,000	0.890%	2,228	77,228
<b>2030</b>	95,000	3.050%	2,898	97,898	21,828	1.170%	255	22,083	75,000	1.000%	1,560	76,560
<b>2031</b>	<b>Targeted Defeasance Maturities</b>								75,000	1.080%	810	75,810
<b>Total:</b>	\$665,000		\$73,977	\$738,977	\$149,094		\$5,488	\$154,582	\$1,100,000		\$26,122	\$1,126,122

Issuer: Type: Series: Dated Date Original Par: Current Par: Enhancement: Call Provisions: Due:	VILLAGE OF CORRALES General Obligation Bonds Series 2021A (NMFA) 1/21/2022 \$1,376,894 \$1,091,894 None None 8/1				VILLAGE OF CORRALES General Obligation Bonds Series 2022 (NMFA) 5/20/2022 \$1,935,000 \$1,730,000 None None 8/1				Total Existing	Est. Mill Levy
Calendar Year	Principal	Coupon	Interest	Annual DS	Principal	Coupon	Interest	Annual DS		
<b>2024</b>	\$150,000	0.380%	\$9,953	\$159,953	\$380,000	1.890%	\$36,876	\$416,876	<b>\$982,494</b>	<b>\$2.231</b>
<b>2025</b>	140,000	0.540%	9,383	149,383	240,000	2.030%	29,694	269,694	<b>821,828</b>	<b>1.585</b>
<b>2026</b>	135,000	0.710%	8,627	143,627	284,000	2.120%	24,822	308,822	<b>731,926</b>	<b>1.371</b>
<b>2027</b>	125,000	0.860%	7,668	132,668	165,000	2.190%	18,801	183,801	<b>572,833</b>	<b>1.042</b>
<b>2028</b>	125,000	1.020%	6,593	131,593	175,000	2.220%	15,188	190,188	<b>524,883</b>	<b>0.954</b>
<b>2029</b>	130,000	1.180%	5,318	135,318	165,000	2.270%	11,303	176,303	<b>511,594</b>	<b>0.930</b>
<b>2030</b>	100,000	1.280%	3,784	103,784	165,000	2.330%	7,557	172,557	<b>472,882</b>	<b>0.860</b>
<b>2031</b>	186,894	1.340%	2,504	189,398	156,000	2.380%	3,713	159,713	<b>424,921</b>	<b>0.773</b>
<b>Total:</b>	\$1,091,894		\$53,832	\$1,145,725	\$1,730,000		\$147,954	\$1,877,954	<b>\$5,043,360</b>	

# 2024 Cash Defeasance – Summary

## Summary of 2024 Cash Defeasance (Series 2018 Bonds)

Estimated Date of Defeasance:

May 9, 2024

Bonds and Maturities Defeased:

Series 2018 – 5/1/2029 (Callable 11/16/2028)  
 Series 2018 – 5/1/2030 (Callable 11/16/2028)

Amount:

\$209,217.98

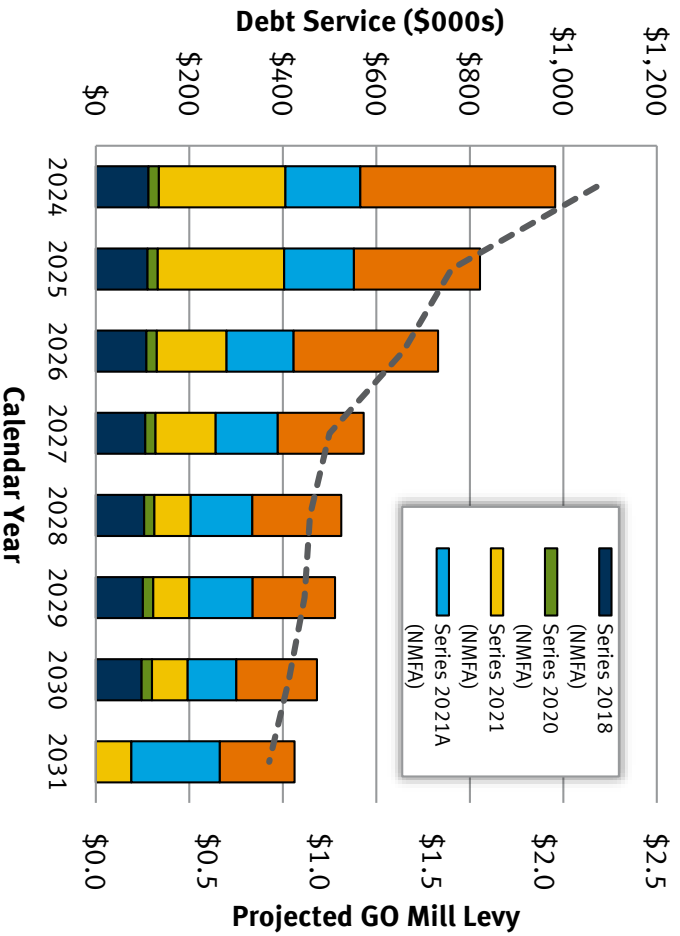
Net Present Value Savings:

\$14,820.52 (7.8%)

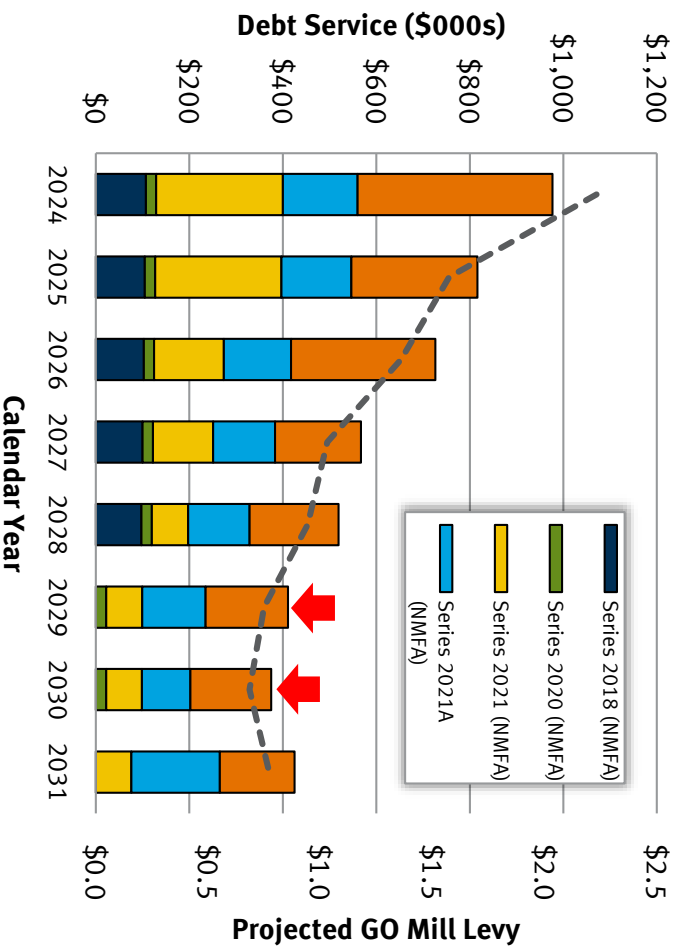
Escrow Investment:

State and Local Government Securities (SLGS)

### Before Defeasance



### After 2024 Cash Defeasance



# Outstanding Debt Summary – GRT Revenue



Public Finance

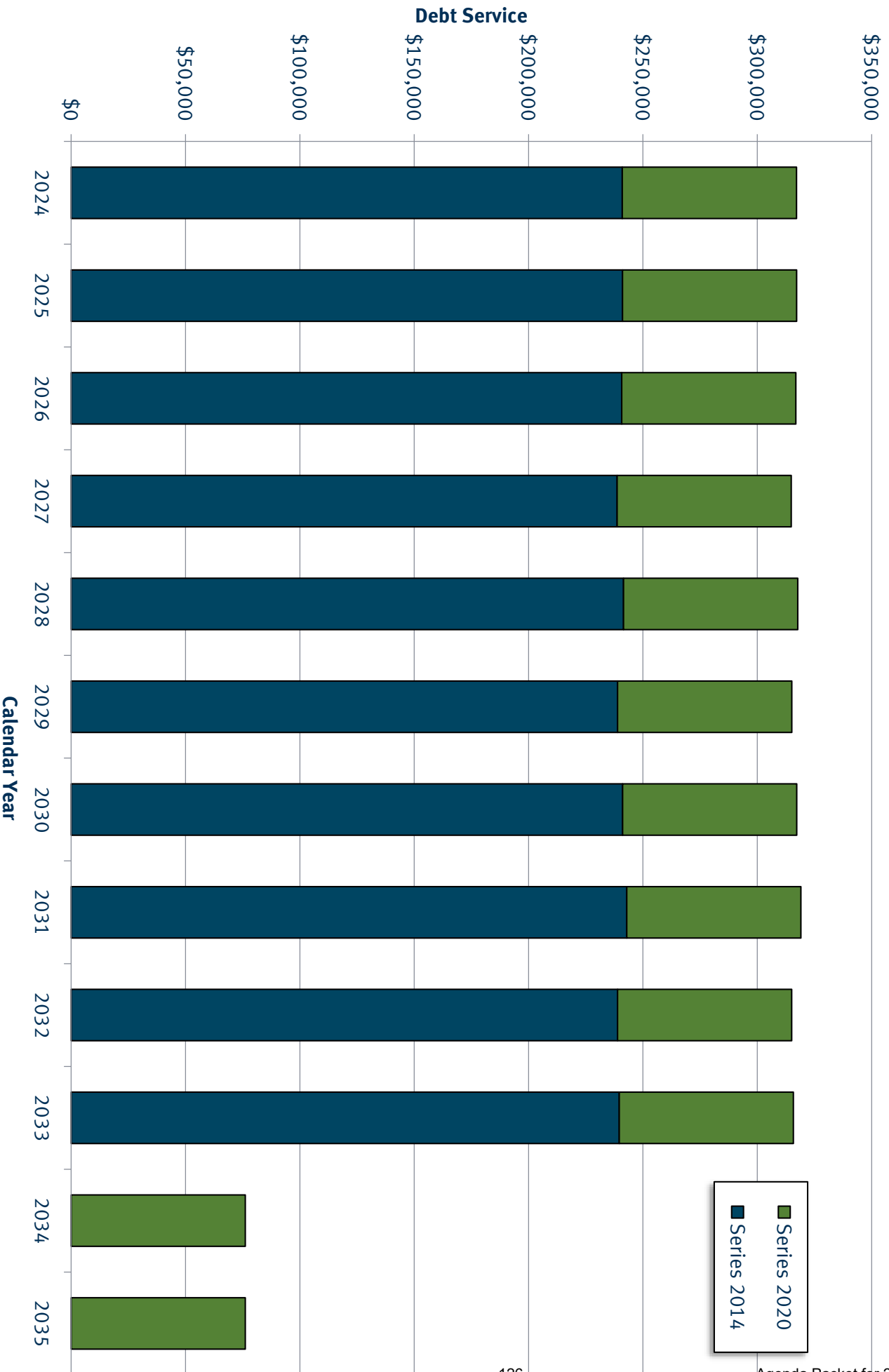
GRT Revenue Bonds	Purpose	Dated Date	Original Par	Outstanding Par	Coupon Range	Final Maturity	Call Date
GRT Revenue Bonds, Series 2020	Improvements	5/1/2020	\$1,000,000	\$813,966	0.96%-2.41%	5/1/2035	Non-Callable
GRT Revenue Bonds, Series 2014	Improvements	1/21/2014	3,445,000	1,945,000	2.00%-4.20%	5/1/2033	5/1/2024

**Total Par Amount Currently Outstanding:**

**\$2,758,966**

Calendar Year	VILLAGE OF CORRALES Hold Harmless Gross Receipts Tax Refunding and Revenue Bonds Series 2014 (Public)				VILLAGE OF CORRALES Hold Harmless Gross Receipts Tax Refunding and Revenue Bonds Series 2020 (NMFA)				Total Existing Debt Service	Est. Coverage Ratio	
	Principal	Coupon	Interest	Annual DS	Principal	Coupon	Interest	Annual DS			
2024	\$165,000	3.000%	\$75,993	\$240,993	\$63,214	1.000%	\$12,923	\$76,137	\$317,130	5.5x	
2025	170,000	3.125%	71,043	241,043	63,846	1.030%	12,291	76,137	317,180	5.5x	
2026	175,000	4.000%	65,730	240,730	64,504	1.080%	11,634	76,138	316,868	5.5x	
2027	180,000	4.000%	58,730	238,730	65,200	1.170%	10,937	76,137	314,867	5.5x	
2028	190,000	4.000%	51,530	241,530	65,963	1.260%	10,174	76,137	317,667	5.5x	
2029	195,000	4.000%	43,930	238,930	66,794	1.350%	9,343	76,137	315,067	5.5x	
2030	205,000	4.000%	36,130	241,130	67,696	1.420%	8,441	76,137	317,267	5.5x	
2031	215,000	4.200%	27,930	242,930	68,657	1.760%	7,480	76,137	319,067	5.5x	
2032	220,000	4.200%	18,900	238,900	69,866	1.900%	6,272	76,138	315,038	5.5x	
2033	230,000	4.200%	9,660	239,660	71,193	2.100%	4,944	76,137	315,797	5.5x	
2034	<b>Refunding Opportunity</b>				72,688	2.280%	3,449	76,137	76,137	76,137	22.8x
2035					74,345	2.410%	1,792	76,137	74,345	2.410%	1,792
<b>Total:</b>	\$1,945,000		\$459,575	\$2,404,575	\$813,966		\$99,679	\$913,645	\$3,318,220		

Fiscal Year Ending		SSGRT	HHGRT	Total
June 30		Revenues	Revenues	Pledged Revenues
2022		\$1,729,689	\$9,322	\$1,739,011
2021		1,204,133	209,162	1,413,295
2020		1,055,449	308,465	1,363,914
2019		1,038,086	301,198	1,339,284
2018		1,056,132	301,244	1,357,376





# Current Refunding Opportunity



Public Finance

- Only maturities that produced positive net savings were included in this analysis.
- The Village may be able to achieve an estimated \$100,000 (6.11%) Net Present Value Savings by issuing tax-exempt Hold Harmless GRT Revenue Refunding Bonds, based upon NMFA interest rates at the time of sale and other assumptions.

Refunding Statistics	
Tax Status	Tax-Exempt
Issuance Date	5/9/2024
Par Amount	\$1,570,000
Refunded Par	\$1,610,000
Avg. Ref. Coupon	4.12%
All-In TIC	3.05%
Escrow Yield	5.58%
Positive Arbitrage	\$12,200
Avg. Life (Years)	5.58
NPV Savings (\$)	\$98,349
NPV Savings (%)	6.11%
Avg. Annual Savings	\$8,975
Total Savings	\$206,424

Maturity Year	Bonds Being Refunded* Debt Service	Estimated Savings			Gross Savings	PV Savings
		Principal	Interest	Debt Service		
2025	\$ 65,730	\$ 5,000	\$ 37,474	\$ 42,474	\$ 23,256	\$ 22,888
2026	240,730	180,000	38,180	218,180	22,550	21,662
2027	238,730	185,000	33,428	218,428	20,302	19,042
2028	241,530	190,000	28,766	218,766	22,764	20,813
2029	238,930	190,000	24,206	214,206	24,724	22,041
2030	241,130	200,000	19,703	219,703	21,427	18,644
2031	242,930	205,000	14,943	219,943	22,987	19,503
2032	238,900	205,000	10,044	215,044	23,857	19,737
2033	239,660	210,000	5,103	215,103	24,557	19,811
<b>Totals</b>	<b>\$ 1,988,270</b>	<b>\$ 1,570,000</b>	<b>\$ 211,846</b>	<b>\$ 1,781,846</b>	<b>\$ 206,424</b>	<b>\$ 184,140</b>

**PV of savings from cash flow:** \$ 184,140  
 Less: Release of Prior DSRF: \$ (242,930)  
 Plus: Cost of Refunding DSRF: \$ 157,140  
**Net PV Savings:** \$ 98,349  
**Net PV Savings as a Percent of Refunded Bonds:** 6.11%

- Preliminary and subject to change.
- Interest rate assumptions are based on current NMFA rates.
- Issuer's actual results may differ.
- Results include the release of the prior Debt Service Reserve Fund (DSRF) and creation of a new DSRF on the Refunding Bonds.
- Costs of issuance are estimates for discussion purposes.
- Analysis was performed with no changes to the term or the structure of the debt service from the currently outstanding issue.

Adjustment to the Bond Yields	Projected NPV Savings	PV Savings as a % of Refunded Par
-0.30%	\$125,353	7.786%
-0.20%	116,291	7.223%
-0.10%	107,290	6.664%
<b>0.00%</b>	<b>98,349</b>	<b>6.109%</b>
0.10%	89,479	5.558%
0.20%	80,658	5.010%
0.30%	71,895	4.466%

## **Proposed Plan of Finance**

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# Proposed Plan of Finance – 2024 & 2026 Bond Sales

## November 2023 Election – Bond Authorization

- **\$2,000,000** – Approved to acquire property, easements and other rights-of-way for **farmland preservation (real estate) and open space purposes**
- **\$1,000,000** – Approved to study, plan, furnish, landscape, enhance and otherwise improve, an to acquire property, other rights-of way and equipment for **fire department facilities**
- **\$1,000,000** – Approved to study, design, develop, construct, reconstruct, rehabilitate, renovate, expand, furnish, landscape, enhance and otherwise improve, an to acquire property, other rights-of way and equipment for **road and flood control facilities**

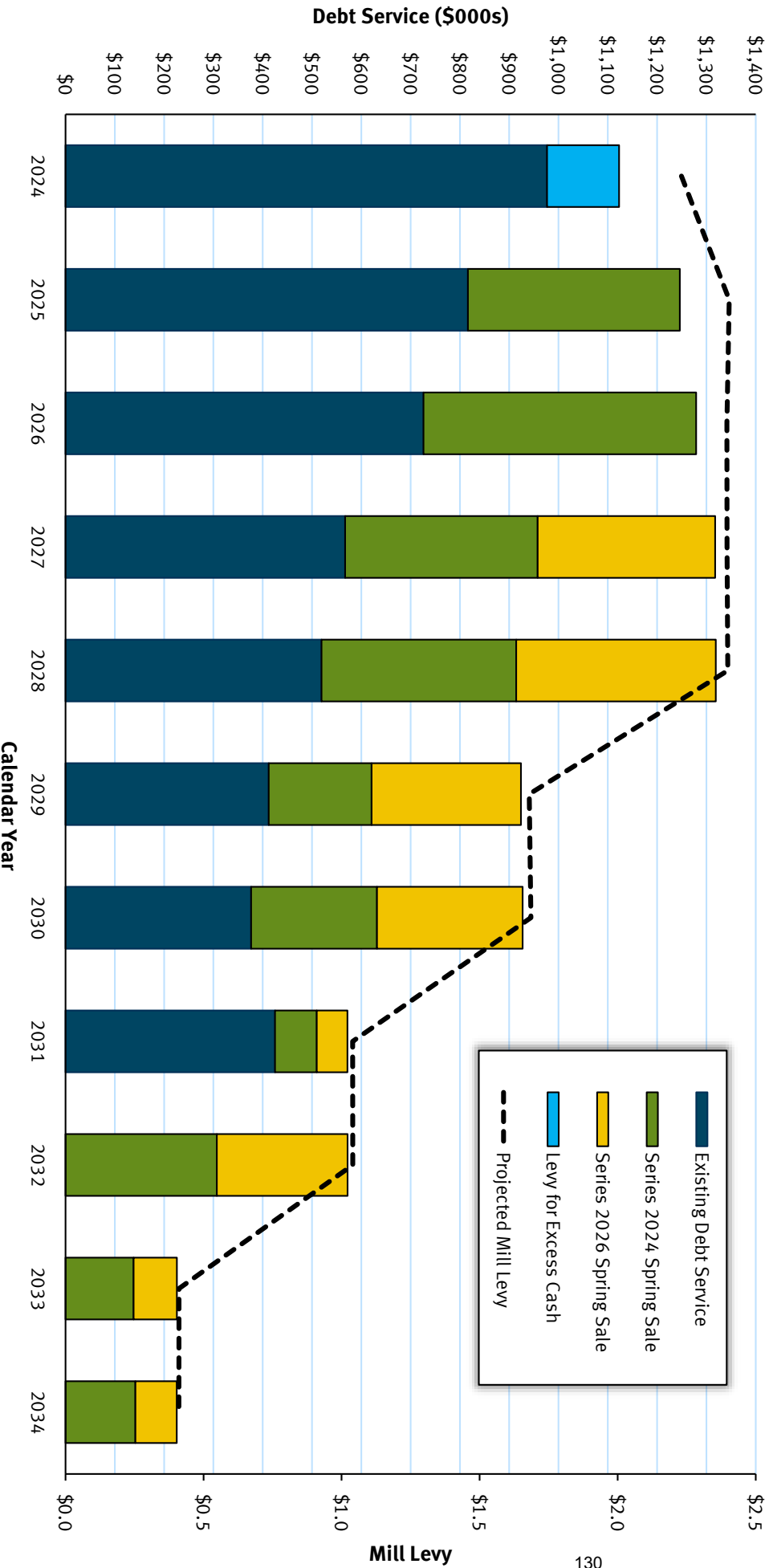
### Tax Impact and Debt Service Schedules

Calendar Year	Growth Factor	Current Debt Service and Mill Levy Schedule				Series 2024 Spring Sale <sup>(2)</sup>	Series 2026 Spring Sale <sup>(2)</sup>	Levy for Excess Cash	Projected Total Debt Service	Projected Mill Levy		
		Projected Assessed Valuation	Existing Debt Service <sup>(1)</sup>	Projected GO 2024 Debt Service	Expected 2024 Defeasance						Projected GO Debt Service	Anticipated Mill Levy
2024	8.11%	\$529,758,611	\$982,494	\$2,231	(\$5,662)	\$976,832	\$2,231					
2025	3.00%	545,651,369	821,828	1.585	(\$5,662)	816,166	1.574	\$430,000	1,246,166	2.404		
2026	3.00%	562,020,910	731,926	1.371	(\$5,662)	726,264	1.360	553,000	1,279,264	2.396		
2027	3.00%	578,881,538	572,833	1.042	(\$5,662)	567,171	1.031	390,500	\$360,000	1,317,671	2.396	
2028	0.00%	578,881,538	524,883	0.954	(\$5,662)	519,221	0.944	395,000	405,000	1,319,221	2.399	
2029	0.00%	578,881,538	511,594	0.930	(\$99,280)	412,314	0.750	208,500	303,000	923,814	1.680	
2030	0.00%	578,881,538	472,882	0.860	(\$96,449)	376,434	0.685	255,500	295,250	927,184	1.686	
2031	0.00%	578,881,538	424,921	0.773		424,921	0.773	84,750	62,250	571,921	1.040	
2032	0.00%	578,881,538						307,000	265,250	572,250	1.041	
2033	0.00%	578,881,538						138,000	88,000	226,000	0.411	
2034	0.00%	578,881,538						141,750	84,000	225,750	0.411	
<b>Totals:</b>			<b>\$5,043,360</b>		<b>(\$224,039)</b>	<b>\$4,819,322</b>		<b>\$2,904,000</b>	<b>\$1,862,750</b>	<b>\$145,965</b>	<b>\$9,732,037</b>	
<b>Actual</b>										<b>Max Rate</b>	<b>\$2.404</b>	

(1) Represents the City's previously issued Series 2018, 2020, 2021, 2021B and 2022 General Obligation Bonds. Does not include any debt secured by Gross Receipts Taxes.  
 (2) Assumes sufficient voter authorization. Structures in bonds sold Spring 2024 and 2026 with first interest payment dates each following February.

- Debt structure listed below illustrates the two sales:
  - ✓ **2024 sale:** \$2.4 million of authorization
    1. \$2.0M to **Farmland (real estate)**
    2. \$200k for **Fire** projects
    3. \$200k for **Road** projects
  - ✓ **2026 sale:** \$1.6 million of authorization
    1. \$800k to finish **Fire** projects
    2. \$800k to finish **Road** projects

*\*Option to Cash Fund Earlier w/ Bond Reimbursement Resolution*



# Sale Type Analysis – \$2,400,000 of Bond Authorization



Public Finance

Bond Statistics	Capital Markets – Bond Sale	Private Placement – NMFA	Net Difference
Par Amount	\$2,310,000.00	\$2,400,000.00	
Bond Premium	207,644.65	None	
Project Fund	<b>\$2,400,000.00</b>	<b>\$2,338,000.00</b>	<b>\$62,000.00</b>
Cost of Issuance	99,592.18	62,000.00	<b>\$37,592.18</b>
Underwriter's Discount	18,052.47	None	<b>18,052.47</b>
<b>Total Sources &amp; Uses</b>	<b>\$2,517,644.65</b>	<b>\$2,400,000.00</b>	
All-In TIC	4.05%	3.10%	<b>0.94%</b>
Arbitrage Yield	2.84%	2.47%	<b>0.38%</b>
Total Debt Service	\$2,848,770.83	<b>\$2,665,865.40</b>	<b>\$106,987.18*</b>
Avg. Annual Debt Service	\$308,438.35	<b>\$288,635.05</b>	<b>\$19,803.29</b>
Closing and Funding	Early May - 2024	Mid June - 2024	

\* Represents the net total debt service difference adjusted downward to account for the additional project fund amount and associated interest.

## Structural & Other Considerations:

### CAPITAL MARKETS – BOND SALE

- **More flexible underwriting process** – allows Village more time to identify, negotiate and lock in real estate contracts
- **Receive full project fund amount**
- Can utilize bank qualification to lower interest rate
- **Issuer will receive & control funds at closing**
- Higher transactional costs
- **Can invest unspent bond proceeds to offset high costs (ex. 1-yr UST = 4.8% or approx. \$116,000 in earnings)**
- **More call option flexibility** – may increase interest rate
- **Reimbursement from proceeds for projects that have already started**
- Allows local residence to participate by purchasing your bonds
- CDU – Issuer required to upload updated operating data every year on EMMA

### PRIVATE PLACEMENT - NMFA

- Receive less project fund amount due to costs
- **Lower transactional costs**
- **Lower cost of borrowing**
- NMFA structure requires bond proceeds to be held with a Trustee and requires an ongoing requisition process
- 10-year call option; shorter may be available at an increase in interest rates
- **Faster sale process with less interest rate risk**
- **Less work for all parties including Issuer's staff**
- **No additional CDU required for the Issuer related to 15c2-12**

# Finance Schedule – Private Placement (NMFA)



- Village Council Meeting
- Rating: Due Diligence, and Posting POS
- Pricing and Closing
- Holidays

February 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DATE	ACTION	RESPONSIBLE PARTIES
February 9 <sup>th</sup>	Agenda Language Distributed for Village Council Meeting	BC
February 13 <sup>th</sup>	Village Council Meeting – Stifel Presentation, Discuss Bond Sale	Village, Stifel
February 19 <sup>th</sup>	Holiday - Presidents Day	
February 21 <sup>st</sup>	Draft Preliminary Official Statement Distributed	BC
February 28 <sup>th</sup>	Rating Meeting and Presentation	Village, Stifel
March 4 <sup>th</sup>	Engage Underwriters	Stifel
March 8 <sup>th</sup>	Credit Rating Received	Village, Stifel
March 18 <sup>th</sup>	Due Diligence Call with Underwriters	All Parties
March 20 <sup>th</sup>	Post Preliminary Official Statement	Stifel, BC
March 29 <sup>th</sup>	Holiday - Good Friday	
April 1 <sup>st</sup>	Pre-Pricing Call – as needed	Village, Stifel, UW
April 2 <sup>nd</sup>	Bond Pricing and Sale – Lock in Interest Rates and BPA <i>Consult with Underwriter on Timing</i>	Village, Stifel, UW
April 3 <sup>rd</sup>	Publication Notice of Adoption in the local newspaper (30-day AG wait period begins)	BC
April 11 <sup>th</sup>	Final Official Statement to Underwriter Due	Stifel, BC
April 18 <sup>th</sup>	Request Bonding Capacity Certificate	Village, Stifel
April 23 <sup>rd</sup>	Village Council Meeting – Review pricing results	Village
April 25 <sup>th</sup>	Closing Memorandum	Stifel
May 1 <sup>st</sup>	Pre-close, sign off from Bond Counsel	BC
May 6 <sup>th</sup>	Closing and Funding	All Parties
May 6 <sup>th</sup>	CDU Posting with EMMA	Accudisclose





Village of Corrales  
Governing Body Rules of Procedure

Adopted: Month xx, 2024

By Resolution 24-xx

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## Article I General Provisions

NMSA 1978 §3-12-3 grants the Governing Body of a municipality having a Mayor-Council form of government the power to determine the rules of its own proceedings.

### 1.1 Meetings

- A. The Governing Body shall hold regular meetings in accordance with the Open Meetings Act, NMSA, 1978, §10-15-1 et. seq., and will approve an annual Open Meetings Act Resolution in December of each year to set dates for all meetings for the following year. All regular meetings shall be held in the Village Council Chambers located at 4324 Corrales Road, Corrales, NM 87048 unless otherwise specified on the meeting agenda.
- B. Notice of meetings shall be posted at the following locations in the Village no later than 72 hours prior to the meeting date:
  - 1. Village Hall Lobby
  - 2. Village Hall marquee
  - 3. Corrales Senior Center
  - 4. Corrales Recreation Center
  - 5. Corrales Library
  - 6. Corrales Main Fire Station
- C. Special meetings may be called by the mayor or by a majority of the members of the Governing Body. Notice of such meetings shall be posted 72 hours in advance of the meeting date, just as a regular meeting would be.
- D. All binding actions of the Governing Body shall be taken at regular meetings, special meetings, or emergency meetings.
- E. The Governing Body may recess and reconvene a meeting to a subsequent date provided that prior to recessing, the mayor specifies the date, time, and place for continuation, and promptly causes posting of notice of the date, time, and place for the reconvened meeting at such places designated by Section 1.1.B of these rules. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting.
- F. Work sessions or work study meetings may be held for the purpose of examining issues, but no official action may be taken. Non-mandatory work sessions are limited to no more than two hours in length. Public input will be allowed only at the discretion of the mayor. There shall be no more than three items on the agenda for these meetings.
- G. Town Hall meetings may be held to gather public input on various topics or projects. These meetings will follow the same basic agenda format as a regular

meeting or work study but will typically have one item of business followed by public comment on that topic. No votes or decisions will be made by the governing body at the town hall meeting, but information gathered at these sessions can be used to inform the governing body to make a decision at the next regularly scheduled meeting, or at a time that is announced during the town hall meeting.

## **1.2 Attendance**

- A. Members of the Governing Body are expected to attend all scheduled meetings and shall make every effort to attend all special meetings. If a councilor will be unable to attend a meeting, they shall notify the Mayor and Village Clerk in writing of their absence.
- B. In accordance with the Open Meetings Act, NMSA 1978, § 10-15-1C, members of the Governing Body may participate in meetings by telephone or video conference or other similar communications facility by means of which all persons participating in the meeting can hear each other, when it is otherwise difficult or impossible to attend the meeting in person.

## **1.3 Duties of the Mayor**

- A. The Mayor shall possess the powers and perform the following duties:
  - 1. Preserve order and decorum and have general direction of the Council Chambers.
  - 2. Announce the business before the body in the order in which it is to be acted upon.
  - 3. Recognize the speakers entitled to the floor and guide and direct the proceedings of the body.
  - 4. Call for public input on agenda items.
  - 5. Decide all points of order, subject to appeal, unless the mayor prefers to submit the question to the decision of the Governing Body.
  - 6. Put to vote all questions which are regularly moved or otherwise arise during the proceedings.
  - 7. Work with the Village Clerk and Village Administrator to prepare Governing Body agendas, subject to the provisions of Section 2.1.A of these rules.
- B. In the absence of the mayor, upon the inability to act, or upon the request of the mayor, the Mayor Pro Tem shall preside and shall have all the powers and authority of the mayor.

## **1.4 Councilors' Responsibilities**

- A. Initiation of Proposals for Action
  - 1. Requests for initiation of legislation shall be directed to the Village Administrator. As sponsor of legislation, it is the responsibility of the Councilor to present the proposal to the Governing Body. Village staff are available to assist in the preparation of necessary documents.
  - 2. Substitute legislation. A proposal for a substitute ordinance or resolution in accordance with section 2.4.D shall be submitted through the Village Administrator and made available to the members of the Governing Body at least seventy-two (72) hours prior to the meeting at which the matter is to be discussed.
- B. In addition to other duties, responsibilities, and rights, the Governing Body shall:
  - 1. In all public statements, make clear that they speak only for themselves unless authorized by the mayor or a majority of the of the council to speak for the Governing Body as a whole.
  - 2. Ensure that the mayor is informed, as soon as practicable, of significant communications with outside entities, be they either directed to, or initiated by the Councilor.
  - 3. Refrain from negotiating contracts on behalf of the Village, without authority from the Village Administrator. Only the Village Administrator or their designee can negotiate a contract on behalf of the Village.

## **1.5 Adopted Rules**

- A. Any matter not covered by these rules shall be governed by decision of the mayor, applying Robert's Rules of Order (current edition).
- B. These rules or any part thereof may be amended, repealed, altered, or rescinded by a vote of a majority of the Governing Body, after notice of intended proposal. Such notice shall be presented by resolution at a regular meeting of the Governing Body.
- C. Violation of these rules does not invalidate an action of the Governing Body.

## **1.6 Supplemental Legal Opinions**

- A. The Mayor or any Councilor may request a supplemental legal opinion by making a written request to the mayor or administrator and having the request placed on the agenda of the Governing Body.
- B. The request for supplemental legal opinion shall identify the opinion from which the supplemental opinion is sought and the basis for disagreement with the opinion.

- C. The Governing Body may, in its discretion, approve or reject the request for a supplemental legal opinion by a majority vote of its members.
- D. If the Governing Body approves the request for supplemental legal opinion, the lawyer or law firm contracted by the Village will create the requested document.
- E. The Governing Body will approve no more than one supplemental legal opinion on any given subject. This provision does not prevent the Mayor or any Village Councilor from retaining an attorney using their own private funds to render additional opinions on any matter whatsoever.
- F. Any request for supplemental legal opinion which fails to obtain a majority vote in the affirmative shall not be reintroduced to the Governing Body for a period of six months, or the decision of a simple majority of the Governing Body.

## Article II Procedures

### 2.1 Preparation and Distribution of Agendas

- A. The Village Clerk, with the approval of the Mayor and the Village Administrator, shall prepare the agenda for all Governing Body meetings.
  - 1. Councilors may request an item be added to an agenda during the future agenda item at a regular council meeting, or by submitting a request in writing to the Village Clerk ~~via email~~ using the agenda item request form. If an item requested by a Councilor is not placed on an agenda for a specific future meeting, the Councilor may request a vote of the Governing Body on the question of whether to add such item to a specific future agenda. Such item shall be added to the agenda for the chosen meeting if a majority of Councilors present vote in favor of doing so.
  - 2. The Village Clerk shall ensure that scheduled public meetings and hearings have been duly advertised.
- B. All material to be presented to the Governing Body shall be submitted to the Village Clerk not later than 5:00 p.m. the day before an agenda is due to be posted.
- C. An ordinance, resolution, or communication is deemed introduced to the Governing Body when it has been filed with the Village Clerk and issued a number.
- D. The agenda, along with introductions and related materials, shall be available to each member of the Governing Body and on the Village website at least 72 hours prior to any meeting.



- E. Agendas will be posted following the guidelines set forth in Article 1.1 B of these Rules of Procedure.

## **2.2 Minutes**

- A. Minutes shall include at a minimum the date, time, and place of the meeting; the names of members in attendance and those absent; the substance of the proposals considered; and a record of any decisions and votes taken that show how each member voted.
- B. Approval of the minutes shall be placed on the consent agenda. If members of the Governing Body believe that the minutes need to be amended, they may request the item be removed from the consent agenda and may make a motion to amend the minutes.

## **2.3 Order of Business**

- A. The order of business of the Governing Body shall be conducted in the following order, to the extent that there are items relevant to each section for that meeting:
  1. Call to order/Pledge of Allegiance
  2. Roll call of Governing Body
  3. Approval of Agenda
  4. Presentations by Visitors, Staff, or Committees
  5. Confirmation of New appointments (reappointments will be included in the consent agenda)
  6. Reports by Officers
  7. Corralesños' forum
  8. Councilors' forum
  9. Consent Agenda
  10. Items Removed from the Consent Agenda
  11. Public Hearings on Appeals
  12. Old Business
  13. New Business
  14. Announcements and Future Agenda Items
  15. Adjournment
- B. The Mayor may, during a meeting, rearrange items on the agenda to conduct business before the Governing Body more efficiently or to accommodate persons required for one or more particular items.
- C. The order of business for special and emergency meetings shall follow the same format as for a regular meeting but will include only those items of business necessary to conduct the meeting.

## 2.4 Ordinances and Resolutions

- A. An ordinance ranks highest in authority of all actions of the Governing Body. If duly enacted, an ordinance has the force of law within the municipality and may be enforced in municipal court.
  - 1. Ordinances shall be adopted in accordance with section 2-61 of the Village Code.
  - 2. An ordinance is open to amendment on first reading or upon second reading, provided the amendment does not constitute substantive change.
  - 3. Substantive amendments offered at a second reading shall require adoption of the ordinance be postponed to a subsequent meeting.
- B. A resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character.
  - 1. Governing Body action shall be taken by resolution when required by law and in those instances where a formal expression of policy is desired.
  - 2. Resolutions shall be adopted in accordance with Section 2-62 of the Village Code.
  - 3. Resolutions are open to amendment provided such amendment does not constitute substantive change.
  - 4. Substantive amendments offered to resolutions may require adoption of the resolution to be postponed to a subsequent meeting.
- C. An ordinance or resolution which has been introduced is in the possession of the Governing Body and may be withdrawn only with the consent of the Governing Body.
- D. Substitutes for Ordinances and Resolutions.
  - 1. A Councilor may recommend that every clause in an ordinance or resolution be changed and that entirely new matter be substituted, so long as the new matter is relevant to the title and subject of the original measure. The introduction of substitute ordinances or resolutions shall follow section 1.4.A.2.

## 2.5 Approvals

- A. Approvals are the class of action in which the Governing Body shall make the final determination upon the recommendation of the Mayor or Village Administrator. Those items requiring approval by the Governing Body shall include, but are not limited to, the following:
  - 1. Mayor's appointments to boards and commissions
  - 2. Joint Powers Agreements, or other administrative requests involving expenditures of Village funds
  - 3. Contracts as directed by the Village Procurement Policy

## 2.6 Motions

- A. Presentation of Motions
  - 1. Main Motion: a main motion presents an ordinance, resolution, or other proposition for passage, adoption, approval, or rejection. The question is usually stated in the positive form i.e., “to pass,” “to adopt”, “to approve”, “to confirm”, etc. To make a proper motion, a Councilor must obtain the floor by stating “Madame/Mister Chair [or Mayor], I move that ...” and then state the motion.
  - 2. A main motion must be seconded before debate can take place and only one main motion may be on the floor at a time. A Councilor may give brief explanatory comments prior to stating the motion but must refrain from debate until the motion has been seconded. In the absence of a second, the motion fails. Main motions are debatable, amendable, and can be reconsidered after adoption.
  - 3. Motions become the official recorded statement of an action taken by the Governing Body. A motion should therefore be worded in a concise, unambiguous, and complete form appropriate to such a purpose.
  - 4. A motion should not be offered if its only effect is to propose that the body refrain from doing something since the same result can be accomplished by no motion at all.
- B. Withdrawal and modification of motions.
  - 1. Until a motion is seconded and stated, the mover may withdraw or modify the motion without consent. When a motion is seconded and stated, it is then in the possession of the Governing Body and can, therefore, be withdrawn or modified only by consent of the body.

## 2.7 Postponement of Action

- A. Postponement (to a definite time): the motion to postpone defers action on a pending question to some definite day or meeting. When a question has been postponed to a certain time, it becomes an order of the day for that time. When the time to which a question has been postponed arrives and the question is taken up, it can be postponed again if the additional delay will not interfere with the proper handling of the postponed question. The motion to postpone is debatable, amendable, and may be reconsidered.
- B. To Table (postpone temporarily): any measure before the Governing Body may be tabled temporarily to be heard later **at the same meeting**. Items must be removed from the table and acted upon prior to the adjournment. The motion to table is not debatable, not amendable, and cannot be reconsidered.
- C. To Remove From the Table (resume consideration): the purpose is to bring before the Governing Body for action a question that has previously been laid on the table. The motion to remove from the table is not debatable, not amendable, and cannot be reconsidered.

- D. Reconsideration of Action
  - 1. The purpose is to permit the Governing Body to reconsider a vote on previous action. The reconsideration of a negative vote on final action is as proper as reconsideration of a favorable vote.
  - 2. The motion to reconsider may be made at the same meeting or a subsequent meeting. However, certain rules apply as appropriate under the circumstances.
  - 3. The motion must be made by a member who voted on the prevailing side.
  - 4. The motion to reconsider is inappropriate after the action taken has gone into effect or after it is too late, for any reason, to reverse the action taken.
  - 5. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.
  - 6. Should the motion for reconsideration pass, the item is immediately before the Governing Body to be acted upon or scheduled for hearing at a subsequent meeting.
  - 7. Should the motion for reconsideration fail the item remains as adopted.
  - 8. Either the motion to reconsider or the notice of intent to reconsider must be made not later than the next regular meeting. A member of the Governing Body may indicate notice of intent to propose reconsideration either orally or in writing to the Village Clerk.
- E. The effect of making the motion to reconsider, or of giving notice of the motion, is to suspend all action on the subject of the motion until the reconsideration is acted upon.
- F. Reconsideration at a subsequent meeting
  - 1. When notice is required for a question, the Governing Body shall comply with all rules requiring public notice.
  - 2. If reconsideration will be taken up at a subsequent meeting, notice of intent will be placed on the agenda. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.
- G. Debate on the motion to reconsider will be limited to the merits of the reconsideration and not the merits of the question to be reconsidered.
- H. The passage of the motion to reconsider requires a majority vote, even if the measure to be reconsidered requires a two-thirds vote.

## **2.8 Appeal a decision of the Mayor**

- A. An appeal must be made promptly before any debate or other business has Intervened. When an appeal is taken, the Mayor should clearly state the decision being appealed and may state his reasons for his decision. If there is no debate, or when debate has concluded, the Mayor may put the question to the Governing Body. A majority vote of those present sustains a decision of the Mayor.

## 2.9 Amendments

- A. Every amendment proposed must be relevant to the subject of the proposition.
- B. A proposed amendment takes precedence over the original motion out of which it arises and must be voted upon before the original motion.
- C. After an amendment is adopted, the question as amended must be put to a vote.
- D. Rejection of an amendment leaves the pending question worded as it was before the amendment was offered.
- E. Form of amendments:
  - 1. Amendments should be offered in a concise, unambiguous, and complete form of a motion.
  - 2. In form, amendments may be divided into the following types:
    - a. To add (that is to place at the end)
    - b. To insert
    - c. To strike out
    - d. To strike out and insert
- F. Decision on amendments
  - 1. An amendment, once adopted, may not thereafter at the same meeting be changed or modified, except upon reconsideration of the vote by which it was adopted.
  - 2. When a proposed amendment has been defeated, the same amendment may not be proposed again without first reconsidering the vote by which the amendment lost.
- G. The Mayor may require amendments to be submitted in writing.
- H. **Withdrawing Amendments and Accepting Modification**
  - 1. Amendments may be withdrawn before being seconded and stated by the Mayor. After it is seconded and stated, it is in the possession of the Governing Body and may be withdrawn only with the consent of the Governing Body.
  - 2. A member may modify an amendment before it is seconded and stated by the Mayor. After it is seconded and stated, it is in the possession of the Governing Body and can be modified only with the consent of the Governing Body. The Mayor may put the question of modification without waiting for a motion, if there is no objection.

## **ARTICLE III RULES OF ORDER**

### **3.1 Rules of Debate.**

Debate is the essential feature of a legislative body. It is the means by which the opinions of members are exchanged, questions deliberated, and conclusions reached on the business before the body.

- A. To permit debate:
  - 1. There must be a debatable question before the body, and one member must have been recognized as entitled to speak.
  - 2. All debate must be addressed to the Mayor, and not to the members.
  - 3. Debate must be confined to the question before the body.
- B. Time limits: The Mayor may set time limits in debate.
- C. Call the Question (Previous Question): Debate may be closed immediately by calling the question. The motion for the call for the question may motivate unanimous consent to end debate. Before such a motion has been seconded, the chair may ask if there is any objection to closing debate. If there is no objection, the Mayor shall immediately call the question. If any Councilor objects, the Mayor shall ask if there is a second to the motion. If there is a second to the call, he must immediately take a vote on whether to order the call for the question. The call for the question requires a majority vote before the vote on the question to which it is applied. The call for the question is neither amendable nor debatable and cannot be reconsidered.

### **3.2 Rules of Voting**

- A. Each Councilor in attendance must vote for or against all measures before the Governing Body, unless there is a conflict of interest, for which abstention is recognized. Such conflict-of-interest disclosure shall be recorded in the minutes.
- B. A member shall not explain his vote during voting, which would be the same as debate at such a time.
- C. Except for procedural matters, voting shall be by roll call and each Councilor's vote shall be recorded in the minutes. Roll call votes shall be at random, but a failure to call for votes at random shall not affect the validity of any vote. Actions declared as procedural by the Mayor may be decided by a show of hands or voice vote.
- D. No member of the Governing Body shall participate in the discussion, debate, deliberation, or vote, or otherwise take part in the decision-making process on any agenda item before the Governing Body in which the member has a conflict of interest. Further, to avoid the appearance of impropriety, any member determined



to have a conflict of interest on any agenda item before the Governing Body shall leave the meeting room, except that if the matter is being considered at a public meeting, the Governing Body member may remain in the area of the room occupied by the general public.

- E. The Mayor shall vote only in case of a tie vote among the Councilors present.

### **3.3 Decorum**

- A. The Mayor shall preserve the order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with these procedures. Any questions on a matter of order and decorum shall be resolved by referring to the current edition of Roberts Rules of Order.
- B. Members must address all remarks through the Mayor.
- C. Members of the Governing Body shall confine their remarks to the question under discussion or debate, avoiding personal references or attacks on fellow members, staff members, or members of the public. No member of the Governing Body shall engage in private discourse or commit any other act tending to distract the attention of the Governing Body from the business before it.
- D. A member who resorts to persistent irrelevance or persistent repetition may be directed to discontinue their speech by the Mayor.
- E. Point of Order. A Councilor may call attention to the violation of the rules or a mistake in procedure by rising to a point of order. The Mayor may permit a full explanation before ruling on the claim and may submit the question to the Governing Body for decision by a majority vote. The Mayor is not required to decide any point of order not directly presented in the proceedings of the body. Such an assertion does not require a second, is not debatable or amendable and cannot be reconsidered.
- F. Question of Privilege. Questions of privilege do not relate to pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. The Mayor makes a ruling as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.
- G. Members of the public who wish to address the council shall sign in on the sheet posted by the front door of the Council Chambers before the meeting begins, or if they wish to participate by Zoom, they must email or call the Village Clerk before 12:00 pm the day of the meeting to have their name added to the sign-in sheet.
- H. While the Governing Body is in session, no person, either of the public attending the meeting nor members of the Governing Body, shall act in a disorderly manner

while speaking during a meeting. People shall also refrain from making any personal, impertinent, or slanderous remarks during a meeting. The Mayor may bar anyone acting improperly from continuing to address the Governing Body.

- I. The Chief of Police or such police officer as is designated the chief's alternate shall be the sergeant-at-arms of the Governing Body and shall carry out all orders of the Mayor for the purpose of maintaining the order and decorum of the session. Upon order of the Mayor, it shall be the duty of the sergeant-at-arms to place any person who violates these provisions under arrest and cause such person to be prosecuted upon the complaint of the Mayor.

### 3.4 Appeal Hearing Procedures

- A. All appeals ~~properly taken~~ brought to the Governing Body following guidelines set forth in Village Ordinances from a decision of an official or subordinate board or commission shall be conducted in accordance with the rules of this section.
- B. Reasonable efforts shall be made to give notice of public hearings to all interested people. Notice of public hearings shall state the subject, the time and place of the public hearing, the manner in which interested people may express their views, and where interested people may obtain copies of the material that is the subject of the hearing. Notices of hearing shall be posted following section 1.1.B. Certified letters will be sent to parties affected if such notice was required at the hearing in which the matter being appealed was originally heard.
- C. At the beginning of the appeal hearing, the Mayor shall identify the parties to the public hearing. Parties are those people who have an immediate, pecuniary, or direct interest that will be substantially and specifically affected by the proceeding. The Mayor shall also identify witnesses sponsored by such parties, and any other interested person wishing to address the Governing Body. Any person wishing to give testimony or address the Governing Body must register with the Village Clerk, giving their name and address, and whether they wish to speak as a proponent, opponent, or otherwise. Any person, other than witnesses who have been designated by a party, who fails to register to speak with the Village Clerk in the manner prescribed by Section 3.3.G shall not be permitted to speak until all those who signed in have spoken.
- D. Any person offering testimony in the proceeding will be sworn by the Village Clerk and are subject to cross-examination by the parties and the Governing Body. Objections to the proffered testimony of any person must be made at the time the testimony is offered. If the Governing Body allows new testimony on an appeal, an interested person does not have to have appeared before the subordinate official or body from which the appeal is taken (e.g., before the Planning and Zoning Board in a land use proceeding).

- E. Appeals of final decisions of the Planning and Zoning Commission can only be brought by an “aggrieved person”. An aggrieved person is a person who has a direct personal or pecuniary interest, or a property right, which is directly affected by the decision being appealed. The aggrieved party’s interest must be an immediate and substantial consequence of the decision, and not merely nominal or remote.
- F. The Mayor may change the order of speakers so that testimony is heard in the most logical groupings, e.g., proponents, opponents, adjacent owners, vested interested, etc.
- G. The Mayor will introduce the item, open the public hearing, and call upon the staff to submit its report into evidence and request the proponent (“appellant”) to describe the matter under consideration.
- H. Under Village Ordinances some Appeals are on the record appeals and some are de novo. The Mayor and staff will clearly identify for the parties and Council whether the hearing is on the record or if new evidence is allowed (de novo).
- I. If allowed by Ordinance, interested persons shall have the opportunity to submit data, views, or arguments orally or in writing. All written material must be marked as exhibits, submitted to the Clerk, and placed into evidence as part of the administrative record. Cross examination by a party of a witness or interested person expressing their views, although expressly permitted, may be limited at the discretion of the Mayor.
- J. The Mayor may establish reasonable speaker time limits and otherwise control presentations to avoid repetition or the introduction of irrelevant matters. Additional time may be granted if appropriate and necessary, in the Mayor's discretion, to secure a full and fair presentation of testimony or legal argument.
- J. After the proponents and opponents have had an opportunity to be heard, the Mayor will call for rebuttal. A proponent or opponent speaking in rebuttal shall not introduce new materials.
- K. After the Governing Body has heard all the evidence, the Mayor closes the public hearing. Nothing further shall be admitted into the record. The Governing Body may discuss and debate (“deliberate”) the evidence presented. Deliberation may be conducted in either an open or closed session of the Governing Body. After concluding its deliberations, a motion concerning the subject of the matter of the appeal is in order. Following the motion and its second, additional discussion may occur among the body. The purpose of this discussion is to formulate the agreed upon relief and the factual and legal basis for such relief.
- L. The Governing Body shall promptly prepare a written statement that includes an order granting or denying relief and a statement of the factual and legal basis for the order; shall file the order with the Village Clerk, and shall serve a copy of the

written decision and the requirements for filing an appeal to all persons who appeared as parties in the proceeding and every person who has filed a written request for notice of the final decision in that particular proceeding.

Revised: January 29, 2024

DRAFT



# VILLAGE OF CORRALES

FAX (505) 897-7217  
EMAIL: [info@corrales-nm.org](mailto:info@corrales-nm.org)  
WEBSITE: [www.corrales-nm.org](http://www.corrales-nm.org)

## Agenda Item Request Form

Council members who would like to have an item of business addressed at a council meeting may submit this form either in person or by email to the Village Clerk. This form must be submitted to the clerk no later than one week prior to the date of the meeting on which the item is requested to appear. If the item cannot be placed on the requested meeting agenda, the councilor will receive an email from the clerk with a brief explanation of why the item will not be on the agenda for that date, and will give a meeting date for the item to appear on the agenda. Questions can be directed to the clerk either by email at [mromero@corrales-nm.org](mailto:mromero@corrales-nm.org), or by phone at 505-897-0502.

Councilor Name: \_\_\_\_\_

Name of agenda topic: \_\_\_\_\_

This topic will be in the form of a (please choose one):

Resolution \_\_\_\_ Ordinance: \_\_\_\_ Discussion only: \_\_\_\_

Update from staff: \_\_\_\_ Action item: \_\_\_\_

Meeting date being requested: \_\_\_\_\_

Short description of topic: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

### CLERK'S OFFICE USE ONLY

Date request received: \_\_\_\_\_ Received by: \_\_\_\_\_

Request approved: \_\_\_\_\_ Request denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Meeting date for requested item: \_\_\_\_\_

Notes: \_\_\_\_\_

SAMPLE RESOLUTION

RESOLUTION NO.

A RESOLUTION DECLARING APRIL 1<sup>ST</sup> TO BE JUAN CALABERA DAY.

WHEREAS, on April 1, 1878, Juan Calabera and his family settled in a homestead on the Rio Bravo; and

WHEREAS, the area surrounding the Juan Calabera homestead was gradually populated by additional settlers; and

WHEREAS, this settlement later became the Village of Rio Bravo.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Village of Rio Bravo that henceforth April 1st shall be known and celebrated in the Village of Rio Bravo as Juan Calabera day; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to the surviving descendants of Juan Calabera, and that a copy be prominently displayed in the lobby of the Village Hall.

ADOPTED AND APPROVED THIS \_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_.

\_\_\_\_\_  
Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
Municipal Clerk



SAMPLE ORDINANCE

ORDINANCE NO.

AN ORDINANCE PERTAINING TO SIGNS: ESTABLISHING CERTAIN SIZE AND LOCATION REQUIREMENTS; PROVIDING A PENALTY; REPEALING CERTAIN PRIOR ORDINANCES.

BE IT ENACTED BY THE GOVERNING BODY OF THE VILLAGE OF RIO BRAVO:

- Section 1. SHORT TITLE.--This Ordinance may be cited as the "Sign Ordinance of the Village of Rio Bravo".
- Section 2. PURPOSES.--The purpose of the Sign Ordinance of the Village of Rio Bravo is to promote the safety, comfort and well-being of street users; to reduce distractions and obstructions from signs; to preserve and enhance the natural scenic beauty and other aesthetic features of the streets; and to generally create and foster a more stable and attractive roadside environment.
- Section 3. DEFINITIONS.--As used in the Sign Ordinance of the Village of Rio Bravo:
- A. "activity" means the specific use or uses to which a premises is put;
  - B. "erect" includes to build, construct, assemble, affix, attach, create, paint or draw;
  - C. "ground sign" means a sign which is directly and permanently supported, and physically separated from any other structure;
  - D. "person" includes any individual, firm, association, organization, partnership, trust, company or corporation, but does not include a governmental entity;
  - E. "premises" means one or more parcels of land which are in the same ownership and contiguous;
  - F. "projecting sign" means a sign which is attached to a wall and extends more than eighteen (18) inches at a ninety (90°) angle from the wall and clears the ground or sidewalk by at least eight (8) feet;
  - G. "public way" means any way designated for vehicular use and maintained with public funds;
  - H. "roof sign" means a sign which is displayed above the eaves of a building;
  - I. "sign" means any letter, symbol, number or combination thereof which is visible from the traveled portion of a public way;
  - J. "sign area" means the area of the smallest square, rectangle, triangle, circle or combination thereof, which encompasses the facing of a sign, including copy, insignia, background and borders, but excluding the structural supports;
  - K. "visible" means capable of being seen without visual aid by a person of normal visual acuity; and
  - L. "wall sign" means a sign which is attached flat to, painted on or pinned away from the wall and does not project more than eighteen (18) inches from the wall.
- Section 4. GENERAL RESTRICTIONS.--
- A. No sign shall be attached to any tree, fence or utility pole or be painted upon or otherwise directly affixed to any rock, ledge or other natural feature.

- B. No sign shall be erected:
  - (1) at any location where, by reason of position, shape, wording or color, it interferes with or obstructs the view of pedestrian or vehicular traffic; or
  - (2) which may be confused with any authorized traffic sign, signal or device.
- C. All signs and their supporting structures shall be maintained to prevent rust, rot, peeling or similar deterioration.
- D. Any sign which advertises, identifies or pertains to an activity no longer in existence shall be removed by its owner or the person otherwise responsible within thirty (30) days from the time the activity ceases existence. This provision does not apply to seasonal activities during the regular periods in which they are closed.
- E. No sign shall:
  - (1) have visible moving parts;
  - (2) have blinding, moving or glaring illumination; or
  - (3) consist of banners, pennants, ribbons, streamers or similar devices.
- F. No sign shall be erected:
  - (1) within any public right-of-way; or
  - (2) closer than ten (10) feet to any lot line which is not a boundary with a public right-of-way.
- G. A premises may display an illuminated sign only during those hours which the premise is open to the public.

Section 5. STANDARDS.--

- A. No more than three (3) signs shall be displayed on any premise.
- B. No individual sign shall:
  - (1) contain more than one hundred (100) square feet of sign area; or
  - (2) have a height greater than twenty-five (25) feet above the ground level or, if the sign is a roof sign, be more than ten (10) feet above the roof of the building.
- C. No ground sign which contains more than twenty-five (25) square feet of sign area shall be closer than fifty (50) feet to any other ground sign on the same premises which contains more than twenty-five (25) square feet of sign area.
- D. Wall signs shall occupy no more than forty (40) per cent of the wall to which they are attached or affixed.
- E. Roof signs shall only be displayed in place of wall signs, and are subject to the same space limitation.
- F. Projecting signs shall not extend above the second floor.

Section 6. PENALTY.--Any person violating any provision of the Sign Ordinance of the Village of Rio Bravo shall be fined not more than one hundred dollars (\$100). Each day that a violation is permitted to exist after notification constitutes a separate offense.

Section 7. SAVING CLAUSE.--The Sign Ordinance of the Village of Rio Bravo does not apply to any sign lawfully in existence at the time of its adoption, and the use of any such sign may continue. Normal maintenance and repairs are permitted, but the sign shall not be altered, enlarged or rebuilt except in conformance with the Sign Ordinance of the Village of Rio Bravo.

Section 8. REPEAL.--Ordinance No. 101 of the Village of Rio Bravo, enacted February 2, 1957, is hereby repealed.

Section 9. SEVERABILITY.--If any part or application of the Sign Ordinance of the Village of Rio Bravo is held invalid by a court of competent jurisdiction, the remainder, or its application to other situations or persons, shall not be affected.

Section 10. EFFECTIVE DATE.--The Sign Ordinance of the Village of Rio Bravo shall become effective five days after publication as provided by law.

PASSED, APPROVED AND ADOPTED this \_\_\_th day of \_\_\_\_\_, 20 \_\_.

Approved:

\_\_\_\_\_  
Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
Municipal Clerk