



LEGAL COMMITTEE MEETING AGENDA
Thursday, NOVEMBER 21, 2024 AT 2:00 P.M.
City Hall Large Conference Room
425 N. Richardson Ave., Roswell, New Mexico 88201

Chair: Ed Heldenbrand, Ward 3
Vice Chair: Matthew Chappell, Ward 3
Members: Juan Oropesa, Ward 1
Robert Corn, Ward 4
Carlos Marrujo Jr., Ward 5
Staff Liaison: Hessel E. Yntema IV.

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Approval of the October 24, 2024 meeting minutes. (pg. 5)

NON-ACTION ITEMS

2. Community Development Department Report (pg. 12)
3. HR Monthly Report (pg. 15)
4. City Clerk Department Report (pg. 37)
5. Legal Department Monthly Report (pg. 40)
6. October 2024 Safety Report (pg. 42)

REGULAR ITEMS

7. Ordinance 24-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting Ordinance 24-XX An Ordinance to amend certain sections of the zoning ordinance appendix A of the Roswell City Code Related to Residential Districts, Article 12 and Article 14. (Miguel Martinez)(pg. 46)
8. RFP 25-004: Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter into contract negotiations with Able City of El Paso, TX. (Jessica Vickers) (pg. 59)
9. Resolution 24-XX: consider recommending adoption of Resolution 24-XX shall require the removal or demolition of one (1) dilapidated structure. (Toby Franco) (pg. 61)

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

PUBLIC PARTICIPATION

ADJOURN

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1975 and Resolution 24-23.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats, please contact the City Clerk at 575-624-6700.

Printed and posted: 11/18/2024

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Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CHAIR: Ed Heldenbrand

CONTACT: Hessel Yntema

Summary:

APPROVAL OF MINUTES

Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CHAIR: Ed Heldenbrand

CONTACT: Hessel Yntema

Summary:

Approval of the October 24, 2024 meeting minutes.

Attachments

Draft- Legal Committee 10/24/24 Minutes

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday, October 24, 2024**

Notice of this meeting was given to the public in compliance with NMSA 1978 §10-15-1 through 4 and Resolution 24-23.

ROLL CALL

The meeting convened at 2:39 p.m. with Chair Heldenbrand presiding, Councilor Marrujo, Councilor Oropesa and Councilor Corn present, with Vice Chair Chappell being absent.

Staff present: Hess Yntema, Vicky Eaton, Christopher J. Nairn-Mahan, Jessica Vickers, Chad Cole, Mike Mathews, Shelly Bell, Amalia Martinez, Councilor Cavin, Councilor Juliana Halvorson, Clint Caldwell, Shantel Mairot.

Guests present: Rita Kane-Doerhoefer, Abby Hess, Mike Espiritu, Xan Archer.

Public present via GoToMeeting: Abraham Chaparro, Kevin Nuechterlein, Terry Harber, Brucer Andler, Jon Hitcock, Melissa Garcia, and 6 guest.

APPROVAL OF AGENDA

Councilor Marrujo moved to approve the Agenda as presented. Councilor Oropesa was the second. A voice vote was 4-0 and the motion passed with Vice Chair Chappell being absent.

APPROVAL OF MINUTES

Councilor Marrujo moved to approve the Legal Committee meeting minutes as presented from September 26, 2024. Councilor Oropesa was the second. A voice vote was 4-0 and the motion passed with Vice Chair Chappell being absent.

NON-ACTION ITEMS

2. Legal Department Communications- Reported 1 administratively Executed Lease and 2 administratively Settlements for the month of September/ October 2024.
3. Community Development Department Report- Numbers for September 2024 Business License issued were a total of 129, with 91 going to renewed license, 18 new license, 20 temporary permits. 44 total permits issued in the month of September.
4. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for September 12, 2024 to October 9, 2024 reported 45 open request, 33 city clerk, 2 PVRCC (Chaves County Sherriff's Office), 190 Roswell Police Department. Total invoices 96.

5. Safety Department Monthly Report-Number for September 2024 were presented by Shelly Bell showing a total of 10 incidents and 5 of them were due to 3rd party.
6. HR Monthly Report- Reported 22 new employees, 9 promotions, and 19 exits. Turnover rate for the month of August was 3.85% and 34.88% for the year and a vacancy rate of 26.36%. Payroll count for September 20, 2024 to October 3, 2024 was 641 total employees paid.

REGULAR ITEMS

7. **Ordinance 24-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 24-XX An Ordinance Amending Chapter 4 of the Roswell City Code.** This Item was presented by Hess Yntema.

Councilor Corn moved to amend the item with the following changes: To include “*Tether* means any chain, rope, leash, tie out, cable, or wire attached to an animal and is also attached to a stationary or non-stationary object as a means of restraint” on Section 4-1, pg. 3. On Section 4-14, Paragraph 1, pg. 9: “(1) Running at large: a. First offense: No less than \$50.00; b. Second offense (in calendar year): No less than \$75.00; c. Third offense (in calendar year): No less than \$150.00; (2) Cruelty: a. No less than \$500.00; (3) Abandonment: a. First offense: No less than \$125.00; b. Second offense: No less than \$25.00; c. Third offense: No less than \$425.00; (4) Public nuisance: a. First offense: No less than \$100.00; b. Second offense (in calendar year): No less than \$200.00; c. Third offense (in calendar year): No less than \$300.00; (5) Vicious dog: No less than \$100.00 and no more than \$500.00; (6) Care and maintenance: a. First offense: No less than \$75.00; b. Second offense (in calendar year): No less than \$125.00; c. Third offense (in calendar year): No less than \$225.00; (7) Failure to Chip and register \$50.00; (8) Unvaccinated animal \$50.00; (9) Advertising or selling without a permit: a. First offense: \$300.00; b. Second offense (in calendar year): \$400.00; c. Third offense (in calendar year): \$500.00; (10) Keeping more than five animals without a permit: a. First offense: No less than \$50.00; b. Second offense (in calendar year): No less than \$100.00; c. Third offense (in calendar year): No less than \$150.00; (11) Unlawful tethering: a. First offense: No less than \$100.00; b. Second offense: No less than \$250.00; c. Third offense: No less than \$500.00”. In Section 4-14 (b) “up to” before 90 days and “an/or” before a \$500 fine. In Section 4-33, pg. 11: “Three (3)”. In Section 4-51, Paragraph (a), pg13: “five (5)”. In Section 4-51, Paragraph (e), pg14: “five (5)”. In Section 4-52 add paragraph (1)(c) “Tethering may be permitted with written opinion of a New Mexico licensed veterinarian that finds such condition humane.” Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Chappell being absent.

Councilor Corn moved to authorize to advertise for a public hearing to consider adopting proposed Ordinance 24-XX, An Ordinance Amending Chapter 4 of the Roswell City Code as amended to move to City Council to be placed on the consent agenda. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Chappell being absent.

8. **Consider recommending approval of award of ITB 24-017, BLM Loading Ramp and Drainage Extension to Constructor's Inc., in the amount of \$448,940.40, which includes GRT.** This Item was presented by Hess Yntema.

The City posted ITB 24-017 BLM Loading Ramp and Drainage Extension on June 30, 2024. One bid was received on August 6, 2024. Armstrong Engineering reviewed bids and recommends the award of Schedule I to Constructor's Inc., in the amount of \$448, 940.40 which includes GRT.

Councilor Corn moved to consider recommending approval of award ITB 24-017, BLM Loading Ramp and Drainage Extension to Constructor's Inc., in the amount of \$448,940.40 which includes GRT to the Finance Committee. Councilor Oropesa was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Chappell being absent.

For the record: Chair Heldenbrand left the meeting at 4:02 p.m. and returned at 4:04 p.m.

9. **Consider recommending approval of award ITB 24-015, Schedule I, Phase I Apron Concrete Pavement, Joint Sealing, Spall Repair and Slab Replacement Project to Contractor's Inc., in the amount of 2,314,429.65, including GRT and approved in FY25 budget and consider recommending approval of award ITB 24-015, Schedule II Apron Mill and Overlay, including apron preservation project to Constructors, Inc., in the amount of \$334, 671.19, including GRT and approved in the FY25 budget.** This item was presented by Hess Yntema.

This project is a rebid. Bids were open on October 1, 2024. A bid tabulation is attached as well as the Sponsors Budget Analysis. The construction areas were reduced in size in order for bids to be in line with the budget and Federal Grant. Schedule I, Phase I, consist of rehabilitating the existing terminal concrete apron. The concrete apron will be crack and joint sealed, the spalls will be repaired and some slabs will be replaced. Schedule II, will consist of a mill and overlay of the asphalt ramp in front of the FBO to allow existing pavement to be preserved before major reconstruction becomes necessary.

Councilor Corn moved to consider recommending approval of award ITB 24-015, Schedule I, Phase I Apron Concrete Pavement, Joint Sealing, Spall Repair and Slab Replacement Project to Contractor's Inc., in the amount of 2,314,429.65, including GRT and approved in FY25 budget and consider

recommending approval of award ITB 24-015, Schedule II Apron Mill and Overlay, including apron preservation project to Constructors, Inc., in the amount of \$334, 671.19, including GRT and approved in the FY25 budget to the Finance Committee. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Chappell being absent.

10. Consider recommending approval of the 2024 Strategic Plan for the RAC.

This item was presented by Hess Yntema.

Mead & Hunt Consultants developed a strategic plan for the RAC with a focus on developing a mission, vision, goals and action plan for the next 5 years. The strategic plan outlines the following areas: Airport Profile Geographic Area; Airfield Infrastructure; and Developable Land Airport Governance Financial Management & Grant Assurance Requirements Financial Goals and Objectives.

Councilor Oropesa moved to consider recommending approval of the Strategic Plan for the RAC to full City Council. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Chappell being absent.

11. Consider recommending approval to grant City Manager and City Attorney ability to renegotiate and amend Air Center Leases to allow tenants to purchase their own insurance. This item was presented by Hess Yntema.

For years, the City has been acquiring insurance on behalf of tenants and then seeking reimbursement after the purchase is made. This is inconsistent with common airport practice, has been difficult to administer, lead to airport losses, and higher insurance costs to some tenants. Management would like to include language that will be substantially similar to the following: Tenant will provide fire and extended coverage to the premises during the term of the lease that is substantially similar to the insurance normally provided by the New Mexico Self Insurers' Fund for this building and as consistent with the City's and ROW's Insurance Requirements, as determined by the City. Proof of such Insurance shall be provided no later than June 15 of each year and at any other time upon request of City Officials. If suitable proof of insurance is not provided within 15 days of June 15 or 15 days of the request, Tenant agrees to reimburse the Landlord acquired insurance for insurance premium as determined and billed by Landlord at 115% of cost. Such fire and extended coverage will not cover the property of Tenant or any property on the premises that does not belong to Landlord. Any lapse in insurance shall be considered and immediate breach.

Councilor Marrujo moved to consider recommending approval to grant City Manager and City Attorney ability to renegotiate and amend Air Center Leases to allow tenants to purchase their own insurance to be placed on the consent

agenda. Councilor Oropesa was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Chappell being absent.

12. Consider recommending approval of the Community Cat Program. This item was presented by Shantel Mairot.

Community Cat Program (CCP)- Renew program.

Councilor Corn moved to consider recommending approval of the Community Cat Program to be placed on the consent agenda. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Chappell being absent.

13. Consider recommending approval of Proposed Water Leak and Hardship Credits and Disability Water Assistance policies. This item was presented by Hess Yntema.

Water Leak and Hardship credits: Pursuant to Ordinance 24-12, the Manager may design and implement policies and procedures to allow reductions, at the customer's written request, of the base and volume water and wastewater rates for up to two months (2) in Appendix A for those who demonstrate Hardship in ability to make payment or unanticipated increase for two months' bills. Additionally, a customer's bill may be adjusted downward if the customer has been diligent in discovering and fixing the leak. This is a discretionary program and does not create any entitlement. Disability Water Assistance: Pursuant to Ordinance 24-12, the Manager may design and implement policies and procedures to allow reductions, at the customer's written request, of the base volume water and wastewater rates found in Appendix A for those living at or below the most recent year' Federal Poverty Level. This is a discretionary program and does not create an entitlement. This program is only available to residential users.

Councilor Oropesa moved to amend the item with the following changes: Section II(1)(b) has a spelling error and needs to be corrected to "be". Section II (1)(c) is to be changed to "March 8, 2025". Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Chappell being absent.

Councilor Corn moved to consider recommending approval of Proposed Water Leak and Hardship Credits and Disability Water Assistance policies to be placed on the consent agenda as amended. Councilor Oropesa was the second. A voice vote was taken 4-0 and the motion was passed with Vice Chair Chappell being absent.

For the record: Councilor Oropesa left the meeting at 4:43 p.m.

14. Consider recommending approval of Water Critical Infrastructure study

and rate study. This item was presented by Mayor Pro Tem.

Councilor Corn moved to consider recommending approval of Water Critical Infrastructure study and rate study to the Infrastructure Committee. Councilor Marrujo was the second. A voice vote was taken 3-0 and the motion was passed with Vice Chair Chappell and Councilor Oropesa being absent.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

NONE

PUBLIC PARTICIPATION

NONE

ADJOURN

The meeting adjourned at 4:45 p.m.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 2.

Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

Community Development Department Report

Attachments

Report

CITY OF ROSWELL
CODE ENFORCEMENT DEPARTMENT
Month: October 2024

CODE ENFORCEMENT	This Month	This Month 2023	YTD*	2023 YTD*
Notices Mailed	495	739	2,820	2,755
Voluntary Compliance	264	447	1,424	1,454
No. of Cases Filed	14	12	68	29
No. Cases Dismissed	7	2	14	8
Resolution	23	13	55	62
Weeds	281	447	1,560	1,580
Inoperable Vehicles	38	39	253	136
Litter	47	53	260	177
Unsanitary Premises	28	65	263	216
Signs	44	13	98	63
Zoning	1	0	1	0
Obstructions	9	13	59	54
Public Nuisances	47	109	326	529
Garage Sales No permit	0	0	0	0

BUSINESS LICENSES	This Month	This Month 2023	YTD*	2023 YTD*
Total Licenses Issued	203	161	639	659
Renewed Licenses	169	124	489	490
New Licenses	30	27	109	111
Temporary Permits Issued	4	10	41	58
Receipts	\$7,912	\$6,066.00	\$27,597	27,939

*Figures calculated to reflect FYTD

BUILDING INSPECTIONS	This Month	Permits Applied This Month 2023 & Fees Collected	Permits Applied YTD*	Permits Applied 2023 YTD*
Residential-New	4	1	18	12
Residential - Other	29	32	124	155
Commercial-New	0	0	6	4
Commercial - Other	16	16	40	52
Total Permits Issued	49	49	188	223
Total Fees Collected	\$23,661.15	\$16,063.20	\$116,108.12	\$37,417.60

PLUMBING/MECH INSPECTIONS	This Month	Permits Applied This Month 2023	Permits Applied YTD*	Permits Applied 2023 YTD*
Plumbing & Mechanical Permits—Residential	53	46	172	162
Plumbing & Mechanical Permits—Commercial	11	7	46	50
Total Permits Issued	64	53	218	212
Total Fees Collected	\$2,959.25	\$387.25	\$11,168.75	\$6,415.00

ELECTRICAL INSPECTIONS	This Month	Permits Applied This Month 2023	Permits Applied YTD*	Permits Applied 2023 YTD*
Electric Permits—Residential	23	38	109	149
Electric Permits—Commercial	16	9	47	41
Total Permits Issued	39	47	156	190
Total Fees Collected	\$3,210.00	\$2,730.20	\$16,611.80	\$9,787.28

*Figures calculated to reflect FYTD

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 3.

Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

HR Monthly Report

Attachments

HR Monthly Report

HR Personnel Monthly Report

Employee Turnover Report

Vacancy Report

NOVEMBER 2024 HUMAN RESOURCES MONTHLY REPORT

For October, the City hired 14 new employees, 5 promotions, and 21 exits.

Our turnover rate for the month of October is 3.3%, for the year so far it is 30.3%.

Our Vacancy Rate is 21.3%.

Payroll count for October 18, 2024 – October 31, 2024 was:

Total no hours/monies employees- 2
Workers Comp employees- 1
Total paid employees -634
Total employees - 637

City of Roswell, NM
Personnel Changes for the Month of
OCTOBER

FT = FULL TIME SR = SALARY PT = PART TIME TP = TEMPORARY INT = INTERIM					
NEW HIRE					
	Date	Name	Position	Department	Status
1.	10/7/24	ASHLEY BRAVO	HR SPECIALIST	HUMAN RESOURCES	FT
2.	10/7/24	AUSTIN CALLAWAY	METER READER	WATER CUSTOMER SERVICE	FT
3.	10/7/24	MIGUEL MOLINA	LABORER	PARKS	TP
4.	10/7/24	CODY MONTGOMERY	METER READER	WATER CUSTOMER SERVICE	FT
5.	10/7/224	LUIS ALMANZA	MAINTENANCE WORKER	STREETS	FT
6.	10/18/24	JERID HUGGINS	FIRE APPARATUS OPERATOR II	FIRE	FT
7.	10/18/24	LUIS F. VILLA	POLICE SERVICE AIDE	POLICE	FT
8.	10/21/24	CLINT CALDWELL	DIRECTOR OF HUMAN RESOURCES	HUMAN RESOURCES	SR
9.	10/21/24	OSVALDO GONZALEZ	ZOOKEEPER	ZOO	FT
10.	10/21/24	ANNIE MARIE LEYBA	ADMIN ASSISTANT SR RIAC	AIR CENTER	PT
11.	10/21/24	TYLER KUEHN	KENNEL WORKER	ANIMAL CONTROL	FT
12.	10/25/24	MIKOLAS A. FUENTES	POLICE RECRUIT	POLICE	FT
13.	10/28/24	NOEL R. SANCHEZ	MAINTENANCE WORKER	WWTP	FT
14.	10/28/24	RAFAEL QUEZADA	ZOOKEEPER	ZOO	FT
TRANSFERS					
	Date	Name	Position	Department	Status
1.					
2.					
3.					
PROMOTIONS					
	Date	Name	Position	Department	Status
1.	10/4/24	SAMUEL ZARAGOZA	FIRE APPARATUS OPERATOR I	FIRE	FT
2.	10/4/24	PABLO ZARAGOZA	FIRE APPARATUS OPERATOR I	FIRE	FT
3.	10/4/24	JESSICA REYES	BUSINESS LICENSE CLERK	CODE ENFORCEMENT	FT
4.	10/18/24	BRIGHAM DUECKER	FIREFIGHTER 1	FIRE	FT
5.	10/18/24	MARCUS FOSTER	FIREFIGHTER 1	FIRE	FT
DEMOTIONS					
	Date	Name	Position	Department	Status
1.					
2.					
3.					
EXITS					
	Date	Name	Position	Department	Status
1.	10/4/24	MARIA BEITZ	PREPARATOR MUSEUM	MUSEUM	FT
2.	10/11/24	JOSE MARQUEZ	GROUND MAINT WORKER GOLF TEMP	GOLF	TEMP
3.	10/11/24	PATTY GOODE	RECREATION AIDE II-PT	RECREATION	PT
4.	10/11/24	SALVADOR ZAMBRANO	FIREFIGHTER RECRUIT	FIRE	FT
5.	10/14/24	HOWARD MERRIFIELD	W&S MAINTENANCE WORKER I	PUBLIC WORKS	FT
6.	10/15/24	ERIC JARAMILLO	TRAFFIC SIGNAL JOURNEYMAN	SPECIAL ELECTRONICS	FT
7.	10/18/24	MARC A. MIRELES	RECREATION LEADER	RECREATION	FT
8.	10/18/24	MARK VELASQUEZ	SUPERVISOR LANDFILL	LANDFILL	SR
9.	10/18/24	NICOLE KRZEBIOT	BEVERAGE CART ATTENDANT	GOLF COURSE	TEMP
10.	10/21/24	SANTIAGO CASTILLO	METER MAINTENANCE TECH	PUBLIC WORKS	FT
11.	10/24/24	CHARLES B. THOMPSON	VEHICLE OPERATOR	TRANSIT	FT
12.	10/25/24	HELEN V. DENNIS	VEHICLE OPERATOR	TRANSIT	FT
13.	10/27/24	SETH TAYLOR	POLICE OFFICER 2	POLICE	FT
14.	10/28/24	ARIANNA MIRAMONTES	HUMAN RESOURCES SPECIALIST	HUMAN RESOURCES	FT
15.	10/30/24	HAYLEY MCFADIN	EMERGENCY MGMT SPECIALIST	FIRE	SR
16.	10/30/24	FRANK BENNETT	AUTOMATED COLLECTION OPERATOR	SANITATION	FT
17.	10/31/24	STEPHEN BEAGLES	GUEST SERVICES ASSOCIATE	MUSEUM	FT
RETIREMENT					
	Date	Name	Position	Department	Status
1.	10/31/24	JENNIFER GRIEGO	DIRECTOR RIAC	AIRPORT ADMINISTRATION	SR
2.	10/31/24	JERRY JANOW	IT-TECH	IT	FT
3.	10/31/24	JENNIFER GARCIA	EMERGENCY QUALITY ASSURANCE CO.	CONSOLIDATED	SR
4.	10/31/24	JULIAN GRADO	FIRE LIEUTENANT 1	FIRE	FT

Employee Turnover

Period Start Date: 10/18/2024

Period End Date: 10/31/2024

Job Code	Description	Employee Count Start of Period	Employee Count End of Period	Employee Count Terminated
Location: 4011 ELECTED OFFICIALS		11	11	0
1001	MAYOR	1	1	0
1002	MAYOR PRO TEM	1	1	0
1003	CITY COUNCILOR WARD 1	2	2	0
1004	CITY COUNCILOR WARD 2	2	2	0
1005	CITY COUNCILOR WARD 3	1	1	0
1006	CITY COUNCILOR WARD 4	2	2	0
1007	CITY COUNCILOR WARD 5	2	2	0
Location: 4013 ADMINISTRATION		4	3	0
1008	CITY MANAGER	1	1	0
1012	DEPUTY CITY MANAGER	1	1	0
1435	PROJECT MANAGER	1	1	0
Location: 4015 CITY CLERK		4	4	0
1019	CITY CLERK	1	1	0
1020	DEPUTY CITY CLERK	1	1	0
1285	CITY CLERK OFFICE ASSISTANT	2	2	0
Location: 4021 MUNICIPAL COURT		7	7	0
1022	DEPUTY COURT CLERK	3	3	0
1023	MUNICIPAL JUDGE	1	1	0
1024	BAILIFF	1	1	0
1025	COMPLIANCE OFFICER	1	1	0
1336	COURT ADMINISTRATOR	1	1	0
Location: 4041 FINANCIAL ADMINISTRATION		13	13	0
1028	ACCOUNTING TECHNICIAN II	2	2	0
1030	ACCOUNTANT	2	2	0
1033	PAYROLL ADMINISTRATOR	1	1	0
1036	PURCHASING AGENT	1	1	0
1037	PURCHASING TECHNICIAN	1	1	0
1273	ACCOUNTING SUPERVISOR	1	1	0
1296	GRANT/PROJECT COORDINATOR	1	1	0
1409	ACCOUNTS RECEIVABLE	1	1	0
1424	FINANCE LIASON	1	1	0
1425	DEPUTY TREASURER	1	1	0
1449	PAYROLL SPECIALIST	1	1	0
Location: 4051 LEGAL		4	4	0
1013	DEPUTY CITY ATTORNEY	1	1	0
1339	PARALEGAL	1	1	0
1405	CITY ATTORNEY APPOINTED	1	1	0
1455	CONTRACTS & CLAIMS ADMIN	1	1	0
Location: 4061 HUMAN RESOURCES		8	8	1
1042	DEPARTMENT DIRECTOR H.R.	0	1	0
1287	SAFETY COORDINATOR	1	1	0
1427	HUMAN RESOURCES SUPERVISOR	1	1	0

Employee Turnover

Period Start Date: 10/18/2024

Period End Date: 10/31/2024

1443	TRAINING SPECIALIST CDL	1	1	0
1447	EMPLOYEE/BENEFITS SUPERVISOR	1	1	0
1451	HUMAN RESOURCES SPECIALIST	2	1	1
Employee #	Name	Position Code	Description	Hire Date
	<u>3694 MIRAMONTES, ARIANNA</u>	1451101	HUMAN RESOURCES SPECIALIST	3/23/2020
1463	HR ADMIN ASSISTANT TEMP	1	1	0
1465	HR/SAFETY GENERALIST	1	1	0
Location: 4071 FACILITIES MAINTENANCE		11	11	0
1045	FACILITIES MAINT. SPECIALIST	4	4	0
1046	FACILITIES MAINT. SPEC SR.	1	1	0
1259	PROJECT AND FACILITY MANAGER	1	1	0
1319	ADMIN. ASST. SENIOR FACILITIES	1	1	0
1379	FAC. MAINTENANCE HVAC SPEC SR.	1	1	0
1440	FACILITIES MAINT. LABORER	2	2	0
1445	FAC. MAINT. LOCKSMITH TECH	1	1	0
Location: 4074 FLEET MAINTENANCE		1	1	0
1340	VEHICLE MAINTENANCE SUPERVISOR	1	1	0
Location: 4111 POLICE DEPARTMENT		113	114	0
1043	CUSTODIAN	1	1	0
1049	OFFICE ASSISTANT POLICE	7	7	0
1050	ADMIN. ASSISTANT SR. POLICE	2	2	0
1053	POLICE SERV AIDE CAREER PATH	3	3	0
1054	POLICE RECRUIT	8	9	0
1055	POLICE OFFICER 1	19	19	0
1056	POLICE OFFICER 2	18	18	0
1057	POLICE OFFICER 3	7	7	0
1058	POLICE SERGEANT	12	12	0
1059	POLICE LIEUTENANT	5	5	0
1060	POLICE CAPTAIN	2	2	0
1061	DETECTIVE	13	13	0
1062	DEPUTY POLICE CHIEF	2	2	0
1063	POLICE CHIEF	1	1	0
1064	POLICE RECORDS SUPERVISOR	1	1	0
1065	EVIDENCE PROPERTY CUSTODIAN	3	3	0
1066	TSU CRIME SCENE TECHNICIAN	6	6	0
1067	ADMIN. ASSISTANT POLICE	3	3	0
Location: 4121 FIRE DEPARTMENT		90	90	0
1068	ADMIN. ASSISTANT SR. FIRE	1	1	0
1070	FIREFIGHTER RECRUIT	3	3	0
1071	FIREFIGHTER 1	20	20	0
1072	FIREFIGHTER 2	3	3	0
1073	FIREFIGHTER 3	1	1	0
1074	FIRE APPARATUS OPERATOR 1	14	14	0
1075	FIRE APPARATUS OPERATOR 2	9	9	0
1076	FIRE APPARATUS OPERATOR 3	1	1	0
1077	FIRE LIEUTENANT 1	6	6	0

Employee Turnover

Period Start Date: 10/18/2024

Period End Date: 10/31/2024

1078	FIRE LIEUTENANT 2	9	9	0
1079	FIRE LIEUTENANT 3	9	9	0
1080	BATTALION CHIEF	3	3	0
1081	DEPUTY FIRE CHIEF	2	2	0
1082	FIRE CHIEF	1	1	0
1083	DIVISION CHIEF	1	1	0
1271	DEPUTY FIRE MARSHAL	2	2	0
1281	FIREMARSHAL	1	1	0
1290	EMERGENCY MGMT SPECIALIST	1	1	0
1308	DIVISION CHIEF - EMS	1	1	0
1320	ARFF COORDINATOR	1	1	0
1430	FIRE PREVENTION ADMIN. ASSIST	1	1	0
Location: 4131 PLANNING & ZONING		4	4	0
1017	COMMUNITY DEVELOPMENT DIRECTOR	1	1	0
1018	PLANNER SENIOR	1	1	0
1260	COMMUNITY DEVELOPMENT PRP TECH	1	1	0
1314	PLANNER II	1	1	0
Location: 4135 ENGINEERING		9	9	0
1158	CONSTRUCTION INSPECTOR	1	1	0
1159	CONSTRUCTION INSPECTOR SR.	2	2	0
1160	ENGINEERING TECHNICIAN	1	1	0
1162	DIRECTOR OF ENGR. & INFRA.	1	1	0
1192	ADMIN. ASST. SR. PUBLIC WORKS	1	1	0
1306	ENGINEER SR	1	1	0
1307	GEOGRAPHIC INFORMATION SYSTEM	1	1	0
1370	ENGINEERING CONSTRUCTION SUPER	1	1	0
Location: 4151 CODE ENFORCEMENT		12	12	0
1086	OFFICE ASST. CODE ENFORCEMENT	1	1	0
1087	ADMIN ASST SR. CODE ENFORCEMEN	1	1	0
1089	BUILDING INSPECTOR	1	1	0
1090	ELECTRICAL INSPECTOR	1	1	0
1091	PLUMBING INSPECTOR	1	1	0
1092	CODE ENFORCEMENT OFFICER	4	4	0
1093	SUPERVISOR CODE ENFORCEMENT	1	1	0
1376	BUILDING OFFICIAL	1	1	0
1464	BUSINESS LICENSE CLERK	1	1	0
Location: 4161 ANIMAL CONTROL		14	14	0
1094	OFFICE ASST. ANIMAL CONTROL	1	1	0
1095	ANIMAL CONTROL OFFICER	5	5	0
1097	KENNEL COORDINATOR	1	1	0
1098	KENNEL WORKER	6	6	0
1448	ANIMAL SERVICES MANAGER	1	1	0
Location: 4181 C.E.P.		1	1	0
1099	DEPT MGR EMERGENCY MGMT	1	1	0
Location: 4192 COMMUNITY ENHANCEMENT		1	1	0
1100	COMMUNITY IMPROVEMENT TECH.	1	1	0

Employee Turnover

Period Start Date: 10/18/2024

Period End Date: 10/31/2024

Location: 4211 LIBRARY		20	20	0
1101	ADMIN. ASSISTANT LIBRARY	1	1	0
1103	LIBRARY PAGE SENIOR	3	3	0
1105	LIBRARY ASSISTANT- CIRCULATION	2	2	0
1107	REFERENCE ASSISTANT	1	1	0
1108	CIRCULATION SUPERVISOR	1	1	0
1109	LIBRARY CATALOGER	1	1	0
1112	DEPARTMENT DIRECTOR LIBRARY	1	1	0
1277	CHILDREN AND YOUTH LIBRARIAN	1	1	0
1354	YOUTH LIBRARIAN ASSISTANT	1	1	0
1387	LIBRARY PAGE SENIOR PT	7	7	0
1441	STEM INSTRUCTOR	1	1	0
Location: 4221 MUSEUM		13	13	0
1116	MUSEUM STORE SUPERVISOR	1	1	0
1117	GUEST SERVICES ASSOCIATE	4	4	0
1119	PLANETARIUM COORDINATOR	1	1	0
1122	REGISTRAR MUSEUM	1	1	0
1123	CURATOR OF COLLECTIONS AND EXH	1	1	0
1124	DEPARTMENT DIRECTOR MUSEUM	1	1	0
1303	MUSEUM EDUCATOR	1	1	0
1304	PLANETARIUM ASSISTANT	1	1	0
1345	MUSEUM OPERATIONS MANAGER	1	1	0
1392	MUSEUM STORE CLERK PT	1	1	0
Location: 4231 PARKS		38	38	0
1043	CUSTODIAN	1	1	0
1126	ADMIN. ASSISTANT SR. PARKS	1	1	0
1127	LABORER PARKS	12	12	0
1128	GROUPS MAINT WORKER PARKS	9	9	0
1129	GROUPS MAINT WORKER SR PARKS	5	5	0
1130	SUPERINTENDENT PARKS	1	1	0
1151	DEPARTMENT DIRECTOR RECREATION	1	1	0
1329	PARKS SUPERVISOR	1	1	0
1419	PARKS TEMP	7	7	0
Location: 4232 ZOO		6	8	0
1133	LABORER ZOO	1	1	0
1134	ZOO KEEPER	2	4	0
1135	GROUPS MAINTENANCE WORKER ZOO	1	1	0
1439	LEAD ZOO KEEPER	1	1	0
1456	ZOO SUPERVISOR	1	1	0
Location: 4233 GOLF		17	16	1
1139	GROUPS MAINT. WORKER GOLF	3	3	0
1141	SUPERVISOR GOLF	1	1	0
1142	SUPERINTENDENT GOLF	1	1	0
1331	GOLF COURSE MANAGER	1	1	0
1351	GOLF SHOP SUPERVISOR	1	1	0
1352	OUTSIDE SRVS ATTENDANT GOLF	3	3	0

Employee Turnover

Period Start Date: 10/18/2024

Period End Date: 10/31/2024

1353	GOLF SHOP SR ATTENDANT	3	3	0
1365	BEVERAGE CART ATTENDANT	2	1	1

Employee #	Name	Position Code	Description	Hire Date
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4586 KRZEBIOT, NICOLE

1365101 BEVERAGE CART ATTENDANT

8/23/2024

1431	GOLF SHOP LEAD SR ATTENDANT	1	1	0
1459	GROUND MAINT WORKER GOLF TEMP	1	1	0

Location: 4241 RECREATION	16	15	1
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1046	FACILITIES MAINT. SPEC SR.	1	1	0
1143	OFFICE ASSISTANT RECREATION	1	1	0
1145	RECREATION AIDE 2	2	2	0
1146	RECREATION LEADER	1	0	1

Employee #	Name	Position Code	Description	Hire Date
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4290 MIRELES, MARC

1146103 RECREATION LEADER

6/2/2023

1148	SUPERVISOR RECREATION	1	1	0
1150	RECREATION MANAGER	1	1	0
1253	RECREATION CENTER SUPERVISOR	1	1	0
1412	RECREATION AIDE 1 PT	6	6	0
1436	BASKETBALL OFFICIAL TEMP	0	0	0
1444	REC AID/LIFEGUARD TEMP	2	2	0

Location: 4242 RECREATION AQUATIC POOL	13	13	0
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1383	LIFE GUARD 1 PT	10	10	0
1426	HEAD LIFEGUARD PT	2	2	0
1442	AQUATICS SPECIALIST	1	1	0

Location: 4243 ADULT CENTER	1	1	0
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1146	RECREATION LEADER	1	1	0
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Location: 4252 CONVENTION CENTER	6	5	0
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1322	GENERAL FACILITIES & OPER. MGR	1	1	0
1347	ACCOUNTING MANAGER	1	1	0
1403	OPERATIONS & HOSPITALITY SPEC.	2	1	0
1432	OPERATION AND HOSP. SPEC- PT	2	2	0

Location: 4261 PUBLIC RELATIONS	7	7	0
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1155	PUBLIC INFORMATION OFFICER	1	1	0
1247	GRAPHIC DESIGNER	1	1	0
1278	GUEST SERVICES ASSOCIATE VC	2	2	0
1280	VISITOR CENTER STORE LEAD	1	1	0
1300	GUEST SERVICES STORE SUPV	1	1	0
1457	SPECIAL EVENT SUPERVISOR	1	1	0

Location: 4323 STREETS	23	23	0
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1167	MAINTENANCE WORKER STREETS	9	9	0
1168	MAINTENANCE WORKER SR. STREETS	4	4	0
1170	EQUIPMENT OPERATOR STREETS	5	5	0
1171	EQUIPMENT OPERATOR SR. STREETS	2	2	0
1172	SUPERVISOR STREETS	1	1	0
1173	SUPERINTENDENT STREETS	1	1	0
1378	ADMIN ASSISTANT SR SPEC STREET	1	1	0

Location: 4325 SPECIAL ELECTRONICS	2	2	0
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Employee Turnover

Period Start Date: 10/18/2024

Period End Date: 10/31/2024

1165	TRAFFIC SIGNAL TECHNICIAN	1	1	0
1166	SPECIAL ELECTRONICS SUPVR.	1	1	0
Location: 4331 AIRPORT - ADMINISTRATION		6	7	0
1175	ADMIN. ASSISTANT SR. RIAC	0	1	0
1177	AIR CENTER DEPUTY DIRECTOR	1	1	0
1270	AIRPORT SECURITY COORDINATOR	1	1	0
1279	AIRPORT PROPERTY/CONTRACTS COR	1	1	0
1417	ASST. AIRPORT SECURITY COORD.	1	1	0
1428	DIRECTOR RIAC	1	1	0
1434	AIRPORT CREDENTIALING SPC	1	1	0
Location: 4332 AIRPORT - OPERATIONS		5	5	0
1178	FACILITIES MAINT SP. SR. RIAC	1	1	0
1179	SUPERVISOR RIAC	1	1	0
1180	MAINTENANCE WORKER RIAC	3	3	0
Location: 4341 SANITATION		30	29	1
1182	ADMINISTRATIVE ASSISTANT SR	1	1	0
1183	SUPERVISOR SOLID WASTE	2	2	0
1184	SANITATION WORKER SR.	3	3	0
1185	AUTOMATED COLLECTION OPERATOR	17	16	1
Employee #	Name	Position Code	Description	Hire Date
	<u>4564 BENNETT, FRANK</u>	1185103	AUTOMATED COLLECTION OPERATOR	7/22/2024
1186	SOLID WASTE/FACILITY MANAGER	1	1	0
1373	HEAVY-DUTY TECHNICIAN	4	4	0
1374	LUBE TECHNICIAN	1	1	0
1375	PARTS TECHNICIAN	1	1	0
Location: 4342 LANDFILL		11	10	1
1187	ACCOUNTING TECHNICIAN II	1	1	0
1189	EQUIPMENT OPERATOR	4	4	0
1190	SUPERVISOR LANDFILL	1	0	1
Employee #	Name	Position Code	Description	Hire Date
	<u>4099 VELASQUEZ, MARK</u>	1190101	SUPERVISOR LANDFILL	8/8/2022
1191	SANITATION WORKER	2	2	0
1284	EQUIPMENT OPERATOR	1	1	0
1330	ENVR COMPLIANCE SPECIALIST	1	1	0
1458	SCALE HOUSE ATTENDANT	1	1	0
Location: 4352 WATER - CUSTOMER SERVICE		10	11	0
1193	CUSTOMER SERVICE CLERK	5	6	0
1348	METER READER	4	4	0
1460	UTILITIES BILLING MANAGER	1	1	0
Location: 4353 CENTRAL CONTROL		7	7	0
1196	WATER PRODUCTION OPERATOR	5	5	0
1197	ADMIN. ASST. SR. CENT. CONTR.	1	1	0
1292	WATER PRODUCTION OPERATOR SR	1	1	0
Location: 4354 PUBLIC WORKS		29	29	0
1201	ADMIN. ASSISTANT SR. WATER	1	1	0
1202	WAREHOUSE WORKER	1	1	0

Employee Turnover

Period Start Date: 10/18/2024

Period End Date: 10/31/2024

1203	WAREHOUSE WORKER SR.	1	1	0
1205	MAINTENANCE WORKER SR. WATER	3	3	0
1206	EQUIPMENT OPERATOR WATER	7	7	0
1209	SUPERVISOR WATER	1	1	0
1266	UTILITY DIRECTOR	1	1	0
1276	UTILITY LOCATOR TECHNICIAN	1	1	0
1286	W & S MAINTENANCE WORKER I	6	6	0
1309	VALVE MAINTENANCE SPECIALIST	2	2	0
1327	WORKFLOW COORD/INSPECTOR	1	1	0
1372	UTILITY CONSTR COORDINATOR	1	1	0
1377	METER MAINTENANCE TECHNICIAN	2	2	0
1407	WATER CONSERVATION SPECIALIST	1	1	0
Location: 4355 WWTP		12	13	0
1211	ADMIN. ASSISTANT SR. WWTP	1	1	0
1212	PRETREATMENT COORDINATOR WWTP	1	1	0
1213	OPERATOR WWTP	5	5	0
1214	OPERATOR SR. WWTP	1	1	0
1215	SUPERVISOR WWTP	1	1	0
1216	SUPERINTENDENT WWTP	1	1	0
1283	WWTP ELECTRICIAN	1	1	0
1311	MAINTENANCE WORKER WWTP	1	2	0
Location: 4356 WWTP - SEWER MAINTENANCE		5	5	0
1219	EQUIPMENT OPERATOR WWTP	3	3	0
1454	EQUIPMENT OPERATOR SR. WWTP	2	2	0
Location: 4358 WWTP - CITY LAB		3	3	0
1221	LAB TECHNICIAN ASSISTANT WWTP	2	2	0
1222	LABORATORY TECHNICIAN WWTP	1	1	0
Location: 4411 CEMETERY		10	10	0
1223	ADMIN. ASSISTANT CEMETERY	1	1	0
1224	GROUNDS MAINT. WORKER CEMETERY	3	3	0
1225	GROUNDS MAINT. WORKER SR. CEM.	4	4	0
1226	SUPERINTENDENT CEMETERY	1	1	0
1324	CEMETERY SUPERVISOR	1	1	0
Location: 4511 PECOS TRAILS TRANSIT		22	20	2
1043	CUSTODIAN	1	1	0
1229	TRANSIT OPERATIONS SUPV II	1	1	0
1231	VEHICLE OPERATOR TRANSIT	17	15	2
Employee #	Name	Position Code	Description	Hire Date
	4186 THOMPSON, CHARLES	1231111	VEHICLE OPERATOR TRANSIT	8/12/2024
	4544 DENNIS, HELEN	1231103	VEHICLE OPERATOR TRANSIT	5/13/2024
1232	TRANSIT DIRECTOR	1	1	0
1265	TRANSIT MANAGER	1	1	0
1295	ADMINISTRATIVE ASSISTANT SR.	1	1	0
Location: 4631 INFORMATION TECHNOLOGY		7	6	0
1233	INFORMATION TECHNOLOGY TECH.	2	1	0
1234	DEPARTMENT DIRECTOR IT	1	1	0

Employee Turnover

Period Start Date: 10/18/2024				
Period End Date: 10/31/2024				
1235	IT TECHNICIAN SR.	2	2	0
1364	NETWORK ADMINISTRATOR ENGINEER	1	1	0
1446	SYSTEMS & DATA INTEGRATION SPE	1	1	0
Location: 4656 CONSOLIDATED DISPATCH		14	14	1
1236	EMERGENCY COMM. DISPATCHER	7	7	0
1237	EMERGENCY COMM. SUPERVISOR	3	3	0
1238	DEPARTMENT MANAGER DISPATCH	1	1	0
1257	OPERATIONS COORDINATOR	1	1	0
1263	EMER COMM QUALITY ASSURANCE CO	1	1	1
Employee #	Name	Position Code	Description	Hire Date
	<u>147 GARCIA, JENNIFER</u>	1263101	EMERGENCY COMMUNICATIONS QUALITY ASSURANCE COORDINATOR	10/7/2000
1358	TERMINAL AGENCY COORDINATOR	1	1	0
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POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BGNU	GRAD/ST	ANNUAL	SALARY	HOURLY	SALARY
1022101	DEPUTY COURT CLERK	1.0000	1.0000	0.0000	1.0000	1022 DCTCLK	4021ADM	/00		0.00		0.00	
1034102	TREASURER	1.0000	1.0000	0.0000	1.0000	1034 DEPTDIR	4041EXEC	86/01		102,830.04		49.44	
1043103	CUSTODIAN	1.0000	1.0000	0.0000	1.0000	1043 CUST	4071AFLC	927B/01		32,448.00		15.60	
1049108	OFFICE ASSISTANT POLICE	1.0000	1.0000	0.0000	1.0000	1049 OFFASST	4111RPOA	619/01		25,970.10		12.49	
1053104	POLICE SERVICE AIDE CAREE	1.0000	1.0000	0.0000	1.0000	1053 PSACP	4111ADM	1/01		19,111.56		9.19	
1054110	POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1054 PRECRC	4111ADM	/00		0.00		0.00	
1054111	POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1054 PRECRC	4111ADM	44/01		44,770.96		21.52	
1054112	POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1054 PRECRC	4111ADM	44/01		44,770.96		21.52	
1054113	POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1054 PRECRC	4111ADM	44/01		44,770.96		21.52	
1054117	POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1054 PRECRC	4111RPOA	644/01		44,770.96		21.52	
1055101	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1055102	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	652/01		52,452.40		25.22	
1055103	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1055104	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1055105	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1055106	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1055109	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1055110	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	611/01		22,159.28		10.65	
1055116	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1055117	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1055118	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1055125	POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1055 POFFR1	4111RPOA	/00		0.00		0.00	
1056109	POLICE OFFICER 2	1.0000	1.0000	0.0000	1.0000	1056 POFFR2	4111RPOA	/00		0.00		0.00	
1056119	POLICE OFFICER 2	1.0000	1.0000	0.0000	1.0000	1056 POFFR2	4111RPOA	654/01		54,557.88		26.23	
1056122	POLICE OFFICER 2	1.0000	1.0000	0.0000	1.0000	1056 POFFR2	4111RPOA	654/01		54,557.88		26.23	
1057102	POLICE OFFICER 3	1.0000	1.0000	0.0000	1.0000	1057 POFFR3	4111RPOA	611/01		22,159.28		10.65	
1057104	POLICE OFFICER 3	1.0000	1.0000	0.0000	1.0000	1057 POFFR3	4111RPOA	/00		0.00		0.00	
1057105	POLICE OFFICER 3	1.0000	1.0000	0.0000	1.0000	1057 POFFR3	4111RPOA	/00		0.00		0.00	
1057106	POLICE OFFICER 3	1.0000	1.0000	0.0000	1.0000	1057 POFFR3	4111RPOA	/00		0.00		0.00	
1057109	POLICE OFFICER 3	1.0000	1.0000	0.0000	1.0000	1057 POFFR3	4111RPOA	/00		0.00		0.00	
1057111	POLICE OFFICER 3	1.0000	1.0000	0.0000	1.0000	1057 POFFR3	4111RPOA	/00		0.00		0.00	
1057112	POLICE OFFICER 3	1.0000	1.0000	0.0000	1.0000	1057 POFFR3	4111RPOA	/00		0.00		0.00	
1058114	POLICE SERGEANT	1.0000	1.0000	0.0000	1.0000	1058 PSGT	4111RPOA	619/01		25,970.10		12.49	
1067103	ADMIN. ASSISTANT POLICE	1.0000	1.0000	0.0000	1.0000	1067 ADMINASST	4111ADM	1/00		0.00		0.00	
1067104	ADMIN. ASSISTANT POLICE	1.0000	1.0000	0.0000	1.0000	1067 ADMINASST	4111ADM	1/00		0.00		0.00	
1070101	FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1070 FFRECRC	4121ADM	/00		0.00		0.00	
1070102	FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1070 FFRECRC	4121ADM	/00		0.00		0.00	
1070103	FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1070 FFRECRC	4121ADM	/00		0.00		0.00	
1070105	FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1070 FFRECRC	4121ADM	/00		0.00		0.00	
1071108	FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1071 FF1	4121IAFF	/00		0.00		0.00	
1071109	FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1071 FF1	4121IAFF	/00		0.00		0.00	
1071110	FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1071 FF1	4121IAFF	/00		0.00		0.00	
1071111	FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1071 FF1	4121IAFF	/00		0.00		0.00	
1071112	FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1071 FF1	4121IAFF	/00		0.00		0.00	
1071117	FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1071 FF1	4121IAFF	/00		0.00		0.00	
1071119	FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1071 FF1	4121IAFF	/00		0.00		0.00	
1071121	FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1071 FF1	4121IAFF	/00		0.00		0.00	
1074111	FIRE APPARATUS OPERATOR 1	1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	/00		0.00		0.00	
1074112	FIRE APPARATUS OPERATOR 1	1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	/00		0.00		0.00	
1074113	FIRE APPARATUS OPERATOR 1	1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	/00		0.00		0.00	
1074114	FIRE APPARATUS OPERATOR 1	1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	/00		0.00		0.00	
1074122	FIRE APPARATUS OPERATOR 1	1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	/00		0.00		0.00	
1075106	FIRE APPARATUS OPERATOR 2	1.0000	1.0000	0.0000	1.0000	1075 FAPPOPER2	4121IAFF	752/01		49,941.58		17.10	
1076101	FIRE APPARATUS OPERATOR 3	1.0000	1.0000	0.0000	1.0000	1076 FAPPOPER3	4121IAFF	754/01		51,951.38		17.79	
1079102	FIRE LIEUTENANT 3	1.0000	1.0000	0.0000	1.0000	1079 FLT3	4121IAFF	/00		0.00		0.00	

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BGNU	GRAD/ST	ANNUAL	SALARY	HOURLY	SALARY
1098107	KENNEL WORKER	1.0000	1.0000	0.0000	1.0000	1098 KENWKR	4161ADM		27B/01	32,448.00		15.60	
1104101	TECHNICAL SERVICE ASSIST	1.0000	1.0000	0.0000	1.0000	1104 TECHSRASST	4211ADM		1/01	19,111.56		9.19	
1117105	GUEST SERVICES ASSOCIATE	1.0000	1.0000	0.0000	1.0000	1117 GSTSRVASSC	4221AFLC		928/01	32,600.36		15.67	
1120101	PREPARATOR MUSEUM	1.0000	1.0000	0.0000	1.0000	1120 MUSPREP	4221ADM		/00	0.00		0.00	
1120102	PREPARATOR MUSEUM	1.0000	1.0000	0.0000	1.0000	1120 MUSPREP	4221ADM		27B/01	32,448.00		15.60	
1126101	ADMIN. ASSISTANT SR. PARK	1.0000	1.0000	0.0000	1.0000	1126 ADMINASSTS	4231ADM		42/01	43,035.72		20.69	
1127112	LABORER PARKS	1.0000	1.0000	0.0000	1.0000	1127 LBR	4231AFLC		915/01	25,196.60		12.11	
1139102	GROUND MAINT. WORKER GOL	1.0000	1.0000	0.0000	1.0000	1139 GMWRKR	4233AFLC		923/01	29,523.00		14.19	
1139104	GROUND MAINT. WORKER GOL	1.0000	1.0000	0.0000	1.0000	1139 GMWRKR	4233AFLC		927B/01	32,448.00		15.60	
1146103	RECREATION LEADER	1.0000	1.0000	0.0000	1.0000	1146 RECLEAD	4241ADM		1/01	19,111.56		9.19	
1160101	ENGINEERING TECHNICIAN	1.0000	1.0000	0.0000	1.0000	1160 ENGRTECH	4135ADM		/00	0.00		0.00	
1167110	MAINTENANCE WORKER STREET	1.0000	1.0000	0.0000	1.0000	1167 MAINTWRKR	4323AFLC		/00	0.00		0.00	
1185103	AUTOMATED COLLECTION OPER	1.0000	1.0000	0.0000	1.0000	1185 AUTOPER	4341AFLC		/00	0.00		0.00	
1190101	SUPERVISOR LANDFILL	1.0000	1.0000	0.0000	1.0000	1190 SUPVR	4342ADM		1/01	19,111.56		9.19	
1191103	SANITATION WORKER	1.0000	1.0000	0.0000	1.0000	1191 SANWRKR	4342AFLC		915/01	25,196.60		12.11	
1193103	CUSTOMER SERVICE CLERK	1.0000	1.0000	0.0000	1.0000	1193 CUSTSRVCLK	4352ADM		/00	0.00		0.00	
1193104	CUSTOMER SERVICE CLERK	1.0000	1.0000	0.0000	1.0000	1193 CUSTSRVCLK	4352ADM		/00	0.00		0.00	
1193106	CUSTOMER SERVICE CLERK	1.0000	1.0000	0.0000	1.0000	1193 CUSTSRVCLK	4352ADM		/00	0.00		0.00	
1199101	SUPERINTENDENT CENTRAL CO	1.0000	1.0000	0.0000	1.0000	1199 SUPT	4353ADM		/00	0.00		0.00	
1206109	EQUIPMENT OPERATOR WATER	1.0000	1.0000	0.0000	1.0000	1206 EQUIPOPER	4354AFLC		931/01	34,613.28		16.64	
1208101	SUPERINTENDENT WATER	1.0000	1.0000	0.0000	1.0000	1208 SUPWA	4354ADM		/00	0.00		0.00	
1219103	EQUIPMENT OPERATOR WWTP	1.0000	1.0000	0.0000	1.0000	1219 EQUIPOPER	4356AFLC		/00	0.00		0.00	
1220101	MAINTENANCE WORKER SR. WW	1.0000	1.0000	0.0000	1.0000	1220 MAINTWRKRS	4356AFLC		/00	0.00		0.00	
1220102	MAINTENANCE WORKER SR. WW	1.0000	1.0000	0.0000	1.0000	1220 MAINTWRKRS	4356AFLC		933/01	36,001.68		17.31	
1224104	GROUND MAINT. WORKER CEM	1.0000	1.0000	0.0000	1.0000	1224 GMWRKR	4411AFLC		927B/01	32,448.00		15.60	
1231103	VEHICLE OPERATOR TRANSIT	1.0000	1.0000	0.0000	1.0000	1231 VEHOPE	4511AFLC		931/01	34,613.28		16.64	
1231111	VEHICLE OPERATOR TRANSIT	1.0000	1.0000	0.0000	1.0000	1231 VEHOPE	4511AFLC		/00	0.00		0.00	
1231113	VEHICLE OPERATOR TRANSIT	1.0000	1.0000	0.0000	1.0000	1231 VEHOPE	4511AFLC		/00	0.00		0.00	
1231119	VEHICLE OPERATOR TRANSIT	1.0000	1.0000	0.0000	1.0000	1231 VEHOPE	4511AFLC		931C/01	38,937.60		18.72	
1233103	INFORMATION TECHNOLOGY TE	1.0000	1.0000	0.0000	1.0000	1233 ITTECH	4631ADM		/00	0.00		0.00	
1236101	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236 EMDISP	4656ADM		/00	0.00		0.00	
1236104	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236 EMDISP	4656ADM		35/01	37,459.50		18.01	
1236107	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236 EMDISP	4656ADM		37/01	38,963.34		18.73	
1236110	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236 EMDISP	4656ADM		37/01	38,963.34		18.73	
1236114	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236 EMDISP	4656ADM		37/01	38,963.34		18.73	
1237103	EMERGENCY COMM. SUPERVISO	1.0000	1.0000	0.0000	1.0000	1237 EMSUPVR	4656ADM		44/01	44,770.96		21.52	
1237104	EMERGENCY COMM. SUPERVISO	1.0000	1.0000	0.0000	1.0000	1237 EMSUPVR	4656ADM		/00	0.00		0.00	
1256101	ZOO CURATOR	1.0000	1.0000	0.0000	1.0000	1256 ZCUR	4232ADM		45/01	45,650.02		21.95	
1267101	INTER LIBRARY L&R LIBRARI	1.0000	1.0000	0.0000	1.0000	1267 INL&RLIB	4211ADM		41/01	42,179.54		20.28	
1269101	DEPUTY SUPERINTENDENT	1.0000	1.0000	0.0000	1.0000	1269 DPSUPINTD	4353ADM		60/01	61,452.82		29.54	
1284101	EQUIPMENT OPERATOR SANITA	1.0000	1.0000	0.0000	1.0000	1284 SANEQPOPER	4342AFLC		915/01	25,196.60		12.11	
1286102	W & S MAINTENANCE WORKER 1	1.0000	1.0000	0.0000	1.0000	1286 MAINTWRKRI	4354AFLC		915/01	25,196.60		12.11	
1286103	W & S MAINTENANCE WORKER	1.0000	1.0000	0.0000	1.0000	1286 MAINTWRKRI	4354AFLC		915/01	25,196.60		12.11	
1311103	MAINTENANCE WORKER WWTP	1.0000	1.0000	0.0000	1.0000	1311 MAINTWRK	4355AFLC		915/01	25,196.60		12.11	
1312101	SENIOR ACCOUNTANT	1.0000	1.0000	0.0000	1.0000	1312 SRACCT	4041ADM		63/01	65,209.57		31.35	
1344101	CUSTOMER SERVICE SPECIALI	1.0000	1.0000	0.0000	1.0000	1344 CUSVSPEC	4131ADM		1/01	19,111.56		9.19	
1344102	CUSTOMER SERVICE SPECIALI	1.0000	1.0000	0.0000	1.0000	1344 CUSVSPEC	4131ADM		1/01	19,111.56		9.19	
1353103	GOLF SHOP SENIOR ATTENDAN	1.0000	1.0000	0.0000	1.0000	1353 GOLFSRATTD	4233ADM		1/01	19,111.56		9.19	
1357101	UTILITIES CUSTOMER SERVIC	1.0000	1.0000	0.0000	1.0000	1357 UBCSLEAD	4352ADM		1/01	19,111.56		9.19	
1365101	BEVERAGE CART ATTENDANT	1.0000	1.0000	0.0000	1.0000	1365 BEVATTND	4233ADM		27B/01	32,448.00		15.60	
1377102	METER MAINTENANCE TECHNIC	1.0000	1.0000	0.0000	1.0000	1377 MTRMAINTEC	4354AFLC		915/01	25,196.60		12.11	
1380101	RECREATION AIDE II PT	1.0000	1.0000	0.0000	1.0000	1380 RECAIDE2PT	4241ADM		1/01	19,111.56		9.19	
1383109	LIFE GUARD 1 PT	1.0000	1.0000	0.0000	1.0000	1383 LIFEGRD1PT	4242ADM		1/01	19,111.56		9.19	
1383120	LIFE GUARD 1 PT	1.0000	1.0000	0.0000	1.0000	1383 LIFEGRD1PT	4242ADM		1/01	19,111.56		9.19	
1383121	LIFE GUARD 1 PT	1.0000	1.0000	0.0000	1.0000	1383 LIFEGRD1PT	4242ADM		1/01	19,111.56		9.19	

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BG NU	GRAD/ST	ANNUAL	SALARY	HOURLY	SALARY
1402101	EMERGENCY COMMUNICATIONS	1.0000	1.0000	0.0000	1.0000	1402	EMRCALLTKR	4656ADM	35/01	37,459.50			18.01
1403101	OPERATIONS AND HOSPITALIT	1.0000	1.0000	0.0000	1.0000	1403	OP&HOSPSPE	4252ADM	1/01	19,111.56			9.19
1419108	PARKS LABORER TEMP	1.0000	1.0000	0.0000	1.0000	1419	PRKTMP	4231ADM	27B/01	32,448.00			15.60
1419109	PARKS LABORER TEMP	1.0000	1.0000	0.0000	1.0000	1419	PRKTMP	4231ADM	27B/01	32,448.00			15.60
1420101	ADMIN ASSISTANT TEMP	1.0000	1.0000	0.0000	1.0000	1420	ADMTMP	4341ADM	10/01	22,836.58			10.98
1432103	OPERATIONS AND HOSPITALIT	1.0000	1.0000	0.0000	1.0000	1432	OPHOSPSPEC	4252ADM	1/01	19,111.56			9.19
1436101	BASKETBALL OFFICIAL TEMP	1.0000	1.0000	0.0000	1.0000	1436	BSKTBLLTMP	4241ADM	1/01	19,111.56			9.19
1436102	BASKETBALL OFFICIAL TEMP	1.0000	1.0000	0.0000	1.0000	1436	BSKTBLLTMP	4241ADM	10/01	22,836.58			10.98
1436103	BASKETBALL OFFICIAL TEMP	1.0000	1.0000	0.0000	1.0000	1436	BSKTBLLTMP	4241ADM	10/01	22,836.58			10.98
1436104	BASKETBALL OFFICIAL TEMP	1.0000	1.0000	0.0000	1.0000	1436	BSKTBLLTMP	4241ADM	10/01	22,836.58			10.98
1436105	BASKETBALL OFFICIAL TEMP	1.0000	1.0000	0.0000	1.0000	1436	BSKTBLLTMP	4241ADM	10/01	22,836.58			10.98
1437101	EMERGENCY COMMUNICATIONS	1.0000	1.0000	0.0000	1.0000	1437	EMRADMASST	4656ADM	30/01	33,919.08			16.31
1438101	LIFEGUARD STUDENT PT	1.0000	1.0000	0.0000	1.0000	1438	LIFEGRDSTN	4242ADM	27B/01	32,448.00			15.60
1438102	LIFEGUARD STUDENT PT	1.0000	1.0000	0.0000	1.0000	1438	LIFEGRDSTN	4242ADM	27B/01	32,448.00			15.60
1444101	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444102	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444104	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444105	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444106	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444107	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444108	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444109	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444110	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444111	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444112	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444113	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444115	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1444116	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241ADM	27B/01	32,448.00			15.60
1451101	HUMAN RESOURCES SPECIALIS	1.0000	1.0000	0.0000	1.0000	1451	HRSPEC	4061ADM	47/01	47,500.96			22.84
1451102	HUMAN RESOURCES SPECIALIS	1.0000	1.0000	0.0000	1.0000	1451	HRSPEC	4061ADM	1/01	19,111.56			9.19
1452101	FIRE APPARATUS OPERATOR L	0.0000	1.0000	0.0000	1.0000	1452	FAPOPERLAT	4121IAFF	FA01/01	61,466.34			21.05
1459102	GROUPS MAINTENANCE WORKE	1.0000	1.0000	0.0000	1.0000	1459	GMWRKTEMP	4233ADM	1/01	19,111.56			9.19
1461101	TRAFFIC SIGNAL JOURNEYMAN	1.0000	1.0000	0.0000	1.0000	1461	TRSIGJORN	4325ADM	1/01	19,111.56			9.19
1462101	GROUPS MAINTENANCE ZOO L	1.0000	1.0000	0.0000	1.0000	1462	GMZOOLEAD	4232ADM	1/01	19,111.56			9.19
1463101	HR ADMIN ASSISTANT TEMP	1.0000	1.0000	0.0000	1.0000	1463	HRADMASTMP	4013ADM	10/01	22,836.58			10.98
1466101	REAL TIME CRIME CENTER OP	1.0000	1.0000	0.0000	1.0000	1466	CRIMEOPER	4111ADM	1/01	19,111.56			9.19
1466102	REAL TIME CRIME CENTER OP	1.0000	1.0000	0.0000	1.0000	1466	CRIMEOPER	4111ADM	1/01	19,111.56			9.19
TOTAL				0.0000	147.0000					2,978,407.43			1,409.32

** END OF REPORT - Generated by Naomi Borunda **

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 4.

Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

City Clerk Department Report

Attachments

City Clerk Department Report

November 2024 Monthly Report – City Clerk’s Office

The City Clerk’s Office continues to serve the City of Roswell and its citizens efficiently and effectively. This monthly report will emphasize some of the key functions that have been completed.

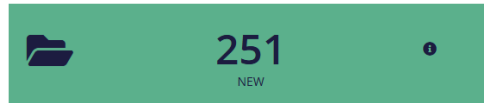
- Process incoming and outgoing mail for the city
- Schedule conference rooms in City Hall
- Request to activate/deactivate alarm codes for exit or new employees
- Field and answer all calls/questions staff
- Attend City Council meetings, workshops, and various standing committee meetings
- Review and post all committee meeting agendas. Publish approved meeting minutes. Draft minutes and various cancellations for the following committees:
 - Airport Advisory Board
 - Ambulance Administrative Oversight Committee
 - Cemetery Commission on Aging
 - Commission of Aging
 - Drought Contingency Task Force
 - Keep Roswell Beautiful
 - Occupancy Tax Board
 - Parks and Recreation
 - Pecos Valley Regional Communication Center
 - Planning & Zoning
 - Planning & Zoning
 - Roswell Museum BOT
 - Roswell Public Library

City Council: prepare, publish, and post-meeting agendas, notices, workshops, and special sessions. Proofread and revise abstracts and attachments. Collect data from standing committees. Review and revise City Council meeting and workshop PowerPoints.

Della Andazola attended the Municipal Clerk Certification Institute on October 21-24, 2024 in Albuquerque. On Friday, October 25, 2024, both Amalia Martinez and Della Andazola attended the IPRA Connect Education Conference also in Albuquerque.

NextRequest – October 10 – November 14, 2024

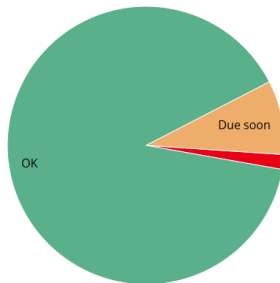
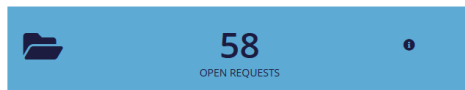
Oct 10, 2024 - Nov 14, 2024



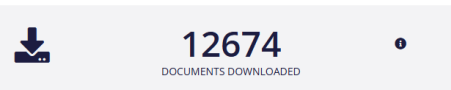
Year to Date – January 1, 2024 – November 14, 2024

ADMIN DASHBOARD

Current



Closed



Department

	<u>New</u>	<u>Closed</u>
City Clerk	45	40
PVRCC (Chaves County Sheriff's Office)	6	3
Roswell PD	200	188
TOTAL	251	231

Cost Recovery: Payments received from requesters via NextRequest

	<u>Requests</u>	<u>Amount</u>
Total Invoices	137	\$1,272.00
YTD	784	\$9,465.00

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 5.

Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

Legal Department Monthly Report

Attachments

Legal Communications



City Attorney

COMMUNICATION

November 21, 2024

From Hess Yntema, City Attorney

To: Regular Meeting City of Roswell Council

RE: Administratively Executed Leases & - October/ November 2024

Mayor Pro Tem and members of the Council,

I. Lease(s)

No administratively executed leases for the month of October/ November 2024

II. Settlement(s)

No Administratively Executed Leases- October/ November 2024

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 6.

Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

October 2024 Safety Report

Attachments

October 2024 Safety Report

October 2024 Safety Report

Safety

ACCIDENT / INCIDENT BY DEPARTMENTS YTD													
DEPARTMENT / MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTALS
AIR CENTER	2	2	0	1	0	0	0	0	0	0	0	0	5
ANIMAL SERVICES	0	0	0	1	0	2	1	2	0	0	0	0	6
AQUATIC CENTER	0	0	1	0	0	3	0	0	0	1	0	0	5
CEMETERY	0	0	0	0	1	1	0	0	0	1	0	0	3
CENTRAL CONTROL	0	0	0	0	0	0	0	0	0	0	0	0	0
CITY CLERK	0	0	0	0	0	0	0	0	0	0	0	0	0
CODE ENFORCEMENT	0	0	0	0	0	0	1	0	0	0	0	0	1
DISPATCH	0	0	0	1	0	0	0	0	0	0	0	0	1
CONVENTION CENTER	0	0	0	0	0	0	0	0	0	0	0	0	0
ENGINEERING	0	0	0	0	1	0	0	0	0	0	0	0	1
FACILITIES MAINTENANCE	0	0	0	0	1	0	0	1	0	2	0	0	4
FIRE DEPARTMENT	4	4	3	1	2	2	1	3	1	4	0	0	25
GOLF	2	2	0	1	0	0	0	0	0	0	0	0	5
HR/SAFETY	0	0	1	0	0	0	0	0	0	0			1
IT	0	0	0	0	0	0	0	0	0	0	0	0	0
LEGAL	1	1	0	0	0	0	0	0	0	0	0	0	2
LIBRARY	1	1	0	0	1	0	0	0	0	0	0	0	3
MUSEUM	5	5	0	0	0	0	0	0	0	0	0	0	10
PARKS	1	1	0	1	0	2	2	1	0	0	0	0	8
POLICE DEPARTMENT	5	3	4	8	6	5	4	8	4	2	0	0	49
REC CENTER	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC AFFAIRS	0	0	0	0	0	0	1	0	1	2	0	0	4
SPECIAL ELECTRONICS	0	0	0	0	0	0	0	0	0	0	0	0	0
SOLID WASTE	3	3	6	1	4	3	2	2	1	1	0	0	26
STREETS	0	0	3	2	1	1	3	0	1	0	0	0	11
TRANSIT/FLEET	3	2	0	0	0	1	0	1	0	3	0	0	10
WATER	2	2	1	3	0	1	0	0	0	0	0	0	9
WWTP	3	2	1	0	1	1	0	0	1	0	0	0	9
ZOO	0	0	0	0	2	0	0	0	1	0	0	0	3
TOTALS	32	28	20	20	20	22	15	18	10	16	0	0	201

October 2024 Safety Report

Safety

ACCIDENT OR INCIDENT / 3RD PARTY			
DEPARTMENT	1-Oct	3rd PARTY	Flood
AIR CENTER	0	0	12
ANIMAL SERVICES	0	0	0
AQUATIC CENTER	1	1	0
CEMETERY	1	0	0
CENTRAL CONTROL	0	0	1
CITY CLERK	0	0	1
CODE ENFORCEMENT	0	0	1
DISPATCH	0	0	0
CONVENTION CENTER	0	0	1
ENGINEERING	0	0	3
FACILITIES MAINTENANCE	2	0	1
FIRE DEPARTMENT	4	2	24
GOLF	0	0	0
HR/Safety	0	0	0
IT	0	0	3
LEGAL	0	0	0
LIBRARY	0	0	1
MUSEUM	0	0	2
PARKS	0	0	21
POLICE DEPARTMENT	2	1	11
REC CENTER	0	0	0
PUBLIC AFFAIRS	2	1	0
SPECIAL ELECTRONICS	0	0	0
SOLID WASTE	1	0	0
STREETS	0	0	1
TRANSIT/FLEET	3	1	0
WATER	0	0	3
WWTP	0	0	4
ZOO	0	0	11
TOTAL	16	6	101

INCIDENT COMPARISONS			
MONTH	2024	2023	2022
JANUARY	32	30	6
FEBRUARY	28	38	4
MARCH	20	36	5
APRIL	20	30	5
MAY	20	23	3
JUNE	22	21	14
JULY	15	27	25
AUGUST	18	41	37
SEPTEMBER	10	44	24
OCTOBER	17	31	41
NOVEMBER	0	21	20
DECEMBER	0	15	38
TOTAL	202	357	222

DEPARTMENT	PROPERTY	3rd PARTY	Flood
All Departments	Buildings		41
Cemetery	1	0	
Fire	1	1	
Transit	1	0	
Public Affairs	1	1	
TOTAL	4	2	41

DEPARTMENT	MVA	3rd PARTY	Flood
All Departments	Vehicle Damage		39
Cemetery	1	0	
Fire	1	1	
Solid Waste	1	1	
Transit	1	0	
TOTAL	4	2	39

October 2024 Safety Report

Safety

DEPARTMENT	INJ./ILL	3rd PARTY	FLOOD
FACILITIES	2	1	1
FIRE	3	1	2
POLICE	2	1	0
SOLID WASTE	1	0	0
TRANSIT	1	0	0
TOTAL	9	3	3

INJURY/DAMAGE	Description	3RD PARTY
Strain to R. knee	Training on fire fighting and injured R Knee	No
Strain to Back	Strain to back during arrest	Yes
Strain to L. Knee and Back	Rescuing two subjects in Spring River.	Yes
Puncture to R Thumb	Glass lodged in R Thumb	No
Slip, Trip and Fall	Stepped in a hole by gate rolling ankle.	No
R. Arm & Shoulder	Tripped and Fell landing on R Arm/Shoulder	Yes
Trip and Fall	Slip, trip fall / First Aid only to R knee	Yes
Fall	Fell with parapet ladder while getting onto secondary roof	No
Struck head	Hit his head on spotlight	No

JANUARY 2024 - DECEMBER 2024 TRAINING		
MONTH/YEAR	Total Training HOURS	EMPLOYEE #S
JANUARY	1430	30
FEBRUARY	368	76
MARCH	389	28
APRIL	588	109
MAY	1042	145
JUNE	440	108
JULY	1327	176
AUGUST	1313	261
SEPTEMBER	892.5	315
OCTOBER	801	232
NOVEMBER		
DECEMBER		
YTD TOTALS	8,591	1,480

JANUARY 2024 - DECEMBER 2024 ASSET RECOVERY	
MONTH/YEAR	TOTAL AMOUNT
Jan-24	\$12,958.70
Feb-2024	\$161,648.87
Mar-2024	\$214,628.00
Apr-2024	\$50,780.87
May-2024	\$1,419.03
Jun-2024	\$196,459.43
Jul-2024	\$3,663.29
Aug-2024	\$19,393.34
Sep-2024	\$12,138.89
Oct-2024	\$1,186.44
Nov-2024	\$0.00
Dec-2024	\$0.00
YTD TOTAL	\$674,276.86

Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

ACTION REQUESTED:

Ordinance 24-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting Ordinance 24-XX An Ordinance to amend certain sections of the zoning ordinance appendix A of the Roswell City Code Related to Residential Districts, Article 12 and Article 14. (Miguel Martinez)

BACKGROUND:

Initiated by: Miguel Martinez, CZO, Associate Planner Merideth Hildreth, AICP,

Planning & Zoning Administrator Text Amendments Proposed by City Councilor Cristina A. Arnold.
Based upon the Land Use and Zoning Considerations, Staff recommends that the Planning & Zoning Commission review, introduce a motion, and vote on a recommendation to City Council regarding Roswell Zoning Ordinance Proposed Text Amendments pertaining to Articles 12 and 14 as written or amended.

FINANCIAL CONSIDERATION:

There are no additional costs associated with this request.

LEGAL REVIEW:

Legal has reviewed this document.

BOARD AND COMMITTEE ACTION:

Heard by P&Z Commission and voted in favor 5-0 at the October 22, 2024 meeting.

STAFF RECOMMENDATION:

Ordinance 24-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting Ordinance 24-XX An Ordinance to amend certain sections of the zoning ordinance appendix A of the Roswell City Code Related to Residential Districts, Article 12 and Article 14.

Attachments

Article 12 Redline
Article 12 Clean
Article 14 Redline
Article 14 Clean
10/22/2024 Minutes

ORDINANCE 24-XX

AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE ZONING ORDINANCE, APPENDIX A OF THE ROSWELL CITY CODE, RELATED TO RESIDENTIAL DISTRICTS

WHEREAS, the City Council desires to encourage the development, redevelopment, and revitalization of residential districts, the downtown business district, community commercial districts, and light industrial districts; and

WHEREAS, the City Council may wish to allow provisions to encourage property development within certain zoning districts; and

WHEREAS, the City Council hereby intends to amend certain sections of the City of Roswell Zoning Ordinance to facilitate the consistent application of development standards.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1 Article 12 of Appendix A - Zoning of the Roswell City Code is hereby amended to include the following: R-1 Residential District

ARTICLE 12: R-1 RESIDENTIAL DISTRICT

Section 1. Purpose

This district is intended for ~~low-density~~ single-family detached dwellings, ~~5-units-per-net-acre~~, and other uses which uphold and maintain the ~~low-density~~ residential nature of the district.

Section 2. Use Regulations

A. Permitted Uses are as follows:

1. Single-family detached dwellings
2. Home Occupations
3. Publicly owned police/fire stations/parks or playgrounds and related buildings
4. Lots with pre-existing dwelling units in livable condition built prior to January 1, 2010, that are located 75' or greater from the front property line are allowed to develop a second detached residential structure greater than 400 square feet in area on the front part of the property that is: under one property ownership; architecturally compatible with the surrounding properties, meets current setback requirements, is located a minimum of 10' from any other detached existing structures with the exception of open carports; provides a minimum of 2 paved off- street parking spaces for each

unit with access to the street or an existing paved alley; and meets the adopted building and fire codes.

5. One ADU allowed not to exceed 600 square feet on lots that can accommodate required spacing and setbacks and meets with staff approval.

B. Special Uses are as follows:

1. Cemeteries and mausoleums
2. Churches, convents, monasteries, parish houses, rectories, seminaries, and other places of worship and those uses usually associated with them like day care services
3. Community Association swimming pools and/or recreational facilities
4. Golf courses and related buildings, including accessory retail sales, and restaurants / food / drink / lounges / liquor sales
5. Public utility and service facilities
6. Schools; public or private, elementary, secondary, and colleges
7. Community Gardens not to exceed 30,000 square feet in area
8. Renewable energy facilities
9. Multi-Generational Housing

ARTICLE 13: RESERVED

SECTION 2 All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

SECTION 3 If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

SECTION 4 This ordinance shall be effective after five (5) days following its publication as required by law.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST

Amalia Martinez, City Clerk

ORDINANCE 24-XX

**AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE ZONING ORDINANCE,
APPENDIX A OF THE ROSWELL CITY CODE, RELATED TO
RESIDENTIAL DISTRICTS**

WHEREAS, the City Council desires to encourage the development, redevelopment, and revitalization of residential districts, the downtown business district, community commercial districts, and light industrial districts; and

WHEREAS, the City Council may wish to allow provisions to encourage property development within certain zoning districts; and

WHEREAS, the City Council hereby intends to amend certain sections of the City of Roswell Zoning Ordinance to facilitate the consistent application of development standards.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1 Article 12 of Appendix A - Zoning of the Roswell City Code is hereby amended to include the following: R-1 Residential District

ARTICLE 12: R-1 RESIDENTIAL DISTRICT

Section 1. Purpose

This district is intended for single-family detached dwellings and other uses which uphold and maintain the residential nature of the district.

Section 2. Use Regulations

A. Permitted Uses are as follows:

1. Single-family detached dwellings
2. Home Occupations
3. Publicly owned police/fire stations/parks or playgrounds and related buildings
4. Lots with pre-existing dwelling units in livable condition built prior to January 1, 2010, that are located 75' or greater from the front property line are allowed to develop a second detached residential structure greater than 400 square feet in area on the front part of the property that is: under one property ownership; architecturally compatible with the surrounding properties, meets current setback requirements, is located a minimum of 10' from any other detached existing structures with the exception of open carports; provides a minimum of 2 paved off- street parking spaces for each unit with access to the street or an existing paved alley; and meets the

- adopted building and fire codes.
5. One ADU allowed not to exceed 600 square feet on lots that can accommodate required spacing and setbacks and meets with staff approval.

B. Special Uses are as follows:

1. Cemeteries and mausoleums
2. Churches, convents, monasteries, parish houses, rectories, seminaries, and other places of worship and those uses usually associated with them like day care services
3. Community Association swimming pools and/or recreational facilities
4. Golf courses and related buildings, including accessory retail sales, and restaurants / food / drink / lounges / liquor sales
5. Public utility and service facilities
6. Schools; public or private, elementary, secondary, and colleges
7. Community Gardens not to exceed 30,000 square feet in area
8. Renewable energy facilities

ARTICLE 13: RESERVED

SECTION 2 All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

SECTION 3 If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

SECTION 4 This ordinance shall be effective after five (5) days following its publication as required by law.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST

Amalia Martinez, City Clerk

ORDINANCE 24-XX

AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE ZONING ORDINANCE, APPENDIX A OF THE ROSWELL CITY CODE, RELATED TO RESIDENTIAL DISTRICTS

WHEREAS, the City Council desires to encourage the development, redevelopment, and revitalization of residential districts, the downtown business district, community commercial districts, and light industrial districts; and

WHEREAS, the City Council may wish to allow provisions to encourage property development within certain zoning districts; and

WHEREAS, the City Council hereby intends to amend certain sections of the City of Roswell Zoning Ordinance to facilitate the consistent application of development standards.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1 Article 14 of Appendix A - Zoning of the Roswell City Code is hereby amended to include the following: R-2 Residential District

ARTICLE 14: R-2 RESIDENTIAL DISTRICT

Section 1. Purpose

This district is intended for ~~low to medium density~~ dwellings units, ~~5 to 9 units per net acre~~, and other uses which uphold and maintain the ~~low to medium density~~ residential nature of the district.

Section 2. Use Regulations

A. Permitted Uses are as follows:

1. Any use permitted in the R-1 District
2. Townhouse
3. Duplex
4. Two detached dwelling units

B. Special Uses are as follows:

1. Any special use permitted in the R-1 District

ARTICLE 15: RESERVED

SECTION 2 All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby

repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

SECTION 3 If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

SECTION 4 This ordinance shall be effective after five (5) days following its publication as required by law.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST

Amalia Martinez, City Clerk

ORDINANCE 24-XX

**AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE ZONING ORDINANCE,
APPENDIX A OF THE ROSWELL CITY CODE, RELATED TO
RESIDENTIAL DISTRICTS**

WHEREAS, the City Council desires to encourage the development, redevelopment, and revitalization of residential districts, the downtown business district, community commercial districts, and light industrial districts; and

WHEREAS, the City Council may wish to allow provisions to encourage property development within certain zoning districts; and

WHEREAS, the City Council hereby intends to amend certain sections of the City of Roswell Zoning Ordinance to facilitate the consistent application of development standards.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1 Article 14 of Appendix A - Zoning of the Roswell City Code is hereby amended to include the following: R-2 Residential District

ARTICLE 14: R-2 RESIDENTIAL DISTRICT

Section 1. Purpose

This district is intended for dwellings units and other uses which uphold and maintain the residential nature of the district.

Section 2. Use Regulations

A. Permitted Uses are as follows:

1. Any use permitted in the R-1 District
2. Townhouse
3. Duplex
4. Two detached dwelling units

B. Special Uses are as follows:

1. Any special use permitted in the R-1 District

ARTICLE 15: RESERVED

SECTION 2 All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any

ordinance or part of any ordinance heretofore repealed.

SECTION 3 If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

SECTION 4 This ordinance shall be effective after five (5) days following its publication as required by law.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST

Amalia Martinez, City Clerk



P&Z DRAFT MEETING MINUTES
Roswell Planning & Zoning Commission
Tuesday, October 22, 2024 - 6:00 PM
Roswell Development Services Conference Room
500 N Main Street, Suite 100 (Sunwest Centre)
Roswell, New Mexico

Chair: Saul Aguilar; Vice Chair: Jana Lessard; Secretary: Greg Holman
Members: Steve Henderson, Richard L. Gutierrez, Alicia Gilmore

Jessica Vickers, Esq
Merideth Hildreth, AICP
Miguel Martinez, CZO
Louis Najar, P.E.
James MacCornack, P.E.

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 24-23.

A. CALL TO ORDER AND WELCOME – Chair Saul Aguilar

Chair Aguilar called to order the regular meeting of the Planning & Zoning Commission at approximately **6:00 p.m.**

B. ROLL-CALL

Saul Aguilar	Present
Jana Lessard	Present
Steve Henderson	Present
Richard L. Gutierrez	Present
Greg Holman	Absent
Alicia Gilmore	Present

Staff Members Present:

Jessica Vickers, Esq, Community Development Director
Merideth Hildreth, AICP, Planning and Zoning Administrator
Miguel Martinez, CZO, Associate Planner
Louis Najar, P.E., City Engineer
James MacCornack, P.E., Senior Engineer

Audience Members Present:

City Councilor Cristina Arnold

C. SWEARING IN: Commissioner Henderson swore in staff and members of the audience.

D. APPROVAL OF THE AGENDA

Chair Aguilar requested a motion to approve the October 22, 2024 Agenda as presented.

Commissioner Lessard MOTIONED to approve the Tuesday, October 22, 2024 Planning & Zoning Commission agenda as presented.

SECONDED by Commissioner Henderson.

A voice vote was as follows: Jana Lessard- yes, Alicia Gilmore- yes, Steve Henderson- yes, Richard Gutierrez- yes, Saul Aguilar- yes, the motion passed 5 - 0 with Greg Holman being absent.

E. APPROVAL OF MINUTES:

Consider approval of the August 27, 2024 Planning & Zoning Commission meeting minutes.

Commissioner Gilmore MOTIONED to approve the August 27, 2024 Planning & Zoning Commission meeting minutes as presented.

SECONDED by Commissioner Lessard.

A voice vote was as follows: Jana Lessard- yes, Alicia Gilmore- yes, Steve Henderson- yes, Richard Gutierrez- yes, Saul Aguilar- yes, the motion passed 5 - 0 with Greg Holman being absent.

F. PUBLIC HEARING ITEMS:

Chair Aguilar: Both proposed Zoning Ordinance Text Amendments will be presented together with separate motions.

F1. Proposed Text Amendments to City of Roswell Zoning Ordinance about Article 12

F2. Proposed Text Amendments to City of Roswell Zoning Ordinance pertaining to Article 14

Chair Aguilar: Mr. Martinez.

Mr. Martinez: Chair Aguilar, Commissioners. Councilor Cristina Arnold is here this evening to propose text amendments to Zoning Ordinance Article 12 and Article 14. The Planning & Zoning Commission's recommendation will be forwarded to the Legal Committee and then to City Council for final consideration.

Chair Aguilar: Thank you, Mr. Martinez. Councilor Arnold, please state your name and address for the record.

Cristina Arnold: My name is Cristina Arnold and I live at 415 N Lea Avenue in Roswell, NM 88201. For the past nine months, I've been holding Affordable Housing meetings with Mayor Pro Tem Ed Heldenbrand City Staff, Hagerman Forward, and others. Councilor Arnold proposed text amendments to the R-1 and R-2 Residential Zoning Districts in the Roswell Zoning Ordinance Articles 12 and 14 and read a portion of an Article from *The Atlantic*, "The most significant type of exclusionary-zoning restriction is single-family-home zoning, which restricts

housing construction in an area to homes that house only one family. Some 70 percent of all land zoned for residential use in the United States is limited to single-family residences only. Other types of exclusionary-zoning restrictions in many area include minimum lot sizes, parking mandates, height restrictions, and more.”

There was a discussion about mobile homes, accessory dwelling units, affordable housing, attainable housing, and units per acre.

Mr. Najar answered Commissioner Lessard’s question about infrastructure by stating that Lubbock has good standards, the Roswell Zoning Ordinance has conflicting language regarding units per acre, and most communities base development on lot size.

Chair Aguilar: I’ll entertain a motion to recommend approval of the proposed text amendments to Zoning Ordinance Article 12: R-1 Residential Zoning District to City Council as presented as discussed during this public hearing. A vote cast with the response of Aye or yes indicates a Commissioner is in favor of recommending approval to City Council. A vote cast with the response of “no” indicates a Commissioner is in opposition of recommending approval to City Council.

Motion – Item F.1

Proposed Text Amendments to Zoning Ordinance Article 12

Commissioner Gilmore motioned to recommend approval to City Council of the Proposed Zoning Ordinance Article 12 text amendments as presented. **Commissioner Lessard** seconded the motion.

A roll call vote was as follows: Jana Lessard- yes, Alicia Gilmore- yes, Steve Henderson- yes, Richard Gutierrez- yes, Saul Aguilar- yes, the motion passed 5 - 0 with Greg Holman being absent.

Motion – Item F.2

Proposed Text Amendments to Zoning Ordinance Article 14

Commissioner Lessard motioned to recommend approval to City Council of the Proposed Zoning Ordinance Article 14 text amendments as presented.

Commissioner Henderson seconded the motion.

A roll call vote was as follows: Jana Lessard- yes, Alicia Gilmore- yes, Steve Henderson- yes, Richard Gutierrez- yes, Saul Aguilar- yes, the motion passed 5 - 0 with Greg Holman being absent.

Chair Aguilar: This concludes the Public Hearing portion of this Planning & Zoning Commissioner Meeting.

G. OTHER BUSINESS

1. Planning & Zoning Commissioner Training (Ms. Hildreth and Ms. Vickers)
Training on Roberts Rules of Order for the Chair to recognize speakers.
2. Planning & Zoning Commission 2025 Meeting Schedule Discussion (Ms. Hildreth)
Commissioners expressed consensus that the Planning & Zoning Commission Meetings could be held on the first Tuesday of the month during 2025 to give staff more time to take cases and amendments to Legal Committee and City Council in order to expedite zoning cases.

H. PUBLIC COMMENTS

Mr. Najar: The rainfall on October 19, 2024 was a 500 year event.

I. ANNOUNCEMENTS

J. ADJOURN Chair Aguilar adjourned the meeting at 7:02.

Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

ACTION REQUESTED:

RFP 25-004: Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter into contract negotiations with Able City of El Paso, TX. (Jessica Vickers)

BACKGROUND:

Initiated by: Jessica Vickers

The City posted RFP 25-004 City of Roswell Comprehensive Master Plan on September 22, 2024. Three proposals were received on October 29, 2024. The Evaluation Committee completed its review and recommended awarding this contract to Able City.

FINANCIAL CONSIDERATION:

See Fiscal Impact below.

LEGAL REVIEW:

Contract to be reviewed by Legal Department upon award.

BOARD AND COMMITTEE ACTION:

The Thursday, November 21, 2024, meeting of the Legal Committee will be the first consideration of this matter.

STAFF RECOMMENDATION:

RFP 25-004: Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter into contract negotiations with Able City of El Paso, TX.

Attachments

Award Recommendation Report

Award Recommendation Report

To: Mayor and Council
From: Jessica Vickers, Community Development Manager, Project Manager
Date: November 12, 2024
Subject: Award Recommendation for RFP-25-004
City of Roswell Comprehensive Master Plan

The City of Roswell posted **RFP-25-004, City of Roswell Comprehensive Master Plan**, on September 22, 2024. Three (3) proposals were received on October 29, 2024. This RFP is to qualify a consulting firm to update the City of Roswell Comprehensive Master Plan. The Evaluation Committee completed its review and recommended qualifying and awarding this contract to Able City, LLC. The Purchasing Office concurs with the recommendation from the Project Manager.

The Offerors are listed below:

- Able City, LLC – El Paso, TX
- Consensus Planning, Inc – Albuquerque, NM
- Lydick Engineers & Surveyors, Inc – Clovis, NM

All Offerors were evaluated based on the following criteria:

- Company Experience
- Company Past Performance/References
- Proposed Key Personnel Experience
- Understanding the Scope of Work, Site, and Existing Conditions
- Special Design and Technical Competence of Business
- Proximity to or Familiarity with the Area
- Cost

If you have any comments or questions, please contact me.

Sincerely,

Jessica Vickers,
Community Development Manager,
Project Manager

Legal Committee

Meeting Date: 11/21/2024

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

ACTION REQUESTED:

Resolution 24-XX: consider recommending adoption of Resolution 24-XX shall require the removal or demolition of one (1) dilapidated structure. (Toby Franco)

BACKGROUND:

Initiated by: Toby Franco

These structures constitute a public nuisance harmful to the public health, safety and general welfare.

FINANCIAL CONSIDERATION:

Resolution and notice will be served to owners requiring action within fifteen (15) days. Demolition by the City will proceed if no action is taken and a lien will be placed on the property for costs ranging from \$3,000 to \$30,000 for each property for removal.

LEGAL REVIEW:

The City Attorney has reviewed the current resolution. Resolutions must be adopted by a majority vote of the entire City Council.

BOARD AND COMMITTEE ACTION:

Public Safety recommended approval XX to refer to Legal Committee at their meeting on November 19, 2024.

STAFF RECOMMENDATION:

Resolution 24-XX: consider recommending adoption of Resolution 24-XX shall require the removal or demolition of one (1) dilapidated structure.

Attachments

ATT 1 Resolution 24-XX Condemnations
Exhibit

CITY OF ROSWELL
RESOLUTION 24-XX

A RESOLUTION REQUIRING THE REMOVAL AND/OR DEMOLITION OF CERTAIN DAMAGED AND DILAPIDATED BUILDINGS, STRUCTURES OR PREMISES; PROVIDING THAT THE CITY SHALL HAVE A LIEN FOR THE COST OF REMOVAL; PRESCRIBING THE PROCEDURE INCIDENT TO SUCH REMOVAL AND/OR DEMOLITION AND DECLARING CERTAIN PROPERTY TO BE IN SUCH STATE OF DISREPAIR, DAMAGE AND DILAPIDATION AS TO CONSTITUTE A DANGEROUS BUILDING AND A PUBLIC NUISANCE PREJUDICIAL TO THE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.

WHEREAS, it is the opinion of the City Council of the City of Roswell, New Mexico, that those certain buildings or structures upon the premises located as follows and purportedly owned of record, or occupied by the parties hereinafter named, are and have become in such state of disrepair, damage and dilapidation as to be a menace to the public health, safety and general welfare of the inhabitants of the community; and further, that it is in the public interest to require the removal thereof, according to law, by reason of the condition or conditions set forth in Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO:

1. That the buildings or structures set forth in Exhibit "A" are declared to be in such state of disrepair, damage and dilapidation as to constitute a dangerous building within the purview of Roswell Municipal code section 16-12, as well as being a public nuisance prejudicial to the public health, safety and general welfare. That such dangerous buildings or structures set forth, if any, cannot reasonably be repaired so that they will no longer exist in violation of the terms of the ordinance.

2. The owners, occupants, if any, or agent in charge of said premises be, and they hereby are ordered and required to remove such dangerous buildings, or structures within a reasonable time thereafter not to exceed fifteen (15) days from the receipt of notice by certified mail or from date of publication of this resolution as hereinafter provided, and as the case may be. In the event such removal be not commenced by such owner, occupant or agent, or written objection thereto be filed with the City Clerk within ten (10) days after service of a copy of this resolution by certified mail or by publication, requesting a hearing, then and in such event, the City Manager is hereby authorized and directed to cause such dangerous buildings or structures to be removed at the sole cost and expense of the owner, owners or other parties having an interest in said properties, and further, that the reasonable cost of such removal shall be and become a subsisting and valid lien against such property so removed and the lot or parcel or land from which such removal was made and shall be foreclosed in the manner provided by law for the foreclosure of municipal liens. Alternatively, the City Manager may act pursuant to Article 3-18-5 (G) (NMSA, 1978), and cause the dangerous buildings or structures to be removed and give title to them or their components to the removing person or persons.

3. In the event the owner or other interested party aggrieved shall file his protest within the time herein provided, requesting a hearing, on the matter, the City Council shall fix a date for hearing, at which time said Protestants shall be entitled to be heard in person, by agent or attorney, and the City Council shall consider evidence whether or not its previous action should be enforced or rescinded. If it shall be determined that the removal order should be enforced, and the owner(s) shall fail or neglect to comply with said decision of the City Council, they shall have a right of appeal to a court of competent jurisdiction by giving notice of such appeal to the City Council within the (10) days after the date of the City Council decision, together with his petition for court review duly filed with the Clerk of the Court within thirty (30) days of the date of the decision complained of.

4. Upon the adoption of this resolution, it shall be the duty of the City Building Inspector to notify the owner, occupant or agent in charge of such building or structure of the adoption of this resolution by serving a copy thereof upon him by certified mail, return receipt requested; and in the event such owner, occupant or agent cannot be found or served within said City as herein above provided, such notice may be served by posting a copy of said resolution upon the premises complained of, followed by legal publication of said resolution one time in a newspaper of general circulation within the city.

ADOPTED, SIGNED AND APPROVED 12th day of December 2024.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

Location	Condition	Name
414 W 16TH ST MOUNTAIN VIEW Block 2 Lot 11 E 150' AND Lot 12 E 100'	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	GARY WAYNE SELLERS 6528 VINEYARD RD DEXTER, NM 88230

414 W 16TH ST

