



VILLAGE COUNCIL REGULAR MEETING AGENDA
MEETING TO BE HELD VIA HYBRID - IN PERSON AND ONLINE
[HTTPS://US02WEB.ZOOM.US/J/86135308094?PWD=GLMF8FD3MVOZWVG1ODTAAEHYLMOXJA.1](https://us02web.zoom.us/j/86135308094?pwd=GLMF8FD3MVOZWVG1ODTAAEHYLMOXJA.1)
MEETING ROOM LOCATED AT 102, 9 FIREHOUSE RD.
TAOS SKI VALLEY, NEW MEXICO
FRIDAY, AUGUST 21, 2026 AT 1:00 PM

1. CALL TO ORDER AND NOTICE OF MEETING

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

A. 07-17-2026-Regular Village Council Meeting.

5. CITIZEN'S FORUM

A. Limit of 5 minutes per person related to a specific agenda item or non-agenda items. [Please email msalazar@vtsv.org](mailto:msalazar@vtsv.org) to sign up in advance so that you can be recognized.

6. PRESENTATIONS AND REPORTS

A. Mayor's Report (Mayor Chris Stanek)

B. Administrator and Staff Reports (Henri Hammond-Paul, Village Administrator)

C. Deputy Administrator Introduction/Development Code Synopsis Presentation (Jordan Yutzy)

D. VTSV Chamber of Commerce (Chamber CEO, Dan Vaughn)

E. Planning & Zoning Commission (Mayor Pro Tem Tom Wittman)

F. Public Safety Committee (Committee Chair, Henry Caldwell)

G. Firewise Community Board (Board Chair, Henry Caldwell)

H. Parks & Recreation Committee (Committee Chair, Joan Woodard)

I. Lodger's Tax Advisory Board (Councilman Chris Stagg)

7. ACTION AND DISCUSSION ITEMS

A. RESOLUTION 2026-25

A RESOLUTION ADOPTING THE VILLAGE OF TAOS SKI VALLEY PERSONNEL POLICY AND EMPLOYEE HANDBOOK; AUTHORIZING THE VILLAGE ADMINISTRATOR TO IMPLEMENT THE POLICY; REPEALING ALL PRIOR RESOLUTIONS, POLICIES, AND ADMINISTRATIVE DIRECTIVES IN CONFLICT THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

B. RESOLUTION 2026-26 A RESOLUTION ESTABLISHING AND DELEGATING ADMINISTRATIVE, PROCUREMENT, CONTRACTING, GRANT, SIGNATORY, BUDGET ADMINISTRATION, AND EMERGENCY AUTHORITY TO THE VILLAGE ADMINISTRATOR; DESIGNATING THE VILLAGE CENTRAL PURCHASING OFFICE;

ESTABLISHING APPROVAL THRESHOLDS; AND RESERVING CERTAIN MATTERS
TO THE GOVERNING BODY

- C. **RESOLUTION 2026-27** A RESOLUTION APPROVING THE VILLAGE EMPLOYEE PAYROLL SCHEDULE FOR THE REMAINDER OF CALENDAR YEAR 2026; APPROVING A TRANSITION TO FRIDAY PAYDAYS BEGINNING IN JANUARY 2027; AND ADOPTING THE 2027 VILLAGE-OBSERVED HOLIDAY CALENDAR
- D. **RESOLUTION 2026-28** A RESOLUTION OF THE GOVERNING BODY OF THE VILLAGE OF TAOS SKI VALLEY ADOPTING THE VILLAGE OF TAOS SKI VALLEY EMPLOYMENT HANDBOOK AND WORKPLACE STANDARDS MANUAL AS OFFICIAL VILLAGE POLICY, AND SUPERSEDING ALL PRIOR PERSONNEL POLICIES, RULES, AND REGULATIONS OF THE VILLAGE INCONSISTENT HERewith.
- E. **RESOLUTION 2026-29** A RESOLUTION APPROVING AND APPOINTING A VOTING DELEGATE OF THE VILLAGE OF TAOS SKI VALLEY TO THE NMML

8. MISCELLANEOUS

9. EXECUTIVE SESSION AND REPORT ON SESSION

The following matters may or may not be discussed in closed session under the NM Open Public Meetings Act under exemptions 10-15-1.H (8): meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by a public body, 10-15-1. H (7): attorney client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant, and 10-15-1.H (2) limited personnel matters.

10. ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING OF THE VILLAGE COUNCIL

09-18-2026-REGULAR MEETING. The next regularly scheduled meeting of the Council of the Village of Taos Ski Valley will be held as a hybrid in-person and on-line meeting on September 18, 2026, at 1:00 pm in Room 102, 9 Firehouse Rd., Taos Ski Valley, NM and the Agenda, Agenda attachments, and Zoom Meeting link will be available to the public on the Village website at <https://www.vtsv.org>.

11. ADJOURNMENT



**VILLAGE COUNCIL REGULAR MEETING MINUTES
MEETING TO BE HELD VIA HYBRID - IN PERSON AND ONLINE
MEETING ROOM LOCATED AT 102, 9 FIREHOUSE RD.
TAOS SKI VALLEY, NEW MEXICO
FRIDAY, JULY 17, 2026 AT 1:00 PM**

1. CALL TO ORDER AND NOTICE OF MEETING

The regular meeting of the Village Council was called to order by Mayor Pro Tem Wittman at 1:00 pm. Notice of the meeting was properly posted.

2. ROLL CALL

Marlene Salazar, Village Clerk, called the roll and a quorum was present.

Governing Body Present

Mayor Pro Tem Tom Wittman

Councilman Matt Myers

Councilman Chris Stagg

Not Present:

Mayor Chris Stanek

Councilman Doug Turner

3. APPROVAL OF AGENDA

Mayor Pro-Tem Wittman requested items 7E, F, G, and H and 8.B reflect FY contract numbers. Village Administrator Hammond-Paul clarified that contract numbers were correct and are affiliated with the fiscal year while ordinances and resolutions are with calendar year designation, resolving confusion about agenda items 7. E through 7. H and 8.B.

Councilman Myers requested to move Item 7. A to the discussion and action items section of the agenda.

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

4. APPROVAL OF MINUTES

A. 06-19-2026-Regular Village Council Meeting

MOTION: Councilor Myers **SECOND:** Councilor Stagg **PASSED:** 3-0

5. CITIZEN'S FORUM

A. Limit of 5 minutes per person related to a specific agenda item or non-agenda items.
Please email msalazar@vtsv.org to sign up in advance so that you can be recognized.

Resident Mike Fitzpatrick expressed concerns about a potential general obligation bond, comparing it to a PID that residents previously opposed. He suggested exploring other funding sources before proceeding

with the bond, noting that the general fund is owed substantial amounts of money from the water and sewer enterprise. The resident experienced technical difficulties with his zoom online connection, making it difficult to hear his full comments.

6. PRESENTATIONS AND REPORTS

A. Mayor's Report (Mayor Chris Stanek)

No Report

B. Administrator and Staff Reports (Henri Hammond-Paul, Village Administrator)

Village Administrator Hammond-Paul provided updates on key Village initiatives and personnel changes. He welcomed new Deputy Administrator and Planning and Land Use Director Jordan Yutzy, who will focus on improving permitting processes, application intake, and review timelines. Administrator Hammond-Paul also announced plans to bring forward a new personnel handbook for adoption as an ordinance at the August meeting, and outlined the Village's transition to a new utility billing system starting in January 2026, with outreach efforts underway to help residents make the switch. Additionally, Village Administrator Hammond-Paul reported that the hiker parking pilot program has generated over \$2,500 from 486 visitors since July 4th, with 75% of participants being out-of-state visitors.

C. Planning & Zoning Commission (Mayor Pro Tem Tom Wittman)

Commission Board Chair Wittman reported no meeting was held in July 2026. The next meeting of the P&Z will be held on August 3, 2026 at 1:00 pm.

D. Public Safety Committee (Henry Caldwell)

Committee Chair Caldwell reported that a meeting was held on July 6, 2026, highlighting the following key updates:

Wildfire Mitigation Grant: A grant has been allocated to the Fire Department for localized fire mitigation. Committee members Woodard, Thomas, and Chandler are actively assisting in identifying target lots. Mitigation priority is structured on a 1–4 scale, with 1 designating the highest priority. Notification letters have been dispatched to eligible homeowners outlining the application process for these funds.

Underground Power Project: The committee requested Council assistance to expedite the underground utilities project, noting ongoing delays due to a lack of follow-through from KCEC.

Infrastructure & Funding: General discussion was held regarding the necessary installation of meter bases, utilizing approximately \$135,000 available in franchise funds.

E. Firewise Community Board (Henry Caldwell)

(Reported above)

F. Parks & Recreation Committee (Joan Woodard)

Committee Chair Woodard reported having a meeting in June with upcoming plans on July 28th, 2026 at 10:00 am. The June minutes were provided in the Council meeting packet.

G. Lodger's Tax Advisory Board (Councilman Chris Stagg)

Councilor Stagg reported that the Lodgers' Tax Advisory Board met on July 15, 2026, at 1:00 p.m., during which the Board reviewed and confirmed its current budget allocations and carryover balances. The date and time for the next scheduled meeting of the Board are currently to be determined (TBD).

H. TIDD (Mayor Pro Tem Tom Wittman)

No Report, the next meeting of the TIDD will be held via zoom on July 20, 2026, at 4:00 pm.

7. CONSENT AGENDA

- A. **CONTRACT 2027-01** CONSIDERATION TO APPROVE THE RENEWAL OF THE ANNUAL CONTRACT WITH THE TAOS SKI VALLEY CHAMBER OF COMMERCE FOR FISCAL YEAR 26-27.

(Item 7.A moved to Discussion and Action Items)

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

Councilor Myers requested a future presentation from the Chamber to better understand their activities, which the council supported.

- B. **CONTRACT 2027-02** CONSIDERATION TO APPROVE THE RENEWAL ANNUAL CONTRACT WITH GOOD RIDDANCE ENVIRONMENTAL PEST CONTROL FOR FISCAL YEAR 26-27

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

- C. **CONTRACT 2027-03** CONSIDERATION TO APPROVE THE RENEWAL ANNUAL CONTRACT WITH LYNDIA LYNCH, MD AS MEDICAL DIRECTOR FOR THE VILLAGE EMS SYSTEM FOR FISCAL YEAR 26-27

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

- D. **CONTRACT 2027-04** CONSIDERATION TO APPROVE AN ANNUAL CONTRACT WITH ARROYO SECO SEPTIC SERVICES TO PROVIDE SEPTIC TANK PUMPING AND DISPOSAL FOR FISCAL YEAR 26-27

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

- E. **RESOLUTION 2026-20** PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

- F. **RESOLUTION NO. 2026-21** A RESOLUTION ACKNOWLEDGING THE 4th QUARTER FY2026 FINANCIAL REPORT AS OF JUNE 30, 2026.

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

- G. **RESOLUTION NO. 2026-22** REQUESTING APPROVAL OF THE FY2027 FINAL BUDGET

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

- H. **RESOLUTION 2026-23** A RESOLUTION AMENDING THE CONTRACT EXTENSION END DATE FOR THE WATER & WASTE WATER STUDY CONTRACT TO DECEMBER 31, 2026 FOR ADDITIONAL TIME.

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

8. ACTION AND DISCUSSION ITEMS

- A. CONSIDERATION TO APPROVE AND AUTHORIZE THE PURCHASE OF CAPITAL EQUIPMENT A 2024 JOHN DEERE 770GP MOTOR GRADER

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

Councilor Stagg reported on the pending equipment acquisition, stating that this piece of machinery has been a long-standing need for the Public Works Department and has undergone prior Council discussion. Councilor Stagg recommended moving forward with the procurement at this time, noting that the acquisition will provide significant infrastructure improvements for both the local roads and the wider Valley.

- B. **RESOLUTION NO. 2026-24** A RESOLUTION RATIFYING AND CONFIRMING THE ESTABLISHMENT AND IMPLEMENTATION OF THE WILLIAMS LAKE TRAILHEAD HIKER PARKING PROGRAM, ADOPTING A PUBLIC PARKING FEE SCHEDULE, AUTHORIZING THE VILLAGE ADMINISTRATOR TO ADMINISTER THE PROGRAM, AND RATIFYING PARKING FEES COLLECTED PRIOR TO ADOPTION OF THIS RESOLUTION

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

9. EXECUTIVE SESSION AND REPORT ON SESSION

To enter into executive session

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

To return from executive session

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

Village Attorney Appel reported that no decisions were made in this closed session, and the only item addressed in closed session under the NM Open Public Meetings Act under exemptions was 10-15-1. H (2.) limited personnel matters.

MOTION: To ratify the actions of the Mayor relative to personnel actions discussed
MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

10. ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING OF THE VILLAGE COUNCIL

08-21-2026-REGULAR MEETING. The next regularly scheduled meeting of the Council of the Village of Taos Ski Valley will be held as a hybrid in-person and on-line meeting on August 21, 2026, at 1:00 pm in Room 102, 9 Firehouse Rd., Taos Ski Valley, NM and the Agenda, Agenda attachments, and Zoom Meeting link will be available to the public on the Village website at <https://www.vtsv.org>.

11. ADJOURNMENT

MOTION: Councilor Stagg **SECOND:** Councilor Myers **PASSED:** 3-0

ATTEST:

Mayor Pro Tem Tom Wittman

Village Clerk, Marlene Salazar

Village Administrator's Report

Village of Taos Ski Valley

Regular Council Meeting — August 21, 2026

Henri Hammond-Paul, Village Administrator

Administrator's Overview

August has been a productive month for the Village, with several important organizational improvements moving from planning into implementation. This month's highlights include the full launch of the Village's new website, continued modernization of utility billing, adoption of a new personnel policy, strong regional contributions from our Fire/EMS personnel, continued implementation of the Kachina Hiker Parking Program, and steady work across Village infrastructure and public services.

Taken together, these efforts reflect an ongoing focus on improving the fundamentals of Village government: **better customer service, clearer accountability, modern systems, stronger financial management, and a workplace culture that supports high-quality employees.**

New Village Website Fully Launched

The Village's new website is now fully launched.

This represents a significant improvement in how residents, property owners, visitors, businesses, and contractors interact with Village government. The new site is substantially easier to navigate, places commonly requested information closer to the front, and provides a much stronger platform for public transparency.

Over the past several months, staff has worked through virtually every section of the website to update outdated information, reorganize content, improve departmental pages, provide direct links to frequently used services, and make public information easier to locate.

This work will continue. A municipal website is never truly "finished," but we now have a modern foundation that can be continually improved rather than a website that staff must work around.

The Village's website is now available at vtsv.org.

Utility Billing Modernization

Staff continues to make substantial changes to the Village's utility billing operation.

One of the most significant changes under consideration is outsourcing the day-to-day utility billing function to **MuniBilling**, the Village's existing utility billing software and customer portal provider.

We are currently investigating a potential **three-year agreement at approximately \$20,000 per year**.

The intent is not simply to outsource a task. It is to use a specialized utility billing provider to establish a more reliable, measurable, and customer-focused billing operation while reducing the amount of staff time currently consumed by manual billing administration.

We believe this approach has the potential to produce both **significant cost savings and improved customer service**.

Two of the most important metrics we will begin tracking closely are:

- **Customer enrollment in the online utility portal**
- **Customer enrollment in automatic payment**

Increasing both will reduce manual processing, decrease missed payments and billing questions, make account information more accessible to customers, and ultimately reduce the administrative cost of operating the utility.

Additional metrics we intend to track include delinquent accounts, billing corrections, customer service response time, electronic versus paper payments, and the amount of staff time required to administer the billing system.

The objective is to move utility billing from a largely transactional administrative function into a **measurable customer-service operation**.

New Personnel Policy — Building the Village's Organizational Culture

Council is also considering a comprehensive update to the Village's personnel policies this month.

While the policy establishes necessary rules regarding employment, leave, compensation, supervision, workplace expectations, and personnel administration, staff views this as something larger than an employee handbook.

It is a culture document.

The Village is a small organization where individual employees have an unusually large impact on the quality of government residents receive. We want employees to understand what the

Village expects from them, but we also want employees to understand what they should expect from the Village as an employer.

The new policy emphasizes accountability, professionalism, fairness, clear expectations, employee development, and the ability of managers to effectively manage their departments.

Our goal is to build an organization where talented employees want to work, strong performance is recognized, problems are addressed directly, and public service is treated as something worth taking pride in.

Fire/EMS — Supporting the Village and the State

Village Fire/EMS personnel continue to make an impact well beyond Taos Ski Valley.

This summer, Village personnel and equipment have supported wildfire response assignments throughout New Mexico, including the Beehive Fire and, more recently, the Rayado Fire. On the Rayado Fire, Village personnel served in significant incident-command roles, continuing to build expertise that directly benefits Taos Ski Valley when those employees return home.

These deployments are also financially important.

Fire Department assignments have generated **approximately \$300,000 in reimbursements and counting** this season. Those reimbursements help cover personnel and equipment costs while supporting training, experience, equipment purchasing, and the overall Fire Department budget.

This is an excellent example of how a small department can leverage the skills of its personnel to simultaneously assist communities throughout New Mexico, develop our own staff, and strengthen the Village's emergency-response capacity.

The department also continues its Wildland-Urban Interface grant work throughout the Village. In addition to completing defensible-space work, the program reimburses personnel costs and can place additional responders in the valley when they are needed for other emergencies.

Quality Public Service — Williams Lake Rescue

I also want to recognize our public-safety personnel for an email the Village recently received from **Charles Martin of New Braunfels, Texas**, who required rescue from the Williams Lake Trail on July 24.

Mr. Martin described becoming suddenly unable to continue hiking and ultimately being unable even to sit upright without assistance.

What he remembered most about the Village responders was not simply the technical rescue. He specifically thanked them for their “**professionalism, kindness, and confidence**” and

described how personnel continued talking with him, reassuring him, checking on him, and keeping him calm while carrying him down the mountain through rain and hail.

He concluded his message by telling the responders:

“Because of you, I made it home to my wife and family. That’s something I will never forget.”

There are many ways to measure government performance. Response times, revenues, expenditures, projects completed, permits processed, and infrastructure repaired all matter.

But this is also what quality public service looks like.

I want to thank everyone involved in that rescue and recognize the professionalism our Police, Fire, EMS, and Search and Rescue personnel bring to the Village.

Kachina Hiker Parking Program

The Kachina Hiker Parking Program continues to see strong utilization during its first summer of operation.

Program to Date — June 30 through August 19

\$6,880

Parking Revenue

1,262

Paid Transactions

1,148

Day Passes

114

Season Passes

August Month-to-Date

424 transactions | \$2,280 revenue

The busiest day of August to date was **August 8**, with **44 transactions and \$250 in revenue**.

Visitor-origin data also continues to demonstrate that the trailhead serves a regional and national visitor population:

- **30% — New Mexico**
- **25% — Texas**

- **12% — Colorado**
- **33% — Other states**

These data will help the Village better understand utilization of the trailhead and evaluate future parking, transportation, recreation, and visitor-management decisions.

The program should continue to be viewed as a pilot. Staff will evaluate the full summer season before recommending any significant changes for 2027.

Note: Transaction data reflects permits purchased and does not measure total parking visits. Season-pass holders are recorded when the pass is purchased, but subsequent visits are not captured.

Public Works and Infrastructure

Public Works continues to address day-to-day infrastructure needs while advancing larger maintenance priorities.

Two residential water service-line breaks were reported in early August. Public Works isolated both breaks and determined that they occurred on customer-owned service lines. The affected property owners were notified and water service will be restored following completion of the necessary private repairs.

Additional water-system work includes painting of the Green Tank, which is expected to be completed by the end of August. Staff is also evaluating two fire hydrants currently out of service—one near the Children’s Center and another on Porcupine Road—to determine whether they can be repaired or require replacement.

At the wastewater treatment plant, **995,926 gallons** of treated wastewater were discharged during July. Two pumps that failed earlier this year were evaluated and determined to be repairable rather than requiring full replacement, which is expected to produce substantial savings for the Village.

Public Works has also continued road maintenance, drainage-inlet cleaning, washout repairs, dust control, and safety improvements near the Zaps/Porcupine intersection. A new safety latch installed on the solid-waste compactor also appears to have successfully prevented continued bear access.

Financial and Organizational Indicators

The July financial report contains several encouraging indicators as well as areas staff will continue to monitor.

Compared with July of last year, overall Village revenues increased approximately **110%**, while expenditures were approximately **47% lower**. The comparison is affected by timing differences between fiscal years, particularly utility collections and insurance expenses, so individual year-over-year figures should be interpreted carefully.

Among the items identified by Finance:

- Gross receipts tax collections are approximately **14.5% below** the same period last year.
- Lodgers' tax collections are approximately **15% below** last year.
- Combined water and sewer revenues are substantially higher, although the comparison is affected by the timing of prior-year collections.
- Property-tax collections were up approximately **116%** compared with July of last year.
- Building and zoning permit revenue has increased significantly.
- The Village is currently tracking **14 active grants** across multiple departments and capital projects.

Finance will continue monitoring these trends as additional months of FY2027 data become available.

Looking Ahead

Over the next several months, the administration will continue focusing on implementation rather than simply policy development.

Key priorities include:

- Completing the utility-billing transition and establishing clear customer-service performance metrics.
- Increasing utility portal and autopay enrollment.
- Implementing the new personnel policy consistently across departments.
- Continuing improvements to the new Village website and expanding online access to records and services.
- Continuing work on major water, wastewater, road, wildfire, recreation, and Village facility capital projects.
- Evaluating the full first season of the Kachina Hiker Parking Program.
- Continuing to strengthen the Village's Fire/EMS model and regional deployment program.
- Improving the Village's ability to measure and communicate organizational performance.

The Village continues to have significant infrastructure and organizational challenges ahead, but I am encouraged by the progress being made across departments and particularly by the willingness of Village employees to improve the way we serve the community.

Henri Hammond-Paul
Village Administrator



COUNCIL BRIEFING

Employment Handbook and Workplace Standards Manual

DRAFT 1.0 — FOR ADOPTION

VILLAGE OF TAOS SKI VALLEY

WHERE WE'VE BEEN

2002	2012	2018	Since
Personnel Ordinance No. 03-33 establishes a merit system for hiring, promotion, and retention	Ordinance No. 2012-33 amends the personnel ordinance	Ordinance No. 2018-65 rescinds it and converts personnel rules to Village Policy, set by resolution	No replacement handbook was ever adopted. The Village has operated without one.

This resolution finishes what 2018 started. The Governing Body has authority to adopt personnel policy by resolution — this Handbook is that policy.

A culture document first, and a personnel policy second.

States the standard

Twelve principles that apply to every employee and feed directly into performance evaluations.

Then makes it operable

Clear authority, real due process, and administration that does not return to Council case by case.

Built to recruit

Modern, competitive terms the Village can sustain — and defend to the public.

01 Public service comes first	02 Professionalism matters	03 We solve problems	04 Accountability is non-negotiable
05 Communication is everyone's responsibility	06 Every employee supports the team	07 Public resources must be protected	08 Safety comes first
09 Respect is required	10 Continuous improvement is expected	11 Excellence is the standard	12 Modern government requires modern workplaces

WHAT'S IN IT

I Who We Are

II Employment Relationship and Authority

III Workplace Standards

IV Performance and Accountability

V Employment Administration

VI Compensation, Benefits, Leave, Attendance

VII Performance, Corrective Action, Separation

VIII Safety and Emergency Operations

IX Final Provisions and Acknowledgment

A Appendix A: Definitions

Governing Body →	Mayor →	Administrator →	Departments
Policy, ordinances, budget, authorized positions, compensation structure	Chief Executive Officer; executive leadership; directs the Administrator	Chief administrative officer; delegated hiring, discipline, and termination authority	Day-to-day operations through the immediate supervisor

The delegation is bounded. It does not reach any action state law or ordinance reserves to the Mayor or Council, and Council may modify, limit, or revoke it at any time by ordinance or resolution.

Respectful workplace

Harassment, discrimination, bullying, intimidation, retaliation, and workplace violence are prohibited outright.

Stewardship of public resources

Procurement Code compliance, card documentation, and an explicit Anti-Donation Clause restriction.

Technology and public records

No expectation of privacy on Village systems; work communications may be IPRA-disclosable.

Ethics and public trust

Conflicts of interest must be disclosed. Gifts and benefits are governed by the Governmental Conduct Act.

Political activity

Protected as private citizens; no Village resources, no coercion, and candidacy must be disclosed.

Supervisors held higher

Failure to manage performance or enforce standards is itself a performance issue.

§3.9 — WHERE AN EMPLOYEE CAN RAISE A CONCERN

- | | |
|---|--|
| 1 | Your immediate supervisor |
| 2 | Another supervisor or department head |
| 3 | The Clerk/HR Director |
| 4 | The Village Administrator |
| 5 | The Mayor — where the concern involves the Administrator |

Retaliation is prohibited, and the New Mexico Whistleblower Protection Act is cited expressly.

Sick leave, comp time, and personal leave are consolidated into a single PTO bank.

YEARS OF CONTINUOUS SERVICE	ANNUAL PTO ACCRUAL	MONTHLY ACCRUAL RATE
0–3 years	192 hours	16.00 hours
4–7 years	208 hours	17.33 hours
8+ years	224 hours	18.67 hours

240 hrs Maximum balance; accrual pauses above it	72 hrs Advance notice for planned PTO requests	90 days Extra time to use an overage if the Village denies leave
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No employee loses accrued leave before January 1, 2029.

Now → Dec 31, 2026

Existing employees keep their current accrual rate. Balances above 240 hours are retained in full; nothing is forfeited.

Jan 1, 2027

All employees move to the new accrual schedule. Accrual pauses at or above 240 hours — still no forfeiture.

Jan 1, 2029

Any balance still above 240 hours is brought down to 240; the excess is permanently forfeited.

4 wks

Paid parental leave after 12 months of service — new

13

Paid holidays, with weekend observance rules

5 days

Paid bereavement leave for immediate family

8 hrs

Paid community service leave each year — new

PERA

Retirement participation plus health and supplemental plans

Payout

Accrued PTO paid at separation, up to the 240-hour cap

Flex

Compressed weeks and hybrid work where operationally appropriate

Statutory

FMLA, military, jury, voting, and domestic abuse leave

PART VII — CORRECTIVE ACTION AND DUE PROCESS

RANGE OF CORRECTIVE ACTION — NO FIXED SEQUENCE IS REQUIRED

Verbal counseling	Written warning	Performance improvement plan	Suspension or reassignment	Demotion	Termination
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Notice and opportunity to respond

Before suspension, demotion, or termination, a regular employee receives written notice and a chance to respond. Serious misconduct may still result in immediate action.

Grievance procedure

Disputes route through the supervisor to the Administrator — or directly to the Mayor where the Administrator made the decision.

Essential employee designation

Public Works snow and water/wastewater operations, Police and Fire Department personnel must report during emergencies.

Call-back and on-call pay

A two-hour minimum for each call-back, plus on-call pay at the adopted schedule rate.

Emergency flexibility

Temporary reassignment during snow, wildfire, utility failure, and public health emergencies.

New cost — paid parental leave

Four weeks after twelve months of service; runs concurrently with FMLA where applicable.

Liability reduction — PTO cap

The 240-hour cap and 2029 reduction bring down the Village's accrued-leave payout exposure over time.

New cost — community service leave

Eight hours per employee per year; no carryover and no cash value.

No change — pay ranges

Compensation schedules stay with Council through the budget; the Handbook only governs administration.

Adopt the Handbook as official Village Policy by resolution.

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- | | |
|---|--|
| 1 | Adopt the Handbook as Exhibit A, effective immediately upon adoption |
|---|--|
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- | | |
|---|--|
| 2 | Supersede all prior personnel policies and past practices inconsistent with it |
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- | | |
|---|--|
| 3 | Authorize the Administrator to administer, interpret, and implement it |
|---|--|
-
- | | |
|---|--|
| 4 | Council retains authority to amend by resolution at any time |
|---|--|
-

**Public service is a privilege.
Professionalism is expected.
Excellence is the standard.**

QUESTIONS

Finance Report August 21, 2026 Meeting:

Revenues July 2026:

GRT:

This month last year: **\$48,937**

This month this Year: **\$41,841**

Last Year YTD: **\$48,937**

This Year YTD: **\$41,841**

Lodgers Tax:

This month last year: **\$15,930**

This Month this year: **\$13,530**

YTD Last year: **\$15,930**

YTD This year YTD: **\$13,530**

REVENUES:

July 26 vs same period LY **increased 110 % over all**. FY25 July there was no Utility Revenue collected for June 25 due to reader breakdown. August will show 2 months of collections for legit comparison.

- We received **\$4,755** in hold harmless GRT revenue in **July 2026** which has been transferred to the USDA fund for monthly loan payments and reserves for the WWTP.
- Fiscal YTD GRT is down 14.5% from last year.
- Fiscal YTD Combined Water and Sewer revenues collected are up 109% from last year. **FY25 July there was no Utility Revenue collected for June 25 due to reader breakdown. August will show 2 months of collections for legit comparison.**
- Fiscal YTD Lodger's tax collections are down 15% from last year.
- Fiscal YTD Building/Zoning permits (includes planning fees) are up significantly from FY26. Jordon Yutzy newly on board has been diligent in following up with residents and builders in issuing permits and collecting revenues. We have already collected in one month almost as much as the entire FY26 year.
- Parking Revenues Collections at Hiker Parking began in July 26 and we've collected net revenues of \$4,355.
- The Village received **\$4,568** in property tax collections in **July 2026**. FYTD Property Tax Collections are up 116% from last year in July.
- The TIDD received **\$-3,668.23** in GRT in **July 2026** due to a deficit in the Village baseline that had to be supplemented. Future TIDD GRT revenues will be applied to this deficit before the TIDD receives revenues. In the event of another deficit month, the obligation will continue to grow.

EXPENSES:

July 26 vs same period LY **decreased 47% overall**. (See below some of the line items that increased):

- **Payroll costs:** wages including OT up 71%. This is mostly due to Wildland Operations around the state. Garrett has generated revenues and receivables that more than cover our costs. And there is increased payroll in FD due to the residential clearing project fully funded by a grant at this point. Gabe now has a full staff and we have brought on a Planning & Zoning position. Employee Benefits are up 18% due somewhat to increases in Health Insurance costs but mostly due to increased payroll described above.
- **Insurance** was paid in July last year and in August this year so comparison will show next month.
- **Vehicle Fuel** up 90% from LY.
- **Rent of Road Equipment** JD loader 2 months invoices owed for 2 in arrears LFY .

July/August

GRANTS:

All grant reimbursement requests for expenses paid to date have been filed. Not all have been received.

We are currently tracking 14 active Grants: 1 DOT, 3 NMED, 3 DFA Capital Outlay Grants, 3 Fire Grants (1 on hold), 1 EMS Grant, 1 WTB Grant, 1 Microgrid NM EMNRD Grant, and 1 Parks Trails Grant.

GRT rate Tracking for VTSV location

GRT rates for VTSV went from 9.4375% to 9.3125% for the period of July – December 2022.

This reduction of 0.125% is due to state legislation lowering the state portion of the total from 5.125% to 5%. The portion of the state piece allotted to the Village remains unchanged @ 1.225% of the total. The reduction comes entirely out of the portion that goes to the state. Previously it was 3.9%. In this period, it is reduced to 3.775%.

The total % going to the Village is the municipal 2.4375% (Village ordinances total including Hold Harmless) plus the state piece allotted to municipalities of 1.225% = 3.6625%. This is the same % the Village was previously receiving before this period's reduction in overall rate.

GRT rates for VTSV went from 9.3125% to 8.8125% for the period of Jan – June 2023.

This reduction of 0.5% is due to the sunseting of a Taos County higher education tax. This reduction only affects the county portion. The village municipality does not receive any of the county portion at this time, and so the total % to VTSV is unaffected by this period's rate reduction.

GRT rates for VTSV will go from 8.8125% to 8.9375% for the period of July - Dec 2023.

This increase of 0.125% is due to a combination of:

State legislation lowering the state portion of the total from 5.0% to 4.875%, results in a decrease of 0.125%. The portion of the state piece allotted to the Village remains unchanged @ 1.225%. The reduction comes entirely out of the portion that goes to the state. Previously it was 3.775%. In this period, it will be reduced to 3.650%. The total % to VTSV is unaffected by this rate decrease.

The county rate increased adding 0.25% to the total. This is the result of the county gross receipts tax increase voted for in November, 2022. The Village Municipality does not receive any of the county grt portion currently, and so the total % to VTSV is unaffected by this rate increase.

Per the GRT revenues portions that the Village receives:

The total Municipal GRT rate is 2.4375% and the total Municipal portion of the state GRT is 1.225% . These are unchanged from the previous period.

GRT rates for VTSV will remain at 8.9375% for the period of January – June 2024.

GRT rates for VTSV will go from 8.9375% to 9.4375% for the period of July - Dec 2024.

This increase of 0.5% is due to the county rate increase for addition of the County Hospital Increment 0.5%. The Village Municipality does not receive any of the county grtx portion currently, and so the total % to VTSV is unaffected by this rate increase. The entire 0.5% grtx rate increase for this period will be entirely allotted to the county.

Per the GRT revenues portions that the Village receives:

The total Municipal GRT rate is 2.4375% and the total Municipal portion of the state GRT is 1.225%. These are unchanged from the previous period.

The state portion going entirely to the state is 3.650%.

The county portion going entirely to the county is 2.125%, up from 1.625% the previous period.

GRT rates for VTSV will remain at 9.4375% for the period of January – June 2025.

GRT rates for VTSV will remain at 9.4375% for the period of July 2025 - June 2026.

GRT rates for VTSV will remain at 9.4375% for the period of July 2026 - June 2027.

Statement of Revenue Expenses
July 26 - July 26 vs July 25 - July 25

FY through		7/31/2026	7/31/2025		
Account	Title	Balance	Balance	Change	% Change
41100	Franchise Tax	\$ 14,676.32	\$ 2,476.89	\$ 12,199.43	492.53%
41250	Gross Receipts Tax - Municipal	\$ 27,489.33	\$ 32,172.38	\$ (4,683.05)	-14.56%
41258	GRT - Municipal Tax HH	\$ 4,755.12	\$ 7,590.32	\$ (2,835.20)	-37.35%
41259	CMP - Compensating Tax	\$ 43.66	\$ 6,088.86	\$ (6,045.20)	-99.28%
41260	ITG - Interstate Telecom Gross	\$ 6.99	\$ 5.68	\$ 1.31	23.06%
41500	Property Tax - Current	\$ 4,568.28	\$ 2,115.40	\$ 2,452.88	115.95%
42401	GRT Shared - Municipal Equival	\$ 16,326.97	\$ 18,706.15	\$ (2,379.18)	-12.72%
43300	Building Permit	\$ 8,528.70	\$ 1,179.69	\$ 7,349.01	622.96%
43400	Business Licenses/Registration	\$ 3,790.00	\$ 640.00	\$ 3,150.00	492.19%
43500	Liquor Licenses	\$ -	\$ 250.00	\$ (250.00)	-100.00%
43800	Zoning Permits	\$ 9,156.96	\$ 102.05	\$ 9,054.91	8873.01%
43900	Other Licenses and Permits	\$ 70.00	\$ 30.00	\$ 40.00	133.33%
44190	Rental Fees	\$ 700.00	\$ 1,200.00	\$ (500.00)	-41.67%
44270	Impact Fees	\$ 17,305.77	\$ -	\$ 17,305.77	#DIV/0!
44130	Parking Fees	\$ 4,355.39	\$ -	\$ 4,355.39	#DIV/0!
44990	Other Charges for Services	\$ 8,748.42	\$ 97.02	\$ 8,651.40	8917.13%
45050	Parking Fines	\$ 75.00	\$ 25.00	\$ 50.00	200.00%
46030	Interest Income	\$ 19,252.21	\$ 23,491.09	\$ (4,238.88)	-18.04%
46040	Investment Income	\$ 772.28	\$ 772.28	\$ -	0.00%
46900	Miscellaneous - Other	\$ 15,898.14	\$ 25,900.75	\$ (10,002.61)	-38.62%
47090	State - EMS Grant (DOH)	\$ -	\$ -	\$ -	#DIV/0!
47120	State Law Enforcement Approp	\$ -	\$ -	\$ -	#DIV/0!
47140	Small Cities Assistance (TRD)	\$ -	\$ -	\$ -	#DIV/0!
47100	State - Fire Marshall Allotmen	\$ -	\$ -	\$ -	#DIV/0!
47110	State - Law Enforcement Protec	\$ -	\$ -	\$ -	#DIV/0!
47200	State Water Trust Board Grants	\$ -	\$ 17,411.32	\$ (17,411.32)	-100.00%
41300	Lodgers' Tax	\$ 13,530.39	\$ 15,930.14	\$ (2,399.75)	-15.06%
42300	Gas Tax for General Purposes	\$ 417.00	\$ 417.00	\$ -	0.00%
42601	Motor Vehicle Fees	\$ 2,397.22	\$ 2,119.30	\$ 277.92	13.11%
47499	Other State Grants	\$ 8,568.22	\$ -	\$ 8,568.22	#DIV/0!
47300	Legislative Appropriation	\$ 79,903.90	\$ -	\$ 79,903.90	#DIV/0!
47398	Other State Distributions (operational)	\$ 36,460.15	\$ -	\$ 36,460.15	#DIV/0!
47399	Other State Distributions (res	\$ -	\$ 12,680.87	\$ (12,680.87)	-100.00%
42700	Cannabis Excise Tax	\$ 82.79	\$ 112.60	\$ (29.81)	-26.47%
46050	Joint Powers Agreement Income	\$ 11,821.39	\$ 22,017.82	\$ (10,196.43)	-46.31%
46010	Contributions/Donations	\$ 900.00	\$ 1,083.00	\$ (183.00)	-16.90%
44220	Water Use Fees	\$ 32,434.82	\$ 1,400.07	\$ 31,034.75	2216.66%
44230	Utility Service Fees	\$ 75,681.24	\$ 3,266.82	\$ 72,414.42	2216.66%
44240	Utility Connection Fees	\$ -	\$ -	\$ -	#DIV/0!
Total Income		\$ 418,716.66	\$ 199,282.50	\$ 219,434.16	110.11%

Statement of Revenue Expenses
July 26 - July 26 vs July 25 - July 25

Account	Title	Balance	Balance	Change	% Change
51010	Salaries - Elected Officials	\$ 2,626.14	\$ 2,626.14	\$ -	0.00%
51020	Salaries - Full-Time Positions	\$ 115,612.30	\$ 103,228.93	\$ 12,383.37	12.00%
51040	Salaries - Part-Time Positions	\$ 41,964.30	\$ 18,367.41	\$ 23,596.89	128.47%
51050	Salaries - Temporary Positions	\$ -	\$ -		#DIV/0!
51060	Salaries - Overtime	\$ 55,496.56	\$ 2,172.67	\$ 53,323.89	2454.30%
52010	FICA - Regular	\$ 13,296.52	\$ 7,736.99	\$ 5,559.53	71.86%
52011	FICA - Medicare	\$ 3,109.67	\$ 1,809.48	\$ 1,300.19	71.85%
52020	Retirement	\$ 14,729.28	\$ 11,594.63	\$ 3,134.65	27.04%
52021	Retiree Health Care	\$ 2,635.31	\$ -	\$ 2,635.31	#DIV/0!
52030	Health and Medical Premiums	\$ 19,841.97	\$ 22,522.98	\$ (2,681.01)	-11.90%
52040	Life Insurance Premiums	\$ 141.20	\$ 127.08	\$ 14.12	11.11%
52050	Dental Insurance Premiums	\$ 995.90	\$ 1,111.96	\$ (116.06)	-10.44%
52060	Vision Insurance Medical Premi	\$ 172.02	\$ 184.84	\$ (12.82)	-6.94%
52080	Other Insurance Premiums	\$ 1,093.82	\$ 162.21	\$ 931.61	574.32%
52100	Workers' Compensation Premium	\$ 211.20	\$ 137.60	\$ 73.60	53.49%
52120	Workers' Compensation (Self In	\$ -	\$ 8,905.00	\$ (8,905.00)	-100.00%
52999	Other Employee Benefits	\$ -	\$ 100.00	\$ (100.00)	-100.00%
53010	Travel - Elected Officials	\$ -	\$ -	\$ -	#DIV/0!
53030	Travel - Employees	\$ 633.36	\$ 640.44	\$ (7.08)	-1.11%
54010	Maintenance & Repairs - Buildi	\$ 4,339.20	\$ 65.98	\$ 4,273.22	6476.54%
54040	Maintenance & Repairs - Vehicl	\$ 3,722.91	\$ 1,115.10	\$ 2,607.81	233.86%
54050	Maintenance & Repair - Furnitu	\$ 898.99	\$ 260.85	\$ 638.14	244.64%
55010	Contract - Audit	\$ -	\$ -	\$ -	#DIV/0!
55020	Contract - Attorney Fees	\$ 908.78	\$ 1,700.71	\$ (791.93)	-46.56%
55030	Contract - Professional Servic	\$ 133,649.47	\$ 133,419.13	\$ 230.34	0.17%
55999	Contract - Other Services	\$ -	\$ -	\$ -	#DIV/0!
56010	Software	\$ 18,337.04	\$ 25,008.22	\$ (6,671.18)	-26.68%
56020	Supplies - General Office	\$ 4,917.51	\$ 1,349.77	\$ 3,567.74	264.32%
56030	Supplies - Field Supplies	\$ -	\$ 975.80	\$ (975.80)	-100.00%
56040	Supplies - Furniture/Fixtures/	\$ 9,177.05	\$ (5,869.64)	\$ 15,046.69	-256.35%
56050	Supplies - Janitorial/Maintena	\$ 392.72	\$ -	\$ 392.72	#DIV/0!
56070	Supplies - Medical	\$ -	\$ 2,441.18	\$ (2,441.18)	-100.00%
56090	Supplies - Safety	\$ -	\$ 435.60	\$ (435.60)	-100.00%
56110	Supplies - Uniform/Linen	\$ -	\$ 980.10	\$ (980.10)	-100.00%
56120	Supplies - Vehicle Fuel	\$ 6,252.90	\$ 3,313.63	\$ 2,939.27	88.70%
56999	Supplies - Other	\$ 1,417.44	\$ 12,499.54	\$ (11,082.10)	-88.66%
57040	Election Costs	\$ -	\$ -	\$ -	#DIV/0!
57050	Employee Training	\$ 200.00	\$ 963.33	\$ (763.33)	-79.24%
57060	Grants to Sub-recipients	\$ 48,833.34	\$ 30,083.34	\$ 18,750.00	62.33%
57070	Insurance - General Liability/	\$ -	\$ 368,142.88	\$ (368,142.88)	-100.00%
57080	Postage	\$ 610.07	\$ 500.57	\$ 109.50	21.88%
57090	Printing/Publishing/Advertisin	\$ -	\$ 221.68	\$ (221.68)	-100.00%
57130	Rent of Equipment/Machinery	\$ 32,043.19	\$ 19,300.00	\$ 12,743.19	66.03%
57140	Rent of Land/Building	\$ 2,883.49	\$ 6,000.00	\$ (3,116.51)	-51.94%
57150	Subscriptions & Dues	\$ 4,346.48	\$ 4,375.51	\$ (29.03)	-0.66%
57160	Telecommunications	\$ 2,261.55	\$ 2,452.37	\$ (190.82)	-7.78%
57170	Utilities - Electricity	\$ 7,228.63	\$ 5,635.08	\$ 1,593.55	28.28%

Statement of Revenue Expenses
July 26 - July 26 vs July 25 - July 25

57171	Utilities - Natural Gas	\$ 1,339.60	\$ 819.27	\$ 520.33	63.51%
57172	Utilities - Propane/Butane	\$ -	\$ -	\$ -	#DIV/0!
57173	Utilities - Water	\$ 3,461.52	\$ -	\$ 3,461.52	#DIV/0!
57999	Other Operating Costs	\$ 1,389.64	\$ 23,648.32	\$ (22,258.68)	-94.12%
58010	Buildings & Structures	\$ -	\$ -	\$ -	#DIV/0!
58020	Equipment & Machinery	\$ -	\$ -	\$ -	#DIV/0!
58040	Infrastructure	\$ -	\$ 132,022.68	\$ (132,022.68)	-100.00%
58080	Vehicles	\$ -	\$ -	\$ -	#DIV/0!
58090	Roadways/Bridges	\$ -	\$ -	\$ -	#DIV/0!
58999	Other Capital Purchases	\$ -	\$ 125,000.00	\$ (125,000.00)	-100.00%
59010	Debt Service - Principal Payme	\$ 10,843.39	\$ 13,193.48	\$ (2,350.09)	-17.81%
59020	Debt Service - Interest Paymen	\$ 13,034.61	\$ 13,281.17	\$ (246.56)	-1.86%
Total Expense		\$ 585,049.07	\$ 1,104,764.01	\$ (519,714.94)	-47.04%

61100	Transfers In	\$ (141,014.76)	\$ (100,773.62)	\$ (40,241.14)	39.93%
61200	Transfers Out	\$ 141,014.76	\$ 100,773.62	\$ 40,241.14	39.93%
		\$ -	\$ -	\$ -	

net income		\$ (166,332.41)	\$ (905,481.51)	\$ 739,149.10	-81.63%
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Henri Hammond-Paul

Village Administrator

Carroll Griesedieck

Finance Director

July 2026

Fund #	Fund name	mo net rev
110	Gen ops	(101,239.48)
111	LE	0.00
112	Gen Res	665.66
113	KC UG	12,900.82
114	NMFA TML DS	5,763.47
206	EMS	(3,786.83)
207	EMS Fund Grant	(5,245.89)
209	FP	(13,100.79)
210	NMFA FP DS	0.00
211	LE P	(7,966.82)
214	LT	(35,302.95)
216	Streets	4,418.13
217	Parks	(701.68)
280	Cannibus	80.31
290	Fire Don	900.00
291	EMS Don	0.00
292	Parks DIF	2,659.62
293	Water DIF	2,750.71
294	WW DIF	5,082.43
296	Safety DIF	3,005.74
297	Roads DIF	(72,439.73)
403	USDA	(17,200.36)
501	Water Ent	7,429.00
502	SW Ent	1,050.03
503	WW Ent	38,843.50
516	Fire Ent	(77,507.46)
528	Rental Ent	1,933.89
534	O&M Res	0.00
535	Water Cap	79,903.90
536	WW Cap	0.00
537	CWSRF	772.37
TOTAL NET REV		(166,332.41)

VILLAGE OF TAOS SKI VALLEY
GROSS RECEIPTS & LODGER'S TAX COLLECTION SUMMARY

Gross Receipts Tax

CURRENT RATE = 9.3125%

GROSS RECEIPTS

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2016	\$37,891.82	\$20,239.04	\$97,742.38	\$25,839.07	\$197,397.64	\$95,985.99	\$224,614.99	\$103,161.00	\$166,682.00	\$180,838.00	\$201,624.53	\$38,366.93
YTD	\$37,891.82	\$58,130.86	\$155,873.24	\$181,712.31	\$379,109.95	\$475,095.94	\$699,710.93	\$802,871.93	\$969,553.93	\$1,150,391.93	\$1,352,016.46	\$1,390,383.39
FY 2017	\$119,909.94	\$55,423.48	\$87,873.13	\$142,357.47	\$41,995.22	\$148,618.10	\$142,636.32	\$187,613.18	\$204,129.97	\$165,451.68	\$208,890.93	\$76,774.96
YTD	\$119,909.94	\$175,333.42	\$263,206.55	\$405,564.02	\$447,559.24	\$596,177.34	\$738,813.66	\$926,426.84	\$1,130,556.81	\$1,296,008.49	\$1,504,899.42	\$1,581,674.38
FY 2018	\$29,864.17	\$48,702.07	\$58,630.68	\$75,354.62	\$89,599.77	\$118,550.59	\$207,717.57	\$250,972.85	\$212,959.98	\$187,022.24	\$243,419.70	\$35,925.42
YTD	\$29,864.17	\$78,566.24	\$137,196.92	\$212,551.54	\$302,151.31	\$420,701.90	\$628,419.47	\$879,392.32	\$1,092,352.30	\$1,279,374.54	\$1,522,794.24	\$1,558,719.66
FY2019	\$54,483.94	\$55,106.22	\$86,640.50	\$136,554.40	\$141,644.03	\$189,464.82	\$258,317.57	\$323,305.93	\$301,671.26	\$252,340.78	\$319,694.92	\$86,838.09
YTD	\$54,483.94	\$109,590.16	\$196,230.66	\$332,785.06	\$474,429.09	\$663,893.91	\$922,211.48	\$1,245,517.41	\$1,547,188.67	\$1,799,529.45	\$2,119,224.37	\$2,206,062.46
FY2020	\$73,181.77		\$83,775.61		\$88,409.53	\$146,106.99	\$125,934.38	\$319,335.98	\$239,931.17	\$274,561.13	\$264,594.35	\$36,980.50
YTD	\$73,181.77	\$73,181.77	\$156,957.38	\$156,957.38	\$245,366.91	\$391,473.90	\$517,408.28	\$836,744.26	\$1,076,675.43	\$1,351,236.56	\$1,615,830.91	\$1,652,811.41
FY2021	\$68,159.90	\$74,233.88	\$46,486.94	\$82,049.26	\$89,940.38	\$149,265.06	\$122,193.28	\$251,925.28	\$236,440.15	\$214,210.24	\$289,075.34	\$55,873.27
YTD	\$68,159.90	\$142,393.78	\$188,880.72	\$270,929.98	\$360,870.36	\$510,135.42	\$632,328.70	\$884,253.98	\$1,120,694.13	\$1,334,904.37	\$1,623,979.71	\$1,679,852.98
FY2022	\$68,717.19	\$41,194.60	\$84,767.28	\$114,462.17	\$87,852.52	\$130,134.55	\$101,812.08	\$288,224.10	\$264,254.52	\$288,432.00	\$387,016.42	\$60,037.50
YTD	\$68,717.19	\$109,911.79	\$194,679.07	\$309,141.24	\$396,993.76	\$527,128.31	\$628,940.39	\$917,164.49	\$1,181,419.01	\$1,469,851.01	\$1,856,867.43	\$1,916,904.93
FY2023	\$54,648.70	\$35,075.40	\$68,454.10	\$80,723.22	\$126,212.90	\$125,573.69	\$142,615.65	\$296,312.84	\$293,244.12	\$267,784.55	\$346,834.02	\$55,904.39
YTD	\$54,648.70	\$89,724.10	\$158,178.20	\$238,901.42	\$365,114.32	\$490,688.01	\$633,303.66	\$929,616.50	\$1,222,860.62	\$1,490,645.17	\$1,837,479.19	\$1,893,383.58
FY2024	\$77,579.64	\$40,289.61	\$98,554.84	\$140,391.56	\$171,645.23	\$176,712.83	\$77,799.85	\$311,401.34	\$335,799.64	\$268,969.17	\$328,037.21	\$90,293.01
YTD	\$77,579.64	\$117,869.25	\$216,424.09	\$356,815.65	\$528,460.88	\$705,173.71	\$782,973.56	\$1,094,374.90	\$1,430,174.54	\$1,699,143.71	\$2,027,180.92	\$2,117,473.93
FY2025	\$70,564.27	\$47,044.25	\$129,587.46	\$106,414.29	\$74,152.37	\$137,549.12	\$127,474.28	\$283,310.29	\$230,799.30	\$229,050.49	\$298,006.65	\$40,638.53
YTD	\$70,564.27	\$117,608.52	\$247,195.98	\$353,610.27	\$427,762.64	\$565,311.76	\$692,786.04	\$976,096.33	\$1,206,895.63	\$1,435,946.12	\$1,733,952.77	\$1,774,591.30
FY2026	\$48,936.72	\$46,262.46	\$87,219.59	\$69,046.83	\$72,298.76	\$107,915.72	\$95,619.62	\$239,536.10	\$268,893.85	\$228,237.29	\$263,036.52	\$41,039.95
YTD	\$48,936.72	\$95,199.18	\$182,418.77	\$251,465.60	\$323,764.36	\$431,680.08	\$527,299.70	\$766,835.80	\$1,035,729.65	\$1,263,966.94	\$1,527,003.46	\$1,568,043.41
FY2027	\$41,840.62											
YTD	\$41,840.62	\$41,840.62	\$41,840.62	\$41,840.62	\$41,840.62	\$41,840.62	\$41,840.62	\$41,840.62	\$41,840.62	\$41,840.62	\$41,840.62	\$41,840.62

Current month GRT collections reflects money generated 2 months prior. *Funds in this sheet are recorded as cash received

Lodger's Tax

CURRENT RATE = 5%

7/01/04 thru Current the tax rate is 5%, 2/97 thru 6/04 tax rate was 4.5%

LODGERS' TAX

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2016	\$3,159.70	\$22,368.20	\$9,450.74	\$5,746.17	\$4,197.87	\$9,297.58	\$53,807.00	\$72,513.85	\$76,593.23	\$71,244.05	\$3,250.86	\$2,501.47
YTD	\$3,159.70	\$25,527.90	\$34,978.64	\$40,724.81	\$44,922.68	\$54,220.26	\$108,027.26	\$180,541.11	\$257,134.34	\$328,378.39	\$331,629.25	\$334,130.72
FY 2017	\$3,312.79	\$6,428.45	\$20,520.20	\$6,104.38	\$4,731.31	\$5,975.60	\$52,006.45	\$57,922.20	\$70,032.91	\$81,036.07	\$5,683.84	\$3,145.21
YTD	\$3,312.79	\$9,741.24	\$30,261.44	\$36,365.82	\$41,097.13	\$47,072.73	\$99,079.18	\$157,001.38	\$227,034.29	\$308,070.36	\$313,754.20	\$316,899.41
FY 2018	\$26,463.06	\$13,960.76	\$11,225.88	\$8,960.06	\$6,207.19	\$6,521.15	\$71,990.70	\$56,655.53	\$68,454.45	\$74,080.27	\$1,667.88	\$3,332.25
YTD	\$26,463.06	\$40,423.82	\$51,649.70	\$60,609.76	\$66,816.95	\$73,338.10	\$145,328.80	\$201,984.33	\$270,438.78	\$344,519.05	\$346,186.93	\$349,519.18
FY2019	\$8,692.23	\$17,791.85	\$15,936.00	\$15,977.48	\$11,905.77	\$18,255.86	\$89,403.18	\$100,794.38	\$105,205.05	\$122,892.45	\$12,426.36	\$5,097.57
YTD	\$8,692.23	\$26,484.08	\$42,420.08	\$58,397.56	\$70,303.33	\$88,559.19	\$177,962.37	\$278,756.75	\$383,961.80	\$506,854.25	\$519,280.61	\$524,378.18
FY2020	\$9,107.40	\$23,176.76	\$18,926.00	\$18,538.79	\$15,121.36	\$16,682.78	\$100,415.47	\$111,589.79	\$111,413.82	\$68,226.73	\$472.24	-\$453.54
YTD	\$9,107.40	\$32,284.16	\$51,210.16	\$69,748.95	\$84,870.31	\$101,553.09	\$201,968.56	\$313,558.35	\$424,972.17	\$493,198.90	\$493,671.14	\$493,217.60
FY2021	\$8,171.37	\$15,170.58	\$12,836.91	\$17,194.52	\$14,423.38	\$6,231.96	\$55,290.11	\$42,558.56	\$84,760.20	\$96,555.93	\$10,267.66	\$7,219.30
YTD	\$8,171.37	\$23,341.95	\$36,178.86	\$53,373.38	\$67,796.76	\$74,028.72	\$129,318.83	\$171,877.39	\$256,637.59	\$353,193.52	\$363,461.18	\$370,680.48
FY2022	\$18,245.95	\$38,815.26	\$26,765.37	\$22,996.72	\$22,728.29	\$23,037.99	\$110,392.10	\$131,470.22	\$148,781.28	\$158,043.82	\$17,101.43	\$6,264.48
YTD	\$18,245.95	\$57,061.21	\$83,826.58	\$106,823.30	\$129,551.59	\$152,589.58	\$262,981.68	\$394,451.90	\$543,233.18	\$701,277.00	\$718,378.43	\$724,642.91
FY2023	\$17,714.27	\$29,642.49	\$26,135.01	\$29,754.45	\$25,300.02	\$22,079.15	\$117,615.32	\$133,713.55	\$136,996.72	\$135,113.91	\$24,434.95	\$7,546.81
YTD	\$17,714.27	\$47,356.76	\$73,491.77	\$103,246.22	\$128,546.24	\$150,625.39	\$268,240.71	\$401,954.26	\$538,950.98	\$674,064.89	\$698,499.84	\$706,046.65
FY2024	\$15,690.29	\$29,101.64	\$25,637.57	\$27,515.65	\$20,581.13	\$18,825.49	\$101,428.16	\$123,107.15	\$142,151.41	\$146,838.89	\$11,996.85	\$8,402.25
YTD	\$15,690.29	\$44,791.93	\$70,429.50	\$97,945.15	\$118,526.28	\$137,351.77	\$238,779.93	\$361,887.08	\$504,038.49	\$650,877.38	\$662,874.23	\$671,276.48
FY2025	\$18,348.58	\$28,047.57	\$25,091.73	\$21,772.28	\$19,834.62	\$16,553.37	\$95,534.29	\$113,692.46	\$131,370.42	\$111,947.04	\$33,128.35	\$13,102.90
YTD	\$18,348.58	\$46,396.15	\$71,487.88	\$93,260.16	\$113,094.78	\$129,648.15	\$225,182.44	\$338,874.90	\$470,245.32	\$582,192.36	\$615,320.71	\$628,423.61
FY2026	\$15,930.14	\$28,624.26	\$25,051.26	\$18,314.23	\$15,848.10	\$18,542.91	\$100,370.45	\$112,415.22	\$137,365.33	\$111,958.95	\$9,999.38	\$6,158.99
YTD	\$15,930.14	\$44,554.40	\$69,605.66	\$87,919.89	\$103,767.99	\$122,310.90	\$222,681.35	\$335,096.57	\$472,461.90	\$584,420.85	\$594,420.23	\$600,579.22
FY2027	\$13,530.39											
YTD	\$13,530.39	\$13,530.39	\$13,530.39	\$13,530.39	\$13,530.39	\$13,530.39	\$13,530.39	\$13,530.39	\$13,530.39	\$13,530.39	\$13,530.39	\$13,530.39

Current month LT collections reflects money generated in the previous month.

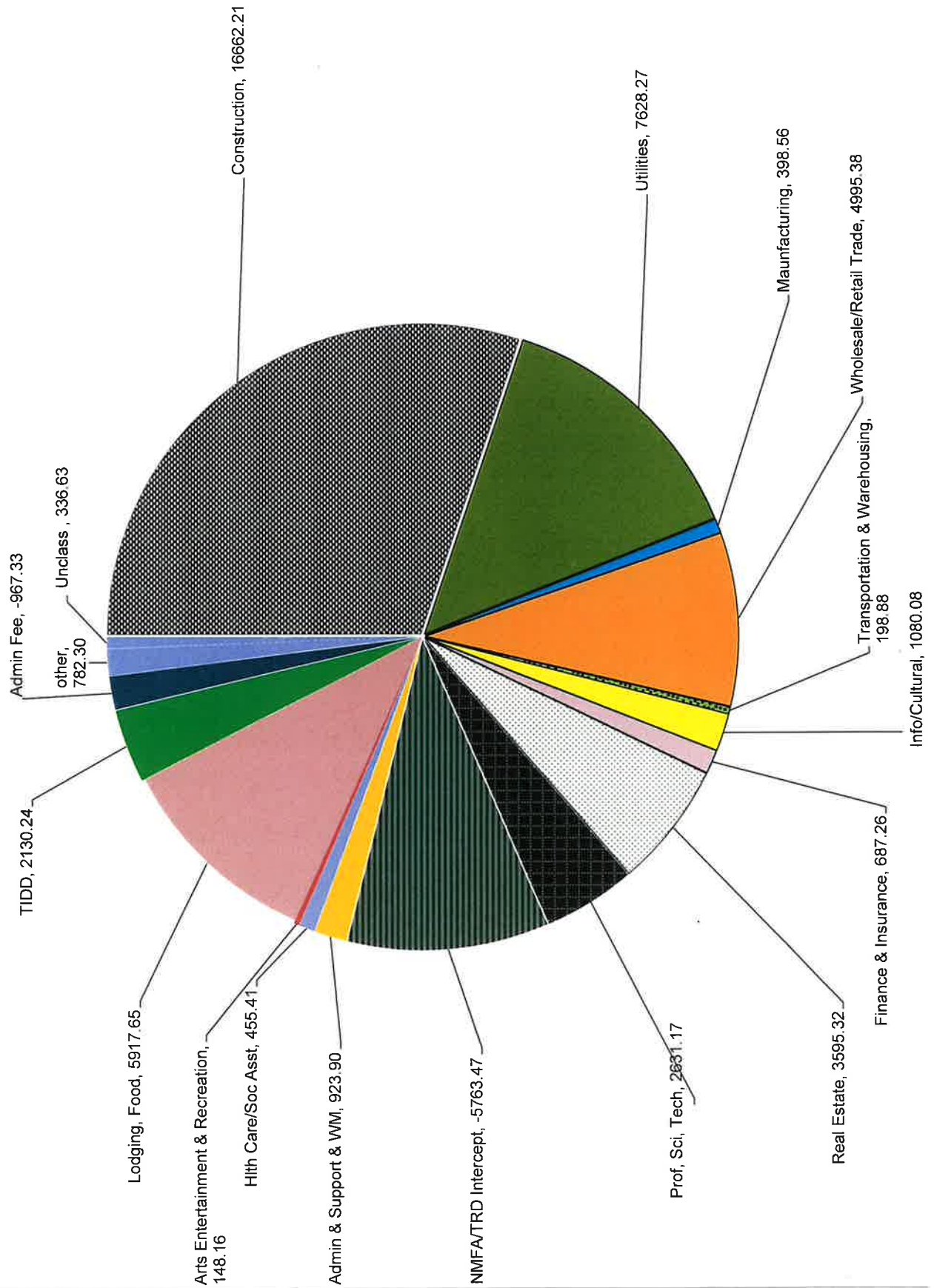
FY2026 & FYTD2027 TIDD GRT Distribution

Date	TIDD VTSV Increment	TIDD State Increment	TIDD Admin Fees	Pay Backs	Total TIDD	VTSV Offsets	Hold Harmless GRT	VTSV net cash
7/17/2025	15,704.43	12,285.80	(287.97)		27,702.26	8,360.12	7,590.32	48,936.72
8/19/2025	70,742.66	52,364.75	(1,331.47)		121,775.94	8,360.16	12,938.62	46,262.46
9/18/2025	97,139.47	71,900.52	(1,828.29)		167,211.70	5,763.47	19,642.27	87,219.59
10/20/2025	44,414.09	32,874.34	(835.93)		76,452.50	5,763.47	12,340.20	69,046.83
11/20/2025	45,451.22	33,642.02	(855.45)		78,237.79	5,763.47	12,801.21	72,298.76
12/18/2025	20,052.91	15,050.94	(374.59)		34,729.26	5,763.47	13,924.20	107,915.72
1/16/2026	23,365.58	17,282.30	(439.94)		40,207.94	5,763.47	12,982.62	95,619.62
2/18/2026	109,888.93	81,337.34	(2,068.25)		189,158.02	5,763.47	36,825.24	239,536.10
3/20/2026	216,249.28	159,973.46	(4,070.09)		372,152.65	5,763.47	50,781.46	268,893.85
4/20/2026	152,776.26	113,081.70	(2,875.45)		262,982.51	5,763.47	40,025.36	228,237.29
5/18/2026	95,335.75	70,565.40	(1,794.34)		164,106.81	5,763.47	37,781.36	263,036.52
6/18/2026	28,467.71	21,085.26	(535.62)		49,017.35	5,763.47	7,807.90	41,039.95
TOTAL FY2016-FY2025	919,588.29	681,443.83	(17,297.39)		1,583,734.73	74,354.98	265,440.76	1,568,043.41
7/16/2026	(2,130.24)	(1,578.08)	40.09		(3,668.23)	5,763.47	4,755.12	41,840.62

Village Baseline @ January 2025 to present

Month GRT is Generated	Month GRT is Reported to State	Month GRT is fr State to Entities	Total	State	Village
December	January	February	371,622.37	195,520.24	176,102.13
January	February	March	328,741.64	172,959.57	155,782.07
February	March	April	310,404.18	163,311.75	147,092.43
March	April	May	429,910.95	226,187.38	203,723.57
April	May	June	64,234.89	33,795.65	30,439.24
May	June	July	93,353.53	49,115.73	44,237.80
June	July	August	40,142.02	21,119.76	19,022.25
July	August	September	89,560.14	47,119.93	42,440.21
August	September	October	134,697.23	70,867.73	63,829.50
September	October	November	108,590.92	57,132.52	51,458.40
October	November	December	204,035.98	107,348.66	96,687.32
November	December	January	174,517.70	91,818.32	82,699.38
Total			2,349,811.54	1,236,297.24	1,113,514.30

Village of Taos Ski Valley
Gross Receipts Distribution collected for May 2026
received in July 2026



Monthly Accomplishments July 2026

Police Chief/ (Interim Fire Chief) / Director of Fire/EMS/SAR & Wildland
Virgil Vigil

Police

- We conducted and executed operation plans to include a road closure and extra police presence for the Up and Over Race. This event had no issues to report.
- Officers and I focused patrols on Twinning Road to combat speeders since Public Roads Departments had been aggressively working on the village roads. The roads have been improved greatly, causing vehicles to increase their speed on the roads.
- I met with a representee from the New Mexico Municipal League to evaluate the Police Office to make a compliance plan with the OSHA standards. Thie site visit went well, and very minimal changes are needed to be 100% complaint. These changes are currently being corrected.
- Lieutenant Salazar and I have continued meetings this month with the representees from the Mark 43 (on zoom), Taos County Dispatch and other local law enforcement entities. Mark 43 is the new dispatch system that is going to replace Taos Central Dispatch's current Spillman system. Taos County Dispatch is preparing to bring this system live before the end of the year. This is going to require a lot of meetings and training to make this possible.
- Lt. Salazar is finishing up on completing and updating numerous procedures that still need to be customized and updated
- I attended the Public Safety/Firewise, Lepc, Dwi Council, MDT, and E911 boards meeting.

Fire Department/EMS Staff Reports for July 2026

- Call volume has gone up slightly for EMS, SAR and Fire response.
- The folks continue to stay busy supporting the greater wildfire suppression efforts with resources having spent time on the Beehive Fire. Most recently our Type 6 Engine staffed with Chris Hansen and Matt Bergmann got committed to the Rayado Fire in Eastern NM. The fire grew to 934 acres. Matt took over as the Type 4 Incident Commander very quickly with Chris Hansen functioning as the Type 4 Incident Commander Trainee. This will mark the final assignment for Chris before becoming fully qualified in that position. This is the second time this season our highly experienced and qualified folks have been utilized by the state to function in high level leadership roles for the state. These assignments have come with approximately \$300,000 worth of reimbursements and counting supporting experience, training, purchasing abilities and supporting the FD's overall budget.
- Aidan Giroso successfully attended Hazardous Materials Awareness and Operations which now allows him to attend the fire academy down in Socorro for his Firefighter 1&2 certification.
- FD personnel continue to work on the WUI Grant work throughout the village. This program is proving its worth by providing extra work for FD personnel, conducting defensible space work for the community, it reimburses on shift personnel as well, which helps our budget, but it also puts extra responders in the valley. This was especially helpful not too long ago on a SAR that required many hands while keeping people available for other 911 calls.
- Junior Volunteer Antonio Montez has been incredibly helpful. This is a person and program we will continue to support.
- A new Firefighter/EMT was brought on, his name is William Mears (he goes by Garrett which is his middle name). He comes to us from Las Vegas FD and before that from Texas. He has approximately 10 years of experience and has been a huge hand. Many of our staff are young in experience when it comes to structural fire, so his presence is welcomed and appreciated. Same with Justin Armijo, who comes from Las Vegas fire as well and before that Santa Fe County, he has 15 years of experience.



TAOS CENTRAL DISPATCH

Incidents Assigned as Responsible Officer

Officer: CARDENAS R

<u>Nature of Incident</u>	<u>Total Incidents</u>
Property-Found	1
Total: 1	

Officer: HUTTER J

<u>Nature of Incident</u>	<u>Total Incidents</u>
Accident-No Inj	1
Citizen Assist	1
Fire-Wildland	1
Harassment	1
Law-Unknown	1
Parking Viol	4
Traffic Hazard	3
Traffic Stop	4
Welfare Check	2
Total: 18	

Officer: SALAZAR R

<u>Nature of Incident</u>	<u>Total Incidents</u>
Alarm-Res	2
Elevator Rescue	1
Suspicious	1
Welfare Check	1
Total: 5	

Officer: TAFOYA M

<u>Nature of Incident</u>	<u>Total Incidents</u>
911 Hang Up	1
Abandoned Veh	1
Animal-Wild	1
Fire-Wildland	1
Harassment	1
Suspicious	1
Traffic Hazard	1
Traffic Stop	3
Total: 10	

Officer: VIGIL V

<u>Nature of Incident</u>	<u>Total Incidents</u>
Animal-General	1
Total: 1	

Report Includes:

All dates reported between `00:00:00 07/01/26` and `00:00:00 08/01/26`, All how received, All agencies matching `SV`, All nature of incidents, All location codes, All dispositions, All clearances, All offense as observed, All offense as reported



TAOS CENTRAL DISPATCH

Fire Total Incident Report, by Agency

<u>Agency</u>	<u>Total Incidents</u>
Amalia Ventero Fire District	6
CERRO FIRE DISTRICT	7
COSTILLA FIRE DISTRICT	6
CARSON FIRE DISTRICT	7
HONDO SECO FIRE DISTRICT	28
LA LAMA FIRE DISTRICT	4
LATIR FIRE DISTRICT	9
OJO CALIENTE FIRE DISTRICT	1
PENASCO FIRE DISTRICT	32
QUESTA FIRE DEPARTMENT	11
RIO FERNANDO FIRE DISTRICT	10
SAN CRISTOBAL FIRE DISTRICT	6
TAOS SKI VALLEY DPS	1
TAOS SKI VALLEY FIRE DEPT	8
Taos Ski Valley EMS	1
Taos County Sheriffs Office	1
TAOS CENTRAL DISPATCH	10
TAOS EMERGENCY MEDICAL SERVICE	2
TAOS POLICE DEPARTMENT	1
TRES PIEDRAS FIRE DISTRICT	7
TAOS FIRE DEPARTMENT	109

Total Incidents for This Report:	267
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Report Includes:

All dates between `00:00:00 07/01/26` and `00:00:00 08/01/26`, All agencies, All conditions observed, All conditions reported, All condition codes, All nature of incidents, All location codes, All responsible officers, All disposition codes, All circumstance codes

PUBLIC WORKS UPDATE

August 21,2026

- WATER

- Update: Public Works responded to two water service line breaks reported on August 6 and August 8. Both breaks were isolated and determined to be on residential customer-owned service lines. The Village contacted the affected residents and informed them that repairs to customer service lines are the responsibility of the property owner. Residents were advised that once the necessary repairs have been completed, the Village will restore water service to their homes.
- Monthly Water samples: Kevin Cisneros Collect the regular monthly water routine samples for the month of July.
- Public Works has started painting the green tank, which should be completed by the end of August.
- Two fire hydrants within the Village are currently out of service. One hydrant is located near the Children's Center, and the second is located on Porcupine Road. Public Works will perform a thorough assessment to determine if the hydrants are repairable or if replacement is necessary.

- Wastewater

- DMR to be Submitted August 15th for the month July 2026.
- Prodigy continues monthly site visits to assist with data entry and DMR review prior to DMR submissions.
- The sewer plant discharged a total of 995,926 gallons to the river during the month of July.
- In May 2026, two pumps at the sewer plant failed and were sent to Albuquerque for assessment. Following inspection, the repair facility reported that both pumps can be repaired. This finding is expected to save the Village a substantial amount of money by avoiding the need for full replacement of the equipment.

- Roads

- The Public Works Department continues road maintenance throughout the village and operates water trucks for dust control. The department is also widening the corner at Zapps and Porcupine Rd to make it safer, and a guard rail will be added.
- The Public Works Department has also been working on cleaning out drain inlets to help keep water from washing out the roads.
- The Public Works Department has also been working on adding road base to the edges of roads where rain has caused washouts.

- Solid waste

- Public Works has added a safety latch to the trash compactor due to bears getting in. A notice was sent out to the village about the new latch, and it seems to be working, keeping the bears out

- Parks & Rec

- Nothing to report

Current Permit Requirements- VTSV 7-2026																																													
7 day	45.00	35.70		45.00	35.70			3.20	5.34				2.25	1.80								24.9	27.7																						
30 day	30.00	23.80	6.6-8.8	30.00	23.80			3.20	5.34				1.50	1.20					126.00	200.00		16.6	41.6																						
max	n/a	n/a		n/a	n/a			n/a	n/a				n/a	n/a					235.00	400.00		n/a	n/a																						
Date	BOD Data		pH	TSS		TKN		NH ₃ (Ammonia)		NO3- (Nitrate)		NO2- (Nitrite)		Total P		Flow, MGD			E.Coli	Fecal	Date	Total N: mg/L	Total N: lb/d	Influent Flow																					
	mg/L	lb/d		mg/L	lb/d	mg/L	lb/d	mg/L	lb/d	mg/L	lb/d	mg/L	lb/d	mg/L	lb/d	Daily	Weekly Average	Weekly Total	CFU	CFU		TKN + NO3 + NO2	TKN + NO3 + NO2	MG																					
1	2.00	0.72	7.32	0.02	0.01	0.52	0.19	0.28	0.10	0.64	0.23	0.01	0.00	0.16	0.06	0.043	0.052	0.363	1.00	1.00	1	1.17	0.42	0.037																					
2			7.01													0.052							2	0.00	0.00	0.046																			
3			7.74													0.058							3	0.00	0.00	0.052																			
4																0.059							4	0.00	0.00	0.053																			
5																0.059							5	0.00	0.00	0.053																			
6			7.15													0.050							6	0.00	0.00	0.036																			
7			7.07													0.042							7	0.00	0.00	0.04																			
8	2.60	1.34	7.22			0.53	0.27	0.28	0.14	0.35	0.18	0.01	0.01	0.06	0.03	0.052	0.056	0.394			8	0.89	0.46	0.044																					
9			6.93													0.041							9	0.00	0.00	0.028																			
10			6.74													0.066							10	0.00	0.00	0.052																			
11																0.066							11	0.00	0.00	0.053																			
12																0.067							12	0.00	0.00	0.053																			
13			6.79													0.047							13	0.00	0.00	0.031																			
14																0.045							14	0.00	0.00	0.039																			
15	2.00	0.40	6.88			0.50	0.10	0.28	0.06	0.04	0.01	0.01	0.00	0.06	0.01	0.024	0.048	0.296			15	0.55	0.11	0.042																					
16			6.81													0.056							16	0.00	0.00	0.043																			
17			6.90													0.052							17	0.00	0.00	0.045																			
18																0.052							18	0.00	0.00	0.045																			
19																0.053							19	0.00	0.00	0.045																			
20			7.10													0.039					1.00	1.00	20	0.00	0.00	0.031																			
21			6.80																				21	0.00	0.00																				
22	2.40	0.14	6.92			0.06	0.00	0.56	0.03	0.09	0.00	0.01	0.00	0.05	0.00	0.007	0.048	0.339			22	0.16	0.01	0.024																					
23			6.71													0.066							23	0.00	0.00	0.031																			
24			6.71													0.063							24	0.00	0.00	0.05																			
25																0.042							25	0.00	0.00	0.042																			
26																0.043							26	0.00	0.00	0.042																			
27			6.72													0.067							27	0.00	0.00	0.03																			
28			6.75													0.051							28	0.00	0.00	0																			
29			6.78													0.044	0.044	0.044			29	0.00	0.00	0.065																					
30			6.75																				30	0.00	0.00																				
31			6.70																				31	0.00	0.00																				
Total		2.60			0.01		0.56		0.33		0.42		0.01		0.10	1.426	0.248	1.426			Total	Total Nitrogen		1.115																					
7 Day Avg (MAX)	2.60	1.34	7.74	0.02	0.01	0.53	0.27	0.56	0.14	0.64	0.23	0.01	0.01	0.16	0.06	0.067	0.050	0.394	1.00	1.00	7 Day (MAX)	1.17	0.46	0.085																					
7 Day Avg (MIN)	2.00	0.14	6.70	0.02	0.01	0.06	0.00	0.28	0.03	0.04	0.00	0.01	0.00	0.05	0.00	0.01	0.050	0.29	1.00	1.00	7 Day Avg	mg/L	lb/d	0																					
30 Day Avg (AVG) (GEOMEAN)	2.25	0.05		0.02	0.01	0.40	0.14	0.35	0.08	0.28	0.11	0.01	0.00	0.08	0.03	0.051	0.050	0.285	1.00	1.00	30 Day Avg (AVG)	0.69	0.25	0.041296296																					
Removal %	97.45%		99.99%																																										
Frequency	4	22	1	4	4	4	4	4	4	4	4	4	4	25					2	2																									
	BOD Data		pH	TSS		TKN		NH ₃		NO3		NO2		Total P		Flow, MGD			E.Coli	Fecal																									
45 - 10.74	88.33	97.45%		153.88	99.99%	7 day																																							
30 - 23.58						30 day																																							
DMR Data																																													
FLOW NOTES:																																													
FLOW: DAILY MAX (DMR)																																													
FLOW: 30 DAY AV (DMR)																																													
FLOW: 7 DAY AV (DMR)																																													
Total Effluent for Water Consumption Report																																													
Influent BOD	48.00	140.00	77.00	88.33																																									
Influent TSS	210.25	97.50	153.88																																										

DMR Copy of Record

Form Approved OMB No. 2040-0004 expires on 07/31/2026

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Permit

Permit #:	NM0022101	Permittee:	TAOS SKI VALLEY, VILLAGE OF	Facility:	TAOS SKI VALLEY, VILLAGE OF
Major:	Yes	Permittee Address:	7 FIREHOUSE RD. 38 OCEAN BLVD. TAOS SKI VALLEY, NM 87525	Facility Location:	7 FIREHOUSE RD. 38 OCEAN BLVD. TAOS SKI VALLEY, NM 87525
Permitted Feature:	001 External Outfall	Discharge:	001-A TREATED MUNICIPAL WASTEWATER TO THE RIO HONDO		

Report Dates & Status

Monitoring Period:	From 07/01/26 to 07/31/26	DMR Due Date:	08/15/26	Status:	NetDMR Validated
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Considerations for Form Completion

Principal Executive Officer

First Name:	Gabriel	Title:	Public Works Director	Telephone:	575-776-8220
Last Name:	Vasquez				

No Data Indicator (NODI)

Form NODI: --

Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units	# of Ex.	Frequency of Analysis	Sample Type
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	1	--	Sample	=	0.65	=	1.34	26 - lb/d		=	2.25	=	2.6	19 - mg/L		01/30 - Monthly	24 - 24 Hour Composite
				Permit Req. Value NODI	<=	23.8 30DA AVG	<=	35.7 7 DA AVG	26 - lb/d		<=	30.0 30DA AVG	<=	45.0 7 DA AVG		19 - mg/L	4	01/30 - Monthly	24 - 24 Hour Composite
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	1	--	Sample							=	88.33			19 - mg/L		01/30 - Monthly	24 - 24 Hour Composite
				Permit Req. Value NODI									Req Mon 30DA AVG			19 - mg/L	3	01/30 - Monthly	24 - 24 Hour Composite
00400	pH	1 - Effluent Gross	0	--	Sample				=	6.7				=	7.74	12 - SU		05/WK - Five Per Week	GR - Grab
				Permit Req. Value NODI					>=	6.6 MINIMUM				<=	8.8 MAXIMUM	12 - SU	22	05/WK - Five Per Week	GR - Grab
00530	Solids, total suspended	1 - Effluent Gross	1	--	Sample	<=	0.01	<=	0.01	26 - lb/d		<=	0.02	<=	0.02	19 - mg/L		01/30 - Monthly	24 - 24 Hour Composite
				Permit Req. Value NODI	<=	23.8 30DA AVG	<=	35.7 7 DA AVG	26 - lb/d		<=	30.0 30DA AVG	<=	45.0 7 DA AVG		19 - mg/L	2	01/30 - Monthly	24 - 24 Hour Composite
00530	Solids, total suspended	G - Raw Sewage Influent	1	--	Sample							=	153.88			19 - mg/L		01/30 - Monthly	24 - 24 Hour Composite
				Permit Req. Value NODI									Req Mon 30DA AVG			19 - mg/L	2	01/30 - Monthly	24 - 24 Hour Composite
00600	Nitrogen, total [as N]	1 - Effluent Gross	2	--	Sample	<=	0.25	<=	0.46	26 - lb/d		<=	0.69	<=	1.17	19 - mg/L		01/30 - Monthly	24 - 24 Hour Composite
				Permit Req. Value NODI	<=	27.7 30DA AVG	<=	41.6 7 DA AVG	26 - lb/d		<=	16.6 30DA AVG	<=	24.9 7 DA AVG		19 - mg/L	4	01/30 - Monthly	24 - 24 Hour Composite
				Sample	<=	0.08	<=	0.14	26 - lb/d		<=	0.35	<=	0.56		19 - mg/L		01/30 - Monthly	24 - 24 Hour Composite

00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	--	Permit Req. Value NODI	<=	5.34 30DA AVG	<=	5.34 7 DA AVG	26 - lb/d	<=	3.2 30DA AVG	<=	3.2 7 DA AVG	19 - mg/L	4	01/30 - Monthly	24 - 24 Hour Composite	
00665	Phosphorus, total [as P]	1 - Effluent Gross	2	--	Sample	<=	0.051	<=	0.067	26 - lb/d	<=	0.08	<=	0.16	19 - mg/L	4	01/30 - Monthly	24 - 24 Hour Composite	
					Permit Req. Value NODI	<=	1.2 30DA AVG	<=	1.8 7 DA AVG	26 - lb/d	<=	1.5 30DA AVG	<=	2.25 7 DA AVG	19 - mg/L		01/30 - Monthly	24 - 24 Hour Composite	
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	--	Sample	=	0.051	=	0.05	03 - MGD							01/01 - Daily	TM - Totalizer	
					Permit Req. Value NODI		Req Mon 30DA AVG		Req Mon 7 DA AVG	03 - MGD						28	01/01 - Daily	TM - Totalizer	
50060	Chlorine, total residual	A - Disinfection, Process Complete	0	--	Sample Permit Req. Value NODI							<=	19.0 INST MAX		28 - ug/L		05WK - Five Per Week	GR - Grab	
													9 - Conditional Monitoring - Not Required This Period						
51040	E. coli	1 - Effluent Gross	0	--	Sample							<=	1.0	<=	1.0	3Z - CFU/100mL	2	02/30 - Twice Per Month	GR - Grab
					Permit Req. Value NODI						<=	126.0 30DAVGEO	<=	235.0 DAILY MX	3Z - CFU/100mL	02/30 - Twice Per Month		GR - Grab	
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample							<=	1.0	<=	1.0	3Z - CFU/100mL	2	02/30 - Twice Per Month	GR - Grab
					Permit Req. Value NODI						<=	200.0 30DAVGEO	<=	400.0 DAILY MX	3Z - CFU/100mL	02/30 - Twice Per Month		GR - Grab	
81010	BOD, 5-day, percent removal	1 - Effluent Gross	0	--	Sample					>=	97.45				23 - %	4	01/30 - Monthly	CA - Calculated	
					Permit Req. Value NODI					>=	85.0 MO AV MN				23 - %		01/30 - Monthly	CA - Calculated	
81011	Solids, suspended percent removal	1 - Effluent Gross	0	--	Sample					>=	99.99				23 - %	2	01/30 - Monthly	CA - Calculated	
					Permit Req. Value NODI					>=	85.0 MO AV MN				23 - %		01/30 - Monthly	CA - Calculated	

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

TAOS SKI VALLEY, VILLAGE OF

User: RPADILLAPAK
Name: Robertita Padilla
E-Mail: prodigybuilders@gmail.com
Date/Time: 2026-08-13 11:34 (Time Zone: -05:00)

Report Last Signed By

User: VTSVGABE
Name: Gabriel Vasquez
E-Mail: gvasquez@vtsv.org
Date/Time: 2026-08-13 12:21 (Time Zone: -05:00)

The Village of Taos Ski Valley

DEVELOPMENT CODE SYNOPSIS

Development Code Overview and Process for Rewriting



WHY IS THE CODE IMPORTANT

- ❖ The development code is intended to be a document that propels the Comprehensive Plan into fruition.
- ❖ All development codes are intended to be living breathing documents which require constant updating and evolution.
- ❖ Development codes are the tool a community uses to control architectural style, size, proximity and uses within a community.
- ❖ The Development code also addresses public safety by regulating the requirements for Fire/EMS and Police access.
- ❖ The Development codes' main purpose is to protect the health, safety and welfare of the community as a whole.

CURRENT DEVELOPMENT CODE

- ❖ The current Development code was developed and adopted November 4, 1997.
- ❖ The Development code was amended on:
 - ❖ *August 4, 1998*
 - ❖ *March 2, 1999*
 - ❖ *October 5, 1999*
 - ❖ *July 2, 2002*
 - ❖ *April 6, 2004*
 - ❖ *October 5, 2004*
 - ❖ *August 1, 2006*
 - ❖ *January 2, 2007*
 - ❖ *November 3, 2009*
 - ❖ *January 3, 2012*
 - ❖ *December 4, 2012*
 - ❖ *June 10, 2014*
 - ❖ *August 11, 2015*
 - ❖ *July 12, 2016*

CURRENT DEVELOPMENT CODE

- ❖ The current Development code is very vague on allowable uses that have become prevalent in current development.
 - ❖ *This can create a “gray area” in the code. This can create conflict between stakeholders and the governing body.*
 - ❖ *Vague codes can also delay or even stifle development in a community.*
- ❖ There are Zoning Districts indicated in the code but not shown on the map.
 - ❖ *Adult Entertainment Zone.*
 - ❖ *Industrial Zone.*
- ❖ The current Development code allows for long processing times for permits and review.
 - ❖ *The average allowable time for issuance of a permit is 90 days for a residential permit. This will amplify the hesitation for development in the community.*
- ❖ The Development code has created a long drawn-out process for projects which in many cases adds years to the development timeline. This stops development due to the cost of a drawn-out process.
- ❖ Setbacks and other design standards are not clearly outlined by the code.

CURRENT SETBACKS IN THE CODE

Zoning District	Front Yard	Rear Yard	Side Yard	Riparian Stream	Perennial Stream	Spring Source	Wetland	Intermittent Stream	Max Height
R-Residential	25' ¹	25'	20' ²	20' ³	15' ³	100'	15'	10'	35'
C-B Commercial/Business	5'	-	-	-	-	-	-	-	35'
CVZ- Core Village Zone	0'	0'	0'	-	-	-	-	-	48'
S-U Special Use Zone	5'	-	-	-	-	-	-	-	35'
Farming and Recreation	5'	-	-	-	-	-	-	-	35'

¹ 25' or the average of the depth of the front yard depth of the adjacent yards on either side of the dwelling

² 20' with the first ten feet from the building cleared to firewise standards or 15' with all 15' cleared to firewise standards

³ Measurement from top of bank or high water mark, whichever is greater

CURRENT USE MATRIX

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Residential									
Single-family	1100	1110	1100	P	P	C	X	P	
Accessory dwelling Unit (ADU)		1130		C	C	C	X	X	
Townhouses		1140	1100	C	C	C	X	X	
Multifamily dwellings		1202-99	1100	C	C	C	X	X	
Retirement housing	1210		1300	X	C	X	X	X	
Assisted living facility	1230		1300	X	C	X	X	X	
Life care or continuing care facilities	1240		1300	X	C	X	X	X	
Nursing facilities	1250		1300	X	C	X	X	X	
Community home	NAICS 623210			X	C	X	X	X	
Barracks		1310	1300	X	X	X	X	X	
Dormitories		1320	1300	X	X	X	X	X	
Temporary structures, tents etc. for shelter		1350		C	C	X	X	X	
Hotels, motels, or other accommodation services									
Bed and breakfast inn	1310	1330	1200	X	C	C	X	X	
Rooming and boarding housing	1320	1340	1200	X	C	C	X	X	
Resorts		1330	1200	X	X	C	X	X	
Retreats		1330	1200	X	X	C	X	X	
Hotels, motels, and tourist courts	1330	1330	1200	X	C	C	X	X	
Commercial									
Shop or store with drive-through facility		2210	2110	X	P	C	P	X	
Resturant, with incidental consumption of alcholic beverages		2220	2200	X	C	C	X	X	
Resturant, with no consumption of alcoholic beverages permitted		2220	2200	X	C	C	X	X	
Store or shop without drive through facility		2230	2110	X	P	C	P	X	
Department store		2240	2110	X	P	C	P	X	
Warehouse discount store/superstore	2124	2250	2110	X	P	C	P	X	
Market shops, including open markets		2260	2110	X	P	C	P	X	
Electric Vehicle (EV) charging station			2320	X	X	X	X	X	
Gasoline station		2270	2320	X	X	X	X	X	

OPPORTUNITIES FOR A NEW CODE

- ❖ Create an up-to-date Use Matrix for all zoning districts. This will give a black and white picture of what is allowed and not allowed.
- ❖ All uses will be link to the Land Based Classification System (LBCS) and/or the North American Industry Classification System (NAICS). By doing this you give developers the opportunity to understand zoning and allowable uses.
- ❖ Create a plan for setbacks that are set in stone without a variance.
- ❖ Shorten the time for approval of permits. On average a residential permit should take no longer than one week and a commercial project two weeks.
- ❖ Ensure the new code complements the Village Comprehensive Plan.

STAKE HOLDER INVOLVEMENT

- ❖ Staff will set up meetings to discuss the pros and cons of the current code and get ideas on a new code from the following areas:
 - ❖ *Local Contractors*
 - ❖ *Local Developers*
 - ❖ *Planning & Zoning Commission*
 - ❖ *Village Council*
 - ❖ *Community Meetings for both Residents and Business Owners*

GOALS FOR THE NEW DEVELOPMENT CODE

1. Increase development in the Village by streamlining the application process and allowable uses under the new code.
2. Reduce time requirements for permit approval.
3. Turn pre-development meetings from mandatory to suggested.
4. Goal to transition to Online Permitting and a paperless application packets.

TIMELINE FOR NEW CODE

- ❖ Stakeholder meetings in August into September
- ❖ Legal review of new code in October
- ❖ Presentation to Planning and Zoning Commission in November.
- ❖ Presentation to Village Council in December with a vote.
- ❖ New Code takes effect January 1, 2027.



QUESTIONS

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Residential									
Single-family	1100	1110	1100	P	P	C	X	P	
Accessory dwelling Unit (ADU)		1130		C	C	C	X	X	
Townhouses		1140	1100	C	C	C	X	X	
Multifamily dwellings		1202-99	1100	C	C	C	X	X	
Retirement housing	1210		1300	X	C	X	X	X	
Assisted living facility	1230		1300	X	C	X	X	X	
Life care or continuing care facilities	1240		1300	X	C	X	X	X	
Nursing facilities	1250		1300	X	C	X	X	X	
Community home	NAICS 623210			X	C	X	X	X	
Barracks		1310	1300	X	X	X	X	X	
Dormitories		1320	1300	X	X	X	X	X	
Temporary structures, tents etc. for shelter		1350		C	C	X	X	X	
Hotels, motels, or other accommodation services									
Bed and breakfast inn	1310	1330	1200	X	C	C	X	X	
Rooming and boarding housing	1320	1340	1200	X	C	C	X	X	
Resorts		1330	1200	X	X	C	X	X	
Retreats		1330	1200	X	X	C	X	X	
Hotels, motels, and tourist courts	1330	1330	1200	X	C	C	X	X	
Commercial									
Shop or store with drive-through facility		2210	2110	X	P	C	P	X	
Resturant, with incidental consumption of alcoholic beverages		2220	2200	X	C	C	X	X	
Resturant, with no consumption of alcoholic beverages permitted		2220	2200	X	C	C	X	X	

X= Not Permitted, C= Conditional Use Permit, A= Accessory Structure, P= Permissive Use

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Store or shop without drive through facility		2230	2110	X	P	C	P	X	
Department store		2240	2110	X	P	C	P	X	
Warehouse discount store/superstore	2124	2250	2110	X	P	C	P	X	
Market shops, including open markets		2260	2110	X	P	C	P	X	
Electric Vehicle (EV) charging station			2320	X	X	X	X	X	
Gasoline station		2270	2320	X	X	X	X	X	
Automobile repair and service		2280		X	C	X	X	X	
Car dealer	2111			X	X	X	X	X	
Bus, truck, mobile home, or large vehicle dealer	2112			X	X	X	X	X	
Bicycle, motorcycle, all-terrain vehicle dealers	2113			X	X	X	X	X	
Automotive parts, accessories, or tires	2115			X	C	X	X	X	
Gasonline service	2116			X	X	X	X	X	
Lumberyard and materials	2126			X	X	X	X	X	
Outdoor resale business	2145			X	X	C	X	X	
Pawnshops	NAICS 522298			X	X	X	X	X	
Tap or tasting room				X	C	X	X	X	
Beer, wine, and liquor store (off-premises consumption of alcohol)				X	X	X	X	X	
Shopping center		2510-2580		X	P	C	P	X	
Convenience stores or centers		2591		X	P	C	P	X	
Care care center		2593		X	X	X	X	X	
Carwashes	NAICS 811192			X	X	X	X	X	
Office or bank (without a drive-through facility)		2100		X	P	C	X	X	

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Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Office (with drive-through facility)		2110		X	P	C	X	X	
Office or store with residence on top		2300		X	P	C	X	X	
Office- over storefront structure		2400		X	P	C	X	X	
Research and development services (scientific, medical and technology)	2416			X	X	X	X	X	
Car rental and leasing	2331			X	X	C	X	X	
Leasing trucks, trailers, recreational vehicles, etc.	2332			X	X	X	X	X	
Service including pest control, janitorial, landscaping, carpet, upholstery, cleaning and other services	2450			X	P	X	X	X	
Bars, taverns and nightclubs				X	C	C	X	X	
Sexually oriented business				X	X	X	X	X	
Tattoo parlors				X	X	X	X	X	
Industrial, manufacturing and wholesale trade									
Light industrial structures and facilities (not enumerated in Codes 2611-2615, below)		2610		X	X	X	X	X	
Loft		2611		X	X	X	X	X	
Mill-type factory structures		2612		X	X	X	X	X	
Manufacturing plants		2613		X	X	X	X	X	
Industrial parks		2614		X	X	X	X	X	
Laboratory or specialized industrial facility		2615		X	X	X	X	X	
Assembly and construction-type plants	3000	2621		X	X	X	X	X	
Process plants (metals, chemicals, asphalt, concrete, etc.)	3000	2622		X	X	X	X	X	

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Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Constuction-related businesses	7000			X	X	X	X	X	
Heavy construction	7400			X	X	X	X	X	
Machinery related	7200			X	X	X	X	X	
Trade contractor, plumbing, electrical, roofing, painting, landscaping	7300			X	X	X	X	X	
Automotive paint and body				X	X	X	X	X	
Automotive wrecking and graveyards, salvage yards and junkyards				X	X	X	X	X	
Vehicle storate for towing or related business				X	X	X	X	X	
Demolition, building and structure business				X	X	X	X	X	
Warehouse or storage facility		2700		X	X	X	X	X	
Mini-warehouse, mini-storage units		2710		X	X	X	X	X	
High-rise mini warehouse		2720		X	X	X	X	X	
Warehouse structure		2730		X	X	X	X	X	
Produce warehouse		2740		X	X	X	X	X	
Refrigerated warehouse or cold storage		2750		X	X	X	X	X	
Large area distribution or transit warehouse		2760		X	X	X	X	X	
Wholesale trade-durable goods	3510			X	X	X	X	X	
Wholesale trade-nondurable goods	3520			X	X	X	X	X	
Food, textiles and related products				X	X	X	X	X	
Wood, paper and printing products				X	X	X	X	X	
Tank farms		2780		X	X	X	X	X	

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Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Data centers	NAICS 518210			X	X	X	X	X	
Public assembly structures									
Performance theater			3110	X	C	C	X	X	
Movie theater			3120	X	C	C	X	X	
Amphiltheater			3130	X	C	C	X	X	
Drive-in theater			3140	X	C	C	X	X	
Indoor games facility		3200		X	C	C	X	X	
Amusement, sports, or recreation establishment not specifically enumerated	5300			X	C	C	X	X	
Amusement or theme park	5310			X	C	C	X	X	
Arcade	5320			X	C	C	X	X	
Miniature golf establishment	5340			X	C	C	X	X	
Fitness, rereational sports, gym or athletic club	5370			X	X	C	X	X	
Bowling, billiards, pool, etc.	5380			X	C	C	X	X	
Skating rinks	5390			X	C	C	X	X	
Sports stadium or arena		3300		X	X	X	X	X	
Racetrack or raceway	5130			X	X	X	X	X	
Exhibition, convention or conference structure		3400		X	X	X	X	X	
Religious facilities		3500		X	X	X	X	X	
Covered or partially covered atriums and public enclosure		3700		X	C	X	X	X	
Passenger terminal, mixed mode		3810		X	X	X	X	X	

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Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Active open space/ athletic fields/ golf courses	6340			X	C	X	X	X	
Passive open space	6340			X	X	X	X	X	
Arts, entertainment, and recreation									
Active leisure sports and related activities			7100	X	X	C	X	C	
Movie ranch				X	X	X	X	X	
Camps, camping, and related establishments	5400			X	X	C	X	C	
Exhibitions and art galleries		4410		X	P	X	X	X	
Performing arts or supporting establishment	5100			X	X	X	X	X	
Theater, dance, or music establishment	5101			X	C	X	X	X	
Institutional or community facilities									
Community center		2200		X	C	X	P	X	
Hospitals		4110		X	C	X	X	X	
Medical clinics		4020		X	C	X	X	X	
Social assistance, welfare, and charitable services (not otherwise)	6560			X	X	X	P	X	
Child and youth services	6561			X	X	X	X	X	
Child care institution	6562			X	X	X	X	X	
Day care center	6562			X	X	X	X	X	
Community food services	6563			X	X	X	X	X	
Emergency and relief services	6564			X	X	X	X	X	
Other family services	6565			X	X	X	P	X	
Services for elderly and disabled	6566			X	X	X	X	X	
Animal hospitals	6730			X	C	X	X	X	
School or university (privately owned)		4200		X	X	X	X	X	

X= Not Permitted, C= Conditional Use Permit, A= Accessory Structure, P= Permissive Use

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Grade school (privately owned)		4210		X	X	X	X	X	
College or university facility (privately owned)		4220		X	X	X	X	X	
Technical, trade, and other speciality schools	6140	4230		X	X	X	X	X	
Library		4300		X	X	X	X	X	
Museum, exhibition, or similar facility	5200	4400		X	C	X	X	X	
Planetarium		4420		X	C	X	X	X	
Aquarium		4430		X	C	X	X	X	
Zoological parks		4450		X	X	X	X	X	
Public safety related facility			4500	X	X	X	X	X	
Fire and rescue station			4510	X	X	X	X	X	
Police station			4520	X	X	X	X	X	
Emergency operation center			4530	X	X	X	X	X	
Correction or rehabilitation facility			4600	X	X	X	X	X	
Cemetery, monument, tombstone, or mausoleum			4700	X	X	X	X	X	
Funeral homes			4800	X	X	X	X	X	
Cremation facilities			4800	X	X	X	X	X	
Public administration		6200		X	X	X	P	X	
Post offices		6310		X	X	X	X	X	
Space research and technology		6330		X	X	X	X	X	
Clubs or lodges				X	X	C	X	X	
Transportation-related facilities									
Commercial automobile parking lot		5200		X	X	X	X	X	
Commercial automobile parking				X	X	X	X	X	
Surface parking, open		5210		X	X	X	X	X	

X= Not Permitted, C= Conditional Use Permit, A= Accessory Structure, P= Permissive Use

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Surface parking, covered		5220		X	X	X	X	X	
Underground parking structure with ramps		5240		X	X	X	X	X	
Rooftop parking facility		5250		X	X	X	X	X	
Bus terminal		3830		X	X	X	X	X	
Bus stop shelter		5300		X	X	X	X	X	
Truck storage and maintenance facilities		5400		X	X	X	X	X	
Truck freight transportation facilities	4140			X	X	X	X	X	
Light rail transit lines and stops	4151			X	X	X	X	X	
Local rail transit storage and maintenance facilities	4153			X	X	X	X	X	
Taxi and limousine service maintenance and storage facilities	4155			X	X	X	X	X	
Taxi and limousine service dispatch facilities				X	X	X	X	X	
Bus transportation storage and maintenance facilities	4156			X	X	X	X	X	
Towing and other road service facilities, excluding automobile salvage, wrecking, or permanent vehicle storage	4157			X	X	X	X	X	
Long-distance or bulk pipelines for petroleum products, natural gas, or mineral slurry	4170			X	X	X	X	X	
Courier and messenger service	4190			X	X	X	X	X	
Commercial airports		5600		X	X	X	X	X	
Private airplane runways and landing strips		5610		X	X	X	X	X	

X= Not Permitted, C= Conditional Use Permit, A= Accessory Structure, P= Permissive Use

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Airport maintenance and hangar		5620		X	X	X	X	X	
Heliport facility		5640		X	X	X	X	X	
Helistops				X	X	X	X	X	
Glide port, stolport, ultralight airplane, or ballon port facility		5650		X	X	X	X	X	
Railroad tracks, spurs, and sidings				X	X	X	X	X	
Railroad switching, maintenace, and storage facility		5700		X	X	X	X	X	
Railroad passenger station		5701		X	X	X	X	X	
Railroad freight facility		5702		X	X	X	X	X	
Utility									
Local distribution facilities for water, natural gas, and electrical power		6100		X	X	X	X	X	
Telecommunications line				X	X	X	X	X	
Electrica power substations				X	X	X	X	X	
High-voltage electric power transmission lines				X	X	X	X	X	
Dam		6220		X	X	X	X	X	
Livestock watering tank or				X	X	X	X	C	
Levee		6230		X	X	X	X	X	
Water tank (elevated, at grade or underground)		6250		X	X	X	P	X	
Water wells, well fields, and bulk water transmission pipelines		6260		X	X	X	P	X	
Water treatment and purification		6270		X	X	X	P	X	
Water reservior		6280		X	X	X	X	X	

X= Not Permitted, C= Conditional Use Permit, A= Accessory Structure, P= Permisive Use

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Irrigation facilities, including impoundments for on-site irrigation or acequia system irrigation		6290		X	X	X	X	X	
Wastewater storage or pumping station facility, lift stations, and collection		6310		X	X	X	P	X	
Solid waste landfill facility	4345	6320		X	X	X	X	X	
Composting facility		6330		X	X	X	X	X	
Recycling transfer center		6331		X	X	X	X	X	
Solid waste collection transfer station (Governmental)	4343		3210	X	X	X	X	X	
Solid waste collection transfer station (Private)	4343		3210	X	X	X	X	X	
Solid waste combustor or incinerator	4344			X	X	X	X	X	
Septic tank service, repair, and installation business	4346			X	X	X	X	X	
Household hazardous waste collection facility				X	X	X	X	X	
Hazardous waste storage facility		6340		X	X	X	X	X	
Hazardous waste treatment and disposal facility				X	X	X	X	X	
Sewage treatment plant and disposal facility		6350		X	X	X	X	X	
Gas or electric power generation		6400		X	X	X	X	X	
New Wireless Communication Facility/Modification of existing wireless communication facility with substantial changes		6500		X	X	X	X	X	

X= Not Permitted, C= Conditional Use Permit, A= Accessory Structure, P= Permissive Use

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Modification of existing wireless communication facility with no substantial changes/Collocation		6500		X	X	X	X	X	
Roof mounted/Surface		6500		X	X	X	X	X	
Amatuer radio antenna		6510		X	X	X	X	X	
Weather stations		6520		X	X	X	X	X	
Enviromental monitoring station (air, soil, etc.)		6600		X	X	X	X	X	
Commercial solar energy production facility				X	X	X	X	X	
Geothermal production facility		6450		X	X	X	X	X	
Large scale wind facility				X	X	X	X	X	
Small scale wind facility				X	X	X	X	X	
Highway rest stops and welcome		6930		X	X	X	X	X	
Fountain, sculpture, or other similar decorative structures		6950		X	X	X	X	X	
Permanent outdoor stage, bandstand, or similar structure		6960		X	X	X	X	X	
<i>Agriculture, forestry, and conservation/open space</i>									
Grain silos and other storage structure for grains and agricultural products		8100		X	X	X	X	C	
Animal production that includes	9300			X	X	X	X	X	
Livestock pens or hog houses		8200		X	X	X	X	X	
Commercial greenhouses		8500		X	X	X	X	C	
Nurseries and other growing of ornamental plants				X	X	X	X	C	

X= Not Permitted, C= Conditional Use Permit, A= Accessory Structure, P= Permissive Use

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Stables and other equine-related facilities- Personal use				X	X	X	X	C	
Stables and other equine-related facilities- Commercial up to 12 horses		8240		X	X	X	X	C	
Stables and other equine-related facilities- Commercial over 12 horses				X	X	X	X	C	
Kennels and commercial dog breeding facilities		8700		X	X	X	X	X	
Apiary and other related structures		8700		X	X	X	X	X	
Crop production outdoor	9100			X	X	X	X	C	
Crop production greenhouse		8500		X	X	X	X	C	
Display or sale of agricultural products raised on the same premises				X	X	X	X	X	
Forestry and logging operations	9300			X	X	X	X	C	
Game preserves and retreats	9400			X	X	X	X	C	
Support business and operations for agriculture and forestry				X	X	X	X	X	
Parks, open space areas, conservation areas, and preservation areas				X	X	X	X	P	
Public or community outdoor recreation facilities				X	X	X	X	P	
Concentrated animal feeding operation		8310		X	X	X	X	X	
Grazing and ranching of livestock		8230		X	X	X	X	X	
Dairy Farms		8210		X	X	X	X	X	
Other farm and farming-related structures		8900		X	X	X	X	C	

X= Not Permitted, C= Conditional Use Permit, A= Accessory Structure, P= Permissive Use

Use	Function	Structure	Activity	R-Residential	C-B Commercial & Business	CVZ- Core Village Zone	S-U Special Use	Farming and Recreation	Special Conditions
Poultry farms and poultry production facilities		8220		X	X	X	X	X	
Sheds, or other agricultural facilities		8000		X	X	X	X	C	
Animal waste lagoons		8420		X	X	X	X	X	
<i>Mining and extraction establishments</i>									
Oil and natural gas exploration	8100			X	X	X	X	X	
Hard rock mining	8200			X	X	X	X	X	
Small Scale Sand and Gravel				X	X	X	X	X	
Sand and Gravel Extraction (as specified by the code)				X	X	X	X	X	



**PLANNING & ZONING COMMISSION REGULAR MEETING DRAFT
MINUTES
MEETING TO BE HELD VIA HYBRID - IN PERSON AND ONLINE
MEETING ROOM LOCATED AT 102, 9 FIREHOUSE RD.
TAOS SKI VALLEY, NEW MEXICO
MONDAY, AUGUST 3, 2026 AT 1:00 PM**

1. CALL TO ORDER AND NOTICE OF MEETING

Commission Board Chair Wittman called the meeting to order at 1:00 pm. Notice of the meeting was properly posted.

2. ROLL CALL

Marlene Salazar, Village Clerk, called the roll and a quorum was present.

Commissioners Present:

Board Chair—Commissioner Wittman

Commissioner Caldwell

Commissioner Corroon

Commissioner Hall

Commissioner Woodard

Commissioner Nichols

Commissioner Klinkman

3. APPROVAL OF AGENDA

Board Chair, Commissioner Wittman, requested that item 9. be removed from the agenda due to incorrect information. The commission approved an amended agenda after removing the reference to the next regularly scheduled meeting date due to Labor Day.

MOTION: Commissioner Woodard **SECOND:** Commissioner Caldwell **PASSED:** 7-0

4. INTRODUCTION

A. New Deputy Village Administrator/Planning & Zoning Director, Jordan Yutzy

Jordan Yutzy was introduced as the new Deputy Village Administrator and Planning and Zoning Director, sharing his extensive background in various municipal roles spanning 25 years.

5. APPROVAL OF MINUTES

A. Approval of the Minutes of the June 1, 2026 meeting

MOTION: Commissioner Woodard **SECOND:** Commissioner Corroon **PASSED:** 7-0

6. PRESENTATION

A. The Village of Taos Ski Valley Development Code Synopsis by Planning & Zoning Director Jordan Yutzy

Deputy Village Administrator Yutzy presented a development code synopsis, explaining the importance of the code in supporting and implementing the comprehensive plan. Deputy Administrator Yutzy reported the comprehensive analysis of the village's development code, highlighting that while the current code from 1997 was regularly updated through 2016, it now needs significant updates to address modern technologies like EV charging stations and solar power. The proposed improvements include creating a clear use matrix, establishing specific setback standards, shortening permit approval times, and transitioning to online permitting, with stakeholder meetings planned for August and September followed by legal review in October and final council presentation in December 2026. The team clarified that this will be a comprehensive update rather than a complete repeal of the existing code, with the goal of making it a "living document" that reflects current community needs and strategic priorities.

7. ACTION AND DISCUSSION ITEMS

A. Request approval of the variance requested for 1321A NM-150 which will allow the side setback on the east side of the building to be reduced to 18 feet only for the portion of the structure that contains the fireplace. The following condition shall be part of the approval: the property owner must clear a ten-foot wide section from the fireplace foundation in accordance with fire wise standards.

The Planning and Zoning Commission discussed a variance request to reduce the setback requirement for a fireplace from 20 feet to 15 feet with a 10-foot clear space requirement. Deputy Administrator Yutzy explained that the current 20-foot setback does not meet the new code requirements, and the proposed variance would actually lower the setback requirement. Commissioner Caldwell raised concerns about incomplete documentation in the package, including missing final grading plans, SWPP plans, and potential 404 permits for river modifications. The commission voted 6-1 to approve the variance request, with Deputy Administrator Yutzy noting that proper documentation would be addressed in the new code implementation.

MOTION: Commissioner Hall **SECOND:** Commissioner Caldwell **PASSED:** 6-1
OPPOSED: Commissioner Klinkman

8. MISCELLANEOUS

(None)

9. ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING OF THE PLANNING & ZONING COMMISSION MEETING

08/03/2026-REGULAR MEETING. The next regularly scheduled meeting of the P&Z Commission of the Village of Taos Ski Valley will be held as a hybrid in-person and on-line meeting on August 3, 2026, at 1:00 pm in Room 102, 9 Firehouse Rd., Taos Ski Valley, NM and the Agenda, Agenda attachments, and Zoom Meeting link will be available to the public on the Village website at <https://www.vtsv.org>.

(Item Removed)

10. ADJOURNMENT

MOTION: Commissioner Woodard **SECOND:** Commissioner Caldwell **PASSED:** 7-0

ATTEST:

Board Chair, Tom Wittman

Village Clerk, Marlene Salazar



**PUBLIC SAFETY COMMITTEE & FIREWISE BOARD DRAFT MEETING
MINUTES
MEETING HELD VIA HYBRID - IN PERSON AND ONLINE
MEETING ROOM LOCATED AT 102, 9 FIREHOUSE RD.
TAOS SKI VALLEY, NEW MEXICO
MONDAY, AUGUST 3, 2026 AT 10:00 AM**

1. CALL TO ORDER AND NOTICE OF MEETING

The meeting was called to order by Henry Caldwell at 10:00am. Members present were Henry Caldwell, Bob Thomas, Michael Chandler, Kent Kiehl and Jim Woodard.

2. APPROVAL OF AGENDA

Today's Agenda was approved. (Motion: Jim, Second: Kent, Unanimous)

3. APPROVAL OF MINUTES

The minutes of the July 6, 2026 meeting were approved. (Motion: Bob, Second: Kent, Unanimous)

4. PUBLIC SAFETY/FIREWISE BOARD

A. Time to Renew the Public Safety Committee Membership

Jim stated that it is time for existing committee members to have their membership renewed by the Mayor and Village Council. Henri suggested that this be handled in the same way as the CIAC membership. He would post the opportunity on the Village website and submit both the existing members as well as any new expressions of interest to the Mayor and Village Council.

B. Firewise Assessment of Village Properties

Jim and Henry stated that around twenty letters had been sent to property owners of high priority lots asking them to submit applications for lot treatment to Garret Hansen. At least one recipient has responded. There was a vigorous discussion regarding the best way to communicate with property owners.

C. Wildfire Risk Reduction Program – Henri Hammond Paul

(These are the elements of the Program that resulted from the Council requested 60-day study on wildfire risk reduction. Not all items were discussed.)

Henri started with some comments regarding using the Public Safety Committee to share safety issues (not requiring immediate action on the part of Village Residents) with the community by sending us a "Sit Rep" so people could ask us about issues. He tried this with a Sit Rep on the Wheeler Peak fire. There was general agreement with this approach.

1. Execute High-Impact Mitigation (Fuel Reduction, Defensible Space, Vegetation Mgt)

2. Expand Workforce Capacity (Crews/Contacts)

Henri stated that so far this summer the Village has sent Fire Fighting Teams to several locations across the State. This provides valuable training experience to the Fire Fighting Personnel as well as providing a net return of resources to fund the Fire Department.

3. Build Community Forestry & Mitigation Program

4. Align with CWPP Update

A steering committee of stakeholders for the CWPP Update has been established and is meeting regularly.

5. Establish Wildfire Mitigation Fee/Funding Mechanism

General funding mechanisms for the Fire Department would almost certainly require a ballot measure. The time is short and the work great to make this falls election cycle. There is concern that rushing forward could jeopardize the whole effort long term. Further,

short term solutions including resources from the County and the firefighting revenue have allowed more time to make this happen.

6. **Strengthen Policy Tools (Ordinances, Enforcement) Propane Tanks?**
The current building code is complicated and confusing. Jordan Yutzy (the new Village Planning and Zoning Director) and Henri are rewriting the code to make it easier to enforce. However, the current code requires propane tanks to be buried. Previous inspectors have not enforced this part of the code. Jordon will enforce the code and not permit above ground tanks on new construction. People who were recently approved with above propane tanks will be asked to voluntarily bury their tanks. Forcing people to bury tanks would require Village Council action.
7. **Advance Under Grounding (Phased)**
Based on recommendations from this Committee and the Village Council, Henri is trying to set up a meeting with the CEO of Kit Carson and the Mayor and himself to establish assistance from Kit Carson to move this project along this summer. The Village has some resources but needs direction as to next steps from Kit Carson.
8. **Improve Ingress/Egress**
9. **Maintain Grant Strategy**
10. **Continue Firewise/Education/Home Assessments**

D. **Firewise Camera? – Henry Caldwell**

E. **Natural Gas Extension Update – Bob Thomas**

F. **Miscellaneous Items**

Charging a fee for Ambulance Service was discussed. Licensing for fee is a challenging process right now, but it is being pursued. In any case this is not expected to be a large revenue source.

5. ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING OF THE PUBLIC SAFETY COMMITTEE/FIREWISE BOARD

September 14, 2026. REGULAR MEETING. The next regularly scheduled meeting of the Public Safety Committee/Firewise Board of the Village of Taos Ski Valley will be held as a hybrid in-person and on-line meeting on 09/14/2026, at 10:00 am in Room 102, 9 Firehouse Rd., Taos Ski Valley, NM and the Agenda, Agenda attachments, and Zoom Meeting link will be available to the public on the Village website at <https://www.vtsv.org>.

ADJOURNMENT

ATTEST:

Secretary, Jim Woodard

Village Clerk, Marlene Salazar



**PARKS & RECREATION COMMITTEE MEETING MINUTES
MEETING TO BE HELD VIA HYBRID - IN PERSON AND ONLINE
MEETING ROOM LOCATED AT 102, 9 FIREHOUSE RD.
TAOS SKI VALLEY, NEW MEXICO
TUESDAY, JULY 28, 2026 AT 10:00 AM**

1. CALL TO ORDER AND ROLL CALL

The chair called the meeting to order at 10 am. Present were Steve Hoxie, Kent Kiehl, Janet Ratliff Thomas, and Joan Woodard. Also present were Henri Hammond Paul, Village Administrator, and Jordan Yutzy, Deputy Village Administrator and Planning Director, as well as some residents.

2. APPROVAL OF MINUTES

The chair asked for approval of the committee meeting minutes from June 16, 2026. The committee approved them unanimously.

3. CHAIR'S REPORT

The chair reported on volunteers' work at Williams Lake Trailhead and Hiker Parking on July 3 and 4. This work was in response to a request from Carson National Forest to better support the high visitor presence during this holiday weekend. It was reported that guests were very appreciative of the information provided as well as bottled water.

The chair reported on stakeholder meetings regarding the draft trails & parks comprehensive plan. The Enchanted Circle Trails Association director, Loren Bell, and the committee chair met with John Kelly, CEO of the Taos Ski Valley, Inc. and discussed the plan. Mr. Kelly was very supportive, stating support for all development in the area of trails. He stated support for the connector trails proposed for the Special Use Permit area where the parking lots are located, and expressed support to include PARC in the planning of the arrival area for future refurbishment. He also expressed willingness to consider trails within the Nordic center area and the gondola path, and consideration of a park in the refurbished arrival area, when and if these projects begin. Loren Bell and the chair met with Bob Corroon and discussed the plan. The meeting included discussion of possible easement for a trail from Hiker Parking to the upper entrance to Kachina Vista Park. Mr. Corroon expressed general support pending identification of the trail location. Loren Bell and the chair met with Questa district leadership of the Carson National Forest. The Forest Service leaders asked questions and explained the process for Forest Service approval. General interest in the concept of the plan was expressed while reminding all of the procedural steps that must precede any actions.

The chair reported that Loren Bell is also attempting to set up a stakeholder meetings with Taos Pueblo leadership and with representatives from the acequia community downstream from the Taos Ski Valley.

One or more meetings are being planned to present the draft plan to the interested individuals from the community. The meeting will be virtual and possibly also in-person in the village.

4. REVIEW OF PARC COMPREHENSIVE PLAN

The chair presented to the committee the overall trail design including the grand loop and various connectors. The chair also described additional connectors that further develop subloops and connectors to allow better access by residents. Committee members offered observations and comments about design features and regarding safety features of various elements of the design. Design ideas and comments included best trail locations through and around the Amizette area, the same for the Kachina Basin, and the location of connectors to connect residential areas to the grand loop and subloops. The discussion also identified some areas that require additional safety considerations: the core village area and multi-use with bicycles and pedestrians; the improved bike trail/hiking path along highway 150; minimizing any paths that put hikers/bikers on roads; proper marking of paths crossing roads; and signage throughout the area to direct users to safe pathways.

5. NEW BUSINESS

The chair introduced the topic of grant funding to enable the village to commence the construction of elements of the plan. The committee was supportive, though no specifics were discussed.

6. ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING OF THE PARKS & RECREATION COMMITTEE

08/25/2026-REGULAR MEETING. The next regularly scheduled meeting of the Parks & Recreation of Taos Ski Valley will be held as a hybrid in-person and on-line meeting on August 25, 2026 at 10:00 am in Room 102, 9 Firehouse Rd., Taos Ski Valley, NM and the Agenda, Agenda attachments, and Zoom Meeting link will be available to the public on the Village website at <https://www.vtsv.org>.

7. ADJOURNMENT

The chair adjourned the meeting at 11:20 am.

ATTEST:

Joan Woodard, Committee Chair

Village Clerk, Marlene Salazar



**LODGER'S TAX ADVISORY BOARD MEETING DRAFT
MINUTES MEETING TO BE HELD VIA HYBRID-IN
PERSON AND
ON-LINE MEETING ROOM LOCATED AT 102, 9 FIREHOUSE
RD.TAOS SKI VALLEY, NEW MEXICO
WEDNESDAY, JULY 15, 2026 AT 1:00 PM**

1. CALL TO ORDER AND NOTICE OF MEETING

Meeting called to order 1:00PM by Chris Stagg

2. ROLL CALL

Board Members

Present: Chris Stagg jcs@skitaos.org 776-2291 Ext. 2227

Present: Brent Knox brentknoxtsv@taosnet.com 806-367-2040

Present: Kent Forté kforte@edelweisslodgeandspa.com 737-6900

Present: Henry Caldwell henrycaldw9810@gmail.com 770-9261

Absent: Roger Mariani mariani@snakedancecondos.com 776-2277

Guests Present: Carroll Griesedieck, Henri Hammond-Paul

3. APPROVAL OF AGENDA

Motion by: Brent Knox & Second by: Kent Forté Approved 4-0

4. APPROVAL OF MINUTES

A. Approval of Minutes of May 6, 2026, Meeting

Motion by: Chris Stagg & Second by: Brent Knox Approved 4-0

5. REVIEW 2025/2026 BUDGET

A. Carrol Griesedieck will provide an update on Lodger's Tax collections

Finance Director Griesdieck presented a budget review showing a \$4,000 loss for FY26 with an ending fund balance of \$71,939, which was slightly lower than the anticipated \$75,939 due to a \$6,000 difference. The budget included various line items including a \$200,000 cash flow loan, administrative fees, transfers to Parks and Rec, and allocations for airport services and employee shuttles totaling \$581.

6. REPORT: MEETING FOR RECOMMENDATIONS ON ADMINISTRATING AND FUNDING OF LODGER'S TAX

A. Henri Hammond-Paul

(None)

7. REVIEW 2026/2027 BUDGET

A. See attached 2026/2027 Budget

8. MISCELLANEOUS

Village Administrator Hammond-Paul shared that he had met with the Chamber of Commerce and was

invited to join their Chamber of Commerce Board, which he accepted.

9. ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING OF THE LODGERS TAX ADVISORY BOARD

_____ REGULAR MEETING. The next regularly scheduled meeting of the Lodgers Tax Advisory Board of the Village of Taos Ski Valley will be held as a hybrid in-person and on-line meeting on _____, at 1:00 pm in Room 102, 9 Firehouse Rd., Taos Ski Valley, NM and the Agenda, Agenda attachments, and Zoom Meeting link will be available to the public on the Village website at <https://www.vtsv.org>.

(TBD)

10. ADJOURNMENT

Motion by: Chris Stagg & Second by: Brent Knox Approved 4-0

ATTEST:

Secretary, Chris Stagg

Village Clerk, Marlene Salazar

VILLAGE OF TAOS SKI VALLEY, NEW MEXICO
RESOLUTION NO. 2026-26

**A RESOLUTION ESTABLISHING AND DELEGATING ADMINISTRATIVE,
PROCUREMENT, CONTRACTING, GRANT, SIGNATORY, BUDGET ADMINISTRATION,
AND EMERGENCY AUTHORITY TO THE VILLAGE ADMINISTRATOR; DESIGNATING
THE VILLAGE CENTRAL PURCHASING OFFICE; ESTABLISHING APPROVAL
THRESHOLDS; AND RESERVING CERTAIN MATTERS TO THE GOVERNING BODY**

WHEREAS, the Governing Body of the Village of Taos Ski Valley is responsible for establishing municipal policy, adopting the annual budget, appropriating public funds, managing and controlling Village finances and property, and exercising those powers reserved to it by law; and

WHEREAS, Section 3-12-3 NMSA 1978 authorizes the Governing Body to prescribe and assign powers and duties to municipal officers consistent with law; and

WHEREAS, the effective administration of municipal government requires a clear distinction between the Governing Body's legislative, policy, budgetary, and oversight responsibilities and the day-to-day administrative responsibilities of Village management; and

WHEREAS, the New Mexico Procurement Code requires procurement for a local public body to be performed by a Central Purchasing Office designated by the governing authority of the local public body; and

WHEREAS, the Village's existing Resolution No. 97-4 designating the Twining Water and Sanitation District as the Village's Central Purchasing Office no longer reflects the Village's present organizational structure; and

WHEREAS, the Governing Body desires to establish clear, transparent, and efficient authority for procurement, contracts, grants, budget administration, emergency actions, and implementation of projects and programs previously authorized and funded by the Governing Body; and

WHEREAS, such delegation is intended to improve administrative efficiency while preserving appropriate Governing Body oversight of major financial obligations, policy decisions, debt, real property, and other matters reserved by law;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF TAOS SKI VALLEY, NEW MEXICO:

Section 1. Purpose and Policy

It is the policy of the Village that:

1. The Governing Body governs by establishing policy, adopting budgets, appropriating funds, setting major priorities, and exercising oversight; and
2. The Village Administrator administers the day-to-day operations of the Village and implements the policies, budgets, projects, programs, and priorities approved by the Governing Body.

The purpose of this Resolution is to establish clear authority to allow routine municipal business to proceed efficiently while retaining Governing Body approval for significant policy and financial decisions.

Nothing in this Resolution authorizes an action prohibited by state or federal law, Village ordinance, grant condition, or other legally controlling requirement.

Section 2. Central Purchasing Office

The Village Administration Department is hereby designated as the Central Purchasing Office for the Village of Taos Ski Valley pursuant to the New Mexico Procurement Code.

The Village Administrator shall have overall administrative responsibility for Village procurement.

Procurement functions that, under the New Mexico Procurement Code, are required to be performed by a Chief Procurement Officer shall be performed by a properly certified Village Chief Procurement Officer.

The Village Administrator may designate one or more qualified Village employees, including the Finance Director, Deputy Village Administrator, or another properly certified employee, to perform procurement functions on behalf of the Central Purchasing Office.

The Village shall report its Central Purchasing Office and Chief Procurement Officer designation or designations to the State Purchasing Agent as required by law.

Section 3. General Procurement Authority

Subject to this Resolution and applicable law, the Village Administrator and the Village's designated Chief Procurement Officer or Officers are authorized to administer Village procurement, including:

1. Preparing and issuing invitations for bids, requests for proposals, requests for qualifications, and other solicitations;
2. Conducting small purchases and direct purchases;
3. Issuing purchase orders;
4. Conducting competitive sealed bids and competitive sealed proposals;
5. Utilizing state price agreements and other existing contracts where authorized;
6. Conducting cooperative procurements where authorized by law;
7. Making written determinations required by the Procurement Code;
8. Conducting sole-source procurements when legally justified;
9. Conducting emergency procurements when legally justified;
10. Evaluating bids and proposals;
11. Issuing notices of award;
12. Negotiating contracts where authorized;
13. Executing and administering contracts within the authority established by this Resolution; and
14. Establishing administrative procedures and controls necessary for lawful and efficient procurement.

All procurement shall comply with the New Mexico Procurement Code and all other applicable requirements.

Nothing in this Resolution changes the procurement method required by state law.

The Administrator's contracting authority established below determines who may approve and execute a Village contract. It does not change whether competitive procurement, small-purchase procedures, sole-source procedures, emergency procedures, or another legally authorized procurement method must be used.

Procurements shall not be artificially divided to avoid any procurement requirement or approval threshold.

Section 4. Administrator Contracting Authority — \$100,000

The Village Administrator is authorized to approve, award, execute, and administer contracts, purchase orders, professional service agreements, construction contracts, service agreements, leases of personal property, task orders, work orders, and other procurement agreements involving a total Village financial commitment of up to and including \$100,000, provided that:

1. Sufficient funds have been lawfully appropriated and are available;
2. The expenditure is consistent with the adopted Village budget or another appropriation approved by the Governing Body;
3. The procurement was conducted in accordance with applicable law;
4. The agreement does not create indebtedness requiring Governing Body or other approval;
5. The agreement does not require an unappropriated expenditure;
6. The agreement does not create a material new program or policy not previously authorized by the Governing Body; and
7. The agreement does not otherwise involve a matter expressly reserved to the Governing Body under this Resolution or applicable law.

No separate Governing Body approval shall be required solely because a procurement exceeds the state-law small-purchase threshold when the contract remains within the Administrator's \$100,000 approval authority and the procurement has otherwise been lawfully conducted.

Section 5. Contracts Exceeding \$100,000

A contract or procurement agreement involving a total Village financial commitment greater than \$100,000 shall require Governing Body approval before execution unless:

1. The Governing Body has previously specifically approved the contract or authorized the Administrator to execute it;
2. The Governing Body has expressly delegated execution authority as part of its approval of a project, grant, funding agreement, or procurement; or
3. A lawful emergency procurement is required under Section 11 of this Resolution.

Following Governing Body approval, the Village Administrator is authorized to execute the agreement and administer the contract without further Governing Body action except as otherwise provided by this Resolution.

Section 6. Contract Amendments, Change Orders, Renewals and Task Orders

A. Administrator-Approved Contracts

For a contract originally approved by the Village Administrator, the Administrator may approve amendments, change orders, renewals, task orders, and modifications provided that the resulting total Village financial commitment does not exceed \$100,000 and the modification is otherwise lawful.

B. Governing Body-Approved Contracts

For a contract previously approved by the Governing Body, the Administrator may approve administrative amendments, change orders, task orders, or modifications without further Governing Body action when:

1. The modification is consistent with the scope and purpose previously approved;
2. Sufficient appropriated funding is available;
3. The modification is permitted by the original procurement and applicable law; and
4. The cumulative increase approved administratively does not exceed the lesser of:
 - \$250,000, or
 - 10% of the original Governing Body-approved contract amount.

A modification exceeding this authority, materially changing the project's scope, or requiring an increase in the Governing Body-approved appropriation shall be returned to the Governing Body for approval.

C. Renewals

The Administrator may execute a contract renewal when the renewal:

1. Was contemplated by the original solicitation or agreement;
2. Is authorized by law;
3. Does not materially alter the contract's scope; and
4. Remains within the financial authority established by this Resolution or the total contract authorization previously approved by the Governing Body.

Section 7. Grant Applications

The Village Administrator is authorized to prepare, submit, and execute applications for federal, state, local, nonprofit, or private grant funding on behalf of the Village without separate Governing Body approval when submission of the application itself does not:

1. Legally obligate the Village to accept an award;
2. Commit unappropriated Village funds;
3. Create indebtedness;
4. Commit Village real property;
5. Require creation of permanent unbudgeted positions; or
6. Establish a significant new Village policy.

When the grantor expressly requires a Governing Body resolution as part of an application, the application shall be presented to the Governing Body as required.

Section 8. Grant Acceptance and Execution — \$1 Million

The Village Administrator is authorized to accept and execute grants, cooperative agreements, funding agreements, capital appropriations, and similar awards having a total award amount of up to and including \$1,000,000, provided that acceptance:

1. Does not require new or additional unappropriated Village matching funds;
2. Does not create indebtedness;
3. Does not pledge Village taxing authority;

4. Does not convey or materially encumber Village real property;
5. Does not require establishment of permanent employee positions beyond those authorized in the adopted budget;
6. Does not impose a material ongoing Village financial obligation after expiration of the grant that has not already been approved by the Governing Body;
7. Is consistent with the adopted budget, ICIP, capital program, strategic priorities, or other policy direction of the Governing Body; and
8. Does not establish a significant new Village program or policy requiring Governing Body determination.

The Administrator is further authorized to execute certifications, assurances, reimbursement requests, notices to proceed, amendments, extensions, closeout documents, and other administrative instruments associated with grants accepted pursuant to this Section.

Section 9. Grants Requiring Governing Body Approval

Governing Body approval shall be required before acceptance of:

1. A grant or funding award greater than \$1,000,000;
2. An award requiring an unappropriated cash match;
3. An award requiring the Village to incur debt;
4. An award creating a material continuing financial obligation beyond the grant period;
5. An award requiring acquisition, conveyance, pledge, or material encumbrance of Village real property;
6. An award requiring creation of permanent positions not included in the adopted budget;
7. An award establishing a significant new municipal program or policy; or
8. Any award for which the funding agency, state law, federal law, or grant agreement specifically requires Governing Body approval or a Governing Body resolution.

Notwithstanding the foregoing, where a grantor-imposed deadline for acceptance of an award falls before the next regular meeting of the Governing Body, the Village Administrator may conditionally accept the award subject to ratification by the Governing Body at its next regular or special meeting, provided that the Administrator notifies the Mayor prior to conditional acceptance and the award otherwise satisfies the conditions established in Section 8 of this Resolution. Conditional acceptance under this paragraph shall not obligate unappropriated Village funds, create indebtedness, pledge Village taxing authority, or encumber Village real property prior to ratification.

Following such approval, the Administrator shall have authority to execute and administer the grant and associated documents.

Section 10. Budget Administration

The Village Administrator and Finance Director are authorized to administer the budget adopted by the Governing Body and approved by the New Mexico Department of Finance and Administration.

Such authority includes:

1. Managing expenditures within approved appropriations;
2. Establishing departmental and administrative spending controls;

3. Approving internal accounting allocations;
4. Correcting coding and account classifications;
5. Managing departmental operating budgets;
6. Managing grant and capital project budgets within approved appropriations;
7. Preparing Budget Adjustment Requests and other financial documents for Governing Body consideration when required; and
8. Taking other routine administrative actions necessary to implement the adopted budget.

The Administrator or Finance Director may approve internal budget reallocations only to the extent such reallocations do not require a formal Budget Adjustment Resolution, Governing Body approval, or approval of the Department of Finance and Administration.

Nothing in this Resolution delegates authority to the Administrator to approve a Budget Adjustment Resolution that applicable law or DFA requirements require the Governing Body to adopt.

Any budget increase, fund transfer, new appropriation, or other adjustment requiring Governing Body action shall continue to be presented to the Governing Body.

Section 11. Emergency Authority

The Village Administrator, acting through the Central Purchasing Office, may authorize an emergency procurement when the conditions established by the New Mexico Procurement Code are satisfied.

Emergency authority may be exercised when immediate action is necessary to address a serious threat to public health, welfare, safety, or property and the needed goods, services, or construction cannot reasonably be acquired through normal procurement methods.

Emergency procurement shall:

1. Use competition to the extent practicable;
2. Be limited to what is reasonably necessary to address the emergency;
3. Be supported by the written determinations required by law;
4. Comply with applicable public notice and reporting requirements; and
5. Be properly documented in the Village procurement file.

When an emergency requires a contractual commitment exceeding the Administrator's ordinary \$100,000 authority, the Administrator may take such immediate action as is lawfully necessary to protect life, health, safety, essential services, infrastructure, or Village property.

The Administrator shall notify the Mayor as soon as practicable and report any emergency procurement exceeding \$100,000 to the Governing Body at its next regular or special meeting.

Nothing in this Section authorizes an emergency procurement where the Procurement Code expressly prohibits use of the emergency procurement method.

Section 12. Signatory Authority

Within the authority otherwise granted by this Resolution, the Village Administrator is authorized to sign documents on behalf of the Village including:

- Contracts;
- Purchase orders;

- Professional service agreements;
- Construction agreements;
- Grant agreements;
- Grant applications;
- Reimbursement requests;
- Certifications and assurances;
- Notices to proceed;
- Task orders;
- Work orders;
- Contract amendments;
- Change orders;
- Grant amendments and extensions;
- Administrative leases;
- Funding agreements;
- Memoranda of understanding; and
- Other routine administrative documents necessary to conduct Village business.

The Administrator may delegate ministerial or administrative signature authority to the Finance Director, Deputy Village Administrator, Village Clerk, department director, or other appropriate employee where legally permissible.

Delegation by the Administrator does not increase the substantive authority granted by this Resolution.

Section 13. Matters Reserved to the Governing Body

Notwithstanding any other provision of this Resolution, the following matters remain reserved to the Governing Body except where otherwise expressly authorized by law:

1. Adoption or amendment of ordinances;
2. Adoption of the annual Village budget;
3. Formal Budget Adjustment Resolutions where Governing Body approval is required;
4. Contracts exceeding \$100,000 except as otherwise specifically authorized herein;
5. Grant acceptance exceeding \$1,000,000;
6. Issuance of bonds or other indebtedness requiring Governing Body approval;
7. Imposition or modification of taxes;
8. Establishment of utility rates, assessments, or other fees requiring Governing Body action;
9. Acquisition, sale, or conveyance of real property except where separately authorized;
10. Joint powers agreements or cooperative agreements for which governing-authority approval is specifically required by law;
11. Creation of permanent positions outside the adopted personnel budget;
12. Appropriations of Village funds;
13. Material creation of a new Village program or policy;

14. Matters that state or federal law expressly reserves to the Governing Body; and
15. Any matter the Governing Body has specifically reserved to itself by ordinance or resolution.

Section 14. Internal Controls and Administrative Procedures

The Village Administrator and Finance Director are authorized and directed to establish and maintain administrative procedures necessary to implement this Resolution.

Such procedures may include:

- Departmental spending limits;
- Purchase requisition requirements;
- Purchase-order procedures;
- Procurement documentation requirements;
- Credit-card and purchasing-card controls;
- Contract routing procedures;
- Financial review requirements;
- Grant-management procedures;
- Separation of duties;
- Capital project controls;
- Invoice approval procedures;
- Delegated signature authorities; and
- Other appropriate safeguards.

Internal administrative thresholds may be more restrictive than the maximum authority granted by this Resolution.

Section 15. Reporting and Transparency

The Village Administrator and Finance Director shall maintain appropriate procurement, financial, grant, and contract records.

To maintain Governing Body oversight without requiring approval of routine administrative transactions, the Administrator shall periodically provide the Governing Body with a summary of significant administrative actions taken under this Resolution.

The report may include:

- Significant contracts awarded;
- Grants applied for or accepted;
- Contract change orders;
- Emergency procurements;
- Significant capital expenditures; and
- Other matters determined appropriate by the Administrator or requested by the Governing Body.

Section 16. No Artificial Division or Circumvention

No procurement, contract, grant, project, purchase order, or financial transaction shall be artificially divided, structured, or sequenced for the purpose of avoiding:

1. Competitive procurement requirements;
2. The Administrator's approval threshold;
3. Governing Body approval;
4. Grant requirements;
5. Budget requirements; or
6. Any other requirement of law.

For purposes of determining approval authority, reasonably related work or purchases constituting a single procurement or project shall be considered together where required by law.

Section 17. Supersession of Prior Authority

Resolution No. 97-4, concerning designation of the Village Central Purchasing Office, is hereby superseded.

Any other prior resolution, administrative policy, designation, or practice concerning procurement authority, contract-signing authority, grant authority, or administrative fiscal authority is superseded only to the extent it is inconsistent with this Resolution.

Nothing in this Resolution invalidates a lawful contract, purchase order, grant agreement, or obligation entered into before its effective date.

Section 18. Compliance With Applicable Law

This Resolution establishes internal Village approval and administrative authority.

It does not waive, modify, supersede, or increase any procurement threshold, competitive requirement, budget requirement, grant condition, public works requirement, wage requirement, approval requirement, or other obligation established by state or federal law.

If a state or federal law, funding agreement, grant condition, or other controlling requirement is more restrictive than this Resolution, the more restrictive requirement shall govern.

Section 19. Severability

If any section, subsection, sentence, clause, or provision of this Resolution is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions.

Section 20. Effective Date

This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED by the Governing Body of the Village of Taos Ski Valley, New Mexico, this _____ day of _____, 2026.

VILLAGE OF TAOS SKI VALLEY

Christopher Stanek, Mayor

ATTEST:

Marlene Salazar, Village Clerk

(SEAL)

VOTE:

Councilor _____:

Councilor _____:

Councilor _____:

Councilor _____:

FOR: _____ AGAINST: _____ ABSTAIN: _____

EXHIBIT A

ADMINISTRATIVE AUTHORITY SUMMARY

Action	Administrative Authority	Governing Body Required?
Direct purchase permitted under Procurement Code	Administrator / CPO	No
Small purchase permitted under Procurement Code	Administrator / CPO	No
Competitively procured contract up to \$100,000	Administrator	No
Contract over \$100,000	Administrator administers procurement	Yes — award/contract approval
Administrator-approved contract amendment	Administrator	No, if resulting total remains ≤ \$100,000
Amendment to Governing Body-approved contract	Administrator	Up to lesser of \$250,000 or 10% cumulative increase
Grant application	Administrator	Generally no
Grant acceptance ≤ \$1 million	Administrator	No, subject to conditions
Grant acceptance > \$1 million	—	Yes
Grant acceptance above threshold with grantor deadline before next meeting	Administrator (conditional)	Yes — ratification at next meeting
Grant requiring unappropriated match / debt / property commitment	—	Yes
Routine internal budget administration	Administrator / Finance Director	No
Formal BAR requiring Governing Body action	—	Yes
Emergency procurement	Administrator / CPO	No prior approval when lawful; report significant actions
Real property acquisition / disposition	—	Yes, unless separately authorized
Debt / bonds	—	Yes
Taxes / rates / assessments requiring Governing Body action	—	Yes

This Exhibit is a summary for convenience only. In the event of any conflict, the text of the Resolution controls.

MEMORANDUM

To: Mayor and Village Council

From: Henri Hammond-Paul, Village Administrator

Date: August 21, 2026

Subject: Revised Employee Calendars, Payroll Schedule, and 2027 Holiday Calendar

Summary

Staff has prepared revised employee calendars for 2026 and 2027 to provide a clear reference for pay period closing dates, pay dates, and Village-observed holidays.

The revised approach does three things:

1. Formalizes the current **Wednesday payday schedule** for the remainder of calendar year 2026.
2. Delays the transition to a **Friday payday schedule** until January 2027.
3. Presents the proposed 2027 Village-observed holiday calendar for Council approval.

The attached 2026 calendar reflects Wednesday paydays for the remainder of the year, while the attached 2027 calendar reflects the transition to paydays on the Friday after the pay period closes.

Background

The Village had initially planned to move to a new payroll schedule in September 2026. After further consideration, staff recommends delaying that transition until January 2027.

Many employees are accustomed to the current Wednesday payday and may have automatic payments, drafts, or other personal financial obligations tied to that schedule. Continuing the Wednesday schedule through the end of 2026 gives employees additional time to adjust their personal finances while still moving the organization toward a more predictable and accountable payroll process.

For the remainder of 2026, the Village will formally maintain the Wednesday payday schedule. Payroll will be processed and transmitted on Tuesday for the established Wednesday pay date. The Village cannot control the exact time that funds appear in an employee's individual bank account, as posting times are controlled by each employee's bank or financial institution, but the Village will complete its payroll processing in time for the Wednesday pay date.

Beginning in January 2027, staff recommends moving to the standard practice of paying employees on the **Friday after the pay period closes**. This provides appropriate time for timesheets to be submitted, reviewed, corrected if necessary, approved by supervisors, and processed by payroll.

Where a Friday payday falls on or is affected by a Village-observed holiday, payroll will be processed earlier and the adjusted pay date will be shown on the employee calendar.

Approved Village-Observed Holidays for the Remainder of 2026

The following holidays are already reflected on the revised 2026 employee calendar:

- Independence Day / July 4th Holiday — observed Friday, July 3, 2026
- Labor Day — Monday, September 7, 2026
- Indigenous Peoples' Day — Monday, October 12, 2026
- Veterans Day — Wednesday, November 11, 2026
- Thanksgiving Day — Thursday, November 26, 2026
- Day After Thanksgiving — Friday, November 27, 2026
- Christmas Eve — Thursday, December 24, 2026
- Christmas Day — Friday, December 25, 2026

Proposed Village-Observed Holidays for 2027

Staff recommends Council approve the following Village-observed holidays for calendar year 2027:

- New Year's Day — Friday, January 1, 2027
- Martin Luther King Jr. Day — Monday, January 18, 2027
- Presidents' Day — Monday, February 15, 2027
- Memorial Day — Monday, May 31, 2027
- Juneteenth — observed Friday, June 18, 2027
- Independence Day / July 4th Holiday — observed Monday, July 5, 2027
- Labor Day — Monday, September 6, 2027
- Indigenous Peoples' Day — Monday, October 11, 2027
- Veterans Day — Thursday, November 11, 2027
- Thanksgiving Day — Thursday, November 25, 2027
- Day After Thanksgiving — Friday, November 26, 2027
- Christmas Eve — Friday, December 24, 2027
- Christmas Day — observed Monday, December 27, 2027
- New Year's Day 2028 — observed Friday, December 31, 2027

Staff specifically recommends identifying **Friday, November 26, 2027** as the **Day After Thanksgiving** rather than as a Christmas-related holiday. This provides employees with a four-day Thanksgiving weekend and avoids confusion by keeping the Christmas observance tied to the Christmas holiday period.

Because Christmas Day falls on a Saturday in 2027, staff also recommends observing Christmas Day on **Monday, December 27, 2027**.

Recommendation

Staff recommends that Council:

1. Acknowledge the revised 2026 employee calendar, which formalizes Wednesday paydays for the remainder of calendar year 2026;
2. Approve the transition to Friday paydays beginning in January 2027;
3. Approve the proposed 2027 Village-observed holidays; and
4. Direct staff to finalize and distribute the revised employee calendars to Village employees.

VILLAGE OF TAOS SKI VALLEY, NEW MEXICO

RESOLUTION NO. 2026-27

A RESOLUTION APPROVING THE VILLAGE EMPLOYEE PAYROLL SCHEDULE FOR THE REMAINDER OF CALENDAR YEAR 2026; APPROVING A TRANSITION TO FRIDAY PAYDAYS BEGINNING IN JANUARY 2027; AND ADOPTING THE 2027 VILLAGE-OBSERVED HOLIDAY CALENDAR

WHEREAS, the Village of Taos Ski Valley desires to maintain clear, consistent, and predictable payroll and holiday schedules for Village employees; and

WHEREAS, clear employee calendars assist employees and supervisors in understanding pay-period closing dates, payroll-processing deadlines, pay dates, and Village-observed holidays; and

WHEREAS, the Village currently utilizes a Wednesday payday schedule, and employees may have personal financial obligations, automatic payments, and other arrangements established in reliance upon that schedule; and

WHEREAS, the Village had previously contemplated transitioning to a revised payroll schedule during calendar year 2026; and

WHEREAS, Village Administration recommends continuing the existing Wednesday payday schedule through December 2026 to provide employees sufficient notice and transition time; and

WHEREAS, beginning in January 2027, Village Administration recommends transitioning to a regular payday on the **Friday following the close of each pay period** in order to provide sufficient time for submission, review, correction, approval, and processing of employee timesheets and payroll; and

WHEREAS, the Village further desires to formally establish its Village-observed holidays for calendar year 2027;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF TAOS SKI VALLEY, NEW MEXICO, THAT:

Section 1. 2026 Payroll Schedule

The Governing Body hereby acknowledges and approves the revised 2026 employee payroll calendar.

For the remainder of calendar year 2026, regularly scheduled Village paydays shall continue to occur on **Wednesday** in accordance with the employee payroll calendar maintained by Village Administration.

Village Administration shall process and transmit payroll in sufficient time for the established Wednesday payday.

The Village does not guarantee the precise time at which payroll funds will appear in an employee's individual bank account because posting times are controlled by each employee's financial institution.

Section 2. Transition to Friday Paydays

Beginning with the first applicable payroll cycle in **January 2027**, regularly scheduled Village paydays shall occur on the **Friday following the close of the applicable pay period**, as shown on the approved employee payroll calendar.

The revised schedule is intended to provide adequate time for:

1. Employee timesheet submission;
2. Supervisor review and approval;
3. Correction of payroll or timekeeping discrepancies;
4. Payroll processing and verification; and
5. Timely transmission of employee payroll.

When a regularly scheduled Friday payday falls on, or is materially affected by, a Village-observed holiday or banking holiday, Village Administration is authorized to adjust the payroll-processing and pay date as necessary to ensure timely payment.

Any adjusted pay date shall be reflected on the employee payroll calendar and communicated to employees.

Section 3. Village-Observed Holidays for Calendar Year 2027

The following dates are hereby designated as Village-observed holidays for calendar year 2027:

- **New Year's Day** — Friday, January 1, 2027

- **Martin Luther King Jr. Day** — Monday, January 18, 2027
- **Presidents' Day** — Monday, February 15, 2027
- **Memorial Day** — Monday, May 31, 2027
- **Juneteenth** — observed Friday, June 18, 2027
- **Independence Day** — observed Monday, July 5, 2027
- **Labor Day** — Monday, September 6, 2027
- **Indigenous Peoples' Day** — Monday, October 11, 2027
- **Veterans Day** — Thursday, November 11, 2027
- **Thanksgiving Day** — Thursday, November 25, 2027
- **Day After Thanksgiving** — Friday, November 26, 2027
- **Christmas Eve** — Friday, December 24, 2027
- **Christmas Day** — observed Monday, December 27, 2027
- **New Year's Day 2028** — observed Friday, December 31, 2027

Section 4. Thanksgiving and Christmas Observances

The Governing Body specifically designates **Friday, November 26, 2027**, as the **Day After Thanksgiving**.

Because Christmas Day falls on Saturday, December 25, 2027, the Village shall observe Christmas Day on **Monday, December 27, 2027**.

Because New Year's Day 2028 falls on Saturday, January 1, 2028, the Village shall observe that holiday on **Friday, December 31, 2027**.

Section 5. Employee Calendar Administration

The Village Administrator, Finance Director, and other appropriate Village staff are authorized and directed to finalize, publish, and distribute employee calendars reflecting:

1. Pay-period beginning and ending dates;
2. Timesheet submission deadlines;
3. Payroll-processing dates;
4. Regular pay dates;
5. Adjusted pay dates necessitated by holidays or banking schedules; and
6. Village-observed holidays.

Minor administrative adjustments to payroll-processing dates may be made by the Village Administrator or Finance Director when necessary to ensure timely and accurate payroll, provided such adjustments do not materially alter the payroll schedule approved by this Resolution.

Section 6. Applicability to Essential and Public Safety Operations

Village-observed holidays do not relieve departments responsible for continuous, emergency, public safety, utility, public works, or other essential operations from maintaining necessary staffing and services.

Employees required to work on a Village-observed holiday shall receive compensation, leave, or other benefits in accordance with applicable Village personnel policies and federal and state law.

Section 7. Personnel Policies

This Resolution establishes the Village's approved payroll schedule and Village-observed holidays.

Administration of holiday pay, leave eligibility, overtime, compensatory provisions, and related personnel matters shall be governed by the Village's adopted personnel policies and applicable law.

Section 8. Effective Date

This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED by the Governing Body of the Village of Taos Ski Valley, New Mexico, this 21st day of August, 2026.

VILLAGE OF TAOS SKI VALLEY

Christopher Stanek, Mayor

ATTEST:

Marlene Salazar, Village Clerk

VOTE:

(Seal)

For _____ Against _____

Abstain: _____

APPENDIX A

Employee Calendar

July - December 2026



Village of Taos Ski Valley

Employee Calendar July - December 2026

JULY

S	M	T	W	T	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	

3 July 4th Holiday - observed

AUGUST

S	M	T	W	T	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					

SEPTEMBER

S	M	T	W	T	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			

7 Labor Day

OCTOBER

S	M	T	W	T	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

12 Indigenous People's Day

NOVEMBER

S	M	T	W	T	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					

11 Veterans Day
26 Thanksgiving
27 Day after Thanksgiving

DECEMBER

S	M	T	W	T	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		

24 Christmas Eve
25 Christmas Day

	Pay period closes
	Pay day
	Observed holiday

APPENDIX B

Employee Calendar

Calendar Year 2027



Village of Taos Ski Valley Employee Calendar 2027

JANUARY

S	M	T	W	T	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						

1 New Years Day
18 MLK Day

FEBRUARY

S	M	T	W	T	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						

15 President's Day

MARCH

S	M	T	W	T	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

S	M	T	W	T	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

S	M	T	W	T	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					

31 Memorial Day

JUNE

S	M	T	W	T	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			

18 Juneteenth

JULY

S	M	T	W	T	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

5 July 4th Holiday

AUGUST

S	M	T	W	T	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				

SEPTEMBER

S	M	T	W	T	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		

6 Labor Day

OCTOBER

S	M	T	W	T	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						

11 Indigenous People's Day

NOVEMBER

S	M	T	W	T	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				

11 Veterans Day
25 Thanksgiving
26 Day after Thanksgiving

DECEMBER

S	M	T	W	T	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	

24 Christmas Day - observed
31 New Years - observed

	Pay period closes
	Pay day
	Observed holiday

VILLAGE OF TAOS SKI VALLEY
RESOLUTION NO. 2026-28

**A RESOLUTION OF THE GOVERNING BODY OF THE VILLAGE OF TAOS SKI VALLEY
ADOPTING THE VILLAGE OF TAOS SKI VALLEY EMPLOYMENT HANDBOOK AND
WORKPLACE STANDARDS MANUAL AS OFFICIAL VILLAGE POLICY, AND
SUPERSEDING ALL PRIOR PERSONNEL POLICIES, RULES, AND REGULATIONS OF THE
VILLAGE INCONSISTENT HERewith.**

WHEREAS, the Governing Body of the Village of Taos Ski Valley (“Village”) originally adopted Personnel Ordinance No. 03-33 on October 1, 2002, establishing a merit system for the hiring, promotion, and retention of Village employees; and

WHEREAS, the Governing Body adopted Ordinance No. 12-33 on May 8, 2012, amending Ordinance No. 03-33 (subsequently referenced in Village records as Ordinance No. 2012-33); and

WHEREAS, by Ordinance No. 2018-65, adopted January 16, 2018, the Governing Body rescinded the Personnel Ordinance, as amended, and converted the Village’s personnel rules and regulations to Village Policy, to be established, administered, and amended by the Governing Body other than by ordinance; and

WHEREAS, consistent with that framework, the Governing Body has authority to adopt, amend, and supersede the Village’s personnel policies by resolution; and

WHEREAS, the Village Administrator has prepared an updated Employment Handbook and Workplace Standards Manual (“Handbook”), attached hereto as Exhibit A and incorporated herein by reference, addressing employment relationship and organizational authority, workplace standards, performance management, employment administration, compensation and benefits, leave, corrective action, safety and emergency operations, and related personnel matters; and

WHEREAS, the Governing Body finds it necessary and appropriate to adopt the Handbook in order to reflect current law, sound personnel administration practices, and the Village’s operational needs;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF TAOS
SKI VALLEY:**

Section 1. Adoption.

The Village of Taos Ski Valley Employment Handbook and Workplace Standards Manual, attached hereto as Exhibit A, is hereby adopted as official Village Policy, effective as provided in Section 5 below.

Section 2. Supersession of Prior Policies.

The Handbook supersedes and replaces all prior written and unwritten personnel policies, rules, regulations, and past practices of the Village that are inconsistent with the Handbook. Any department or division policy that is more restrictive than the Handbook due to the operational needs of that department or division may remain in effect, subject to the approval of the Village Administrator, consistent with Section 1.4 of the Handbook.

Section 3. Administration.

The Village Administrator is authorized and directed to administer, interpret, and implement the Handbook consistent with its terms and applicable law, and may issue administrative directives, procedures, and workplace standards as necessary to carry out its provisions, consistent with Sections 2.3 and 9.3 of the Handbook.

Section 4. Future Amendment.

Consistent with Ordinance No. 2018-65 and Section 9.4 of the Handbook, the Governing Body reserves authority to amend, modify, suspend, eliminate, or replace the Handbook, in whole or in part, by resolution at any time, without further amendment to the Village Code.

Section 5. Effective Date.

This Resolution, and the Handbook adopted hereby, shall take effect immediately upon adoption by the Governing Body.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2026, by the Governing Body of the Village of Taos Ski Valley.

Christopher Stanek, Mayor, Village of Taos Ski Valley

(Seal)

ATTEST:

VOTE: FOR:_____AGAINST:_____ABSTAIN:_____

Marlene Salazar, Village Clerk

Exhibit A: Village of Taos Ski Valley Employment Handbook and Workplace Standards Manual (attached separately)



VILLAGE OF TAOS SKI VALLEY · NEW MEXICO

Employment Handbook and Workplace Standards Manual

Updated 8.21.2026

Employment Handbook and Workplace Standards Manual

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II	Are Employment Relationship and Organizational Authority
III	Workplace Standards and Daily Expectations
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A	Appendix A: Definitions

Twelve Principles

These values define what is expected of every employee of the Village — regardless of position, department, title, or seniority.

01 Public service comes first	02 Professionalism matters	03 We solve problems
04 Accountability is non-negotiable	05 Communication is everyone's responsibility	06 Every employee supports the team
07 Public resources must be protected	08 Safety comes first	09 Respect is required
10 Continuous improvement is expected	11 Excellence is the standard	12 Modern government requires modern workplaces

These expectations apply to every employee. Failure to consistently operate within them may affect performance evaluations, advancement opportunities, and continued employment.

DEADLINES EVERY EMPLOYEE SHOULD KNOW

1 hr

before shift — notify your supervisor of an absence §6.4

72 hrs

advance notice for planned PTO requests §6.5

10 days

to report an address or phone change §2.13

2 weeks

written notice before voluntary resignation §7.8

PART I

Who We Are

1.1 Welcome to the Village of Taos Ski Valley

Welcome to the Village of Taos Ski Valley.

The Village is unlike most local governments. We operate in a unique mountain environment, serve a community shaped by tourism and recreation, manage critical public infrastructure, support emergency response operations, and steward one of New Mexico's most important outdoor destinations. Although small in size, our responsibilities are substantial: the Village's work directly affects public safety, community wellbeing, economic vitality, environmental stewardship, and the experience of the residents, businesses, property owners, and visitors who rely on us every day.

Working for the Village means more than performing assigned duties — every employee contributes to the safety, operations, reputation, and long-term success of this organization. We believe local government should be professional, responsive, efficient, financially responsible, and continuously improving, and we're building an organization that reflects that.

This Handbook is not simply a set of employment policies. It defines the professional standards and organizational culture expected of every Village employee.

Our goal is simple: to build an organization that delivers exceptional public service, operates with professionalism and integrity, and earns the trust of the community we serve.

1.2 Our Mission

The Village of Taos Ski Valley exists to provide high-quality municipal services that protect public health and safety, maintain essential infrastructure, preserve community character, support economic vitality, and ensure an exceptional quality of life for residents, businesses, property owners, and visitors — delivered through professional, responsive, accountable local government and responsible stewardship of public resources.

1.3 Principles of Working at VTSV

The following values define what is expected of every employee of the Village, regardless of position, department, title, or seniority. Failure to consistently operate within these expectations may affect performance evaluations, advancement opportunities, and continued employment.

Twelve Principles

These values define what is expected of every employee of the Village — regardless of position, department, title, or seniority.

01 Public service comes first	02 Professionalism matters	03 We solve problems
04 Accountability is non-negotiable	05 Communication is everyone's responsibility	06 Every employee supports the team
07 Public resources must be protected	08 Safety comes first	09 Respect is required
10 Continuous improvement is expected	11 Excellence is the standard	12 Modern government requires modern workplaces

These expectations apply to every employee. Failure to consistently operate within them may affect performance evaluations, advancement opportunities, and continued employment.

1.3 continued

01 Public Service Comes First

The Village exists to serve residents, businesses, visitors, property owners, and the broader public. Employees are expected to approach their work with a service-oriented mindset and recognize that public trust is central to effective local government.

02 Professionalism Matters

Employees represent the Village at all times. Professional conduct, respectful communication, reliability, preparation, and accountability are expected in every workplace interaction — internal and public-facing alike.

03 We Solve Problems

Employees are expected to exercise sound judgment, think critically, and actively contribute to solving operational challenges. The Village values initiative.

04 Accountability Is Non-Negotiable

Employees are expected to take ownership of assigned responsibilities and follow through on commitments, communicating obstacles as they arise. Repeated avoidable mistakes, poor follow-through, or failure to communicate proactively are inconsistent with Village standards.

05 Communication Is Everyone's Responsibility

Poor communication creates operational failures. Employees are expected to communicate early, often, clearly, and professionally, sharing important information promptly and keeping supervisors and coworkers informed.

06 Every Employee Supports the Team

The Village is a small organization, and operational flexibility is necessary. Employees may occasionally be asked to assist outside their primary assignment to support organizational priorities, operational needs, or emergencies.

07 Public Resources Must Be Protected

Village funds, vehicles, facilities, equipment, technology, and infrastructure belong to the public. Employees are expected to exercise sound judgment and careful stewardship in all use of public resources. Waste or misuse is unacceptable.

08 Safety Comes First

Employees are expected to prioritize workplace safety, operational readiness, and emergency preparedness, protecting both coworkers and the public. Unsafe behavior places the organization and the public at risk. Safety is everyone's responsibility.

09 Respect Is Required

Employees are expected to treat coworkers, residents, contractors, visitors, elected officials, and community partners with professionalism and respect at all times. Bullying, harassment, intimidation, retaliation, hostility, or disrespectful conduct will not be tolerated. Professional disagreement is acceptable; disrespectful conduct is not.

10 Continuous Improvement Is Expected

The Village values innovation, modernization, and operational improvement. The phrase *"this is how we've always done it"* is not a justification for poor systems, poor service, or resistance to improvement.

11 Excellence Is the Standard

Employees are expected to perform their work thoroughly, professionally, and with attention to detail. Mediocre work, avoidable errors, lack of preparation, or habitual underperformance are inconsistent with Village expectations.

12 Modern Government Requires Modern Workplaces

The Village supports flexible and modern workplace practices — alternative scheduling, remote work where operationally appropriate, and responsible use of technology — because successful organizations must adapt to recruit, retain, and support high-performing employees. Flexibility is not inconsistent with accountability: performance is measured by results, reliability, and contribution, not simply physical presence.

1.4 Purpose and Use of This Handbook

This Handbook provides a common framework for employment administration, workplace standards, performance expectations, compensation and leave, corrective action, safety, and emergency operations.

It should be read together with applicable law, Village ordinances and resolutions, adopted compensation schedules, benefit-plan documents, job descriptions, administrative directives, and written employment agreements. Where a conflict exists, controlling law or a duly authorized governing document prevails.

Employees are responsible for understanding and following this Handbook. Questions about interpretation should be directed through the chain of command or to the Village Administrator or Clerk/HR Director.

PART II

Employment Relationship and Organizational Authority

The Village operates under the authority granted by the Constitution and laws of the State of New Mexico, the Village Code, and actions of the Governing Body. Effective local government depends on clearly defined roles, professional administration, accountability, and mutual respect between elected officials, executive leadership, supervisors, and employees. This Handbook establishes the Village's employment policies while recognizing the statutory responsibilities assigned to the Governing Body and the Mayor under New Mexico law.

2.1 Organizational Governance

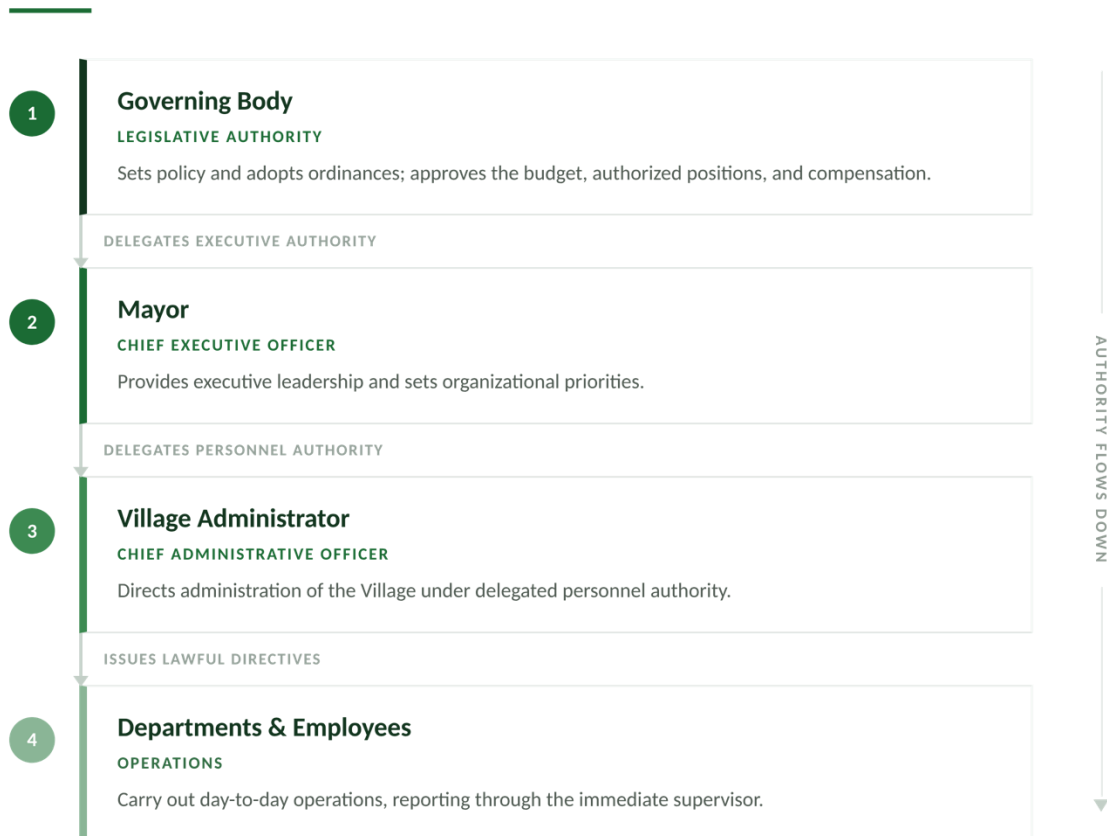
The Village operates under a Mayor-Council form of government as established by New Mexico law. The Governing Body sets Village policy, adopts ordinances and resolutions, approves the annual budget, authorizes positions, and establishes compensation and employee benefits. The Governing Body provides strategic leadership and generally does not participate in day-to-day administration except as authorized by law.

2.2 Role of the Mayor

The Mayor serves as the Village's Chief Executive Officer and exercises the executive authority assigned by New Mexico law, provides executive leadership, establishes organizational priorities in collaboration with the Governing Body, and directs the Village Administrator in the day-to-day administration of Village government. Nothing in this Handbook limits or modifies the Mayor's statutory authority.

Lines of Authority

Authority is delegated downward through the structure; questions, concerns, and personnel matters travel upward through the immediate supervisor.



Employees work through their immediate supervisor whenever reasonably possible. Matters are addressed through the supervisory structure before being elevated, unless circumstances require otherwise. Bypassing the chain of command without good cause is discouraged.

2.3 Role of the Village Administrator

The Village Administrator serves as the chief administrative officer of the Village, responsible for the professional management and day-to-day administration of Village operations under the direction of the Mayor and consistent with Governing Body policy. Responsibilities include, but are not limited to:

- implementing policies adopted by the Governing Body;
- overseeing daily operations of all Village departments;
- directing department heads and employees through the chain of command;
- administering this Handbook and related personnel policies;
- developing administrative procedures and operational standards;
- preparing and administering the annual budget;
- recruiting, evaluating, and making final hiring decisions for candidates for employment;
- administering onboarding, training, coaching, and professional development;
- conducting performance evaluations;
- investigating workplace concerns and employee misconduct;
- administering corrective action consistent with Village policy;
- making final personnel decisions regarding appointments, promotions, compensation adjustments within approved ranges, reorganizations, suspensions, and separations;
- leading organizational improvement initiatives; and
- ensuring efficient, effective, fiscally responsible, customer-focused operations.

Delegation of Personnel Authority. The Governing Body delegates to the Village Administrator direct authority over the personnel actions described in this Handbook, including hiring, promotion, discipline, and termination decisions, so that the Administrator may exercise this authority without case-by-case approval from the Mayor or Governing Body. This delegation does not apply to any personnel action that state law or Village ordinance specifically reserves to the Mayor or Governing Body, and may be modified, limited, or revoked at any time by the Governing Body through ordinance or resolution.

Unless otherwise required by law, employees shall look to the Village Administrator for day-to-day operational direction and personnel administration.

2.4 Chain of Command

Employees are expected to work through their immediate supervisor whenever reasonably possible. Questions, concerns, operational issues, and personnel matters should be addressed through the supervisory structure before being elevated, unless circumstances require otherwise. Employees shall follow lawful directives issued by supervisors acting within their authority. Bypassing the chain of command without good cause is discouraged.

LINES OF AUTHORITY

Governing Body →

Policy, ordinances, budget, positions, compensation

Mayor →

Chief Executive Officer; executive leadership and priorities

Village Administrator →

Chief administrative officer; delegated personnel authority

Departments & Employees

Day-to-day operations through the immediate supervisor

2.5 Personnel Administration

The Village Administrator administers the Village's personnel system, exercising the authority delegated under Section 2.3 over recruitment, onboarding, supervision, coaching, evaluations, benefits and leave administration, workplace investigations, corrective action, and appointments, promotions, transfers, reorganizations, compensation, and separations. Personnel matters shall be administered consistently, fairly, and professionally.

2.6 Employment Relationship

Except as otherwise provided by applicable law, written employment agreement, or Village ordinance, employment with the Village is **at will**. Nothing in this Handbook creates a contract of employment or guarantees employment for any specific period. The Village reserves the right to assign work, modify organizational structure, reassign duties, and take personnel actions consistent with applicable law and Village policy. Nothing in this Handbook alters the statutory authority of the Mayor or Governing Body under New Mexico law or creates employment rights beyond those provided by law.

2.7 Employee Classifications

Employees are classified according to operational needs and applicable law:

Full-Time	Part-Time	Temporary	Seasonal	Introductory	Exempt	Non-Exempt
-----------	-----------	-----------	----------	--------------	--------	------------

Non-exempt employees are paid on an hourly basis and are eligible for overtime compensation consistent with applicable federal and state law. Exempt employees are paid on a salaried basis for the full scope of their duties, are not eligible for overtime compensation regardless of hours worked, and are compensated consistent with the applicable requirements of the Fair Labor Standards Act. Classification affects eligibility for benefits, overtime, leave accrual, and other employment programs.

Positions typically staffed on a Seasonal basis include Fire Department personnel whose staffing levels vary with the Village's tourist season. The Village Administrator maintains the current list of positions assigned to each classification.

2.8 Introductory Employment Period

New employees serve an introductory period of six (6) months unless otherwise established by the Village. The introductory period allows both the employee and the Village to evaluate whether the employment relationship is working. Successful completion does not alter the employee's at-will status or guarantee continued employment.

2.9 Flexible Workplace Philosophy

Flexible scheduling, compressed workweeks, hybrid arrangements, and limited remote work may be approved where operationally appropriate. Flexibility is intended to improve organizational effectiveness — not reduce accountability. Employees under flexible arrangements remain responsible for the same standards of professionalism, productivity, and responsiveness expected of all Village employees, and performance is evaluated based on results and reliability rather than physical presence alone.

2.10 Outside Employment

Employees may engage in outside employment only when it does not interfere with Village operations, create actual or perceived conflicts of interest, or diminish public confidence in Village government. Outside employment shall not:

- interfere with scheduled work hours or availability;
- reduce job performance or productivity;
- create conflicts with Village duties;
- involve Village vendors, contractors, applicants, permittees, or regulated entities where conflicts may exist;
- compromise confidential information; or
- impair the employee's ability to safely or effectively perform Village responsibilities.

Employees shall promptly disclose outside employment whenever a potential conflict exists or upon request of management. The Village Administrator may recommend restrictions on outside employment when necessary to protect organizational interests, subject to applicable law.

2.11 Professional Licenses and Certifications

Employees are responsible for maintaining all licenses, certifications, and professional qualifications required for their position. Failure to do so may result in reassignment, corrective action, or other personnel action consistent with applicable law.

Employees serving in a position for which a fidelity or surety bond is required by state law, Village ordinance, or the Village's insurance requirements shall obtain and maintain that bond as a condition of continued employment in the position. The cost of a required bond shall be borne by the Village unless otherwise provided by law or ordinance.

2.12 Personnel Records

The Village maintains official personnel records and employees are responsible for promptly reporting changes to personal information, emergency contacts, licensing status, or other employment-related information. Records are maintained in accordance with applicable law.

Medical records, I-9 employment eligibility documentation, and other records subject to special confidentiality requirements under applicable law shall be maintained separately from the general personnel file and access shall be restricted to those with a legitimate need to know. Social Security numbers and other sensitive personal identifying information shall be protected from unauthorized disclosure consistent with applicable law, and shall not be used as an employee identification number for internal purposes where an alternative identifier is available.

An employee may request to review their own personnel file by submitting a request to the Clerk/HR Director. Review shall be scheduled at a reasonable time and in the presence of the Clerk/HR Director or a designee. An employee who believes information in their file is inaccurate may submit a written statement to be attached to the record; the Village is not required to remove or alter the underlying document based on that statement. Personnel records shall be retained consistent with applicable public records retention schedules and law.

2.13 Employee Notification Duties

Employees are responsible for promptly notifying the Clerk/HR Director of the following:

- a change of home address or phone number, within ten (10) business days;
- a change in marital status or domestic partnership;
- a change in the number of dependents, within fifteen (15) calendar days; a dependent not enrolled in benefits within that period may be enrolled during the next open enrollment period or as otherwise permitted by law;
- any outside employment, consistent with Section 2.10;
- prescription drug use that may affect or impair safe performance of job duties;
- any arrest, citation, or detention related to a motor vehicle violation, and any traffic stop while operating a Village vehicle, regardless of whether a citation was issued;
- any conviction for driving while impaired or intoxicated;
- any other criminal conviction, including misdemeanors and felonies; and
- a dating or romantic relationship with another Village employee, consistent with Section 5.8.

Failure to provide required notice under this section may result in corrective action, particularly where the failure to disclose results in a violation of another provision of this Handbook.

PART III

Workplace Standards and Daily Expectations

3.1 General Standard of Conduct

Employees are expected to act with professionalism, good judgment, integrity, accountability, and respect in every workplace interaction, internal and public-facing. Conduct inconsistent with these standards may result in corrective action.

3.2 Public Service Expectations

Employees are expected to provide professional, courteous, responsive, and solutions-oriented service in every interaction. Employees shall:

- respond to public inquiries promptly;
- communicate respectfully even during difficult interactions;
- seek solutions whenever reasonably possible; and
- avoid dismissive, hostile, or unnecessarily bureaucratic responses.

Failure to provide professional public service may result in corrective action.

3.3 Communication Standards

Employees are expected to communicate clearly, professionally, and proactively with supervisors, coworkers, elected officials, contractors, and the public. Employees shall:

- communicate important operational information promptly;
- respond to emails, calls, and work communications within a reasonable timeframe;
- notify supervisors early when problems, delays, or issues arise; and
- share information coworkers need to do their jobs.

Poor communication creates operational risk and may be addressed as a performance issue.

3.4 Professionalism and Workplace Behavior

The following conduct is inconsistent with Village expectations:

- hostility toward coworkers or supervisors;
 - disrespectful communication;
 - disruptive workplace behavior;
 - gossip or conduct that undermines workplace trust;
 - refusal to work collaboratively;
 - repeated negativity that harms organizational effectiveness; and
 - intentionally withholding information necessary for operations.
-

3.5 Responsibility and Follow-Through

Employees are expected to take ownership of assigned work and complete it thoroughly, accurately, and on time. Employees shall:

- complete assigned work within established timelines;
- communicate proactively regarding delays or obstacles;
- take responsibility for assigned work product; and
- exercise sound judgment rather than relying on supervisors for routine problem solving.

Repeated failure to complete assignments, avoidable errors, or failure to follow through may result in corrective action.

3.6 Cooperation and Organizational Support

The Village is a small organization that relies on employees who work collaboratively. Employees shall:

- work collaboratively across departmental boundaries;
- support coworkers when organizational needs require assistance;
- participate constructively in organizational initiatives; and
- avoid conduct that creates unnecessary internal conflict.

3.7 Professional Appearance and Workplace Presentation

Employees are expected to maintain professional appearance, hygiene, and attire appropriate to their role and responsibilities, particularly when interacting regularly with the public. Supervisors may address appearance or presentation issues when standards are not being maintained.

Employees in positions designated by the Village Administrator as requiring a uniform shall be issued uniforms or a uniform allowance consistent with Village policy. Employees are responsible for the proper care and appearance of issued uniforms, shall wear them as directed while on duty, and shall return all issued uniforms upon separation from employment consistent with Section 5.14.

3.8 Respectful Workplace

Employees are expected to treat coworkers, supervisors, elected officials, contractors, residents, and the public with professionalism and respect at all times. The following conduct is prohibited:

Harassment

Discrimination

Bullying

Intimidation

Retaliation

Threatening behavior

Workplace violence

Abusive or hostile conduct toward others

Professional disagreement is acceptable. Disrespectful or abusive conduct is not, and violations may result in immediate disciplinary action.

3.9 Reporting Workplace Concerns

Employees are encouraged to promptly report suspected discrimination, harassment, retaliation, workplace violence, threats, ethical violations, misuse of public resources, serious safety concerns, or other conduct that may violate Village policy or law.

Reports may be made to:

- | | |
|---|--|
| 1 | Your immediate supervisor |
| 2 | Another supervisor or department head |
| 3 | The Clerk/HR Director |
| 4 | The Village Administrator |
| 5 | The Mayor — where the concern involves the Administrator, or the normal structure is not appropriate |

Employees are not required to report a concern to a person involved in the alleged conduct. Supervisors and department heads who receive such a report shall promptly refer it to the Village Administrator or Clerk/HR Director.

The Village will investigate reports promptly, fairly, and as thoroughly as circumstances reasonably permit. Employees are required to cooperate honestly, preserve relevant information, and provide information reasonably requested. The Village will make reasonable efforts to protect the privacy of those involved, though complete confidentiality cannot be guaranteed, since information may need to be disclosed to investigate, take corrective action, protect employees or the public, comply with law, or preserve due process.

Retaliation against anyone for making a good-faith report, participating in an investigation, or opposing conduct reasonably believed to violate policy or law is prohibited and should be reported through the same channels. In addition to the protections established by this Handbook, public employees are protected against retaliation for good-faith reporting of improper acts under the New Mexico Whistleblower Protection Act (NMSA 1978, Section 10-16C-1 et seq.).

An unsubstantiated allegation is not necessarily a false one. However, knowingly making a false or malicious accusation, providing false information, destroying or concealing evidence, or interfering with an investigation may result in corrective action.

Nothing in this section prevents an employee from reporting suspected criminal conduct, discrimination, or safety violations to an appropriate governmental agency or law enforcement authority.

3.10 Insubordination and Failure to Follow Direction

Employees are expected to comply with lawful supervisory direction. Insubordination includes:

- refusal to carry out lawful work assignments;
- intentional disregard of supervisory instruction;
- repeated failure to follow established procedures; and
- deliberate refusal to cooperate with supervisors or organizational leadership.

Insubordination may result in disciplinary action up to and including termination.

3.11 Use of Work Time

Employees are expected to use work time productively. Employees shall not:

- engage in excessive personal business during work hours;
- misuse Village time for non-work activities; or
- use Village work hours for unauthorized outside employment or personal business.

Repeated misuse of work time may result in corrective action.

3.12 Commitment to Organizational Improvement

Employees are expected to identify opportunities for operational improvement, embrace modernization, support efforts to improve service delivery, and participate constructively in organizational initiatives. Unnecessary resistance to reasonable organizational change may become a performance concern.

3.13 Workplace Trust and Confidentiality

Employees may have access to confidential, operationally sensitive, financial, personnel, legal, infrastructure, or protected information and are expected to protect it and exercise sound judgment in workplace communications. Unauthorized disclosure or misuse of internal information may result in disciplinary action up to and including termination.

3.14 Technology, Email, and Social Media Use

Village computers, email accounts, networks, software, and communication devices are Village property, provided for the conduct of Village business. Employees have no expectation of privacy in their use of Village technology systems, including email, internet use, and Village-issued devices, which the Village may access, monitor, or inspect consistent with applicable law.

Emails, text messages, and other records created or received on Village systems in connection with Village business may constitute public records subject to disclosure under the New Mexico Inspection of Public Records Act, regardless of whether they are marked personal or sent from a personal account.

Employees shall:

- use Village technology systems primarily for Village business, with only incidental personal use that does not interfere with job performance;
- protect Village passwords, credentials, and data consistent with Village security practices;
- avoid transmitting confidential, sensitive, or protected information through unauthorized channels; and
- refrain from using handheld electronic devices while operating a vehicle on Village business, except through hands-free means where permitted by law.

Employees who maintain personal social media or online accounts do so as private citizens. Employees shall not represent personal opinions as the official position of the Village, disclose confidential or protected information, or engage in conduct online that would violate this Handbook if it occurred in the workplace. Nothing in this section restricts an employee's right to engage in legally protected speech or concerted activity.

Village vehicles and equipment may be equipped with GPS or other location-tracking technology used for operational, safety, and accountability purposes. Employees operating Village vehicles or equipment consent to this monitoring as a condition of use.

3.15 Weapons in the Workplace

Except as required by an employee's official law enforcement duties, as otherwise authorized in writing by the Village Administrator, or as protected by applicable law, employees shall not possess, store, or use firearms, explosives, or other dangerous weapons in Village buildings, Village vehicles, or while performing Village duties. This section does not apply to a firearm lawfully stored in an employee's personal vehicle to the extent protected by applicable law. Threats or acts of violence involving a weapon will result in immediate corrective action up to and including termination and referral to law enforcement.

PART IV

Performance Standards and Operational Accountability

4.1 Performance Expectations

Employees are expected to perform assigned duties competently, thoroughly, accurately, and on time. Employees are expected to:

- complete assignments on time;
- maintain quality and accuracy in work product;
- proactively address operational issues as they arise; and
- exercise independent judgment appropriate to their position.

Consistently poor performance, repeated avoidable errors, or missed deadlines may result in corrective action.

4.2 Ownership of Work

Employees are expected to manage their assigned responsibilities without unnecessary supervision: understanding their responsibilities, managing workload and deadlines independently, identifying problems early, and taking initiative to resolve routine issues without unnecessary reliance on supervisors. Repeated failure to do so may be treated as a performance issue.

4.3 Supervisor Accountability

Employees with supervisory responsibility are expected to actively manage their teams. Supervisors are responsible for:

- clearly communicating expectations;
- assigning work appropriately and monitoring completion;
- addressing performance concerns promptly;
- documenting performance or conduct issues when necessary;
- providing coaching and feedback;
- addressing workplace conflict promptly and professionally; and
- escalating serious organizational concerns to senior leadership when necessary.

Failure of supervisors to appropriately manage employees or enforce organizational expectations may itself constitute a performance issue. **Supervisory positions carry higher performance expectations.**

4.4 Initiative and Problem Solving

The Village values employees who exercise sound judgment and actively contribute to solving organizational problems. Employees should not routinely escalate issues that can reasonably be addressed independently. Passive or consistently reactive work habits may negatively affect performance evaluations.

4.5 Responsiveness and Execution

Employees are expected to perform work with urgency and follow through: responding promptly to communications, keeping projects moving without unnecessary delay, and communicating proactively about delays. Repeated delays or poor responsiveness may result in corrective action.

4.6 Adaptability and Organizational Change

Employees are expected to remain adaptable as systems, priorities, and organizational expectations evolve, embracing reasonable change and supporting efforts to improve systems and service delivery. Resistance to reasonable organizational change may negatively affect performance evaluations and continued employment.

4.7 Stewardship of Public Resources

Employees are entrusted with public funds, infrastructure, equipment, vehicles, facilities, and technology systems, and are expected to use them carefully, professionally, and efficiently. Employees shall not:

- misuse Village funds or property;
- make unauthorized purchases or financial commitments;
- use Village equipment or vehicles for unauthorized personal purposes; or
- waste public resources through careless conduct.

Misuse of public resources may result in disciplinary action. Article IX, Section 14 of the New Mexico Constitution (the Anti-Donation Clause) prohibits the Village from giving or loaning public funds, credit, or property to any person or entity except as authorized by law. Employees shall not waive fees, extend credit, provide services, or transfer Village property to any individual or organization in a manner that would violate this constitutional restriction.

4.8 Procurement and Village-Issued Payment Cards

Purchases of goods and services on behalf of the Village shall be made in accordance with the New Mexico Procurement Code and the Village's adopted purchasing policy. Employees involved in procurement, bidding, or contract administration shall avoid any actual or perceived conflict of interest and shall not structure or split purchases to avoid an otherwise applicable bidding or approval requirement.

An employee issued a Village credit card, procurement card, or fuel card shall use it only for authorized Village business, retain documentation for all charges, and reconcile charges within the timeframe established by Village policy. Personal use of a Village-issued payment card, or failure to provide required documentation, may result in revocation of the card and disciplinary action up to and including termination.

4.9 Ethical Conduct and Public Trust

Employees are expected to perform their duties honestly and ethically. Employees shall not:

- use their position for personal benefit;
- participate in decisions where conflicts of interest exist;
- provide preferential treatment to friends, family, contractors, vendors, or business associates; or
- accept gifts, compensation, or benefits that may influence professional judgment.

Employees are expected to immediately disclose actual or perceived conflicts of interest. Employee conduct in this area is also governed by the New Mexico Governmental Conduct Act (NMSA 1978, Section 10-16-1 et seq.), which restricts gifts and benefits from persons or entities seeking to do business with, or regulated by, the Village. Employees should consult the Village Administrator or Clerk/HR Director before accepting anything of value from a vendor, contractor, applicant, or other regulated party, since the Act's specific limits may change and are not restated in full here. Failure to maintain ethical standards may result in disciplinary action up to and including termination.

4.10 Political Activity, Candidacy, and Public Office

Village employees retain the right to participate in lawful political activity as private citizens. Political activity must remain separate from Village employment and may not interfere with duties, schedule, professional judgment, or public responsibilities.

Employees shall not:

- engage in campaign activity during paid Village work time;
- use Village funds, vehicles, equipment, facilities, email accounts, uniforms, logos, mailing lists, or other public resources for political purposes;
- use their Village title or authority to imply Village endorsement of a candidate, campaign, party, or ballot measure;
- direct, pressure, or coerce another employee to support or oppose a candidate, campaign, party, or ballot measure;
- solicit political contributions from subordinate employees while acting in an official capacity;
- condition any employment decision, service, permit, contract, benefit, or governmental action on political support; or
- allow political activity to interfere with impartial performance of Village responsibilities.

Employees considering candidacy for public office shall promptly disclose the candidacy to the Village Administrator so potential scheduling, ethical, legal, supervisory, or operational conflicts may be reviewed. An employee may be required to use approved PTO or unpaid leave for campaign activities occurring during work hours.

Employees whose positions are connected with federally funded programs may be subject to the federal Hatch Act or other restrictions on partisan political activity and are responsible for complying with applicable law and seeking guidance before becoming a candidate.

If election or appointment to public office creates an actual conflict of interest, legal incompatibility, inability to perform essential job responsibilities, or unacceptable interference with Village operations, the Village may require corrective measures — which may include modification of duties, leave, reassignment, or separation — consistent with applicable law.

Nothing in this section prohibits an employee from voting, expressing personal political opinions while off duty, making lawful personal political contributions, attending political events while off duty, or otherwise engaging in political activity protected by law.

4.11 Excellence in Execution

The Village does not accept habitual underperformance, repeated avoidable mistakes, or work inconsistent with professional standards. **Excellence is an expectation of employment, not an aspiration.**

PART V

Employment Administration

5.1 Recruitment and Hiring

The Village seeks to recruit and retain employees who demonstrate professionalism, sound judgment, adaptability, accountability, and commitment to high-quality public service. Under the authority delegated in Section 2.3, the Village Administrator holds final hiring authority and discretion regarding recruitment methods, candidate evaluation, and hiring decisions, which shall prioritize organizational need, qualifications, demonstrated capability, and overall fit.

5.2 Pre-Employment Screening

Offers of employment may be conditioned upon successful completion of pre-employment screening appropriate to the position, which may include verification of employment eligibility consistent with federal law, criminal background checks, driving record checks for positions requiring operation of Village vehicles, verification of required licenses or certifications, and reference checks. An offer of employment may be withdrawn, or employment terminated, based on information discovered through screening consistent with applicable law.

5.3 Equal Employment Opportunity

The Village is committed to equal employment opportunity in all aspects of employment and prohibits discrimination in hiring, compensation, promotion, discipline, training, or termination based on any classification protected by applicable federal or state law, including race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, age, physical or mental disability, serious medical condition, spousal affiliation, pregnancy, childbirth, or a condition related to pregnancy or childbirth. Employment decisions shall be based on qualifications, performance, operational needs, and lawful business considerations.

5.4 Disability Accommodation

The Village complies with the Americans with Disabilities Act, the New Mexico Human Rights Act, and other applicable law governing employees and applicants with disabilities. The Village will provide reasonable accommodation to a qualified individual with a disability unless doing so would impose an undue hardship on Village operations.

An employee or applicant needing an accommodation should direct the request to their supervisor, the Village Administrator, or the Clerk/HR Director. Upon receiving a request, the Village will engage in an interactive process with the individual to identify an effective accommodation and may request medical documentation reasonably necessary to evaluate the request, consistent with applicable law. Medical information obtained through this process shall be maintained separately from the general personnel file and treated as confidential to the extent required by law.

5.5 Pregnancy and Childbirth-Related Accommodation

Consistent with the federal Pregnant Workers Fairness Act and applicable New Mexico law, the Village will provide reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would impose an undue hardship on Village operations. An employee or applicant seeking such an accommodation should direct the request to their supervisor, the Village Administrator, or the Clerk/HR Director. The Village will engage in an interactive process consistent with Section 5.4.

5.6 Religious Accommodation

The Village will provide reasonable accommodation for an employee's sincerely held religious beliefs or practices, consistent with Title VII of the Civil Rights Act and applicable New Mexico law, unless doing so would impose an undue hardship on Village operations. Requests should be directed to the employee's supervisor, the Village Administrator, or the Clerk/HR Director.

5.7 Nepotism, Personal Relationships, and Organizational Integrity

The Village is committed to maintaining professional hiring practices, organizational integrity, and public confidence in employment decisions.

The Village recognizes that in a small community, employees, applicants, contractors, and community members may have personal, family, or longstanding relationships. These relationships shall not influence employment decisions, workplace supervision, procurement decisions, regulatory decisions, or other matters requiring objective professional judgment. No employee, supervisor, elected official, or representative of the Village may attempt to influence hiring decisions to secure employment for friends, family members, or others with whom a personal relationship exists.

Employment decisions shall be based solely on qualifications, demonstrated capability, organizational need, professionalism, merit-based evaluation, and ability to perform the responsibilities of the position.

Employees may not participate in decisions involving individuals with whom they have a family relationship, close personal relationship, or other relationship that compromises objective judgment, including:

- hiring or recruitment involving relatives or close personal relationships;
- supervision of relatives or individuals where personal relationships compromise management objectivity;
- compensation decisions involving relatives or close personal relationships;
- procurement decisions involving relatives, friends, or business associates; and
- permitting, inspections, development review, licensing, regulatory, or contract-administration decisions involving relationships creating conflicts of interest.

Employees are expected to proactively and immediately disclose actual or perceived conflicts of interest. Where family relationships currently exist within the organization, the Village reserves authority to establish reporting structures, supervisory assignments, or other safeguards necessary to ensure professional management and public trust.

All workplace interactions must remain professional regardless of any personal relationship. Favoritism, retaliation, misuse of authority, or conduct affecting professional judgment may result in corrective action. Failure to disclose conflicts of interest, or attempts to improperly influence employment decisions, may result in disciplinary action.

5.8 Dating and Personal Relationships

The Village recognizes that consensual dating and romantic relationships may occur between employees. Such relationships must not interfere with Village operations, professional judgment, workplace fairness, or public confidence.

A supervisor shall not date or engage in a romantic or intimate relationship with an employee whom the supervisor directly or indirectly supervises, evaluates, disciplines, schedules, or influences with respect to compensation, promotion, assignment, or other conditions of employment.

Employees who begin dating, or who are in a romantic or intimate relationship with, another Village employee shall promptly disclose it to the Village Administrator or Clerk/HR Director when the relationship creates, or could reasonably create, an actual or perceived conflict of interest, including any relationship involving a reporting relationship between the individuals. The Village may modify reporting relationships, work assignments, schedules, or other working conditions to address the conflict, and employees are expected to cooperate with reasonable measures adopted by the Village.

Interpersonal relationships in the workplace, and with any outside provider of goods or services to the Village, shall always remain professional. A relationship that impairs an employee's ability to exercise good judgment in performing Village duties may be cause for corrective action up to and including termination. While on duty or representing the Village, an employee shall not attempt to initiate a romantic or intimate relationship with a resident, contractor, vendor, or other member of the public with whom the employee interacts in an official capacity.

5.9 Promotions and Internal Advancement

The Village supports internal advancement for employees who demonstrate leadership potential, strong performance, professionalism, and commitment to organizational success. Promotions shall be based on qualifications, demonstrated performance, leadership capability, professional judgment, operational readiness, and organizational need — not solely on tenure or length of service.

5.10 Transfers and Reassignment

The Village retains authority to transfer, reassign, restructure, or modify employee assignments based on operational need, including staffing needs, organizational restructuring, changing service demands, emergency needs, or performance concerns.

5.11 Temporary Assignments and Acting Roles

Employees may be temporarily assigned additional responsibilities, supervisory duties, project leadership, acting department-head duties, or portions of another position's responsibilities when necessary to support Village operations — because of vacancies, employee leave, staffing shortages, special projects, operational transitions, emergencies, restructuring, or other legitimate needs.

Whenever practicable, a temporary assignment expected to last thirty (30) consecutive calendar days or longer shall be documented in writing, identifying the additional responsibilities, anticipated duration, reporting relationship, and any temporary compensation adjustment.

The Village Administrator may authorize a temporary pay adjustment of up to ten percent (10%) when an employee assumes substantial additional responsibilities, consistent with the adopted budget, applicable compensation range, and any required approval. Temporary assignment pay begins and ends on dates established by the Village Administrator and ends when the assignment ends; it does not become part of the employee's regular rate of pay except as required by law.

A temporary assignment or pay adjustment does not guarantee permanent promotion, appointment, reclassification, or continued additional compensation. Employees shall not be assigned duties requiring a license, certification, or qualification they do not possess.

5.12 Training and Professional Development

Employees are expected to maintain competency and continuously improve the skills necessary for their position. The Village may require participation in mandatory training, certification renewal, continuing education, professional licensing, compliance training, safety training, leadership development, or technical skill development.

All employees shall complete anti-harassment and anti-discrimination training within a reasonable period following hire and at intervals established by the Village Administrator thereafter. Supervisors and Directors shall complete supervisor-specific training addressing harassment prevention, corrective action, and related legal obligations.

Failure to maintain required qualifications or complete required training may result in corrective action.

5.13 Performance-Based Advancement

Employees who consistently demonstrate strong performance, professionalism, initiative, leadership capability, and organizational contribution may be considered for advancement as opportunities arise. Employees who consistently underperform should not expect advancement. Performance, contribution, and organizational commitment matter.

5.14 Separation of Employment

Employment with the Village may end through resignation, retirement, termination, expiration of temporary employment, reduction in force, inability to maintain required qualifications, organizational restructuring, or other lawful separation.

Employees separating from employment shall return all Village property, including keys, computers, phones, identification badges, uniforms, vehicles, documents, equipment, and access credentials. Failure to do so may delay final administrative processing or result in additional action permitted by law.

An employee who separates from employment, and their eligible dependents, may have the right to continue certain group health benefits at their own expense under COBRA or applicable state continuation-of-coverage law. Information regarding continuation rights will be provided consistent with the applicable benefit plan and law.

5.15 Reemployment of Former Employees

A former employee who separated from the Village in good standing may be considered for reemployment. The individual must submit an application and meet the minimum qualifications for the position, and reemployment is subject to the Village Administrator's approval; nothing in this section requires the Village to reemploy any former employee. Unless a written agreement or applicable law provides otherwise, a reemployed individual is treated as a new employee for purposes of the introductory period.

A former employee terminated for serious misconduct, a safety violation, or failure to provide required separation notice may be designated as not eligible for rehire in the Village's personnel records, at the Village Administrator's discretion. If a former employee is reemployed within three (3) years of separation, the Village Administrator may, at their discretion, credit some or all of the employee's prior period of continuous service toward the PTO accrual schedule under Section 6.5.

5.16 Reduction in Force, Furlough, and Position Elimination

The Village may implement a reduction in force, furlough, reduction in scheduled hours, position elimination, reassignment, or other workforce adjustment because of lack of funds or work, loss or expiration of grant or program funding, restructuring, resource reallocation, consolidation or discontinuation of services, contracting for services, changes in operational priorities or technology, or another legitimate operational reason. A reduction in force or position elimination is non-disciplinary and does not reflect negatively on the affected employee unless separately stated.

In determining which positions or employees are affected, the Village may consider the services that must be maintained, funding restrictions, qualifications and certifications, performance and disciplinary history, ability to perform remaining work, operational flexibility, organizational need, length of service, and other legitimate, nondiscriminatory considerations. No single factor controls the decision unless otherwise required by law.

The Village will provide reasonable notice when practicable; circumstances involving immediate funding loss, emergency conditions, or urgent operational necessity may require shorter notice. Nothing in this section guarantees reassignment, recall, continued employment, severance compensation, or placement in another position.

5.17 Employment with the Village Is a Professional Responsibility

Employment with the Village carries significant public trust responsibilities, and continued employment depends on performance, professionalism, accountability, and contribution to organizational success.

PART VI

Compensation, Benefits, Leave, and Attendance

Competitive compensation and benefits are essential to recruiting and retaining talented employees, but compensation structures and benefits must remain financially sustainable and consistent with responsible stewardship of public resources.

6.1 Compensation Administration

Employees shall be compensated in accordance with salary schedules, hourly wage rates, employment agreements, and compensation structures approved by the Village, administered through established payroll procedures. Employees are responsible for reviewing compensation records and promptly reporting discrepancies. Knowingly submitting false payroll information or falsifying time records may result in disciplinary action up to and including termination.

Non-exempt employees are responsible for accurately recording all hours worked, including start and stop times and any unpaid meal periods, using the Village's designated timekeeping system, and for submitting timesheets by the deadline established by the Village Administrator. Supervisors are responsible for reviewing and approving timesheets before submission for payroll processing.

The Village reserves authority to review and modify compensation structures consistent with budget authority, market conditions, and organizational needs. Compensation decisions may consider the adopted compensation and classification structure, duties and responsibilities, qualifications and experience, internal equity, labor-market comparisons, recruitment and retention conditions, performance, compensation compression or other inequities, availability of budgeted funds, and the Village's long-term ability to pay.

The Village may periodically review job descriptions, classifications, and salary ranges; positions may be created, revised, consolidated, reclassified, or eliminated based on changing responsibilities, structure, needs, or resources. Placement within an approved salary range does not create an entitlement to future increases: pay increases are not automatic and remain subject to performance, budget availability, management recommendation, and any required approval. No employee may be paid below the applicable legal minimum or above the authorized maximum for the position unless specifically approved consistent with applicable law and Village policy.

6.2 Payroll Schedule

The Village publishes an annual payroll calendar identifying pay period closing dates and paydays. Beginning January 1, 2027, regular paydays occur on the Friday following the close of each pay period; when a payday falls on a Village-observed holiday, payroll may be processed earlier, as reflected on the calendar. The Village processes payroll in time for the scheduled pay date but cannot guarantee when funds post at an employee's bank.

6.3 Work Schedules

The Village operates year-round and requires flexibility in scheduling based on operational need. Standard office hours are generally established by the Village Administrator, though department schedules may vary. Employees are expected to work their assigned schedules and remain available throughout working hours, and may not modify schedules without supervisory approval. Because the Village operates with a small workforce and limited redundancy, employee availability and schedule reliability directly affect operations.

6.4 Attendance Expectations

Reliable attendance is a condition of employment. Employees who are unable to report to work shall notify their immediate supervisor no later than one (1) hour before their scheduled shift, unless emergency circumstances prevent timely communication, and must communicate directly with supervisors rather than through coworkers. Repeated tardiness, absenteeism, or failure to properly communicate absences may result in corrective action. Failure to report to work for two (2) consecutive scheduled workdays without communication may be treated as voluntary resignation.

6.5 Paid Time Off (PTO)

The Village provides Paid Time Off ("PTO") as a flexible leave benefit supporting employee wellbeing, work-life balance, personal and family needs, and illness, while maintaining operational continuity.

PTO begins accruing on an employee's first day of employment. Full-time employees accrue PTO according to the following schedule, based on continuous years of service:

YEARS OF CONTINUOUS SERVICE	ANNUAL PTO ACCRUAL	MONTHLY ACCRUAL RATE
0–3 Years	192 Hours	16.00 Hours
4–7 Years	208 Hours	17.33 Hours
8+ Years	224 Hours	18.67 Hours

PTO serves as the Village's primary leave bank and may be used for vacation, illness, family obligations, personal appointments, personal emergencies, or other approved absences not otherwise covered by a specific leave category established elsewhere in this Handbook, such as bereavement leave under Section 6.6.

Employees requesting planned PTO should submit requests far enough in advance to allow operational planning — whenever possible, at least **seventy-two (72) hours in advance**. Approval remains subject to staffing availability and operational need, and the Village reserves authority to deny requests when operational needs require employee availability. An employee whose PTO request is denied or canceled for operational reasons is protected under the extended-use provision in Section 6.7.

Grandfathered PTO Transition for Existing Employees

Employees employed by the Village before adoption of this Handbook shall continue to accrue PTO at their existing accrual rate through **December 31, 2026**. Effective **January 1, 2027**, all employees transition to the accrual schedule established above:

6.5 continued

YEARS OF CONTINUOUS SERVICE	ANNUAL PTO ACCRUAL	MONTHLY ACCRUAL RATE
1–5 Years	192 Hours	16.00 Hours
Year 6	208 Hours	17.33 Hours
Year 7	224 Hours	18.67 Hours
8+ Years	256 Hours	21.33 Hours

This grandfather provision applies only to PTO accrual *rates* through December 31, 2026; the maximum accrual cap and the 2029 forfeiture date are set out in full in Section 6.7. Upon adoption of this Handbook, all employees immediately transition to the Village's consolidated PTO structure, and all legacy leave policies inconsistent with this Handbook are superseded — including separate sick leave, compensatory time, and personal leave programs, all of which are consolidated into the PTO structure established here. Bereavement leave is addressed separately under Section 6.6 and is not part of the PTO structure.

Employees hired on or after January 1, 2027 accrue PTO exclusively under the schedule established above.

6.6 Bereavement Leave

A full-time employee shall receive up to five (5) consecutive workdays of paid bereavement leave upon the death of an immediate family member, as defined in Appendix A, and up to two (2) workdays of paid bereavement leave upon the death of a close relative or family member not meeting that definition. Bereavement leave does not accrue, has no cash value, and is not paid upon separation. The Village Administrator may require reasonable documentation of the relationship and the need for leave, and may authorize additional unpaid leave or use of available PTO for circumstances requiring additional time.

6.7 PTO Maximum Accrual and Transition Policy

Employee PTO balances are capped at **two hundred forty (240) hours**. Once an employee reaches the maximum, no additional PTO accrues until leave is used and the balance falls below the cap; no PTO already accrued is lost simply because an employee has reached the cap. The Village expects employees to use leave regularly, consistent with the long-term financial sustainability of the benefit.

If an employee's PTO request is denied or canceled due to operational needs, the employee has an additional **ninety (90) days** from the date of the denial or cancellation to use the resulting overage before the cap described above is applied.

Transition for employees exceeding the cap. An employee whose PTO balance exceeds 240 hours retains that full balance; nothing is forfeited immediately. Beginning **January 1, 2027**, accrual pauses for any employee whose balance is at or above 240 hours, under the same rule that applies to every other employee, and the ninety (90) day denied-leave extension above applies equally to these employees. **No PTO is forfeited before January 1, 2029.** On **January 1, 2029**, any balance still exceeding 240 hours is reduced to 240 hours, and the excess is permanently forfeited. From that date forward, the cap and forfeiture policy applies uniformly to all employees regardless of hire date.

PTO TRANSITION AT A GLANCE

Now → Dec 31, 2026

Existing employees keep their current accrual rate. Balances above 240 hours are retained in full; nothing is forfeited.

Jan 1, 2027

All employees move to the \$6.5 accrual schedule. Accrual pauses at or above 240 hours — still no forfeiture.

Jan 1, 2029

Any balance still above 240 hours is brought down to 240; the excess is permanently forfeited. A denied or canceled request buys 90 extra days to use an overage.

6.8 Leave Use and Unplanned Absences

Employees unable to report to work due to illness, family obligations, or other unplanned situations shall notify their immediate supervisor as soon as reasonably possible and provide accurate information about anticipated absence duration when possible. Repeated patterns of unscheduled absences, excessive last-minute requests, or abuse of leave benefits may result in corrective action. The Village reserves authority to require documentation to verify extended absences or investigate suspected abuse.

6.9 Overtime and Exempt Compensation

Non-exempt employees may be eligible for overtime consistent with applicable federal and state law. No employee shall work overtime without prior supervisory approval except during emergencies, and unauthorized overtime may result in corrective action. The Village does not provide compensatory time in lieu of overtime pay unless required by law or specifically authorized by the Village Administrator under extraordinary circumstances. Because the Village operates with limited staffing and public resources, overtime should be used thoughtfully and only when operationally necessary; supervisors are responsible for managing schedules to minimize unnecessary overtime.

If Fire Department personnel work an extended-shift schedule that qualifies for the partial overtime exemption for fire protection employees under the federal Fair Labor Standards Act, 29 U.S.C. § 207(k) (commonly known as the "7(k) exemption," a provision of federal law and not a section of this Handbook), the Village Administrator may adopt a separate overtime work period and threshold for those positions consistent with that exemption, in place of the standard 40-hour workweek otherwise described in this Handbook. Any work period and threshold adopted under this paragraph shall be confirmed with legal counsel and documented in writing before being applied to any employee's pay.

Employees in Director-level positions (as defined in Appendix A) are classified as exempt and are compensated on a flat salary basis for a standard eighty (80) hours per pay period, regardless of the number of hours actually worked. Director-level employees are not eligible for overtime compensation.

In recognition of extraordinary effort or extended hours, the Village Administrator may, in their sole discretion, grant administrative leave to a Director-level employee. Administrative leave granted under this section is subject to the following:

- it is awarded based on the Village Administrator's overall assessment of operational circumstances and is not calculated as a fixed ratio or formula tied to specific hours worked;
- it may not exceed forty (40) hours in any fiscal year per employee absent written approval of the Mayor;
- it must be used within six (6) months of the date granted or is forfeited;
- each grant shall be documented in writing, identifying the date, amount, and basis for the award, and maintained in the employee's personnel file; and
- it is separate from PTO, does not accrue automatically, has no cash value, is not paid upon separation, and is not guaranteed.

6.10 Holidays

The Village observes official holidays as established by the Governing Body, published annually. Because the Village provides essential public services, certain employees may be required to work holidays when operational needs require staffing, and shall be compensated in accordance with applicable payroll practices.

The Village observes the following paid holidays:

01 New Year's Day

02 Martin Luther King Jr. Day

03 Presidents' Day

04 Memorial Day

05 Juneteenth

06 Independence Day

07 Labor Day

08 Indigenous Peoples' Day

09 Veterans Day

10 Thanksgiving Day

11 Day After Thanksgiving

12 Christmas Eve

13 Christmas Day

When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. The Village Administrator shall publish the resulting observed dates as part of the annual employee calendar and may adjust the payroll or holiday calendar as reasonably necessary for other operational, banking, or administrative purposes, with notice to employees.

Full-time employees receive holiday pay for each observed holiday. Regular part-time employees receive holiday pay prorated based on their regularly scheduled hours. Temporary and seasonal employees are not eligible for paid holidays unless required by law or specifically authorized by the Village Administrator.

6.11 Flexible Scheduling and Alternative Work Arrangements

Flexible scheduling arrangements — adjusted daily schedules, compressed workweeks, hybrid work, or limited remote work — may be approved where operationally appropriate. Employees working under such arrangements remain fully responsible for productivity, availability during working hours, communication, responsiveness, and attendance at required meetings or in-person responsibilities. These arrangements may be modified or revoked at any time based on operational need, performance concerns, or organizational priorities and do not reduce accountability expectations.

6.12 Employee Benefits

Eligible employees may participate in benefits programs consistent with employment classification and eligibility requirements, which may include health insurance, retirement participation through the New Mexico Public Employees Retirement Association, supplemental insurance options, and other Village-approved benefits. The Village reserves authority to review and modify benefits as necessary for organizational sustainability. Employees are responsible for understanding eligibility and enrollment requirements.

6.13 Workers' Compensation and Workplace Injury Reporting

Employees shall immediately report all workplace injuries, accidents, unsafe conditions, or safety concerns to their supervisor. Failure to promptly report may interfere with workers' compensation eligibility and create unnecessary operational or legal risk. Employees are expected to fully cooperate with injury reporting procedures, medical evaluations, return-to-work requirements, and safety investigations.

An employee released to return to work with medical restrictions following a workplace or non-workplace injury or illness may be offered temporary modified or transitional-duty work where such work is available and consistent with the restrictions provided by the employee's treating provider. The employee's provider must specify the applicable restrictions and the anticipated recovery period. An employee on transitional duty is compensated at their regular rate of pay for the position for hours actually worked. Priority for available transitional-duty assignments is given to employees with job-related injuries or illnesses.

A transitional-duty assignment may not exceed ninety (90) days, whether continuous or intermittent, within a twelve-month period, and may be discontinued earlier for good cause, including unavailability of suitable work or the operational needs of the Village. If an employee is unable to return to full duty at the end of the transitional-duty period, the Village will evaluate available options, which may include separation consistent with Section 5.14, reassignment, or other accommodation required by law. Offering transitional duty does not guarantee a specific assignment, schedule, or duration, and does not entitle the employee to remain in a modified role beyond what operational needs and medical documentation support. An employee who declines a suitable transitional-duty assignment may be ineligible for continued wage-replacement or paid leave benefits to the extent permitted by law.

6.14 Leave Abuse and Attendance Accountability

The following may constitute leave abuse or attendance misconduct: repeated patterns of unscheduled absences; repeated absences immediately before or after weekends or holidays; dishonest or improper use of PTO; inaccurate reporting of leave time; and excessive absenteeism negatively affecting operations. The Village reserves authority to review attendance patterns and address concerns through corrective action.

6.15 Statutory and Special-Purpose Leave

The Village shall provide employees with leave required by applicable federal and state law. Eligibility, duration, documentation, continuation of benefits, reinstatement rights, and use of accrued leave shall be determined under the law applicable at the time leave is requested.

6.15.A Family and Medical Leave

Eligible employees may receive family and medical leave in accordance with the federal Family and Medical Leave Act and other applicable law, to the extent the Village meets applicable employer-coverage and employee-eligibility thresholds under that Act. Where the Village does not meet those thresholds, the Village Administrator may nonetheless authorize equivalent leave as a matter of Village policy, in the Administrator's discretion. Employees requesting or using potentially qualifying leave shall provide notice and reasonably required documentation. When permitted by law, available PTO runs concurrently with FMLA leave. Employees returning from leave may be required to provide fitness-for-duty documentation when permitted by law. Medical records are maintained separately from personnel records and treated as confidential to the extent required by law.

6.15.B Military Leave

The Village provides military leave, reemployment rights, benefit protections, and other rights required by federal and New Mexico law. Employees shall provide advance notice of military service when reasonably possible and documentation permitted by law.

6.15.C Jury and Witness Leave

Employees summoned for jury service shall promptly notify their supervisor and provide a copy of the summons. Eligible employees receive leave for jury service consistent with Village policy and applicable law; employees released before the end of their scheduled workday may be required to return to work when practicable. Employees testifying, deposed, or otherwise participating in a proceeding on behalf of the Village are considered to be performing Village business. Employees involved in personal litigation unrelated to Village employment may request available PTO or unpaid leave.

6.15.D Voting Leave

The Village provides voting leave as required by New Mexico law and may designate the hours during which it may be used to maintain operational coverage. Abuse of voting leave may result in the time being charged to PTO or leave without pay and may result in corrective action.

6.15.E Leave Without Pay

The Village Administrator may approve leave without pay when required by law or when management determines it is appropriate and will not create undue hardship. Except where otherwise required by law, employees ordinarily must exhaust accrued PTO before unpaid leave will be considered. Approval may be based on the reason for the request, anticipated duration, performance and attendance history, operational and staffing needs, availability of temporary coverage, effect on benefits, and likelihood of return.

Leave without pay does not guarantee that the employee's specific position will remain available unless reinstatement is required by law. Employees generally do not accrue PTO or receive paid holidays during unpaid leave, except as required by law or benefit-plan terms, and remain responsible for any required contribution toward insurance or other benefits. Failure to return at the expiration of approved leave, or to communicate with the Village, may be treated as an unauthorized absence, voluntary resignation, or other basis for corrective action, depending on the circumstances.

6.15.F Domestic Abuse Leave

Consistent with the Promoting Financial Independence for Victims of Domestic Abuse Act (NMSA 1978, Section 50-4A-1 et seq.), an employee who is a victim of domestic abuse, or whose family member is a victim of domestic abuse, may take up to fourteen (14) days of unpaid leave per year for purposes authorized by that Act, including seeking medical treatment, obtaining services from a domestic violence program or rape crisis center, obtaining counseling, seeking relocation, or seeking legal assistance.

When leave is taken on an emergency basis, the employee or the employee's designee shall notify the Village within twenty-four (24) hours of commencing the leave. The Village may require verification of the need for leave, which the employee may satisfy by providing a police report, a copy of an order of protection or other related court documentation, or a written statement from an attorney, victim advocate, law enforcement official, or prosecuting attorney confirming the employee's or family member's involvement in a matter related to domestic abuse. The Village shall maintain the confidentiality of information provided under this section to the extent required by law and shall not retaliate against an employee for exercising rights under this section or the Act.

6.16 Paid Parental Leave

Regular full-time employees who have completed at least twelve (12) months of continuous Village employment may receive up to four (4) weeks of paid parental leave following the birth of the employee's child or placement of a child for adoption or foster care. Leave must ordinarily be used within twelve (12) months of the qualifying event and generally taken as a continuous block unless an intermittent schedule is approved in advance by the Village Administrator.

Employees shall provide reasonable advance notice when the need for leave is foreseeable and may be required to provide documentation confirming the qualifying event. Paid parental leave runs concurrently with FMLA or other applicable leave when the employee is eligible and does not extend the total period of job-protected leave required by law. When both parents are Village employees, each eligible employee may receive the full benefit. Paid parental leave does not accrue, has no cash value, and is not paid upon separation. The Village Administrator may issue administrative procedures governing requests, approval, scheduling, documentation, and coordination with other leave benefits.

6.17 Payment of Accrued PTO Upon Separation

Upon separation of employment for any reason, an employee shall be paid for their accrued, unused PTO balance as of the effective date of separation, up to the maximum accrual cap established in Section 6.7, calculated at the employee's regular rate of pay at the time of separation, consistent with applicable law. PTO forfeited under Section 6.7 prior to separation is not restored or paid out. Paid parental leave, administrative leave granted under Section 6.9, bereavement leave under Section 6.6, and other non-PTO leave categories have no cash value and are not included in this payout.

6.18 Travel and Expense Reimbursement

Employees authorized to incur expenses on behalf of the Village while conducting Village business shall be reimbursed consistent with Village policy and applicable law, including the Per Diem and Mileage Act where applicable. Travel involving an overnight stay, registration fees, or expenses above thresholds established by the Village Administrator requires advance approval. Employees seeking reimbursement shall submit documentation of actual expenses, or applicable mileage, within the timeframe established by Village policy. The Village is not obligated to reimburse expenses that are not reasonable, necessary, properly documented, or approved in advance where advance approval is required.

An employee authorized to use a personal vehicle for Village business shall hold a valid driver's license and maintain automobile insurance meeting or exceeding the minimum coverage required by New Mexico law. Mileage reimbursement for authorized use of a personal vehicle shall be paid at the rate established by Village policy.

6.19 Community Service Leave

Regular full-time employees receive eight (8) hours of paid Community Service Leave per calendar year to volunteer, in an unpaid capacity, with a nonpartisan, non-religiously-affiliated nonprofit or public-sector organization. Community Service Leave does not carry over between calendar years, has no cash value, and is not paid upon separation. Leave under this section shall be requested at least two (2) business days in advance and is subject to operational needs; the Village Administrator may require documentation of the volunteer service.

PART VII

Performance Management, Corrective Action, and Separation

The Village is committed to a professional, high-performing organization built on accountability and public trust. When employee performance or conduct falls below expectations, the Village reserves authority to take corrective action necessary to protect operational effectiveness, organizational integrity, and workplace standards.

7.1 Performance Management

Supervisors are responsible for actively managing employee performance and addressing concerns promptly when expectations are not being met. Performance management is an ongoing responsibility of both employees and supervisors, intended to maintain organizational effectiveness and support employee success. Employees are expected to respond constructively to feedback and work to correct identified deficiencies. Failure to meet performance expectations may result in corrective action.

7.2 Performance Evaluations and Development Plans

Performance is evaluated on an ongoing basis through supervision, coaching, feedback, and formal evaluations. Formal evaluations should generally be completed at or near the end of an employee's introductory period, annually thereafter, and at other times management determines an evaluation would support employee development or improve organizational effectiveness.

Evaluations may assess quality and accuracy of work, job knowledge, professionalism, reliability and attendance, communication, initiative, productivity, teamwork, leadership and supervisory effectiveness (where applicable), stewardship of public resources, policy compliance, and achievement of established goals. Supervisors may establish performance goals, development plans, work plans, or performance improvement plans whenever appropriate, and evaluations and plans are maintained in the employee's personnel file.

Employees may be required to sign an evaluation or plan to acknowledge receipt; a signature confirms receipt, not agreement, and refusal to sign does not invalidate the evaluation. An employee may submit a written response within a reasonable period, to be attached to the evaluation in the personnel file, though a response does not require management to modify its evaluation or proposed action.

Evaluations may be considered in decisions involving compensation, promotion, assignment, training, corrective action, and continued employment. A satisfactory evaluation does not guarantee a pay increase, promotion, or continued employment.

7.3 Corrective Action

The Village reserves authority to address performance deficiencies, workplace misconduct, policy violations, attendance concerns, safety violations, or conduct inconsistent with organizational expectations. The Village may use progressive discipline when appropriate; however, it is not required to follow any specific sequence of corrective action before termination or other disciplinary action.

Corrective action may include verbal counseling, written warning, performance improvement plan, suspension, reassignment, demotion, administrative leave, termination, or other action deemed appropriate by management, determined based on the nature of the issue, operational impact, employee history, severity, and organizational needs.

Supervisors are expected to address performance and conduct concerns promptly and professionally; failure to do so may itself constitute a performance concern.

Corrective Action

The Village may use progressive discipline when appropriate; however, it is not required to follow any specific sequence of corrective action before termination or other disciplinary action.

RANGE OF CORRECTIVE ACTION — NO FIXED SEQUENCE IS REQUIRED

Verbal counseling	Written warning	Performance improvement plan	Suspension or reassignment	Demotion	Termination
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LESSER SEVERITY

GREATER SEVERITY

Any action may be selected on its own.

Corrective action may also include administrative leave or other measures. Management determines the appropriate action based on the nature of the issue, operational impact, employee history, severity, and organizational needs.

Serious misconduct under §7.4 may result in immediate termination. Before suspending, demoting, or terminating a regular employee, the Village generally provides written notice and an opportunity to respond (§7.5). Supervisors are expected to address performance and conduct concerns promptly and professionally.

7.4 Serious Misconduct

Certain conduct is considered serious misconduct and may result in immediate termination without prior warning. Examples include, but are not limited to: theft; fraud; dishonesty; insubordination; workplace violence; harassment or discrimination; falsification of records; misuse of public funds; unauthorized disclosure of confidential information; illegal drug use while working; reporting to work impaired; serious safety violations; misuse of Village equipment or property; unauthorized use of Village financial resources; conduct compromising public trust; and criminal conduct affecting employment responsibilities.

7.5 Workplace Investigations

The Village reserves authority to investigate allegations involving misconduct, policy violations, safety violations, harassment complaints, financial irregularities, ethics concerns, conflicts of interest, or other violations of organizational standards. Employees are expected to cooperate fully and honestly. Failure to cooperate, providing false information, withholding relevant information, or interfering with an investigation may result in disciplinary action.

7.6 Administrative Leave

The Village may place an employee on administrative leave — paid or unpaid, consistent with applicable law — when management determines temporary removal from active duty is necessary, including for workplace investigations, safety concerns, operational disruption, conduct concerns, legal review, or emergency circumstances. Placement on administrative leave is an administrative decision and does not imply wrongdoing.

The Village Administrator may also authorize paid administrative leave for an employee directly involved in a critical incident — such as an on-duty assault or threat of violence — to allow the employee to recover before returning to work, generally not to exceed a few days absent unusual circumstances. Where the employee is also receiving workers' compensation or victim-compensation benefits, leave under this paragraph is authorized only to the extent the combined compensation does not exceed the employee's regular pay.

7.7 Suspension, Demotion, and Termination

Under the authority delegated in Section 2.3, the Village Administrator has final authority to suspend, demote, reassign, or terminate employees when conduct, performance, or organizational circumstances require corrective action, based on severity of conduct, operational impact, performance history, safety considerations, public trust concerns, organizational risk, and management judgment regarding continued employment suitability. Nothing in this Handbook creates a guarantee of progressive discipline prior to termination.

Before suspending, demoting, or terminating a regular employee who has completed the introductory period described in Section 2.8, the Village will generally provide the employee with a written notice describing the conduct or performance at issue, a general explanation of the supporting information, and an opportunity to respond — verbally, in writing, or both — before a final decision is made. This section does not apply to an employee during the introductory period, or a temporary, seasonal, or emergency employee, each of whom may be separated without the process described in this section, consistent with applicable law. This section also does not limit the Village's ability to act immediately, including through placement on administrative leave under Section 7.6, where the Village Administrator determines immediate action is necessary to protect safety, public trust, or Village operations.

Following any response, the Village Administrator will issue a written decision stating the action to be taken and its effective date. A regular employee who disputes the outcome may raise the matter under the General Grievance Procedure in Section 7.10. Nothing in this section creates a right to a particular sequence of corrective action or alters the at-will nature of employment described in Section 2.6, except to the extent this section itself establishes a process for suspension, demotion, or termination of a regular employee.

7.8 Resignation and Separation

Employees are expected to provide at least **two (2) weeks written notice** before voluntary resignation whenever possible. The Village reserves authority to accept immediate resignation or modify final work schedules during transition. Upon separation, employees shall immediately return all Village property, including keys, computers, phones, identification badges, uniforms, equipment, vehicles, access credentials, and documents; failure to do so may result in delayed administrative processing or other action permitted by law. The Village reserves authority to conduct exit interviews and recover organizational property and information.

7.9 Authority of Management

Under the authority delegated in Section 2.3, the Village Administrator manages the workforce and takes personnel actions necessary to maintain organizational effectiveness, including establishing performance expectations, determining suitability for continued employment, addressing misconduct, modifying organizational structure, reassigning responsibilities, and taking corrective action deemed necessary to protect organizational interests.

7.10 General Grievance Procedure

An employee who disputes the application of a Village policy, a pay or benefits determination, a suspension, demotion, or termination decision made under Section 7.7, or another workplace concern not otherwise addressed through Section 3.9 (Reporting Workplace Concerns) or an applicable investigation procedure, may raise the matter using this section.

The employee should first raise the concern with their immediate supervisor, unless the concern involves a suspension, demotion, or termination decided by the Village Administrator, in which case the employee may submit the concern directly in writing to the Mayor. In all other cases, if unresolved, or if raising it with the supervisor is not appropriate under the circumstances, the employee may submit the concern in writing to the Village Administrator, who shall review the matter and provide a written response within a reasonable time. The decision of the Village Administrator, or the Mayor where applicable, is final unless the matter involves an issue that applicable law or Village ordinance reserves to the Governing Body. Use of this procedure does not extend or toll any deadline applicable to an external administrative or legal claim.

7.11 Employment Requires Continuous Professional Performance

Employment with the Village is contingent on consistent professionalism, accountability, performance, and reliability. Continued employment is earned through professional performance and organizational contribution.

PART VIII

Safety, Emergency Operations, and Essential Employee Responsibilities

The Village operates in a unique mountain environment and provides critical public services, requiring employees to prioritize workplace safety, emergency preparedness, operational continuity, and responsiveness during emergency conditions. **Safety is a condition of employment.**

8.1 Workplace Safety

The Village is committed to a safe working environment for employees, residents, visitors, contractors, and the public. Employees shall:

- follow all established safety procedures;
- use required protective equipment;
- operate equipment safely and responsibly;
- immediately report unsafe conditions, accidents, or injuries; and
- avoid conduct creating unnecessary safety risk to others.

Failure to comply with safety requirements may result in corrective action.

8.2 Essential Public Services

The Village provides essential municipal services necessary to protect public health, safety, and welfare, and certain operations must continue regardless of weather, emergencies, infrastructure failures, or other disruptions. Public service responsibilities may require employees to respond outside normal working schedules when conditions require immediate action.

8.3 Essential Employee Designation

Certain employees may be designated as **Essential Employees** based on operational responsibilities and the need to maintain critical municipal services, and may be required to report to work or remain available during severe weather, snow removal operations, wildfire emergencies, utility or water/wastewater system failures, public safety incidents, infrastructure failures, or other emergency conditions. Failure to report during emergencies without legitimate reason may result in corrective action.

Positions typically designated as Essential Employees include Public Works personnel responsible for snow removal and water/wastewater operations, and Fire Department personnel responsible for emergency response. Public Works personnel who operate commercial motor vehicles requiring a commercial driver's license are also subject to Section 8.10's DOT/CDL testing requirements and the on-call and emergency call-back provisions of Sections 8.7 and 8.8. The Village Administrator maintains the current list of essential employee designations by position.

8.4 Emergency Operations and Organizational Flexibility

During emergencies or extraordinary circumstances, employees may be temporarily assigned responsibilities outside their normal duties — emergency response coordination, public communication support, operational logistics, snow removal, traffic management, or temporary reassignment to critical functions — to support Village operations. Temporary reassignment during emergencies does not constitute a permanent change in job duties.

8.5 Duties Outside Normal Job Responsibilities

Because the Village operates with a small workforce and limited redundancy, employees may occasionally be required to perform duties outside their normal job description during emergencies, staffing shortages, operational disruptions, special projects, weather events, major public events, or other extraordinary circumstances. Refusal to perform reasonable work assignments necessary to support operations may result in corrective action.

8.6 Weather, Snow, and Hazardous Conditions

Severe weather, snow accumulation, wildfire conditions, flooding, road closures, and utility disruptions may affect operations. Employees are expected to exercise good judgment and prioritize safety while recognizing that operational responsibilities may continue during adverse conditions. The Village Administrator may modify operating schedules, close facilities, delay reporting times, or implement emergency protocols when conditions warrant, and employees shall comply with instructions issued during hazardous conditions.

8.7 Emergency Call-Back Responsibilities

Employees may be required to report outside normal work schedules for water or wastewater system emergencies, snow removal, wildfire response, public safety emergencies, critical infrastructure failures, facility emergencies, or other emergency operational support. Employees are expected to remain reasonably accessible and respond appropriately; repeated failure to respond to legitimate requests may result in corrective action.

A non-exempt employee called back to work outside their regularly scheduled hours shall be compensated for actual time worked, with a minimum of two (2) hours of pay at the applicable rate for each call-back, consistent with applicable law. Compensation for exempt employees called back to work is governed by Section 6.9.

8.8 On-Call Assignments and Operational Readiness

Certain positions may carry on-call or operational readiness responsibilities necessary to maintain continuity of essential services, which may require carrying Village communication devices, remaining reasonably accessible outside normal hours, responding to emergency requests, and maintaining Village vehicles, equipment, or systems needed for response. Certain employees may be authorized to use Village vehicles or equipment for this purpose when approved by management. Failure to comply with assigned operational readiness expectations may result in corrective action.

A non-exempt employee assigned to on-call status shall receive on-call pay at the rate established in the Village's adopted compensation schedule for each on-call period, in addition to compensation for any time actually worked in response to a call. On-call time during which an employee is not actually performing work is not otherwise counted as hours worked unless required by law.

8.9 Equipment, Vehicles, and Operational Readiness

Employees entrusted with Village vehicles, tools, equipment, and technology systems are expected to maintain them responsibly. Employees shall not misuse Village vehicles or equipment, operate equipment without proper authorization or training, fail to report damage or malfunction, use Village property for unauthorized personal purposes, or neglect maintenance responsibilities. Misuse may result in corrective action.

8.10 Drug and Alcohol Restrictions During Duty

Employees shall report to work fit for duty. Employees shall not report to work impaired by alcohol or drugs, possess illegal drugs while working, consume alcohol while performing work duties unless specifically authorized as part of official duties, operate Village vehicles or equipment while impaired, or engage in conduct creating safety risk due to impairment. Employees performing safety-sensitive work are held to especially high standards. Violation of this policy may result in immediate disciplinary action up to and including termination.

Employees who hold a commercial driver's license and operate a commercial motor vehicle requiring such a license are subject to the U.S. Department of Transportation and Federal Motor Carrier Safety Administration drug and alcohol testing regulations, including pre-employment, random, reasonable-suspicion, post-accident, and return-to-duty testing. Those requirements are governed by a separate Village DOT drug and alcohol testing policy, which controls over this section for covered positions to the extent of any conflict.

8.11 Public Safety and Organizational Duty

Municipal employment carries public safety responsibilities extending beyond normal workplace expectations. The Village serves residents, visitors, businesses, emergency responders, and critical infrastructure systems that depend on reliable organizational performance, and employees are expected to approach operational reliability, emergency responsiveness, and public safety obligations seriously and professionally.

8.12 Operational Continuity During Emergencies

The Village retains authority to modify operations, temporarily reassign staff, suspend normal workplace practices, establish emergency protocols, and take extraordinary management action necessary to maintain continuity of essential public services. During emergencies, organizational priorities may temporarily supersede normal practices, and employees are expected to provide unusual flexibility, temporary reassignment, and immediate responsiveness regardless of normal departmental assignments. Protecting public safety and maintaining continuity of essential services remains the Village's highest operational priority.

8.13 Public Health Emergencies and Communicable Illness

Given the Village's role in serving a high volume of visitors, employees shall notify their supervisor if diagnosed with a communicable illness that public health authorities have identified as posing a risk of workplace transmission, and shall follow any exclusion, isolation, or return-to-work guidance issued by a treating provider or public health authority. During a declared public health emergency, the Village Administrator may implement additional protective measures, including modified schedules, remote work, use of personal protective equipment, or temporary closure of Village facilities, consistent with guidance from state and federal public health authorities. Employees are expected to comply with protective measures implemented under this section.

PART IX

Final Provisions, Policy Authority, and Employee Acknowledgment

This Handbook establishes the Village's expectations regarding employment, workplace standards, organizational conduct, and operational practices. Employees are expected to familiarize themselves with these policies and understand that employment with the Village carries ongoing obligations of professionalism, accountability, adaptability, and commitment to organizational success.

9.1 Handbook Purpose

The purpose of this Handbook is to provide employees with clear expectations regarding employment responsibilities, workplace conduct, performance standards, organizational accountability, and operational requirements. Employees are expected to understand and comply with all provisions.

9.2 Employment Relationship

Nothing in this Handbook shall be interpreted as creating an employment contract or guarantee of continued employment. Employment with the Village remains subject to applicable law, employment agreements where applicable, and the authority of the Village to make personnel decisions necessary to support organizational effectiveness and operational needs. Nothing in this Handbook creates any contractual right to continued employment, compensation, benefits, disciplinary procedures, or specific employment conditions beyond those required by law.

9.3 Authority of the Village Administrator

The Village Administrator has authority to administer, interpret, implement, and enforce this Handbook consistent with applicable law and the policies established by the Governing Body, and serves as the primary authority for day-to-day personnel administration and operational management. The Village Administrator may issue administrative directives, operational procedures, and workplace standards necessary to support effective management. Questions regarding interpretation shall be resolved by the Village Administrator unless otherwise required by law or reserved to the Governing Body.

9.4 Modification of Policies

The Village reserves authority to amend, modify, suspend, eliminate, or replace any provision of this Handbook at any time, consistent with applicable law and Governing Body authority, in order to respond to changing operational needs, financial conditions, legal requirements, and organizational priorities.

9.5 Organizational Expectations Continue to Evolve

The Village is committed to continuous organizational improvement. Employees are expected to recognize that workplace expectations, systems, and procedures may continue to evolve, and to contribute positively to organizational improvement efforts.

9.6 Compliance with Administrative Directives

The Village Administrator or designated supervisors may issue operational directives, internal procedures, workplace instructions, safety requirements, or administrative guidance necessary for day-to-day management. Employees are expected to comply with all lawful administrative directives; failure to comply may result in corrective action. Nothing in this Handbook limits management authority to establish reasonable operational expectations necessary to support organizational effectiveness.

9.7 Severability

If any provision of this Handbook is determined to be invalid, unlawful, or unenforceable, the remaining provisions shall remain in full force and effect.

9.8 Employee Acknowledgment

All employees shall acknowledge receipt of this Handbook and are responsible for understanding the policies, standards, and expectations contained herein. Failure to read the Handbook does not excuse failure to comply with organizational policies or workplace expectations. Employees may be required to sign acknowledgment forms confirming receipt of updated policies or future revisions.

9.9 Computation of Time and Notice

Unless otherwise specified, a time period stated in "days" in this Handbook means calendar days. If the last day of a time period falls on a weekend or a Village-observed holiday, the period is extended to the next business day. Written notice under this Handbook is considered given on the date it is hand-delivered, the date it is emailed (unless there is reason to believe the recipient did not receive it), or the date it is postmarked if sent by mail to the employee's or the Village's address of record. The Village Administrator may extend a time limit established by this Handbook where reasonable and necessary under the circumstances.

9.10 Commitment to Professional Public Service

Employment with the Village is a professional responsibility carrying significant obligations to the public, fellow employees, the organization, and the broader community. The Village is committed to building a professional organization defined by accountability, operational excellence, public trust, adaptability, and high standards of performance.

Public service is a privilege. Professionalism is expected. Excellence is the standard.

Definitions

For purposes of this Handbook, the following terms have the meanings given below. Where a term is separately defined within a specific section, that definition controls for purposes of that section.

Administrator / Village Administrator	the chief administrative officer of the Village described in Section 2.3, or a person formally designated to act in that capacity.
Close Personal Relationship	a relationship between two individuals, other than a family relationship, that a reasonable person would expect to compromise, or create the appearance of compromising, objective professional judgment — including, but not limited to, a romantic or dating relationship, cohabitation, or a relationship involving significant financial interdependence.
Director-Level Position	a position designated as a Director-level position in the Village's adopted classification and compensation plan, organizational chart, or in writing by the Village Administrator.
Domestic Partner	a person in a committed relationship with an employee, sharing a common domestic life, regardless of whether the relationship has been formally registered under any applicable domestic partnership ordinance or law.
Essential Employee	an employee designated under Section 8.3 whose position is necessary to maintain critical municipal services during emergency or extraordinary operational conditions.
Governing Body	the Village Council of the Village of Taos Ski Valley.
Immediate Family	an employee's spouse or domestic partner, child, parent, sibling, grandparent, or grandchild, whether by blood, marriage, or legal relationship, and any other individual living in the employee's household.
Introductory Period	the initial period of employment described in Section 2.8.

Definitions continued

PTO	Paid Time Off as established under Section 6.5.
Regular Employee	an employee who has completed the introductory period described in Section 2.8 and who is not a temporary, seasonal, or emergency employee.
Supervisor	an individual who directs the work of one or more employees, including through authority to assign work, evaluate performance, or recommend or make personnel decisions affecting those employees.
Village	the Village of Taos Ski Valley, New Mexico, a New Mexico municipal corporation.

RESOLUTION 2026-29

A RESOLUTION APPROVING AND APPOINTING A VOTING DELEGATE OF THE VILLAGE OF TAOS SKI VALLEY TO THE NMML

WHEREAS, The Governing Body of the Village of Taos Ski Valley met in regular session on August 21, 2026; and

WHEREAS, the Village of Taos Ski Valley is a member municipality of the New Mexico Municipal League (NMML); and

WHEREAS, each NMML member municipality is entitled to cast one vote, through its designated Voting Delegate, at the NMML Annual Business Meeting; and

WHEREAS, it is necessary for the Village to designate a Voting Delegate to cast its vote on its behalf at the NMML Annual Business Meeting and to designate an Alternate Voting Delegate in the event the Voting Delegate is unable to attend; and

WHEREAS, the Voting Delegate and the Alternate serve at the pleasure of and represent the Governing Body of the Village as a whole and for that reason may be removed as representative by simple majority of the Governing Body.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Village of Taos Ski Valley that Chris Stagg is appointed to serve as the Village's Voting Delegate to the New Mexico Municipal League and is vested with all rights and duties appurtenant thereto.

BE IT ALSO RESOLVED that Henri Hammond-Paul is appointed to serve as the Alternate Voting Delegate to the New Mexico Municipal League in the event that the Voting Delegate is unable to attend.

PASSED, APPROVED and ADOPTED this 21st day of August, 2026.

VILLAGE OF TAOS SKI VALLEY

Christopher Stanek, Mayor

(SEAL)

ATTEST:

Marlene Salazar, Village Clerk

VOTE: FOR:____AGAINST:____ABSTAIN:_____