



**CITY OF MORIARTY
CITY COUNCIL MEETING
June 25, 2025, 7:30 P.M.
201 Broadway St. S-Moriarty, NM 87035**

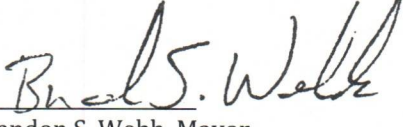
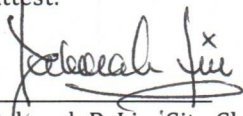
TIME, PLACE AND ATTENDANCE	The Moriarty City Council met at a Regular Council Meeting on June 25, 2025, with the following members present: Brandon Webb, Bobby Ortiz, Steve Anaya, Kim Garcia and Jeremy Trujillo.
CALL TO ORDER	Mayor Brandon Webb called the meeting to order at 7:31 pm
ADD TO AGENDA FOR DISCUSSION ONLY	None.
AGENDA APPROVAL	Bobby Ortiz moved to approve the consent agenda as presented. Steve Anaya Seconded. Jeremy Trujillo, Bobby Ortiz, Kim Garcia and Steve Anaya voted AYE. Motion Carried.
MATTERS FROM THE GOVERNING BODY	Bobby Ortiz thanked the fact that the city has been receiving rain. No Action was Taken.
CONSENT AGENDA	CONSIDERATION AND APPROVAL OF CONSENT AGENDA ITEM: i. Approval of Monthly Bills ii. Minutes from the Regular City Council Meeting of June 11, 2025. Steve Anaya moved to approve the consent agenda. Kim Garcia Seconded. Jeremy Trujillo, Bobby Ortiz, Kim Garcia and Steve Anaya voted AYE. Motion Carried.
PUBLIC COMMENT PERIOD	No Public Commentary.
SALTER RODEO COMPANY - MR. HUNTER SALTER	REQUEST APPROVAL TO RECEIVE \$6,000.00 FROM THE LODGER'S TAX FUND ACCOUNT FOR THE PURPOSE OF RUNNING THE ANNUAL "BULL BASH RODEO" ON OLD 66, ON AUGUST 9, 2025. Kim Garcia moved to approve the provision of \$6,000 from the Lodger's Tax Fund to Mr. Siler to conduct the annual "Bull Bash Rodeo" on Old 66, August 9, 2025. Jeremy Trujillo Seconded. Steve Anaya, Jeremy Trujillo, Kim Garcia and Bobby Ortiz voted AYE. Motion Carried.
ENVISION IT – STEVE LENTI	REQUEST APPROVAL TO RENEW ENVISION IT SERVICES AGREEMENT FOR ONE-YEAR AT \$6,791.14 PER MONTH FOR A TOTAL ANNUAL CONTRACT COST OF \$81,493.68 Bobby Ortiz moved to approve to renew the annual contract with Envision IT with a total cost of \$81,493.68. Steve Anaya Seconded. Jeremy Trujillo, Kim Garcia, Bobby Ortiz, and Steve Anaya voted AYE. Motion Carried.
ENVISION IT – STEVE LENTI	REQUEST APPROVAL TO PURCHASE 10 DELL OPTIPLEX 7000/7020 COMPUTER DESKTOPS WITH INCLUSIVE HARDWARE TO UPGRADE 10 WORK TERMINALS THAT WILL BE OUTDATED BY OCTOBER 2025 FOR A TOTAL PURCHASE COST OF \$11,891.24. Bobby Ortiz moved to approve the purchase of 10 computer desktops with a cost of \$11,891.24 Kim Garcia Seconded. Jeremy Trujillo, Kim Garcia, Bobby Ortiz, and Steve Anaya voted AYE. Motion Carried.
TORRANCE COUNTY EMERGENCY MANAGER – SAMANTHA O'DELL	REQUEST APPROVAL OF MEMORANDUM OF AGREEMENT BETWEEN TORRANCE COUNTY AND THE CITY OF MORIARTY REGARDING EMERGENCY SHELTER OPERATIONS. Kim Garcia moved to approve the agreement between Torrance County and the City of Moriarty for emergency shelter operations.

	<p>Jeremy Trujillo Seconded. Steve Anaya, Jeremy Trujillo, Kim Garcia, and Bobby Ortiz voted AYE. Motion Carried.</p>
<p>F&A CITY CLERK – DEBORAH LIU</p> <p>FINANCIAL ANALYSTS – KAREN ALARID AND EMILY SANCHEZ</p>	<p>CITY BUDGET AND FINANCES FINDINGS UPDATE:</p> <ol style="list-style-type: none"> 1. Bank statements: no reconciliation, no balanced General Ledger since November 2023. 2. USDA Loan Account: payment of \$67,205.23 dated August 8, 2024, was made by ACH with no invoice. 3. NMFA: Payment for water through General Fund was intercepted by the State of NM from July 2013 until February 2025 for \$1,505 per month. When this NMFA account closed, it had a credit balance of \$ 25,266.03. A refund is being issued. 4. Water Project Funding was being intercepted by the Tax and Revenue division from the NM Finance Authority. Water Fund should reimburse the General Fund for said monies, approximately \$214,000. 5. Taxes: water, wastewater, and solid waste taxes are all going to the Water account. They all need to be separated into the utility module. We recommend getting a quote from Caselle support of this change. Staff will begin to separate to pay expenses from each fund. 6. Solid Waste, Wastewater and Water Funds: we need to provide a full balance. Each enterprise should be self-sufficient. We are also recommending that each fund has a separate bank checking account. 7. Civic Center Loan: currently is intercepted by the NM Finance Authority. They will be refunding the City \$48,573.69. This account should be reviewed annually. If excess, City should request a refund. 8. Payroll: it should have its own bank account. 9. Accounts Receivable and Payable: unable to balance ACH's/wire transfers. Training and procedures need to be established. 10. Voided and Outstanding checks and deposits: need to be dealt with before the General Ledger is cleared. 11. Bonds: there are too many Bond Checking accounts. Only one bond Account is required by USDA. We recommend that small balance accounts be distributed to Water and Wastewater and Reserve Accounts remain in place, the sewer asset account should be transferred to Sewer Reserve Account. 12. Trust Fund: no budget. It will be included in the final budget. 13. No Controls: ACH, wires, transfers, reports, approvals, spending, signing checks. The Council approves bills, but they have already been paid for by staff. 14. The Council should receive from staff monthly reports on 1. Payroll, 2. AP, 3. A/R, 4. Profit/Loss, 5. Balance Sheet, and 6. Checking Account Balances and Budget Worksheet. 15. The discussion was conducted with the Council to decide if staff moved fiscal activities to reconcile total balances to the totals approved in the FY22-23 audit or to the bank statements for FY24-25. <p>Bobby Ortiz moved to approve staff to reconcile fiscal account balances to the bank statements for FY24-25. Steve Anaya Seconded. Steve Anaya, Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE. Motion Carried.</p>
<p>F&A CITY CLERK – DEBORAH LIU</p>	<p>REQUEST APPROVAL TO PRESENT THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION (NMDFA) A PRELIMINARY BUDGET FOR FISCAL YEAR 2025-2026 WHICH INCLUDES A RECONCILED ADJUSTED FY24-25 BUDGET IN ADDITION TO DEPARTMENTAL FUNDING INCREASES.</p> <p>Steve Anaya moved to approve staff to submit to the NMDFA a preliminary reconciled budget for FY25-26 without any departmental funding increases. Bobby Ortiz Seconded. Steve Anaya, Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE. Motion Carried.</p>

F&A CITY CLERK – DEBORAH LIU	<p>REQUEST APPROVAL TO BALANCE THE CITY'S GENERAL LEDGER AND SUPPLEMENTARY ACCOUNTS TO THE BANK STATEMENTS BEGINNING FROM JULY 1, 2024, AND CREATE A SECONDARY DATABASE TO OFFSET THE DATA TO STABILIZE ALL ACCOUNTS.</p> <p>Motion was approved during the departmental fiscal findings update.</p>
F&A CITY CLERK – DEBORAH LIU	<p>REQUEST APPROVAL TO OPEN NEW WELLS FARGO ACCOUNTS LIMITED TO 1) PAYROLL AND 2) FOR INDIVIDUAL ENTERPRISE FUNDS.</p> <p>Bobby Ortiz moved to approve staff to open new Wells Fargo accounts for payroll and individual enterprise funds. Steve Anaya Seconded. Steve Anaya, Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE. Motion Carried.</p>
PLANNING & ZONING MANAGER - MARIA MARTINEZ	<p>Update Only: BUSINESS LICENSES: TNT Fireworks LLC retail store (license and cup), AT&T General dynamics (out of city limits), Eleanor Lucas (food vendor for the 4th of July event permit), Duke City Ready Mix (license), Fame US Farms LLC (retail and production, license and cup).</p> <p>PLANNING AND ZONING</p> <ol style="list-style-type: none"> 1. Colonel Bob Hudson, the Moriarty Municipal Airport Manager, and I met in April and June with Torrance County and the Assessor's Office to map out the airport for the Torrance County 911 dispatch center, and the names of the runways. Also, there was some confusion with the Moriarty post office as to what the mailing address for the airport is. The post office had the address at 506 George Applebay Way and the Colonel had it as 50 George Applebay Way, which is the correct address. All information should be operational with the Torrance County 911 dispatch by July. 2. MRCOG met with the Steering Committee last month to lay out a preliminary timeline of events and goals. At a second meeting last week, MRCOG went over the Moriarty Comprehensive Plan 2012 goals & objectives in comparison to 2025. MRCOG will be set up in front of the Civic Center on June 28th, from 10:00am to 1:00pm to talk to citizens about the survey. 3. I attended the monthly LEPC (Local Emergency Planning Committee) meeting yesterday. The presentation was given by Julie Marie Sommers of the New Mexico Health Department, Disaster Mortuary Operational Response Team, dealing with a potential mass casualty incident in our communities, preparation, and available assets. 4. On June 17th, I virtually attended the second in a series of training on grant writing given by the New Mexico Municipal League. <p>CODE ENFORCEMENT</p> <ul style="list-style-type: none"> • Worked with the Fire Department on getting TNT Fireworks, LLC inspected before its opening day. • Working with two separate residents on Maryanne Street to get them into compliance with their broken-down vehicles in the street and cleaning up their yard. They are making progress. • Coast to Coast is moving vehicles around and off property to get them off the State right of way. • In conversations with the manager of the TA Truckstop about an abandoned camper on their west parking lot and one vehicle that has someone staying in it on the east side. • The Pilot Truckstop is back on the radar a complaint was filed from the homestead subdivision. I will be meeting with the manager to get some resolution. • Please contact me if anyone has a 4-H group that would like to make some extra money (by donation) doing a civic project, picking up business trash. Businesses are very interested. <p>No Action was Taken.</p>
F&A	REQUEST APPROVAL OF REVISED CIVIC CENTER LEASE CONTRACT.

CITY CLERK – DEBORAH LIU ON BEHALF OF EVENT COORDINATOR -YARIMA OCHOA (ABSENT)	Bobby Ortiz moved to table this brief item for the next council meeting requesting a comparison fee table be added to weigh the increases recommended. Jeremy Trujillo Seconded. Bobby Ortiz, Steve Anaya, Kim Garcia and Jeremy Trujillo voted AYE. Motion Carried.
F&A CITY CLERK – DEBORAH LIU ON BEHALF OF EVENT COORDINATOR -YARIMA OCHOA (ABSENT)	REQUEST APPROVAL TO PROCURE \$2,000.00 FROM THE GENERAL FUND TO CONTRACT ONE FACE PAINTING VENDOR, A DJ, AND ONE JUMP HOUSE FOR THE 4TH OF JULY EVENTS. Steve Anaya moved to approve the procurement of \$2,000 from the Lodgers' Tax Fund to contract the face painting vendor, a DJ, and one jump house for the 4th of July events. Bobby Ortiz Seconded. Steve Anaya, Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE. Motion Carried.
EVENT COORDINATOR - YARIMA OCHOA (ABSENT)	This brief item was skipped since Ms. Ochoa was absent. No Action was Taken.
PUBLIC WORKS DIRECTOR – JEFF TAPIA	REQUEST APPROVAL TO PROMOTE MR. SEBASTIAN SENA FROM SEASONAL TO FULL-TIME EMPLOYEE WITH A SALARY INCREASE FROM \$15.00 TO \$18.00 PER HOUR RETROACTIVE TO JUNE 23, 2025. Bobby Ortiz moved to approve the promotion of Mr. Sebastian Sena from seasonal to full-time employee with a salary increase from \$15.00 to \$18.00 per hour retroactive to June 23, 2025. Steve Anaya Seconded. Steve Anaya, Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE. Motion Carried.
PUBLIC WORKS DIRECTOR – JEFF TAPIA	REQUEST APPROVAL TO INCREASE THE HOURLY SALARY OF THE PUBLIC WORKS WATER DIVISION MAINTENANCE WORKER POSITION FROM \$27.61 TO \$32.00 PER HOUR RETROACTIVE TO JUNE 23, 2025. Jeremy Trujillo moved to approve to increase the hourly salary of the Public Works Water division maintenance worker position from \$27.61 to \$32.00 per hour retroactive to June 23, 2025. Steve Anaya Seconded. Steve Anaya, Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE. Motion Carried.
PUBLIC WORKS DIRECTOR – JEFF TAPIA	Update Only: Civic Center / Fire Department outskirts, Mountain View Cemetery, Park and Ride, Rodeo Arena, City Hall, were mowed; street medians were hedged. Meetings were conducted with Donzil Worthington from Bohannon Huston and the NM Environment Department regarding the wastewater plant and PER grant. A hydrant was rebuilt. The lift station by the school was repaired. There was one burial. The streetlights at the TA need to be replaced. Councilor Bobby Ortiz stated he has a contact that may be able to provide the lights. No Action was Taken.
MAYOR – BRANDON WEBB	REQUEST APPROVAL TO INCREASE THE HOURLY SALARY OF THE LIBRARY SPECIALIST POSITION (LIBRARY MANAGER) FROM \$18.60 TO \$24.00 PER HOUR RETROACTIVE TO JUNE 23, 2025. Jeremy Trujillo moved to approve to increase the hourly salary of the Library Specialist position from \$18.60 to \$24.00 per hour retroactive to June 23, 2025. Kim Garcia Seconded. Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE. Steve Anaya voted NAY. Motion Carried.
LIBRARY MANAGER – NATALIE BOTT	Update Only: Numbers for the Month: <ul style="list-style-type: none"> • 26 new accounts opened, 12 renewed (reports Member Statistic) • 288 items checked out (Circulation / Reserve Statistic) • 173 patrons in to use public computers (Computer Sign-in sheets)

	<ul style="list-style-type: none"> • 202 items checked out through Hoopla <p>Summer Reading Kick off went great, 31 attendees, 13 kids and 6 teenagers.</p> <p>With the Summer Reading Program in full swing, we have:</p> <ul style="list-style-type: none"> • Builders Club Every Tuesday from 3-5 • Story time and Craft Every Wednesday from 10:30-12:00 • Teen Night every Thursday 3-5 • Explora! Came out Wednesday June 11th with their Family Science workshop, 36 attendees, we also had 4H here the same day with healthy snacks • Wednesday June 18th, we toured the Fire Station: 39 attendees, 2 separate group tours. • June 10th, we had two interns start from the Torrance County Summer Enrichment Internship Program. They will be helping in the library and with the Summer Reading Program until July 28th, 2025. • June 28th, we have our Follow Along Paint and Take Program from 12 till 2 ages 9 and up welcome. • Our New Mexico Summer Reading Tutoring Program is going well. We have 12 students from the East Mountain, with 5 teachers. • Moriarty Mini Comic Convention August 2nd. We have 38 vendors with room for more. Lots of donations for prizes. We typically pull in about 300 people from all over the state. • We will be one of the participating Libraries in the KOAT Book Drive in July. We will be one of the collection sites. • As part of the New Mexico Rural Libraries, we received the Rural Library Book Grant donated by Mr. Charles Lehman for \$485 to be used to purchase books, we plan to use the grant to purchase some Non-Fiction New Mexico. • We had a new patron comment on how welcoming our library is compared to the one in Los Lunas, where their kids' room was secluded and felt unwelcome. <p>No Action Was Taken.</p>
POLICE DEPARTMENT CHIEF – ADAN URBINA	<p>REQUEST APPROVAL TO HIRE MR. MATHEW ROMERO AS AN UNCERTIFIED POLICE OFFICER EFFECTIVE JULY 7, 2025.</p> <p>Steve Anaya moved to approve to hire Mr. Romero as an uncertified police officer effective July 7, 2025, at a pay rate of \$19.06/hr.</p> <p>Jeremy Trujillo Seconded.</p> <p>Steve Anaya, Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE.</p> <p>Motion Carried.</p>
POLICE DEPARTMENT CHIEF – ADAN URBINA	<p>Update Only: Two rookie officers are preparing to start the Law Enforcement Academy. They successfully completed the pre-assessment this past Monday and are set to begin the Academy on August 11th. We are committed to getting them fully ready. The rest of the team remains busy and dedicated. Currently, we have no active applicants. The most recent candidates did not pass the psychological evaluation. Recruitment remains a challenge, but we continue to work on new strategies and outreach to attract qualified candidates.</p> <p>I want to recognize Kelly Tapia for doing an excellent job during the 4th of July festivities. Her coordination and presence contributed to a smooth and safe event. I believe the 4th was a great success, and the fireworks show was outstanding. Big thanks to Jeff Tapia, (Public Works staff) and his crew for an amazing job as well.</p> <p>I also want to recognize Chelsea Worley, Animal Control, she was awarded a plaque for having a 100% no kill shelter for the 2024 year from Best Friends Animal Society.</p> <p>No Action was Taken.</p>
MAYOR – BRANDON WEBB	<p>REQUEST APPROVAL TO RENEW THE WORKFORCE CONNECTIONS LEASE AGREEMENT FOR FISCAL YEAR 25-26, 2025, WITH A RENTAL RATE OF \$836.92 PER MONTH WITH UTILITIES INCLUDED.</p>

	<p>REQUEST APPROVAL TO RENEW THE READ AND WRITE ADULT LITERACY LEASE AGREEMENT FOR FISCAL YEAR 25-26, 2025 WITH A RENTAL RATE OF \$400.00 PER MONTH WITH UTILITIES INCLUDED.</p> <p>Steve Anaya moved to approve renewing the Workforce Connections lease agreement for FY25-26, with a rental rate of \$836.92 per month with utilities included, and to renew the Read and Write Adult Literacy lease agreement for FY25-26 with a rental rate of \$400.00 per month with utilities included.</p> <p>Bobby Ortiz Seconded.</p> <p>Steve Anaya, Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE.</p> <p>Motion Carried.</p>
CITY COUNCILOR – KIM GARCIA	<p>REQUEST INCREASE REVIEW OF CITY SERVICE FEE SCHEDULES FOR FY 25-26.</p> <p>No Action was Taken.</p>
DEPUTY FIRE CHIEF – CARLOS ANAYA	<p>Update Only: New ambulance will be delivered on July 1, 2025. All preparations are in full place for July 4th events. Chief Hart will be back next Monday from vacation.</p> <p>No Action was Taken.</p>
MAYOR – BRANDON WEBB	<p>REQUEST APPROVAL TO DISPOSE OF THE CITY'S AIRPORT OUTDATED, UNUSED ELECTRONIC EQUIPMENT.</p> <p>Steve Anaya moved to dispose of the City's airport outdated, unused electronic equipment.</p> <p>Kim Garcia Seconded.</p> <p>Steve Anaya, Bobby Ortiz, Kim Garcia and Jeremy Trujillo voted AYE.</p> <p>Motion Carried.</p>
ADJOURNMENT	The meeting was adjourned by Mayor Webb at 09:58pm.
APPROVED	PASSED, ADOPTED and approved this 23rd day of July 2025.
	<p> Brandon S. Webb, Mayor</p> <p>Attest:</p> <p> Deborah R. Liu, City Clerk</p>