



**CITY OF RATON, NEW MEXICO  
RESOLUTION 2018-59**

**AUTHORIZING THE CERTIFICATION OF THE CITY OF RATON'S  
2018 CAPITAL ASSET INVENTORY**

**WHEREAS**, the City of Raton implemented a fixed asset policy;

**WHEREAS**, the City of Raton contracted with Record Consultants Inc. (RCI) in 2013 to prepare a complete inventory database of all capital assets owned by the City of Raton and also contracts annually with them to perform an annual inventory of all bar coded assets; and

**WHEREAS**, the 2018 annual inventory was performed by RCI, April 17-20, 2018; and

**WHEREAS**, all new Capital Assets acquired by the City of Raton since the completion of the 2018 Capital Asset Inventory were added to the inventory; and

**WHEREAS**, Capital Assets that have reached their useful lives, damaged beyond repair, considered surplus or missing have been properly approved for disposal and removed from report following the procedures in the fixed asset policy; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Governing Body of the Municipality of Raton, State of New Mexico, as required by the NMAC 2.20.1.16 have reviewed, approved, and certified the 2018 Capital Asset Inventory to be a true, correct and complete listing of Capital Assets acquired and owned as of June 30, 2018.

**RESOLVED:** In session this 23rd day of October 2018.

**CITY COMMISSION  
RATON, NEW MEXICO**

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James Neil Segotta, Jr., Mayor

**ATTEST:**

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Michael Anne Antonucci, City Clerk

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**CITY OF RATON  
MEMORANDUM**

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To: Raton City Commission

From: Michael Anne Antonucci, Treasurer *MAA*

Date: October 23, 2018

Subj: Fixed Asset Report

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The 2018 annual inventory was performed by Records Consultants Inc April 17-20, 2018. All new capital assets acquired by the City of Raton since the completion of the previous year Capital Asset Inventory were added to the inventory database. In addition all capital assets that have reached their useful lives, damaged beyond repair, considered surplus or missing have been properly approved for disposal and removed from the report following the procedures in the City of Raton fixed asset policy. Attached is an inventory analysis for FY18 that summarizes the assets by item class and a summary of the additions and disposals. This report and an electronic copy of our database with capitalization and depreciation reports is provided to our auditors annually and tested by them for correctness of the inventory by generally accepted auditing procedures. In addition it is a requirement of NMAC 2.20.1.16 that the Commission certify the inventory and that the City is following the proper procedures in order to safeguard the assets of the City by having a complete listing of assets.

The City of Raton has 1,673 inventory items and 572 Land, Improvements and Buildings in the database. The complete inventory is kept in a binder and is available for review at any time. The City will also start making preparations to have RCI return in the late Spring to do the annual inventory again which will insure that the City is in compliance with this annual requirement.

Please feel free to contact me if you have any questions or would like to review the complete listing of all City assets.

CITY OF RATON  
Inventory Analysis Summary  
Filtered By Date Range: From 07/01/2017 To 06/30/2018

Item Class	Item Class Description	Beginning Balance	Additions	Disposals	Ending Balance
				\$10,165.00	\$34,166.63
6348	Kitchen / Cafeteria Equipment < \$5,000.00	\$30,690.00	\$13,641.63	\$0.00	\$16,980.78
6349	Kitchen / Cafeteria Equipment >= \$5,000.00	\$6,080.78	\$10,900.00	\$0.00	\$773,454.19
6610	Land Acquisition	\$773,454.19	\$0.00	\$0.00	\$17,364,769.55
6614	Improvements Other Than Buildings	\$16,250,577.04	\$1,114,192.51	\$0.00	\$3,042,155.93
6620	Infrastructure	\$2,898,860.76	\$143,295.17	\$0.00	\$14,839,213.68
6629	Building / Building Improvement / Leasehold Improvement	\$14,541,390.11	\$297,823.57	\$0.00	\$4,634,778.02
6631	Vehicles >= \$5,000.00	\$4,704,332.02	\$120,421.00	\$189,975.00	\$263,381.00
6635	Computers / Computer Equipment >= \$5,000.00	\$263,381.00	\$0.00	\$3,049.00	\$121,962.98
6636	Audio / Visual Equipment < \$5,000.00	\$125,011.98	\$0.00	\$0.00	\$50,926.69
6637	Audio / Visual Equipment >= \$5,000.00	\$0.00	\$50,926.69	\$0.00	\$2,341,690.69
6639	Furniture / Equipment / Software >= \$5,000.00	\$2,554,270.49	\$26,044.20	\$238,624.00	\$1,513.00
6640	Telecommunications / Telephone Systems < \$5,000.00	\$1,513.00	\$0.00	\$0.00	\$3,000.00
6641	Vehicles < \$5,000.00	\$3,000.00	\$0.00	\$0.00	\$271,679.35
6644	Computers / Computer Equipment < \$5,000.00	\$273,171.36	\$4,599.99	\$6,092.00	\$68,845.00
6647	Art & Historical Treasures < \$5,000.00	\$68,845.00	\$0.00	\$0.00	\$713,750.00
6648	Art & Historical Treasures >= \$5,000.00	\$713,750.00	\$0.00	\$0.00	\$1,221,015.93
6649	Furniture / Equipment < \$5,000.00	\$1,266,563.94	\$2,899.99	\$48,448.00	\$45,763,283.42
	<b>Totals:</b>	<b>\$44,474,891.67</b>	<b>\$1,784,744.75</b>	<b>\$496,353.00</b>	