THE CITY OF MORIARTY ESTD 1902 NEW MEXICO

CITY OF MORIARTY
Special Council Meeting
Wed. Sept.23, 2026
5:30 P.M.
202 Broadway St. S-Moriarty, NM 87035

CALL TO ORDER		Mayor Anaya called the meeting to order at 5:30pm
AGENDA		Councilor Garcia made a motion to approve the agenda, second by councilor Trujillo, all present voted yes, motion carried.
Studio Southwest Architects		Colin gave a presentation and got the council's input on design and accommodation for a new city hall. No action was taken.
Emily Sanchez Clerk/ Treasurer		The clerk gave an update with the mayor's request on the office staff organization and positions. She provided the governing body with an outlook on what she would like her office to look like as far as job positions within the clerk's office. She is asking for 2 more positions: Finance officer per the mayor and councils request, wanting this position to fulfill what the current contracted financial analyst Karen Alarid is doing now, and she is requesting a position for accounts payable. She explained that this is her vision for the clerk's office and she is trying to comply with requests from both the current city auditor and CPA's recommendation of segregation of duties within her office. The council explained that they want to get the position of the finance office filled as soon as possible and would like to have Karen Alarid out by the end of October. She explained to the council that there are still a lot of undone financial issues and has not been able to get ahold of caselle on the issues the office is having. The Clerk's office has been working with the CPA John Jennings and his assistance Gabby on the Fy 2026 audit. They will continue to reach out to Caselle and will be in contact with Tyler Technologies to see what is in the best interest of the city's financial software. Councilors agreed that this needs to be a priority and we need to figure out what needs to be done. Councilor Snow stated that he would like to see some higher education on the job description for the Finance officer. He would like for it to require an associate's degree and possibly a bachelor's in finance. The current budget for the position was unknown by guessing it was between $ 61,000 to $63,000. Councilor Garcia mimicked councilor Snows' recommendation. They also would like the job posting on a hiring site. The other conversation was about the other position requested for accounts payable clerk, the council stated that they understood the need for this position but with the budget constraints the clerk's office would have to stay as is with only adding the finance officer position. Councilor Snow made a motion to approve the advertising of the position at the current budget amount, second by councilor Spalding, all present voted yes, motion carried.
Adjourn		Councilor Garcia made a motion to adjourn.
Approved		PASSED AND APPROVED ON THIS 14th DAY OF October 2026.
CITY OF MORIARTY OFFICIAL SEAL 1902 NEW MEXICO		Steve Anaya, Mayor Attest: Emily Sanchez, Clerk/ Treasurer

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City of Moriarty Civic Center, City Council Chambers 202 Broadway Street South, Moriarty, NM 87035

CITY COUNCIL SPECIAL MEETING/ WORKSHOP

Sept. 23, 2026
5:30pm

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a. Welcome / Pledge of Allegiance
b. Call to Order / Roll Call
c. Approval **of** the Agenda
Motion_____ **Second** _____**Roll Call** _____ **Action** _____

1. **Studio Southwest Architects-**
    a. Review recommendations
    Motion_____ **Second** _____**Roll Call** _____ **Action** _____
2. **Clerk- Emily Sanchez- Finance and Administration**
    a. Office positions and recommendations
    Motion_____ **Second** _____**Roll Call** _____ **Action** _____

3. **ADJOURNMENT**: Motion _____

A copy of this agenda is available at the City Clerk's Office, 201 Broadway St, S, Moriarty, NM.
An electronic copy of the agenda may be requested at jhendricks@moriartynm.gov