LEGAL COMMITTEE MEETING AGENDA

Thursday, FEBRUARY 27, 2025 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: Chris Cortez, 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. Approve the minutes from the January 30, 2025, Regular Legal Committee Meeting.

NON-ACTION ITEMS

2. Community Development Center
3. HR Monthly Report
4. City Clerk Department Report for February 2025
5. Safety Department Report- January 2025
6. Legal Department Communications/ Settlements Jan/Feb 2025
7. Discussion of past development plans for Cielo Grande. (Jessica Vickers)

REGULAR ITEMS

8. Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of one (1) dilapidated structure. (Toby Franco)
9. Consider recommending approval of Award of Professional Services- Outdoor Early Childhood Play and Learn Area. (Enid Costley).

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: 02/24/25

TO ATTEND THE LEGAL COMMITTEE MEETING BY GO-TO-MEETING
Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/994272373

You can also dial in using your phone.
United States: +1 (872) 240-3412 Access Code: 994-272-373

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Approval of Minutes 1.

Legal Committee
Meeting Date: 02/27/2025
COMMITTEE: Legal
CONTACT: Hessel Yntema **CHAIR:** Ed Heldenbrand

DEPARTMENT NAME:

Approve the minutes from the January 30, 2025, Regular Legal Committee Meeting.

Attachments

Draft-Minutes

Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday January 30, 2025

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 2:00 PM with Chair Heldenbrand presiding, Vice Chair Cortez, Councilor Corn, Councilor Oropesa and Councilor Marrujo present.

Staff present: Vicky Eaton, Christopher J. Nairn-Mahan, Hessel Yntema, Clint Caldwell, Shelly Bell, Della Andazola, Jessica Vickers, Bobbi Thompson, Toby Franco, Chad Cole, Mike Mathews, Todd Verciglio.

Guests present: Rita Kane-Doehoefer, Terry Haber and Mike Espiritu.

Public present via GoToMeeting: Jon Hitcock, Melissa Garcia, 16 guest.

APPROVAL OF AGENDA

Councilor Cortez moved to approve the Legal Committee meeting agenda as presented. Councilor Marrujo was the second. A voice vote was 5-0, and the motion passed.

APPROVAL OF MINUTES

Councilor Corn moved to approve the Legal Committee meeting minutes as presented from November 21, 2024. Councilor Oropesa was the second. A voice vote was 5-0 and the motion passed.

NON-ACTION ITEMS

1. Community Development Department Report- Numbers for December 2024 Business License issued were a total of 184, with 144 going to renewed license, 12 new license, 28 temporary permits. 74 total permits issued in the month of December.
2. Safety Department Monthly Report-Number for December 2024 were presented by Shelly Bell showing a total of 15 incidents and 8 of them were due to 3rd party.
3. HR Monthly Report- Reported 11 new employees, 8 promotions, and 25 exits. Turnover rate for the month of December was 4.02% and 36.9% for the year and a vacancy rate of 24.3%. Payroll count for December 27, 2024 to January 9, 2025 was 621 total employees paid.
4. Legal Department Communications- No administratively executed settlements for the months of November/ December 2024 and January 2025.
5. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for November 15, 2024 to January, 15, 2025 reported 60 open request, 82 city clerk, 13 PVRCC (Chaves County Sherriff's

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Office), 305 Roswell Police Department. Total invoices 224.

6. Discussion of RFP for development of municipal near Cielo Grande. Jessica Vickers to gather previous proposed plans to possibly include in the master plan.

REGULAR ITEMS

7. **Resolution 25-XX: consider recommending the adoption of Resolution 25-XX shall require the removal or demolition of four (4) dilapidated structures.** This item was presented by Toby Franco.

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

   Councilor Corn moved to consider recommending the adoption of Resolution 25-XX shall require the removal or demolition of four (4) dilapidated structures to the City Council for consent agenda. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

8. **RFP 25-005: consider recommending approval of RFP 25-005 William Chesser Farm Lease.** This item was presented by Todd Verciglio.

   The City has 286 acres known as “William Chesser Farm” for lease. The land is used for farming wheat, corn and cotton. The current lease is set to expire, and there are no more options to renew.

   Councilor Oropesa moved to table RFP 25-005: consider recommending approval of RFP 25-005 William Chesser Farm Lease until next legal committee. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

9. **Approval of authorization for ratification of the expenditure of $179,216.33, over $60,000.00, to procure engineering services from Molzen Corbin for the NCAR triangle site survey.** This item was presented by Bobbi Thompson.

   A budget adjustment for $179,216.33 was approved by the city council on January 9, 2025, to utilize State Appropriations grant 22-G2773 for funding the drainage survey Task Order from Molzen Corbin.

   Councilor Corn moved approval of authorization for ratification of the expenditure of $179,216.33, over $60,000.00, to procure engineering services from Molzern Corbin for the NCAR triangle site survey to the Finance Committee. Councilor Oropesa was the second. A voice vote was taken 5-0 and the motion was passed.

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10. **Approval of authorization for ratification of the expenditure of $186,050.93, over $60,000.00, to procure engineering services from Molzen Corbin for a terminal improvement design.** This item was presented by Bobby Thompson.

A budget adjustment for $186,050.93 was approved by the city council on January 9, 2025, to utilize State Appropriations grant 23-H2930 for funding the terminal improvement design; main men and women's bathroom, east side entrance men and women's restroom, and standby generator from Molzen Corbin.

Councilor Corn moved approval of authorization for ratification of the expenditure of $186,050.93, over $60,000.00, to procure engineering services from Molzern Corbin for a terminal improvement design to the Finance Committee. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

11. **Approve license agreement, or agreement substantially similar to that presented, between Reno Air Racing Association (RARA) and City of Roswell (COR).** This item was presented by Hessel Yntema.

Last year the City and RARA entered into an memorandum (MOU) regarding ROW hosting RARA NCAR events. This license agreement fills in the gaps and effectuates the binding portions of that MOU.

Councilor Corn moved approval license agreement, or agreement substantially similar to that presented, between Reno Air Racing Association (RARA) and City of Roswell (COR) to the Finance Committee. Councilor Oropesa was the second. A voice vote was taken 5-0 and the motion was passed.

12. **Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX amending the Municipal Campaign Finance Code.** This item was presented by Councilor Heldenbrand.

The City amended its campaign finance code in 2023 to provide for greater transparency. Following the election, upon review, minor amendments appear prudent to clarify who is a candidate and who is subject to finance reporting.

Councilor Oropesa moved Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XXamending Municipal Campaign Finance Code to the City Council agenda. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion was passed.

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CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS
NONE

PUBLIC PARTICIPATION
Rita Kane-Doehoefer spoke regarding the Trash pick up at the Air Center with Keep Chaves County Beautiful.

ADJOURN
The meeting adjourned at 3:39 p.m.

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 2.

Legal Committee
Meeting Date: 02/27/2025
COMMITTEE: Legal
CONTACT: N/A **CHAIR:** N/A

DEPARTMENT NAME:
Community Development Center

Attachments

CDC Monthly January 2025

CITY OF ROSWELL
COMMUNITY DEVELOPMENT CENTER
Month: January 2025

CODE ENFORCEMENT	This Month	This Month 2024	YTD*	2024 YTD*
Notices Mailed	**359**	464	**3,821**	4,142
Voluntary Compliance	**174**	201	**1,877**	2,207
No. of Cases Filed	**3**	5	**73**	37
No. Cases Dismissed	**0**	0	**16**	11
Resolution	**4**	11	**71**	84
Weeds	**147**	156	**1,987**	2,206
Inoperable Vehicles	**34**	39	**360**	231
Litter	**50**	71	**374**	340
Unsanitary Premises	**60**	91	**389**	393
Signs	**10**	8	**134**	104
Zoning	**0**	0	**1**	0
Obstructions	**5**	10	**68**	79
Public Nuisances	**53**	89	**500**	789
Garage Sales No permit	**0**	0	**8**	0

BUSINESS LICENSES	This Month	This Month 2024	YTD*	2024 YTD*
Total Licenses Issued	**152**	121	**1,086**	1,004
Renewed Licenses	**130**	103	**846**	771
New Licenses	**22**	13	**171**	147
Temporary Permits Issued	**4**	5	**77**	86
Receipts	**$6,660**	$5,425.00	**$46,301.00**	$42,770.00

*Figures calculated to reflect FYTD

BUILDING INSPECTIONS	This Month	Permits Applied This Month 2024 & Fees Collected	Permits Applied YTD*	Permits Applied 2024 YTD*
Residential-New	**6**	6	**32**	24
Residential - Other	**39**	36	**258**	241
Commercial-New	**1**	0	**7**	5
Commercial - Other	**7**	8	**71**	76
Total Permits Issued	**53**	50	**368**	346
Total Fees Collected	**24,486.30**	$19,833.61	**$173,102.72**	$64,142.81

PLUMBING/MECH INSPECTIONS	This Month	Permits Applied This Month 2024	Permits Applied YTD*	Permits Applied 2024 YTD*
Plumbing & Mechanical Permits—Residential	**50**	45	**344**	271
Plumbing & Mechanical Permits—Commercial	**25**	11	**91**	86
Total Permits Issued	**75**	56	**435**	357
Total Fees Collected	**$3,365.50**	$780.25	**$21,026.50**	$9,505.00

ELECTRICAL INSPECTIONS	This Month	Permits Applied This Month 2024	Permits Applied YTD*	Permits Applied 2024 YTD*
Electric Permits—Residential	**32**	28	**199**	238
Electric Permits—Commercial	**10**	10	**76**	68
Total Permits Issued	**42**	38	**275**	306
Total Fees Collected	**$3,615.00**	$977	**$27,876.01**	$13,178.28

*Figures calculated to reflect FYTD

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 3.

Legal Committee
Meeting Date: 02/27/2025
COMMITTEE: Legal
CONTACT: Hessel Yntema **CHAIR:** Ed Heldenbrand

DEPARTMENT NAME:
HR Monthly Report

Attachments

HR Monthly Report
Personnel Monthly Changes
Vacancy Report
Employee Turnover Report

FEBRUARY 2025 HUMAN RESOURCES MONTHLY REPORT

For January, the City hired 18 new employees, 11 promotions and 22 exits which included 1 retiree.

Our turnover rate for the month of January and the year so far is 2.88%.

Our Vacancy Rate is 27.82%.

Payroll count for January 24, 2025 – February 6, 2025 was:

Total no hours/monies employees- 3
Total paid employees -622

Total employees - 625

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City of Roswell, NM

Personnel Changes for the Month of

January 2025

FT = FULL TIME SR = SALARY PT = PART TIME TP = TEMPORARY INT = INTERIM

NEW HIRE

Date	Name	Position	Department	Status
1/6/2025	BRAYLENE GONZALES	EMERGENCY COMM DISPATCHER	CONSOLIDATED DISPATCH	FT
1/6/25	SHARMIA MARIANO	KENNEL WORKER	ANIMAL CONTROL	FT
1/10/25	CHRISTOPHER CORTEZ	CITY COUNCILOR WARD 3	ELECTED OFFICIAL	FT
1/13/25	DERION JOHNSON	WATER MAINTENANCE WORKER I	WATER MAINTENANCE & TRANSMISSION	FT
1/13/25	YOANA SALAS	EMERGENCY COMM DISPATCHER	CONSOLIDATED DISPATCH	FT
1/13/25	JANESSA SOLIS	DEPUTY COURT CLERK	MUNICIPAL COURT	FT
1/13/25	GEORGE PETERSON	SUPERINTENDENT	WATER MAINTENANCE & TRANSMISSION	SR
1/13/25	WALTER GENSLER	EQUIPMENT OPERATOR	LANDFILL	FT
1/16/25	SABRIEN BENAVIDEZ	BASKETBALL OFFICIAL TEMP	RECREATION	PT
1/16/25	RYAN ROMERO	BASKETBALL OFFICIAL TEMP	RECREATION	PT
1/16/25	ELSA ENRIQUEZ	BASKETBALL OFFICIAL TEMP	RECREATION	PT
1/17/25	JACIEL PEREZ	BASKETBALL OFFICIAL TEMP	RECREATION	PT
1/17/25	GILBERT BENITEZ	PARKS LABORER TEMP	PARKS	PT
1/17/25	JULIO FLORES	LIFEGUARD	RECREATION-AQUATIC	PT
1/21/25	ANDREW VALADEZ	METER READER	WATER BILLING DEPT	FT
1/21/25	ZACHARY GIBBS	VEHICLE OPERATOR	TRANSIT	FT
1/27/25	ACELAND TURNER	GRAOUNDS MAINTENANCE WORKER	GOLF	FT
1/27/25	ZACHARY CANNON	METER READER	WATER BILLING DEPT	FT

TRANSFERS/LATERAL

Date	Name	Position	Department	Status
1/10/25	FERNANDO GARCIA	DIVISION CHIEF	FIRE	SR

PROMOTIONS

Date	Name	Position	Department	Status
1/10/25	PAUL VIGIL	SUPERVISOR	RIAC	SR
1/10/25	NAOMI STEWARD	SUPERINTENDENT	WWTP	SR
1/10/25	KENT CAMPBELL	FIRE APPARATUS OPERATOR 2	FIRE	FT
1/10/25	STEVE CHAVEZ	FIRE CHIEF	FIRE	SR
1/10/25	ADRIAN CALVILLO	GROUNDS MAINT. WORKER	PARKS	FT
1/10/2025	ADAM HOLLOWAY	GROUNDS MAINT. WORKER	CEMETERY	FT
1/10/2025	DANIEL IRVIN	POLICE OFFICER 2	POLICE	FT
1/10/2025	DANIEL FONTANEZ	POLICE OFFICER 2	POLICE	FT
1/10/2025	MATTHEW SHAPPARD	POLICE OFFICER 2	POLICE	FT
1/10/2025	LOGAN FRANKLIN	POLICE OFFICER 3	POLICE	FT
1/24/2025	DEREK WASHICHEK	DEPUTY FIRE CHIEF	FIRE	SR

DEMOTIONS

Date	Name	Position	Department	Status

EXITS

Date	Name	Position	Department	Status
1/2/2025	SAMANTHA SANCHEZ	LIFEGUARD	RECREATION	PT
1/3/25	TRAVIS DEBARGE	EQUIPMENT OPERATOR WATER	PUBLIC WORKS	FT
1/6/25	JULIAN PALMA	LABORER TEMP	PARKS	TP
1/9/25	LACEY EMERSON	LIBRARY ASSISTANT - CIRCULATION	LIBRARY	FT
1/9/25	MICHAEL VARELA	GROUNDS MAINT. WORKER TEMP	GOLF	FT
1/10/25	ULYSSES JIMENEZ	POLICE OFFICER 3	POLICE	FT
1/13/25	VALERIE JIMENEZ	TSU CRIME SCENE TECHNICIAN	POLICE	FT
1/15/25	ABNER ORDONEZ	BASKETBALL OFFICIAL TEMP	RECREATION	PT
1/17/25	PATRICK SANCHEZ	ACCOUNTING SUPERVISOR	FINANCIAL ADMINISTRATION	FT
1/18/25	BRUCE ANDLER	AUTOMATED COLLECTION OPERATOR	SANITATION	FT
1/22/25	JESUS LAZCANO	PARKS LABORER TEMP	PARKS	FT
1/23/25	JAMES SMITH	VEHICLE OPERATOR	TRANSIT	FT
1/23/25	ISELA VARGAS	OFFICE ASSISTANT	POLICE	FT
1/24/25	BENNIE LEYBA	VEHICLE OPERATOR	TRANSIT	FT
1/25/25	RUDI MONTOYA	EMERGENCY COMM. DISPATCHER	CONSOLIDATED DISPATCH	FT
1/30/25	MANUEL SEDILLO	POLICE OFFICER 2	POLICE	FT
1/31/25	JOSIAH ALFARO	FIREFIGHTER RECRUIT	FIRE	FT
1/31/25	JOAQUIN NIETO	FIREFIGHTER RECRUIT	FIRE	FT
1/31/25	LUKAS KING	FIREFIGHTER RECRUIT	FIRE	FT
1/31/25	ERYN RENTERIA	OFFICE ASSISTANT	ANIMAL CONTROL	FT
1/31/25	JEREMY KIRKHAM	DEPUTY FIRE CHIEF	FIRE	SR

RETIREMENT

Date	Name	Position	Department	Status
1/31/25	MATTHEW MILLER	FIRE CHIEF	FIRE	SR

City of Roswell

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB		LOC BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
1045102 FACILITIES MAINT. SPECIAL		1.0000	1.0000	0.0000	1.0000	1045	FMAINTSP	4071AFLC	935/01	37,459.50	18.01
1049101 OFFICE ASSISTANT POLICE		1.0000	1.0000	0.0000	1.0000	1049	OFFASST	4111RPOA	619/01	25,970.10	12.49
1049105 OFFICE ASSISTANT POLICE		1.0000	1.0000	0.0000	1.0000	1049	OFFASST	4111RPOA	619/01	25,970.10	12.49
1049108 OFFICE ASSISTANT POLICE		1.0000	1.0000	0.0000	1.0000	1049	OFFASST	4111RPOA	619/01	25,970.10	12.49
1054109 POLICE RECRUIT		1.0000	1.0000	0.0000	1.0000	1054	PRECRC	4111ADM	/00	0.00	0.00
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
1055106 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00
1055107 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
1055124 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
1055126 POLICE OFFICER 1		0.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	611/01	22,159.28	10.65
1056119 POLICE OFFICER 2		1.0000	1.0000	0.0000	1.0000	1056	POFFR2	4111RPOA	654/01	54,557.88	26.23
1056120 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
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
1057110 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
1059101 POLICE LIEUTENANT		1.0000	1.0000	0.0000	1.0000	1059	PLT	4111ADM	/00	0.00	0.00
1066106 TSU LAB TECHNICIAN		1.0000	1.0000	0.0000	1.0000	1066	TSULABTECH	4111ADM	40/01	41,346.24	19.88
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
1070104 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
1070106 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73
1070107 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	/00	0.00	0.00
1071102 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1071106 FIREFIGHTER 1		0.0000	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
1074106 FIRE APPARATUS OPERATOR 1		1.0000	1.0000	0.0000	1.0000	1074	FAPPOPER1	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
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	FAO1/01	61,466.34	21.05
1076101 FIRE APPARATUS OPERATOR 3		1.0000	1.0000	0.0000	1.0000	1076	FAPPOPER3	4121IAFF	754/01	51,951.38	17.79

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB		LOC	BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
1077102 FIRE LIEUTENANT 1		1.0000	1.0000	0.0000	1.0000	1077	FLT1	4121	IAFF	/00	0.00	0.00
1077103 FIRE LIEUTENANT 1		1.0000	1.0000	0.0000	1.0000	1077	FLT1	4121	IAFF	/00	0.00	0.00
1078101 FIRE LIEUTENANT 2		1.0000	1.0000	0.0000	1.0000	1078	FLT2	4121	IAFF	/00	0.00	0.00
1078114 FIRE LIEUTENANT 2		1.0000	1.0000	0.0000	1.0000	1078	FLT2	4121	IAFF	/00	0.00	0.00
1079102 FIRE LIEUTENANT 3		1.0000	1.0000	0.0000	1.0000	1079	FLT3	4121	IAFF	/00	0.00	0.00
1079105 FIRE LIEUTENANT 3		1.0000	1.0000	0.0000	1.0000	1079	FLT3	4121	IAFF	/00	0.00	0.00
1080102 BATTALION CHIEF		1.0000	1.0000	0.0000	1.0000	1080	BATTCHIEF	4121	ADFD	/00	0.00	0.00
1080103 BATTALION CHIEF		1.0000	1.0000	0.0000	1.0000	1080	BATTCHIEF	4121	ADFD	BC1/01	92,981.52	31.84
1081102 DEPUTY FIRE CHIEF		1.0000	1.0000	0.0000	1.0000	1081	DEPFCHIEF	4013	ADFD	/00	0.00	0.00
1082101 FIRE CHIEF		1.0000	1.0000	0.0000	1.0000	1082	FCHIEF	4121	EXEC	90/01	111,306.33	53.51
1094101 OFFICE ASST. ANIMAL CONTR		1.0000	1.0000	0.0000	1.0000	1094	OFFASST	4161	ADM	1/01	19,111.56	9.19
1098103 KENNEL WORKER		1.0000	1.0000	0.0000	1.0000	1098	KENWKR	4161	ADM	27B/01	32,448.00	15.60
1098104 KENNEL WORKER		1.0000	1.0000	0.0000	1.0000	1098	KENWKR	4161	ADM	1/01	19,111.56	9.19
1104101 TECHNICIAL SERVICE ASSIST		1.0000	1.0000	0.0000	1.0000	1104	TECHSRASST	4211	ADM	1/01	19,111.56	9.19
1105102 LIBRARY ASSISITANT- CIRCU		1.0000	1.0000	0.0000	1.0000	1105	LIBASST	4211	ADM	23/01	29,523.00	14.19
1109102 LIBRARY CATALOGER		1.0000	1.0000	0.0000	1.0000	1109	LIBRCATALO	4211	ADM	/00	0.00	0.00
1117104 GUEST SERVICES ASSOCIATE		1.0000	1.0000	0.0000	1.0000	1117	GSTSRVASSC	4221	AFLC	928/01	32,600.36	15.67
1117105 GUEST SERVICES ASSOCIATE		1.0000	1.0000	0.0000	1.0000	1117	GSTSRVASSC	4221	AFLC	928/01	32,600.36	15.67
1120101 PREPARATOR MUSEUM		1.0000	1.0000	0.0000	1.0000	1120	MUSPREP	4221	ADM	/00	0.00	0.00
1126101 ADMIN. ASSISTANT SR. PARK		1.0000	1.0000	0.0000	1.0000	1126	ADMINASSTS	4231	ADM	42/01	43,035.72	20.69
1127107 LABORER PARKS		1.0000	1.0000	0.0000	1.0000	1127	LBR	4231	AFLC	915/01	25,196.60	12.11
1127113 LABORER PARKS		1.0000	1.0000	0.0000	1.0000	1127	LBR	4231	AFLC	915/01	25,196.60	12.11
1134103 ZOO KEEPER		1.0000	1.0000	0.0000	1.0000	1134	ZOOKPR	4232	AFLC	915/01	25,196.60	12.11
1134104 ZOO KEEPER		1.0000	1.0000	0.0000	1.0000	1134	ZOOKPR	4232	AFLC	926/01	31,351.32	15.07
1139104 GROUNDS MAINT. WORKER GOL		1.0000	1.0000	0.0000	1.0000	1139	GMWRKR	4233	AFLC	927B/01	32,448.00	15.60
1160101 ENGINEERING TECHNICIAN		1.0000	1.0000	0.0000	1.0000	1160	ENGRTECH	4135	ADM	/00	0.00	0.00
1167110 MAINTENANCE WORKER STREET		1.0000	1.0000	0.0000	1.0000	1167	MAINTWRKR	4323	AFLC	/00	0.00	0.00
1175101 ADMIN. ASSISTANT SR. RIAC		1.0000	1.0000	0.0000	1.0000	1175	ADMINASSTS	4331	ADM	42/01	43,035.72	20.69
1180103 MAINTENANCE WORKER RIAC		2.0000	1.0000	0.0000	2.0000	1180	MAINTWRKR	4332	AFLC	927B/01	32,448.00	15.60
1185101 AUTOMATED COLLECTION OPER		1.0000	1.0000	0.0000	1.0000	1185	AUTOPER	4341	AFLC	/00	0.00	0.00
1185105 AUTOMATED COLLECTION OPER		1.0000	1.0000	0.0000	1.0000	1185	AUTOPER	4341	AFLC	/00	0.00	0.00
1185107 AUTOMATED COLLECTION OPER		1.0000	1.0000	0.0000	1.0000	1185	AUTOPER	4341	AFLC	/00	0.00	0.00
1185114 AUTOMATED COLLECTION OPER		1.0000	1.0000	0.0000	1.0000	1185	AUTOPER	4341	AFLC	/00	0.00	0.00
1189105 EQUIPMENT OPERATOR LANDFI		1.0000	1.0000	0.0000	1.0000	1189	EQUPOPER	4342	AFLC	915/01	25,196.60	12.11
1190101 SUPERVISOR LANDFILL		1.0000	1.0000	0.0000	1.0000	1190	SUPVR	4342	ADM	1/01	19,111.56	9.19
1191102 SANITATION WORKER		1.0000	1.0000	0.0000	1.0000	1191	SANWRKR	4342	AFLC	927B/01	32,448.00	15.60
1191103 SANITATION WORKER		1.0000	1.0000	0.0000	1.0000	1191	SANWRKR	4342	AFLC	915/01	25,196.60	12.11
1193109 CUSTOMER SERVICE CLERK		1.0000	1.0000	0.0000	1.0000	1193	CUSTSRVCLK	4352	ADM	1/01	19,111.56	9.19
1199101 SUPERINTENDENT CENTRAL CO		1.0000	1.0000	0.0000	1.0000	1199	SUPT	4353	ADM	/00	0.00	0.00
1205103 MAINTENANCE WORKER SR. WA		1.0000	1.0000	0.0000	1.0000	1205	MAINTWRKRS	4354	AFLC	933/01	36,001.68	17.31
1206101 EQUIPMENT OPERATOR WATER		1.0000	1.0000	0.0000	1.0000	1206	EQUIPOPER	4354	AFLC	931C/01	38,937.60	18.72
1206105 EQUIPMENT OPERATOR WATER		1.0000	1.0000	0.0000	1.0000	1206	EQUIPOPER	4354	AFLC	931/01	34,613.28	16.64
1206109 EQUIPMENT OPERATOR WATER		1.0000	1.0000	0.0000	1.0000	1206	EQUIPOPER	4354	AFLC	931/01	34,613.28	16.64
1215102 SUPERVISOR WWTP		2.0000	1.0000	0.0000	2.0000	1215	SUPVR	4355	ADM	56/01	56,779.32	27.30
1219103 EQUIPMENT OPERATOR WWTP		1.0000	1.0000	0.0000	1.0000	1219	EQUIPOPER	4356	AFLC	/00	0.00	0.00
1220101 MAINTENANCE WORKER SR. WW		1.0000	1.0000	0.0000	1.0000	1220	MAINTWRKRS	4356	AFLC	/00	0.00	0.00
1220102 MAINTENANCE WORKER SR. WW		1.0000	1.0000	0.0000	1.0000	1220	MAINTWRKRS	4356	AFLC	933/01	36,001.68	17.31
1224104 GROUNDS MAINT. WORKER CEM		1.0000	1.0000	0.0000	1.0000	1224	GMWRKR	4411	AFLC	927B/01	32,448.00	15.60
1225104 GROUNDS MAINT. WORKER SR.		1.0000	1.0000	0.0000	1.0000	1225	GMWRKRSR	4411	AFLC	927B/01	32,448.00	15.60
1231103 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231	VEHOPER	4511	AFLC	931/01	34,613.28	16.64
1231110 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231	VEHOPER	4511	AFLC	/00	0.00	0.00
1231111 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231	VEHOPER	4511	AFLC	/00	0.00	0.00
1231112 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231	VEHOPER	4511	AFLC	931C/01	38,937.60	18.72
1231113 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231	VEHOPER	4511	AFLC	/00	0.00	0.00
1231118 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231	VEHOPER	4511	AFLC	931/01	34,613.28	16.64

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB		LOC BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
1231119 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231	VEHOPER	4511AFLC	931C/01	38,937.60	18.72
1233102 INFORMATION TECHNOLOGY TE		1.0000	1.0000	0.0000	1.0000	1233	ITTECH	4631ADM	/00	0.00	0.00
1236104 EMERGENCY COMM. DISPATCHE		1.0000	1.0000	0.0000	1.0000	1236	EMDISP	4656ADM	35/01	37,459.50	18.01
1236107 EMERGENCY COMM. DISPATCHE		1.0000	1.0000	0.0000	1.0000	1236	EMDISP	4656ADM	37/01	38,963.34	18.73
1236109 EMERGENCY COMM. DISPATCHE		1.0000	1.0000	0.0000	1.0000	1236	EMDISP	4656ADM	/00	0.00	0.00
1236110 EMERGENCY COMM. DISPATCHE		1.0000	1.0000	0.0000	1.0000	1236	EMDISP	4656ADM	37/01	38,963.34	18.73
1236114 EMERGENCY COMM. DISPATCHE		1.0000	1.0000	0.0000	1.0000	1236	EMDISP	4656ADM	37/01	38,963.34	18.73
1237104 EMERGENCY COMM. SUPERVISO		1.0000	1.0000	0.0000	1.0000	1237	EMSUPVR	4656ADM	/00	0.00	0.00
1263101 EMERGENCY COMMUNICATIONS		1.0000	1.0000	0.0000	1.0000	1263	EMCOQUASCO	4656ADM	54/01	54,565.26	26.23
1266101 UTILITY DIRECTOR		1.0000	1.0000	0.0000	1.0000	1266	UTILDIR	4354ADM	85/01	100,813.30	48.47
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
1271103 DEPUTY FIRE MARSHALL		1.0000	1.0000	0.0000	1.0000	1271	DEFIMARS	4121ADFD	/00	0.00	0.00
1273101 ACCOUNTING SUPERVISOR		1.0000	1.0000	0.0000	1.0000	1273	ACCSUPV	4041ADM	65/01	67,844.77	32.62
1286102 W & S MAINENANCE WORKER 1		1.0000	1.0000	0.0000	1.0000	1286	MAINTWRKRI	4354AFLC	915/01	25,196.60	12.11
1290101 EMERGENCY MANAGEMENT SPEC		1.0000	1.0000	0.0000	1.0000	1290	EMEMGSPECL	4121ADM	/00	0.00	0.00
1308101 DIVISION CHIEF - EMS		1.0000	1.0000	0.0000	1.0000	1308	DIVCHFEMS	4121ADFD	DC1/01	92,981.52	44.70
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
1314102 PLANNER II		1.0000	1.0000	0.0000	1.0000	1314	PLANNERII	4131ADM	1/01	19,111.56	9.19
1319101 ADMIN. ASSISTANT FACILITI		1.0000	1.0000	0.0000	1.0000	1319	ADMINASST	4071ADM	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
1348105 METER READER		1.0000	1.0000	0.0000	1.0000	1348	METERREAD	4352AFLC	915/01	25,196.60	12.11
1353104 GOLF SHOP SENIOR ATTENDAN		1.0000	1.0000	0.0000	1.0000	1353	GOLFSRATTD	4233ADM	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
1370101 ENGINEERING CONSTRUCTION		1.0000	1.0000	0.0000	1.0000	1370	ENGCONSUP2	4135ADM	1/01	19,111.56	9.19
1372101 UTILITY CONSTRUCTION COOR		0.0000	1.0000	0.0000	1.0000	1372	UTCONSCOOR	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
1383104 LIFE GUARD 1 PT		1.0000	1.0000	0.0000	1.0000	1383	LIFEGRD1PT	4242ADM	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
1383115 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
1387105 LIBRARY PAGE SENIOR PT		1.0000	1.0000	0.0000	1.0000	1387	LIBPGESRPT	4211ADM	1/01	19,111.56	9.19
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
1407101 WATER CONSERVATION SPECIA		1.0000	1.0000	0.0000	1.0000	1407	WTRCONSSPE	4354AFLC	944/01	44,770.96	21.52
1412104 RECREATION AIDE I PART TI		1.0000	1.0000	0.0000	1.0000	1412	RECAIDE2PT	4241ADM	1/01	19,111.56	9.19
1419101 PARKS LABORER TEMP		1.0000	1.0000	0.0000	1.0000	1419	PRKTMP	4231ADM	27B/01	32,448.00	15.60
1419102 PARKS LABORER TEMP		1.0000	1.0000	0.0000	1.0000	1419	PRKTMP	4231ADM	27B/01	32,448.00	15.60
1419103 PARKS LABORER TEMP		1.0000	1.0000	0.0000	1.0000	1419	PRKTMP	4231ADM	27B/01	32,448.00	15.60
1419105 PARKS LABORER TEMP		1.0000	1.0000	0.0000	1.0000	1419	PRKTMP	4231ADM	27B/01	32,448.00	15.60
1419107 PARKS LABORER TEMP		1.0000	1.0000	0.0000	1.0000	1419	PRKTMP	4231ADM	27B/01	32,448.00	15.60
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
1428101 DIRECTOR RIAC		1.0000	1.0000	0.0000	1.0000	1428	DIRRIAC	4331ADM	90/01	111,306.33	53.51
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
1436105 BASKETBALL OFFICIAL TEMP		1.0000	1.0000	0.0000	1.0000	1436	BSKTBLLTMP	4241ADM	1/01	19,111.56	9.19
1436108 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

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB		LOC	BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
1440101 FACILITIES MAINTENACE LAB		1.0000	1.0000	0.0000	1.0000	1440	FMAINTLBR	4071	AFLC	927B/01	32,448.00	15.60
1440103 FACILITIES MAINTENACE LAB		1.0000	1.0000	0.0000	1.0000	1440	FMAINTLBR	4071	AFLC	927B/01	32,448.00	15.60
1444101 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444102 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444103 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444104 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444105 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444106 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444107 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444108 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444109 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444110 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444111 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444112 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444113 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444115 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1444116 REC AIDE/LIFEGUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444	RA LG TEMP	4241	ADM	27B/01	32,448.00	15.60
1449101 PAYROLL SPECIALIST		1.0000	1.0000	0.0000	1.0000	1449	PAYSPEC	4041	ADM	1/01	19,111.56	9.19
1452101 FIRE APPARATUS OPERATOR L		0.0000	1.0000	0.0000	1.0000	1452	FAPOPERLAT	4121	IAFF	FAO1/01	61,466.34	21.05
1458101 SCALE HOUSE ATTENDANT		1.0000	1.0000	0.0000	1.0000	1458	SCAHSEATT	4342	AFLC	915/01	25,196.60	12.11
1459101 GROUNDS MAINTENANCE WORKE		1.0000	1.0000	0.0000	1.0000	1459	GMWRKTEMP	4233	ADM	1/01	19,111.56	9.19
1459102 GROUNDS MAINTENANCE WORKE		1.0000	1.0000	0.0000	1.0000	1459	GMWRKTEMP	4233	ADM	1/01	19,111.56	9.19
1461101 TRAFFIC SIGNAL JOURNEYMAN		1.0000	1.0000	0.0000	1.0000	1461	TRSIGJORNM	4325	ADM	1/01	19,111.56	9.19
1462101 GROUNDS MAINTENANCE ZOO L		1.0000	1.0000	0.0000	1.0000	1462	GMZOOLEAD	4232	ADM	1/01	19,111.56	9.19
1467101 ADMINISTRATIVE CHIEF OF S		1.0000	1.0000	0.0000	1.0000	1467	ADMASSTSR	4013	ADM	70/01	74,906.12	36.01
	TOTAL			0.0000	192.0000						4,407,152.56	2,081.74

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

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

Job Code	Description	Employee Count Start of Period	Employee Count End of Period	Employee Count Terminated	Turnover Rate
Location: 4011 ELECTED OFFICIALS		**10**	**11**	**0**	**0.00%**
1001	MAYOR	1	1	0	0.00%
1002	MAYOR PRO TEM	1	1	0	0.00%
1003	CITY COUNCILOR WARD 1	2	2	0	0.00%
1004	CITY COUNCILOR WARD 2	1	1	0	0.00%
1005	CITY COUNCILOR WARD 3	1	2	0	0.00%
1006	CITY COUNCILOR WARD 4	2	2	0	0.00%
1007	CITY COUNCILOR WARD 5	2	2	0	0.00%
Location: 4013 ADMINISTRATION		**3**	**3**	**0**	**0.00%**
1008	CITY MANAGER	1	1	0	0.00%
1012	DEPUTY CITY MANAGER	1	1	0	0.00%
1435	PROJECT MANAGER	1	1	0	0.00%
Location: 4015 CITY CLERK		**4**	**4**	**0**	**0.00%**
1019	CITY CLERK	1	1	0	0.00%
1020	DEPUTY CITY CLERK	1	1	0	0.00%
1285	CITY CLERK OFFICE ASSISTANT	2	2	0	0.00%
Location: 4021 MUNICIPAL COURT		**7**	**8**	**0**	**0.00%**
1022	DEPUTY COURT CLERK	3	4	0	0.00%
1023	MUNICPAL JUDGE	1	1	0	0.00%
1024	BAILIFF	1	1	0	0.00%
1025	COMPLIANCE OFFICER	1	1	0	0.00%
1336	COURT ADMINISTRATOR	1	1	0	0.00%
Location: 4041 FINANCIAL ADMINISTRATION		**13**	**12**	**1**	**8.00%**
1028	ACCOUNTING TECHNICIAN II	2	2	0	0.00%
1030	ACCOUNTANT	2	2	0	0.00%
1033	PAYROLL ADMINISTRATOR	1	1	0	0.00%
1034	DEPARTMENT DIRECTOR FINANCE	1	1	0	0.00%
1036	PURCHASING AGENT	1	1	0	0.00%
1037	PURCHASING TECHNICIAN	1	1	0	0.00%
1273	ACCOUNTING SUPERVISOR	1	0	1	200.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

	4558 SANCHEZ, PATRICK	1273101 ACCOUNTING SUPERVISOR				6/28/2024	1/17/2025
1296	GRANT/PROJECT COORDINATOR		1	1	0	0.00%	
1312	SENIOR ACCOUNTANT		1	1	0	0.00%	
1409	ACCOUNTS RECEIVABLE		1	1	0	0.00%	
1424	FINANCE LIASON		1	1	0	0.00%	
Location: 4051 LEGAL			**4**	**4**	**0**	**0.00%**	
1013	DEPUTY CITY ATTORNEY		1	1	0	0.00%	
1339	PARALEGAL		1	1	0	0.00%	
1405	CITY ATTORNEY APPOINTED		1	1	0	0.00%	
1455	CONTRACTS & CLAIMS ADMIN		1	1	0	0.00%	
Location: 4061 HUMAN RESOURCES			**9**	**9**	**0**	**0.00%**	
1042	DEPARTMENT DIRECTOR H.R.		1	1	0	0.00%	
1287	SAFETY COORDINATOR		1	1	0	0.00%	
1427	HUMAN RESOURCES SUPERVISOR		1	1	0	0.00%	
1443	TRAINING SPECIALIST CDL		1	1	0	0.00%	
1447	EMPLOYEE/BENEFITS SUPERVISOR		1	1	0	0.00%	
1451	HUMAN RESOURCES SPECIALIST		2	2	0	0.00%	
1463	HR ADMIN ASSISTANT TEMP		1	1	0	0.00%	
1465	HR/SAFETY GENERALIST		1	1	0	0.00%	
Location: 4071 FACILITIES MAINTENANCE			**10**	**11**	**0**	**0.00%**	added 1
1043	CUSTODIAN		1	1	0	0.00%	
1045	FACILITIES MAINT. SPECIALIST		3	3	0	0.00%	
1046	FACILITIES MAINT. SPEC SR.		1	1	0	0.00%	
1259	PROJECT AND FACILITY MANAGER		1	1	0	0.00%	
1319	ADMIN. ASST. SENIOR FACILITIES		1	1	0	0.00%	
1379	FAC. MAINTENANCE HVAC SPEC SR.		1	1	0	0.00%	
1440	FACILITIES MAINT. LABORER		1	1	0	0.00%	added D.Hefner
1445	FAC. MAINT. LOCKSMITH TECH		1	1	0	0.00%	
Location: 4074 FLEET MAINTENANCE			**1**	**1**	**0**	**0.00%**	
1340	VEHICLE MAINTENANCE SUPERVISOR		1	1	0	0.00%	
Location: 4111 POLICE DEPARTMENT			**114**	**112**	**3**	**2.65%**	
1043	CUSTODIAN		1	1	0	0.00%	
1049	OFFICE ASSISTANT POLICE		7	6	1	15.38%	

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4636	VARGAS, ISELA	1049108	OFFICE ASSISTANT POLICE	11/22/2024	1/23/2025

1050	ADMIN. ASSISTANT SR. POLICE	2	2	0	0.00%
1053	POLICE SERV AIDE CAREER PATH	3	4	0	0.00%
1054	POLICE RECRUIT	4	4	0	0.00%
1055	POLICE OFFICER 1	21	21	0	0.00%
1056	POLICE OFFICER 2	19	18	1	5.41%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
3709	SEDILLO, MANUEL	1056120	POLICE OFFICER 2	4/28/2020	1/30/2025

1057	POLICE OFFICER 3	8	8	0	0.00%
1058	POLICE SERGEANT	12	12	0	0.00%
1059	POLICE LIEUTENANT	4	4	0	0.00%
1060	POLICE CAPTAIN	2	2	0	0.00%
1061	DETECTIVE	13	13	0	0.00%
1062	DEPUTY POLICE CHIEF	2	2	0	0.00%
1063	POLICE CHIEF	1	1	0	0.00%
1064	POLICE RECORDS SUPERVISOR	1	1	0	0.00%
1065	EVIDENCE PROPERTY CUSTODIAN	3	3	0	0.00%
1066	TSU CRIME SCENE TECHNICIAN	6	5	1	18.18%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4588	JIMENEZ, VALERIE	1066106	TSU LAB TECHNICIAN	9/9/2024	1/13/2025

1067	ADMIN. ASSISTANT POLICE	5	5	0	0.00%
Location: 4121 FIRE DEPARTMENT		**84**	**84**	**5**	**5.95%**
1068	ADMIN. ASSISTANT SR. FIRE	1	1	0	0.00%
1070	FIREFIGHTER RECRUIT	3	3	3	100.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4566	ALFARO, JOSIAH	1070104	FIREFIGHTER RECRUIT	7/26/2024	1/31/2025
4568	KING, LUKAS	1070106	FIREFIGHTER RECRUIT	7/26/2024	1/31/2025
4569	NIETO, JOAQUIN	1070107	FIREFIGHTER RECRUIT	7/26/2024	1/31/2025

1071	FIREFIGHTER 1	18	18	0	0.00%
1072	FIREFIGHTER 2	4	4	0	0.00%
1073	FIREFIGHTER 3	1	1	0	0.00%
1074	FIRE APPARATUS OPERATOR 1	14	14	0	0.00%

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

1075	FIRE APPARATUS OPERATOR 2	9	9	0	0.00%
1076	FIRE APPARATUS OPERATOR 3	1	1	0	0.00%
1077	FIRE LIEUTENANT 1	4	4	0	0.00%
1078	FIRE LIEUTENANT 2	7	7	0	0.00%
1079	FIRE LIEUTENANT 3	8	8	0	0.00%
1080	BATTALION CHIEF	3	3	0	0.00%
1081	DEPUTY FIRE CHIEF	3	3	1	33.33%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
2879	KIRKHAM, JEREMY	1081102	DEPUTY FIRE CHIEF	1/24/2022	1/31/2025

1082	FIRE CHIEF	2	2	1	50.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
686	MILLER, MATTHEW	1082101	FIRE CHIEF	1/3/2003	1/31/2025

1083	DIVISION CHIEF	1	1	0	0.00%
1271	DEPUTY FIRE MARSHAL	2	2	0	0.00%
1281	FIREMARSHAL	1	1	0	0.00%
1308	DIVISION CHIEF - EMS	0	0	0	#DIV/0!
1320	ARFF COORDINATOR	1	1	0	0.00%
1430	FIRE PREVENTION ADMIN. ASSIST	1	1	0	0.00%
Location: 4131 PLANNING & ZONING		**4**	**4**	**0**	**0.00%**
1017	COMMUNITY DEVELOPMENT DIRECTOR	1	1	0	0.00%
1018	PLANNER SENIOR	1	1	0	0.00%
1260	COMMUNITY DEVELOPMENT PRP TECH	1	1	0	0.00%
1344	CUSTOMER SERVICE SPECIALIST	1	1	0	0.00%
Location: 4135 ENGINEERING		**9**	**9**	**1**	**11.11%**
1158	CONSTRUCTION INSPECTOR	1	1	0	0.00%
1159	CONSTRUCTION INSPECTOR SR.	2	2	0	0.00%
1160	ENGINEERING TECHNICIAN	1	1	0	0.00%
1162	DIRECTOR OF ENGR. & INFRA.	1	1	0	0.00%
1192	ADMIN. ASST. SR. PUBLIC WORKS	1	1	0	0.00%
1306	ENGINEER SR	1	1	0	0.00%
1307	GEOGRAPHIC INFORMATION SYSTEM	1	1	0	0.00%
1370	ENGINEERING CONSTRUCTION SUPER	1	1	1	100.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

	4057 MCALISTER, THOMAS	1370101	ENGINEERING CONSTRUCTION SUPERINTENDENT			5/16/2022	1/31/2025
Location: 4151 CODE ENFORCEMENT				**12**	**12**	**0**	**0.00%**
1086	OFFICE ASST. CODE ENFORCEMENT			1	1	0	0.00%
1087	ADMIN ASST SR. CODE ENFORCEMEN			1	1	0	0.00%
1089	BUILDING INSPECTOR			1	1	0	0.00%
1090	ELECTRICAL INSPECTOR			1	1	0	0.00%
1091	PLUMBING INSPECTOR			1	1	0	0.00%
1092	CODE ENFORCEMENT OFFICER			4	4	0	0.00%
1093	SUPERVISOR CODE ENFORCEMENT			1	1	0	0.00%
1376	BUILDING OFFICIAL			1	1	0	0.00%
1464	BUSINESS LICENSE CLERK			1	1	0	0.00%
Location: 4161 ANIMAL CONTROL				**12**	**13**	**1**	**8.00%**
1094	OFFICE ASST. ANIMAL CONTROL			1	1	1	100.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4354	RENTERIA, ERYN	1098102	KENNEL WORKER	8/4/2023	1/31/2025

1095	ANIMAL CONTROL OFFICER			5	5	0	0.00%
1097	KENNEL COORDINATOR			1	1	0	0.00%
1098	KENNEL WORKER			4	5	0	0.00%
1448	ANIMAL SERVICES MANAGER			1	1	0	0.00%
Location: 4181 C.E.P.				**1**	**1**	**0**	**0.00%**
1099	DEPT MGR EMERGENCY MGMT			1	1	0	0.00%
Location: 4192 COMMUNITY ENHANCEMENT				**1**	**1**	**0**	**0.00%**
1100	COMMUNITY IMPROVEMENT TECH.			1	1	0	0.00%
Location: 4211 LIBRARY				**20**	**19**	**1**	**5.13%**
1101	ADMIN. ASSISTANT LIBRARY			1	1	0	0.00%
1103	LIBRARY PAGE SENIOR			3	3	0	0.00%
1104	TECHNICIAL SERVICE ASSISTANT			1	1	0	0.00%
1105	LIBRARY ASSISTANT- CIRCULATION			3	2	1	40.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
3834	EMERSON, LACEY	1107102	REFERENCE ASSISTANT	6/18/2021	1/9/2025

1107	REFERENCE ASSISTANT			1	1	0	0.00%
1108	CIRCULATION SUPERVISOR			1	1	0	0.00%
1109	LIBRARY CATALOGER			0	0	0	#DIV/0!

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

1112	DEPARTMENT DIRECTOR LIBRARY	1	1	0	0.00%
1277	CHILDREN AND YOUTH LIBRARIAN	1	1	0	0.00%
1354	YOUTH LIBRARIAN ASSISTANT	1	1	0	0.00%
1387	LIBRARY PAGE SENIOR PT	6	6	0	0.00%
1441	STEM INSTRUCTOR	1	1	0	0.00%
Location: 4221 MUSEUM		**12**	**12**	**0**	**0.00%**
1116	MUSEUM STORE SUPERVISOR	1	1	0	0.00%
1117	GUEST SERVICES ASSOCIATE	3	3	0	0.00%
1119	PLANETARIUM COORDINATOR	1	1	0	0.00%
1122	REGISTRAR MUSEUM	1	1	0	0.00%
1123	CURATOR OF COLLECTIONS AND EXH	1	1	0	0.00%
1124	DEPARTMENT DIRECTOR MUSEUM	1	1	0	0.00%
1303	MUSEUM EDUCATOR	1	1	0	0.00%
1304	PLANETARIUM ASSISTANT	1	1	0	0.00%
1345	MUSEUM OPERATIONS MANAGER	1	1	0	0.00%
1392	MUSEUM STORE CLERK PT	1	1	0	0.00%
Location: 4231 PARKS		**34**	**33**	**2**	**5.97%**
1043	CUSTODIAN	1	1	0	0.00%
1126	ADMIN. ASSISTANT SR. PARKS	1	1	0	0.00%
1127	LABORER PARKS	12	12	0	0.00%
1128	GROUNDS MAINT WORKER PARKS	9	9	0	0.00%
1129	GROUNDS MAINT WORKER SR PARKS	5	5	0	0.00%
1130	SUPERINTENDENT PARKS	1	1	0	0.00%
1151	DEPARTMENT DIRECTOR RECREATION	1	1	0	0.00%
1329	PARKS SUPERVISOR	1	1	0	0.00%
1419	PARKS TEMP	3	2	2	80.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4550	PALMA, JULIAN	1419105	PARKS LABORER TEMP	6/10/2024	1/6/2025
4596	LAZCANO, JESUS	1419101	PARKS LABORER TEMP	9/9/2024	1/22/2025

Location: 4232 ZOO		**7**	**7**	**0**	**0.00%**
1133	LABORER ZOO	1	1	0	0.00%
1134	ZOO KEEPER	2	2	0	0.00%
1135	GROUNDS MAINTENANCE WORKER ZOO	1	1	0	0.00%

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

1439	LEAD ZOO KEEPER	1	1	0	0.00%	
1456	ZOO SUPERVISOR	1	1	0	0.00%	
1468	GROUNDS MAINT ZOO LEAD	1	1	0	0.00%	
Location: 4233 GOLF		**16**	**16**	**1**	**6.25%**	
1139	GROUNDS MAINT. WORKER GOLF	3	4	0	0.00%	
1141	SUPERVISOR GOLF	1	1	0	0.00%	
1142	SUPERINTENDENT GOLF	1	1	0	0.00%	
1331	GOLF COURSE MANAGER	1	1	0	0.00%	
1351	GOLF SHOP SUPERVISOR	1	1	0	0.00%	
1352	OUTSIDE SRVS ATTENDANT GOLF	3	3	0	0.00%	
1353	GOLF SHOP SR ATTENDANT	3	3	0	0.00%	
1365	BEVERAGE CART ATTENDANT	1	1	0	0.00%	
1431	GOLF SHOP LEAD SR ATTENDANT	1	1	0	0.00%	
1459	GROUNDS MAINT WORKER GOLF TEMP	1	0	1	200.00%	

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4200	VARELA, MICHAEL	1459101	GROUNDS MAINTENANCE WORKER GOLF TEMP	8/23/2024	1/9/2025

Location: 4241 RECREATION		**18**	**21**	**2**	**10.53%**	added 1
1046	FACILITIES MAINT. SPEC SR.	1	1	0	0.00%	
1143	OFFICE ASSISTANT RECREATION	1	1	0	0.00%	
1145	RECREATION AIDE 2	2	2	0	0.00%	
1146	RECREATION LEADER	1	1	0	0.00%	
1148	SUPERVISOR RECREATION	1	1	0	0.00%	
1150	RECREATION MANAGER	1	1	0	0.00%	
1253	RECREATION CENTER SUPERVISOR	1	1	0	0.00%	
1412	RECREATION AIDE 1 PT	6	6	1	18.18%	added back S.Medrano was paid on 2/14/25

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4546	MEDRANO, SAVANNAH	1412104	RECREATION AIDE I PART TIME	5/20/2024	1/24/2025

1436	BASKETBALL OFFICIAL TEMP	3	6	1	22.22%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4629	ORDONEZ, ABNER	1436102	BASKETBALL OFFICIAL TEMP	11/1/2024	1/15/2025

1444	REC AID/LIFEGUARD TEMP	1	1	0	0.00%
Location: 4242 RECREATION AQUATIC POOL		**11**	**11**	**1**	**9.09%**
1383	LIFE GUARD 1 PT	8	8	1	12.50%

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

Employee #	Name	Position Code	Description		Hire Date	Termination Date
4519	SANCHEZ, SAMANTHA	1383104	LIFE GUARD 1 PT		4/22/2024	1/2/2025
1426	HEAD LIFEGUARD PT		2	2	0	0.00%
1442	AQUATICS SPECIALIST		1	1	0	0.00%
Location: 4243 ADULT CENTER			**1**	**1**	**0**	**0.00%**
1146	RECREATION LEADER		1	1	0	0.00%
Location: 4252 CONVENTION CENTER			**5**	**5**	**0**	**0.00%**
1322	GENERAL FACILITIES & OPER. MGR		1	1	0	0.00%
1347	ACCOUNTING MANAGER		1	1	0	0.00%
1403	OPERATIONS & HOSPITALITY SPEC.		1	1	0	0.00%
1432	OPERATION AND HOSP. SPEC- PT		2	2	0	0.00%
Location: 4261 PUBLIC RELATIONS			**7**	**7**	**0**	**0.00%**
1155	PUBLIC INFORMATION OFFICER		1	1	0	0.00%
1247	GRAPHIC DESIGNER		1	1	0	0.00%
1278	GUEST SERVICES ASSOCIATE VC		2	2	0	0.00%
1280	VISITOR CENTER STORE LEAD		1	1	0	0.00%
1300	GUEST SERVICES STORE SUPV		1	1	0	0.00%
1457	SPECIAL EVENT SUPERVISOR		1	1	0	0.00%
Location: 4323 STREETS			**23**	**23**	**0**	**0.00%**
1167	MAINTENANCE WORKER STREETS		9	9	0	0.00%
1168	MAINTENANCE WORKER SR. STREETS		4	4	0	0.00%
1170	EQUIPMENT OPERATOR STREETS		5	5	0	0.00%
1171	EQUIPMENT OPERATOR SR. STREETS		2	2	0	0.00%
1172	SUPERVISOR STREETS		1	1	0	0.00%
1173	SUPERINTENDENT STREETS		1	1	0	0.00%
1378	ADMIN ASSISTANT SR SPEC STREET		1	1	0	0.00%
Location: 4325 SPECIAL ELECTRONICS			**2**	**2**	**0**	**0.00%**
1165	TRAFFIC SIGNAL TECHNICIAN		1	1	0	0.00%
1166	SPECIAL ELECTRONICS SUPVR.		1	1	0	0.00%
Location: 4331 AIRPORT - ADMINISTRATION			**7**	**7**	**0**	**0.00%**
1175	ADMIN. ASSISTANT SR. RIAC		1	1	0	0.00%
1177	AIR CENTER DEPUTY DIRECTOR		2	2	0	0.00%
1270	AIRPORT SECURITY COORDINATOR		1	1	0	0.00%

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

1279	AIRPORT PROPERTY/CONTRACTS COR	1	1	0	0.00%	
1417	ASST. AIRPORT SECURITY COORD.	1	1	0	0.00%	
1434	AIRPORT CREDENTIALING SPC	1	1	0	0.00%	
Location: 4332 AIRPORT - OPERATIONS		**4**	**5**	**0**	**0.00%**	added 1
1178	FACILITIES MAINT SP. SR. RIAC	1	1	0	0.00%	
1179	SUPERVISOR RIAC	1	1	0	0.00%	
1180	MAINTENANCE WORKER RIAC	2	3	0	0.00%	NH Austin Lance
Location: 4341 SANITATION		**28**	**28**	**1**	**3.64%**	added 1
1182	ADMINISTRATIVE ASSISTANT SR	1	1	0	0.00%	
1183	SUPERVISOR SOLID WASTE	2	2	0	0.00%	
1184	SANITATION WORKER SR.	3	3	0	0.00%	
1185	AUTOMATED COLLECTION OPERATOR	15	14	1	6.90%	

Employee #	Name	Position Code	Description	Hire Date	Termination Date
3436	ANDLER, BRUCE	1185114	AUTOMATED COLLECTION OPERATOR	8/9/2018	1/18/2025

1186	SOLID WASTE/FACILITY MANAGER	1	1	0	0.00%	
1373	HEAVY-DUTY TECHNICIAN	4	4	0	0.00%	
1374	LUBE TECHNICIAN	1	1	0	0.00%	
1375	PARTS TECHNICIAN	1	1	0	0.00%	
1420	ADMIN ASSISTANT TEMP	0	1	0	#DIV/0!	K.Vega Barraza
Location: 4342 LANDFILL		**10**	**11**	**0**	**0.00%**	admin temp
1187	ACCOUNTING TECHNICIAN II	1	1	0	0.00%	
1189	EQUIPMENT OPERATOR	5	5	0	0.00%	
1191	SANITATION WORKER	1	1	0	0.00%	
1284	EQUIPMENT OPERATOR	1	2	0	0.00%	
1330	ENVR COMPLIANCE SPECIALIST	1	1	0	0.00%	
1458	SCALE HOUSE ATTENDANT	1	1	0	0.00%	
Location: 4352 WATER - CUSTOMER SERVICE		**11**	**13**	**0**	**0.00%**	
1193	CUSTOMER SERVICE CLERK	7	7	0	0.00%	
1348	METER READER	2	4	0	0.00%	
1357	UTILITIES BILLING CS LEAD	1	1	0	0.00%	
1460	UTILITIES BILLING MANAGER	1	1	0	0.00%	
Location: 4353 CENTRAL CONTROL		**7**	**7**	**0**	**0.00%**	
1196	WATER PRODUCTION OPERATOR	5	5	0	0.00%	

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

1197	ADMIN. ASST. SR. CENT. CONTR.	1	1	0	0.00%
1292	WATER PRODUCTION OPERATOR SR	1	1	0	0.00%
Location: 4354 PUBLIC WORKS		**28**	**29**	**1**	**3.51%**
1201	ADMIN. ASSISTANT SR. WATER	1	1	0	0.00%
1202	WAREHOUSE WORKER	1	1	0	0.00%
1203	WAREHOUSE WORKER SR.	1	1	0	0.00%
1205	MAINTENANCE WORKER SR. WATER	2	2	0	0.00%
1206	EQUIPMENT OPERATOR WATER	6	5	1	18.18%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4485	DEBARGE, TRAVIS	1206105	EQUIPMENT OPERATOR WATER	2/26/2024	1/3/2025

1208	SUPERINTENDENT WATER	0	1	0	0.00%
1209	SUPERVISOR WATER	1	1	0	0.00%
1266	UTILITY DIRECTOR	1	1	0	0.00%
1276	UTILITY LOCATOR TECHNICIAN	1	1	0	0.00%
1286	W & S MAINTENANCE WORKER I	6	7	0	0.00%
1309	VALVE MAINTENANCE SPECIALIST	2	2	0	0.00%
1327	WORKFLOW COORD/INSPECTOR	1	1	0	0.00%
1372	UTILITY CONSTR COORDINATOR	1	1	0	0.00%
1377	METER MAINTENANCE TECHNICIAN	3	3	0	0.00%
1407	WATER CONSERVATION SPECIALIST	1	1	0	0.00%
Location: 4355 WWTP		**12**	**12**	**0**	**0.00%**
1211	ADMIN. ASSISTANT SR. WWTP	1	1	0	0.00%
1212	PRETREATMENT COORDINATOR WWTP	1	1	0	0.00%
1213	OPERATOR WWTP	5	5	0	0.00%
1214	OPERATOR SR. WWTP	1	1	0	0.00%
1216	SUPERINTENDENT WWTP	1	1	0	0.00%
1283	WWTP ELECTRICIAN	1	1	0	0.00%
1311	MAINTENANCE WORKER WWTP	2	2	0	0.00%
Location: 4356 WWTP - SEWER MAINTENANCE		**5**	**5**	**0**	**0.00%**
1219	EQUIPMENT OPERATOR WWTP	3	3	0	0.00%
1454	EQUIPMENT OPERATOR SR. WWTP	2	2	0	0.00%
Location: 4358 WWTP - CITY LAB		**3**	**3**	**0**	**0.00%**
1221	LAB TECHNICIAN ASSISTANT WWTP	2	2	0	0.00%

Employee Turnover

Period Start Date: 1/1/2025
Period End Date: 1/31/2025

1222	LABORATORY TECHNICIAN WWTP	1	1	0	0.00%	
Location: 4411 CEMETERY		**9**	**9**	**0**	**0.00%**	
1223	ADMIN. ASSISTANT CEMETERY	1	1	0	0.00%	
1224	GROUNDS MAINT. WORKER CEMETERY	3	3	0	0.00%	
1225	GROUNDS MAINT. WORKER SR. CEM.	3	3	0	0.00%	
1226	SUPERINTENDENT CEMETERY	1	1	0	0.00%	
1324	CEMETERY SUPERVISOR	1	1	0	0.00%	
Location: 4511 PECOS TRAILS TRANSIT		**18**	**18**	**2**	**11.43%**	added 1
1043	CUSTODIAN	1	1	0	0.00%	
1229	TRANSIT OPERATIONS SUPV II	1	1	0	0.00%	
1231	VEHICLE OPERATOR TRANSIT	13	13	2	16.00%	

Employee #	Name	Position Code	Description	Hire Date	Termination Date	
4469	LEYBA, BENNIE	1231112	VEHICLE OPERATOR TRANSIT	1/26/2024	1/24/2025	paid out on 2/14/25 check
4638	SMITH, JAMES	1231103	VEHICLE OPERATOR TRANSIT	12/9/2024	1/23/2025	

1232	TRANSIT DIRECTOR	1	1	0	0.00%	
1265	TRANSIT MANAGER	1	1	0	0.00%	
1295	ADMINISTRATIVE ASSISTANT SR.	1	1	0	0.00%	
Location: 4631 INFORMATION TECHNOLOGY		**6**	**6**	**0**	**0.00%**	
1233	INFORMATION TECHNOLOGY TECH.	1	1	0	0.00%	
1234	DEPARTMENT DIRECTOR IT	1	1	0	0.00%	
1235	IT TECHNICIAN SR.	2	2	0	0.00%	
1364	NETWORK ADMINISTRATOR ENGINEER	1	1	0	0.00%	
1446	SYSTEMS & DATA INTEGRATION SPE	1	1	0	0.00%	
Location: 4656 CONSOLIDATED DISPATCH		**14**	**16**	**1**	**6.90%**	
1236	EMERGENCY COMM. DISPATCHER	7	8	1	13.33%	

Employee #	Name	Position Code	Description	Hire Date	Termination Date
3357	MONTOYA, RUDI	1236104	EMERGENCY COMM. DISPATCHER	12/16/2024	1/25/2025

1237	EMERGENCY COMM. SUPERVISOR	4	4	0	0.00%	
1238	DEPARTMENT MANAGER DISPATCH	1	1	0	0.00%	
1257	OPERATIONS COORDINATOR	1	1	0	0.00%	
1358	TERMINAL AGENCY COORDINATOR	1	1	0	0.00%	

625

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 4.

Legal Committee
Meeting Date: 02/27/2025
COMMITTEE: Legal
CONTACT: Hessel Yntema **CHAIR:** Ed Heldenbrand

DEPARTMENT NAME:

City Clerk Department Report for February 2025

Attachments

Clerk Monthly Report - February

ROSWELL
New Mexico

City Clerk

February 2025 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
    - 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
    - Roswell Museum BOT
    - Roswell Public Library

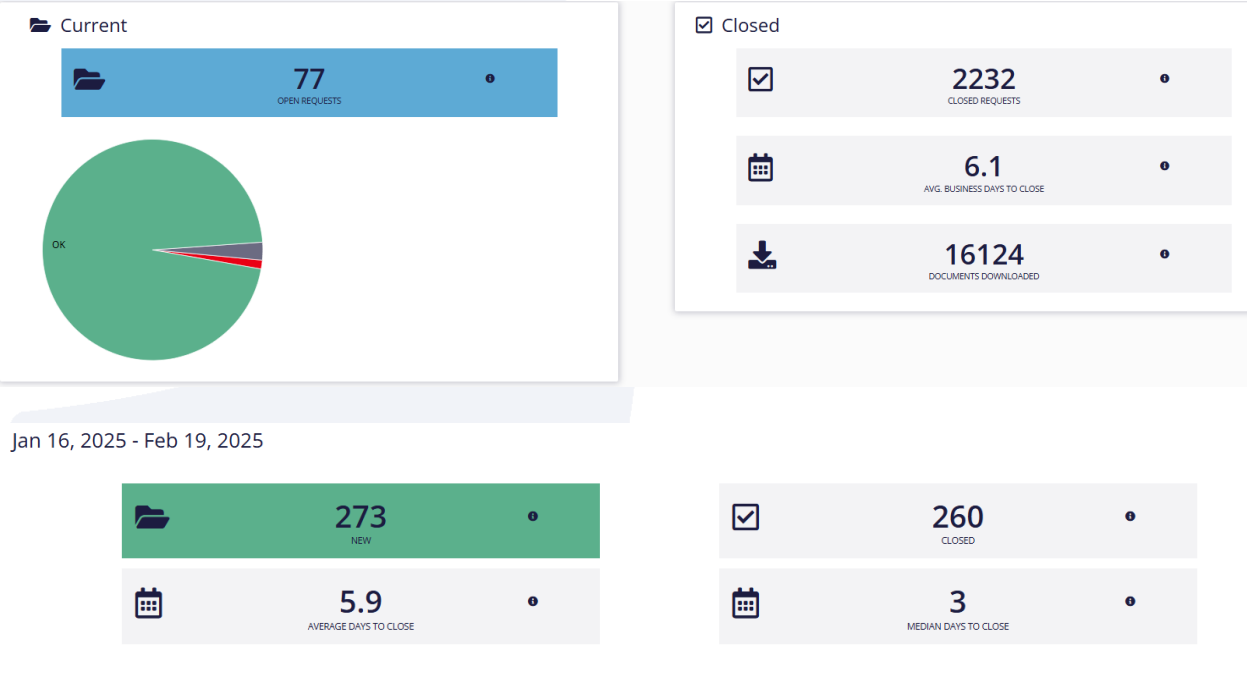
City Council: prepare, publish, and post meeting agendas, notices, workshops, and special sessions. Proofread and revise abstracts and attachments. Collect data from standing committees. Review and revise City Council meeting and workshop PowerPoints.

PO Box 1838
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NextRequest – January 16, 2025 – February 19, 2025



Department	New	Closed
City Clerk	47	43
Municipal Court	5	5
PVRCC (Chaves County Sheriff's Office)	9	8
Roswell PD	215	207

Cost Recovery: Payments received from requesters via NextRequest

	Requests	Amount
Total Invoices	105	$1,153.00
YTD	163	$1,662.00

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 5.

Legal Committee
Meeting Date: 02/27/2025
COMMITTEE: Legal
CONTACT: Hessel Yntema **CHAIR:** Ed Heldenbrand

DEPARTMENT NAME:

Safety Department Report- January 2025

Attachments

Safety Report Jan 2025

January 2025 Safety Report

Safety

ACCIDENT OR INCIDENT / 3RD PARTY		
DEPARTMENT	1-Jan	3rd PARTY
AIR CENTER	0	0
ANIMAL SERVICES	0	0
AQUATIC CENTER	0	0
CEMETERY	1	0
CENTRAL CONTROL	0	0
CITY CLERK	0	0
COMMUNITY DEVELOPMENT	1	0
CONVENTION CENTER	0	0
DISPATCH	0	0
ENGINEERING	0	0
FACILITIES MAINTENANCE	0	0
FIRE DEPARTMENT	1	1
GOLF	0	0
HR/Safety	0	0
IT	0	0
LEGAL	0	0
LIBRARY	0	0
MUSEUM	0	0
PARKS	3	0
POLICE DEPARTMENT	9	7
PUBLIC AFFAIRS	0	0
REC CENTER	0	0
SPECIAL ELECTRONICS	0	0
SOLID WASTE	3	0
STREETS	3	2
TRANSIT/FLEET	1	0
WATER	1	1
WWTP	1	0
ZOO	0	0
TOTAL	24	11

INCIDENT COMPARISONS			
MONTH	2025	2024	2023
JANUARY	24	32	30
FEBRUARY	0	28	38
MARCH	0	20	36
APRIL	0	20	30
MAY	0	20	23
JUNE	0	22	21
JULY	0	15	27
AUGUST	0	18	41
SEPTEMBER	0	10	44
OCTOBER	0	17	31
NOVEMBER	0	14	21
DECEMBER	0	15	15
TOTAL	24	231	357

DEPARTMENT	PROPERTY	3rd PARTY
Solid Waste	2	0
TOTAL	2	0

DEPARTMENT	MVA	3rd PARTY
FIRE	1	1
Police	3	1
Solid Waste	1	0
Streets	2	2
Transit	1	0
Water M&T	1	1
WWTP	1	0
TOTAL	10	5

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January 2025 Safety Report

Safety

CCIDENT / INCIDENT BY DEPARTMENTS YTD														
DEPARTMENT / MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTALS	3rd Party
AIR CENTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ANIMAL SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AQUATIC CENTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEMETERY	1	0	0	0	0	0	0	0	0	0	0	0	1	0
CENTRAL CONTROL	0	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	0
COMMUNITY DEVELOPMENT	1	0	0	0	0	0	0	0	0	0	0	0	1	0
CONVENTION CENTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISPATCH	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FACILITIES MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE DEPARTMENT	1	0	0	0	0	0	0	0	0	0	0	0	1	1
GOLF	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HR/SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MUSEUM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARKS	3	0	0	0	0	0	0	0	0	0	0	0	3	0
POLICE DEPARTMENT	9	0	0	0	0	0	0	0	0	0	0	0	9	7
PUBLIC AFFAIRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REC CENTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPECIAL ELECTRONICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SOLID WASTE	3	0	0	0	0	0	0	0	0	0	0	0	3	0
STREETS	3	0	0	0	0	0	0	0	0	0	0	0	3	2
TRANSIT/FLEET	1	0	0	0	0	0	0	0	0	0	0	0	1	0
WATER	1	0	0	0	0	0	0	0	0	0	0	0	1	1
WWTP	1	0	0	0	0	0	0	0	0	0	0	0	1	0
ZOO	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	24	0	0	0	0	0	0	0	0	0	0	0	24	11

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January 2025 Safety Report

Safety

DEPARTMENT	INJ./ILL	3rd PARTY
CEMETERY	1	0
COMMUNITY DEVELOPMENT	1	0
PARKS	3	0
POLICE	7	7
STREETS	1	0
TOTAL	**13**	**7**

INJURY/DAMAGE	DESCRIPTION	3RD PARTY
Ankle	Slip - Trip - Fall	No
Back	Slip - Trip - Fall	No
Hand and Leg	Slip - Trip - Fall	No
Back	Slip - Trip - Fall	No
Cut L hand index finger Injury	Struck by / Caught in or between	No
Face	Possible BBP exposure	**Yes**
Face/Human bite	Struck by / Caught in or between	**Yes**
Needle Stick	Possible BBP exposure	**Yes**
Head Injury	Struck by / Caught in or between	**Yes**
Hand Injury	Struck by / Caught in or between	**Yes**
Arm, back, other	Struck by / Caught in or between	**Yes**
face/chin puncture	Struck by / Possible BBP exposure	**Yes**
Back	Improper lifting ergonomics	No

JANUARY 2025 - DECEMBER 2025 TRAINING		
MONTH/YEAR	**Total Training HOURS**	**EMPLOYEE #S**
JANUARY	907	268
FEBRUARY	0	0
MARCH	0	0
APRIL	0	0
MAY	0	0
JUNE	0	0
JULY	0	0
AUGUST	0	0
SEPTEMBER	0	0
OCTOBER	0	0
NOVEMBER	0	0
DECEMBER	0	0
YTD TOTALS	**907**	**268**

JANUARY 2025 - DECEMBER 2025	
MONTH/YEAR	**TOTAL AMOUNT**
Jan-2025	$16,431.79
Feb-2025	$0.00
Mar-2025	$0.00
Apr-2025	$0.00
May-2025	$0.00
Jun-2025	$0.00
Jul-2025	$0.00
Aug-2025	$0.00
Sep-2025	$0.00
Oct-2025	$0.00
Nov-2025	$0.00
Dec-2025	**$0.00**
YTD TOTAL	**$16,431.79**

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 6.

Legal Committee
Meeting Date: 02/27/2025
COMMITTEE: Legal
CONTACT: Hessel Yntema **CHAIR:** Ed Heldenbrand

DEPARTMENT NAME:

Legal Department Communications/ Settlements Jan/Feb 2025

Attachments

Legal Communications
Settled Claims Jan/Feb 2025

ROSWELL
New Mexico

City Attorney

COMMUNICATION

February 27, 2025
From Hess Yntema, City Attorney
To: Regular Meeting City of Roswell Council

RE: Administratively Executed Leases- January/ February 2025

Mayor Pro Tem and members of the Council,

Settlements

Below please find the administrative settlement that were made under the authority granted in Roswell Code Chapter 2, Art. 4 §23-85 (f).

- Diego Estrada

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FAX: 575.624.6709

roswell-nm.gov

Name	Department	Amnt Paid	Accident description	Date	FUNDS RELEASED
Diego Estrada	Solid Waste	$1,966.29	Solid Waste truck leaked hydrolic spill on the street and claimant was driving a mini bike. He slipped on the oil	12/23/2024	Pending

Legal Committee
Meeting Date: 02/27/2025
COMMITTEE: Legal
CONTACT: Hessel Yntema **CHAIR:** Ed Heldenbrand

ACTION REQUESTED:
Discussion of past development plans for Cielo Grande. (Jessica Vickers)

BACKGROUND:
Initiated by: Jessica Vickers

FINANCIAL CONSIDERATION:
See Fiscal Impact below.

LEGAL REVIEW:
None at this time.

BOARD AND COMMITTEE ACTION:
The Legal Committee will be the first to consider this item.

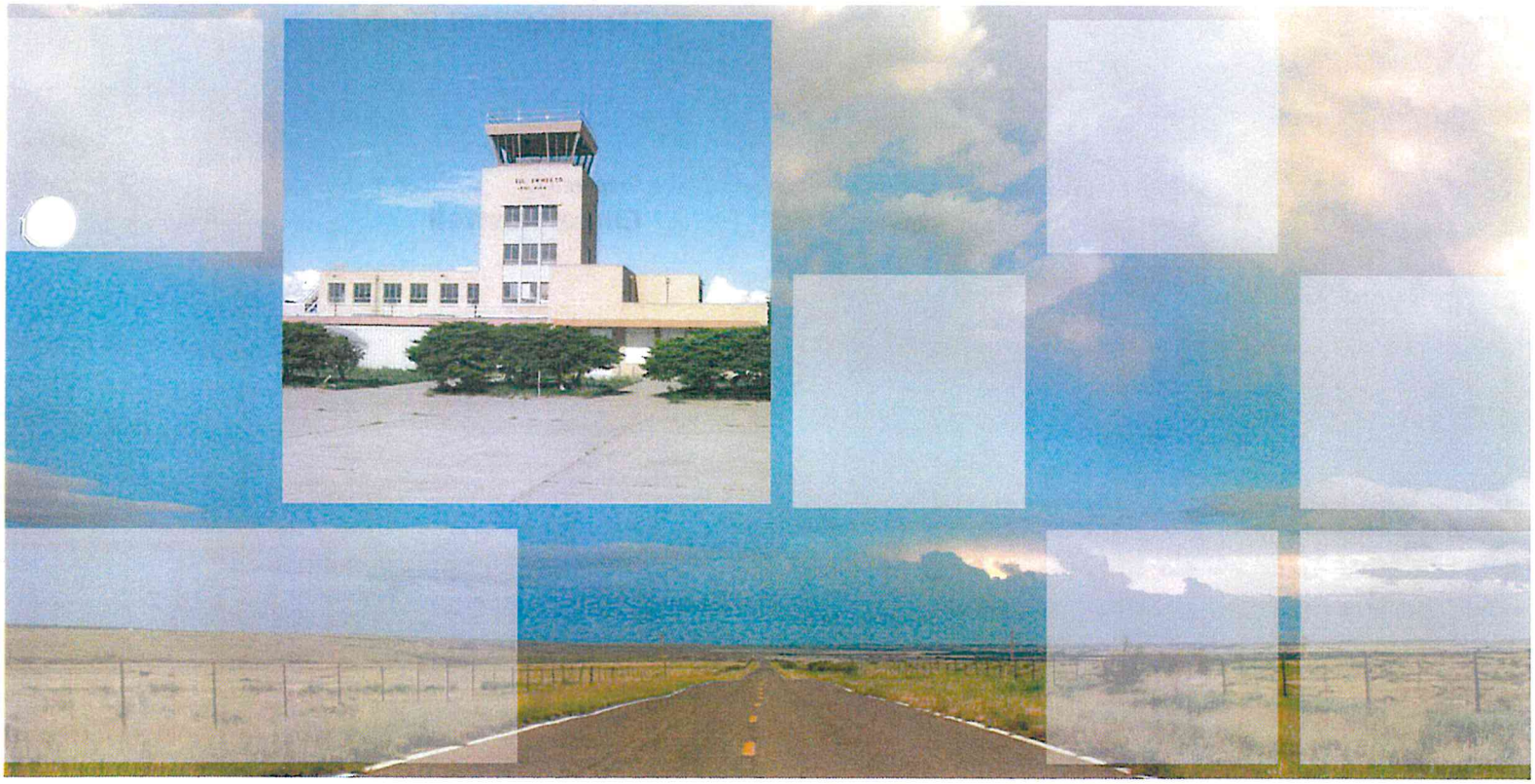
STAFF RECOMMENDATION:
Discussion of past development plans for Cielo Grande.

Attachments
Development Plan
B. Morris Presentation
Zoning Ordinance R-VL and R-L
Zoning Ordinance MXP
Zoning Ordinance Design Guidelines OMA

Roswell Old Municipal Airport Economic Development Plan

Prepared for

CITY OF **ROSWELL** NEW MEXICO



WILLDAN

Acknowledgements

City of Roswell

Dennis Kintigh, Mayor
Joe Neeb, City Manager
Bill Morris, Planner and Old Municipal Airport Economic Plan Project Manager
Riley Armstrong, Vice Chair, Planning and Zoning Commission
Toby Gross, Member, Planning and Zoning Commission

Roswell Chaves County Economic Development Corporation (RCCEDC)

John Mulcahy, President
Amanda King, Project Manager

Prepared by

Willdan Financial & Economic Consulting Services

Molly McKay, CEcD, Principal
James Edison, Managing Principal
Adrienne Teleki, Project Director
www.Willdan.com

Index of Tables

Table 1: Summary OMA Site SWOT 6
Table 2: City of Roswell Business Climate Rankings, 2017 7
Table 3: OMA Site Redevelopment Plan – Estimated Wastewater Volume (Gallons/Day) 11
Table 4: Demographic Characteristics & Trends – City of Roswell & OMA Site 60-Minute Drive Time, 2010-2016 12
Table 5: Residential Development Assumptions 15
Table 6: Retail Spending Power Growth, OMA Site 60-Minute Drive Time (2016-2021) 16
Table 7: OMA Site Supportable Retail Space (Retail Leakage/Pent Up Retail Demand), 60-Minute Drive Time, 2016 17
Table 8: OMA Site Retail Space Oversupply (Retail Supply Greater than Demand), 60-Minute Drive Time, 2016 19
Table 9: Retail Site Selection Criteria 20
Table 10: Proposed OMA Site Redevelopment Program 21
Table 11: OMA Site Conceptual Redevelopment Program – Phase I 22
Table 12: Summary of OMA Site Private Development Financial Feasibility 23
Table 13: Project Hurdle Rate Targets (Minimum and Maximum Estimates) 25
Table 14: Roswell Multifamily Rental Market Comparable Rents – New Construction 25
Table 15: Fiscal and Economic Impacts – OMA Site Phase I Commercial & Public Use Development (One-Time Construction Benefits) 28
Table 16: OMA Site Fiscal Benefits – Annual Ongoing Real Property Taxes (Stabilized Year) 28
Table 17: OMA Site Fiscal Benefits – Annual Ongoing State and Sales Taxes (Stabilized Year) 29
Table 18: OMA Site Ongoing Economic Benefits – Jobs and Payroll at Buildout (Stabilized Year) 31
Table 19: Evaluation of Developer/Investor Interest in OMA Site 33
Table 20: OMA Site Redevelopment Action Plan 36

Index of Figures

Figure 1: Project for Public Spaces – Placemaking 101 9
Figure 2: OMA Site Demolition, 2015 10
Figure 3: Chavez County Demographic Overview, 2016 14
Figure 4: New Mexico Best States Rankings, Total Score (2016) 43

Index of Appendix Figures

Appendix Figure 1: City of Roswell & OMA Site 60-Minute Drive Time Demographic Overview, 2010-2021 38
Appendix Figure 2: Household Income Trends & Projections 39
Appendix Figure 3: OMA Site 60 Minute Drive Time Demographic Characteristics – Race, 2016 40
Appendix Figure 4: Roswell OMA Site 60-Minute Drive Time Housing Tenure & Home Values, 2010-2021 41
Appendix Figure 5: Roswell OMA Site 60-Minute Drive Time Housing Tenure Trends, 2010-20121 (% of Total Units) 42
Appendix Figure 6: Roswell OMA Site 60-Minute Drive Time Housing Tenure Trends, 2010-20121 (Number of Units) 42
Appendix Figure 7: Chavez County Area Median Income & Maximum Housing Rent Payment per Month (2016) 43
Appendix Figure 8: New Mexico Best States Rankings, Economic Opportunity Ranking (2016) 44
Appendix Figure 9: Chavez County Employment by Industry, 2016 45
Appendix Figure 10: Chavez County Employed Population by Industry, 2016 46

I. Introduction and Executive Summary

To spur much needed revitalization and mixed-use redevelopment activity, the City of Roswell is currently evaluating the feasibility of redevelopment of the City-owned Old Municipal Airport Site. The primary objective of the proposed mixed-use residential opportunities is to spearhead a catalytic public-private redevelopment project that will serve as an anchor for the City of Roswell and to attract much needed qualified labor to the Chavez County market area.

The City of Roswell engaged Willdan Financial Services to prepare an Economic Development Study of the Old Municipal Airport Site, including a market and financial feasibility analysis to test the extent to which public investment is warranted to attract private development activity and to provide for a redevelopment strategy and implementation plan. This Economic Development Study also measures the direct, indirect and induced fiscal and economic activity the could be expected to result from construction and ongoing operations of the redeveloped OMA Sites.

Economic Development Plan Intent

The City of Roswell is in the process of creating a master plan for the Old Municipal Airport site, with the potential for subsequent disposition (in parts or as a whole) to developers for redevelopment. The design criteria which will be established as part of the master plan would be a condition of sale and the Development Agreement with a private developer/investor.

OMA Economic Development Plan

Vision Statement

To achieve redevelopment of the Roswell Old Municipal Airport Site as a mixed-use community anchor and gathering space offering new housing development, retail/dining/entertainment, targeted neighborhood services, and cultural arts events and programming.

The overarching intent is to develop a mixed-use project that will incorporate various housing types and densities anchored by a mix of attractive commercial uses. The first phase of the proposed OMA property is focused on the northwest quadrant of the site as a new "Town Center" site which would include mixed- or multi-use buildings that would have commercial space on the ground floors, and multifamily residential (rental apartments) above. These units would be surrounding a community park in the center of the site to include a gazebo for a range of community programs and events (music concerts, performing arts, and other cultural arts events). Radiating outward from the core area, the OMA Site would offer for-sale or rental townhome parcels (16 dwelling units per acre). The outer boundary ring area of the OMA Site is planned for single family homes (rental or for sale, 4 to 8 dwelling units per acre to reflect compact smart growth planning factors in an urban setting).

This Economic Development Plan is structured to prepare a demographic and economic profile, conduct primary research on local real estate market conditions, and ultimately to inform the OMA Site redevelopment strategy. In particular, the study is intended to identify the types and scale of residential and commercial uses would be financially feasible within a mixed- or multi-use context.

Taking these primary goals and objectives as the framework for the economic development study, the following Old Municipal Airport Economic Development Plan provides a comprehensive perspective of both community expectations and real estate market conditions to ultimately meet the overall economic development goals and vision of the City of Roswell.

There are several conditions of financial feasibility that will ultimately drive the market demand required to support a high-density mixed-use concept. These considerations include:

- Site connectivity to Downtown Roswell and Roswell Industrial Air Center critical mass of activity (wayfinding, dedicated programming to push/pull traffic from these locations to the OMA Site)
- Visibility of entrances and egress locations from major highways to OMA Site
- Shared parking strategy (configuration of lower cost shared parking is key – apply Smart Growth principles to parking plan)
- Town Square anchor design and programming that will serve to improve the City of Roswell's perception of a competitive market in which to relocate (for residents, businesses and their workers)
- Enhanced involvement of the City and County partners, along with the Roswell Main Street and others, to ensure extensive marketing of the OMA Site opportunity

Each of these factors are critical to assessing the actual potential for success of market rate uses at the site. The success of the center and any ancillary real estate uses depends upon the actual and perceived marketability of the OMA Site. The developer will question whether the OMA Site redevelopment concept can achieve required rents and sales per square foot to support the capital costs of new construction.

The following market analysis concluded that a project incorporating high quality mixed- or multi-use product could successfully attract private investment interest in the OMA Site with certain caveats. However, to be successful the OMA Site must achieve a significantly higher level of market capture than is currently evidenced in the Roswell regional market area. This will require a dedicated marketing and branding campaign coordinated with County officials, the Roswell International Air Center and other employers, and economic counterparts within the State of New Mexico (Albuquerque and the State of New Mexico Economic Development Administration).

A summary of the financial feasibility and economic benefits findings that could be expected to result from a multifamily rental-anchored mixed- or multi-use development at the OMA Site is provided in the following discussion.

- The financial feasibility analysis assumes a minimum target return (hurdle rate) of 7.5%, a maximum target return (hurdle rate) of 15%, and an average target multifamily rental rate of $1.17 per square foot. Office and retail rents are targeted at $20 per square foot.
- Taking these development costs and revenue assumptions into consideration, the Residual Land Value Analysis ("RLV") indicates that the total estimated capitalized market value (project revenues) at reversion (the year the project is stabilized) are estimated to be $34.33 million for multifamily apartment, office, and retail operations (private sector development component only).
- Total estimated project costs for the commercial and residential components are estimated to be $30.42 million (excluding the cost of land, the Town Center anchor structure, and parking).
- Assuming a targeted return on investment of $2.58 million (7.5% hurdle rate) to $5.15 million (15% hurdle rate), the maximum supported investment is $29.18 million (15% hurdle rate) to $31.76 million (7.5% hurdle rate).

office space strategy of individual tenants, this figure could be much lower by half if telecommuting or office space sharing is employed). The fiscal and economic benefits generated by office worker payroll is expected to be in the range of **$4.10 million** (80 FTEs and $51,000 in annual payroll) assuming a new build-to-suit office tenant is secured for the project.

- Taking the residential and commercial operations together, total payroll is expected to be in the range of **$6.33** million annually, with additional indirect and induced spending generating **$3.67** million to create a total potential payroll impact of nearly **$10 million** in the local and regional market

The underlying rationale in support of the proposed OMA Site's financial feasibility and potential fiscal and economic benefits is provided in the following discussion.

OMA Site Strengths, Weaknesses, Opportunities and Challenges (SWOT)

The following strengths, weaknesses, opportunities and threat/challenges (SWOT) are derived from stakeholder input and site-related research related to the City of Roswell's current economic development capacity. To foster the redevelopment of the Old Municipal Airport Site, the City of Roswell's economic development policies and programs should serve to promote the following strengths/opportunities and mitigate weaknesses/challenges where and when possible.

The implications of these SWOT findings on the potential for redevelopment of the OMA site are important to take into consideration when formulating the most effective role of the City of Roswell in development strategy implementation plan.

First is the why undertake the redevelopment? Is this a good use of City resources given other competing needs for public funding? The answer is clearly yes if evaluating the capacity of the City of Roswell to attract a professional, talented workforce to the market.

Successful workforce development requires a sustained focus on business retention, attraction and entrepreneurship activities (the "three-legged stool" of economic development). It also requires fostering a high quality of life.

Trends in Business Climate Rankings and Roswell's Performance

IEDC reports that businesses relocate or expand in places with business climates favorable to their industry. States and localities targeting specific sectors fine-tune their regulations, policies and other site location factors to create a business climate favorable to a specific industry or group of industries. This applies to the industrial sector as well as for mixed-use residential and commercial developers. Key trends and the City of Roswell's performance are summarized in the following business climate assessment.

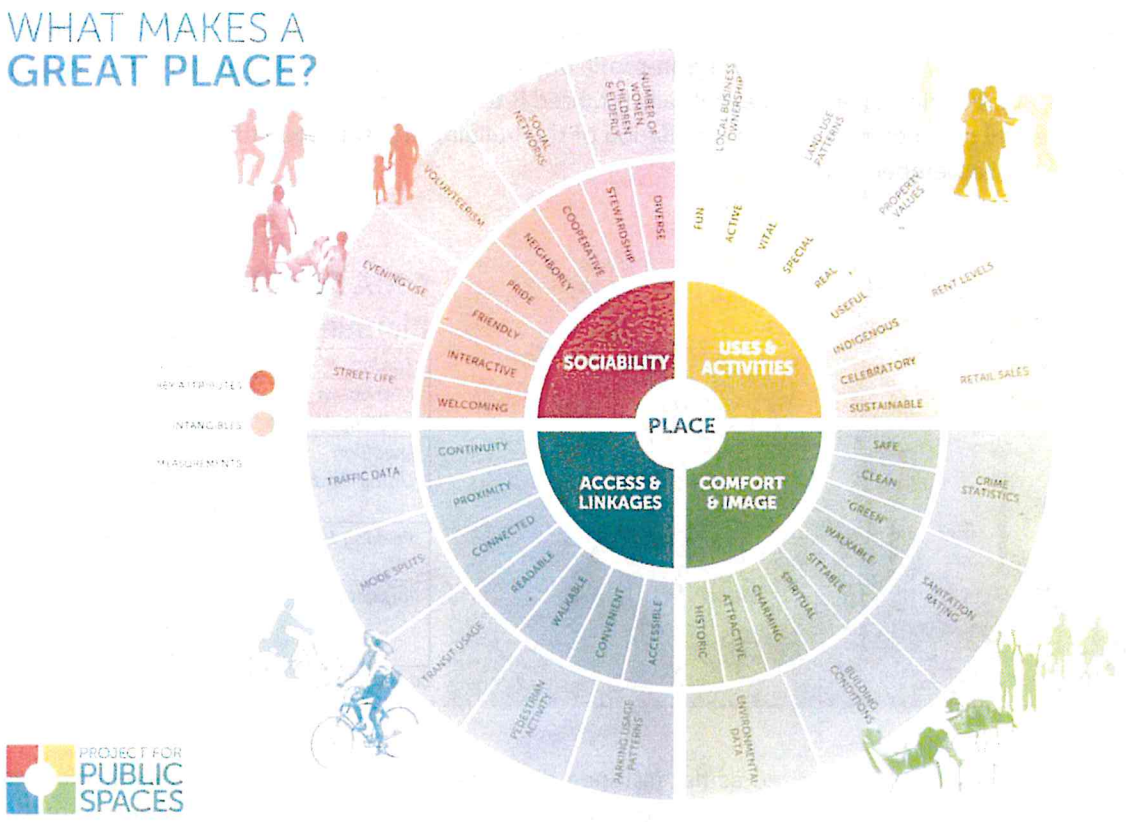
Table 3: City of Roswell Business Climate Rankings, 2017

Business Climate Factor	Description	Roswell Ranking
Skilled Workforce	The pervasive need for an available skilled workforce has spurred workforce development initiatives, with a particular emphasis on training in new technologies	**Needs Improvement**
Utility Costs	De-regulation of utilities has allowed businesses to purchase lower cost energy. Roswell's electricity cost is 4.1¢/kWh to 7.634.1¢/kWh compared to 5.8¢/kWh to 12.3¢/kWh (Albuquerque) and 4.8¢/kWh to 8.2¢/kWh in Lubbock for industrial and residential uses, respectively.[1]	**Competitive**
Business Incentives	Localities now offer incentives, such as tax breaks, to businesses that are expanding locally not just those that are relocating to the area for the first time. Roswell/Chavez County offers competitive business incentives (tax credits, worker training, public infrastructure).	**Average**
Income Tax Rate	Income tax is kept as low as possible because many skilled workers demand high net pay and prefer working and living where they have maximum purchasing power. The State Personal Income Tax Rate in New Mexico is 1.7% to 4.9% as compared to Texas (no State income tax) and Utah (5%) and Colorado (4.63%).	**Average**
Expedited (Electronic) Permitting	Local governments create one-stop centers to streamline the process for obtaining business or construction permits when beginning or expanding operations, or undertaking large scale real estate development. Electronic permitting is an efficient, low cost, and competitive form of permitting allowing for same day, concurrent review. More information available from American Planning Association and the International Economic Development Council	**Average**
Telecomms Infrastructure	Public and private sector investment initiatives in telecommunications infrastructure ensure that high speed, high bandwidth communications are available for business.	**Unknown**
Internet Tax Freedom Act	To encourage the growth of e-commerce, the Internet Tax Freedom Act signed in 1998 imposed a three-year moratorium on new state and local taxes for online transactions and sales.	**Unknown**
Cultural Arts/ Entertainment & Placemaking	Localities focus resources on improving arts, culture and other the quality of life factors to attract and retain skilled workers that businesses seek. Roswell's Main Street Strategic Plan and other initiatives are seeking to enhance the City's sense of place and quality of life.	**Needs Improvement**
Affordable Housing	Development of affordable housing attracts and retain key workers who may otherwise be priced out of the local housing market in a growing economy	**Needs Improvement**

Source: City of Roswell; International Economic Development Council; Willdan, 2017

[1] https://www.electricitylocal.com/states/new-mexico/roswell/

Figure 1: Project for Public Spaces – Placemaking 101



Source: Project for Public Spaces, *Placemaking 101*, https://www.pps.org/reference/grplacefeat/.

II. Site Existing Conditions and Capacity Assessment

The Old Municipal Airport site offers a prime 400-acre redevelopment opportunity. The site is bounded by the East by Montana Avenue, to the West by Sycamore Avenue, to the North by Country Club Road (south of privately-owned land), and to the South by 8th Street. located at the intersection of West College Boulevard

The site's trade area boundaries are defined as the primarily the City of Roswell, Chavez County, and the OMA Site market area (within a 60-minute drive time of the intersection of West College Boulevard and Sycamore Avenue).

The terminal was built in 1949 after donation of the site to the City of Roswell by the U.S. Army Air Corps, which operated the site in the 1940s as an auxiliary airfield to the new bombardier training base at Roswell. That training base, which later became Walker Air Force Base, was one of five World War II air bases in New Mexico.

The OMA Site has immediate access to existing utilities (water, wastewater, power, and fiber optic cabling). Renovation of the Roswell Wastewater Treatment Plan (WWTP) was completed in 2008. The WWTP is designed to treat 7.0 million gallons per day (MGD), with a peak flow of 15.0 MGD. Current average flow is approximately 3.4 MGD, indicating excess capacity of 3.6 to 11.6 MGD. Assuming existing excess system flow capacity (with no known pipeline construction), the following Table 4 illustrates an order of magnitude estimate of the impact of the proposed OMA Site redevelopment program on future water/wastewater capacity of approximately 76,260 gallons per day[7].

Table 4: OMA Site Redevelopment Plan – Estimated Wastewater Volume (Gallons/Day)

Development Type	# of Units/ Sq. Ft.	Wastewater Volume (Gallons per Month/ Unit)	Total Gallons/ Month
Apartment Units	250 units	150	37,500
Townhomes	75 units	225	16,875
Single Family Detached Homes	75 units	225	16,875
Commercial Uses (# Retail Connections)	70,000 sq. ft.	500	5,000
Total Wastewater Demand (Gallons/Month)			76,250

1/ Commercial uses (retail) assumes 7 connections to support 70,000 sq. ft. (subject to further engineering analysis).

Source: City of Roswell; Willdan, 2017

The following discussion provides a summary of the demographic and real estate market conditions that directly influence the opportunity to attract private investment and development to the OMA Site.

III. Mixed-Use Development Market Opportunities

Demographic & Economic Overview

The OMA Economic Development Plan is informed by a primary real estate market analysis to define the conditions of feasibility for mixed- and multi-use redevelopment at the Old Municipal Airport site.

The baseline demographic and economic profile that analyzes the City of Roswell and its economic relationships to the region are provided in the Appendix to this Economic Plan.

The detailed profile of the City of Roswell's current economy and forecast trends for the short-term (5 years from 2016 to 2021) for: demographic and lifestyle characteristics (population growth by age, income and race), poverty rates, unemployment, education levels, housing characteristics, labor force characteristics, industries, workforce, number and types of businesses, employment by sector, annual payroll, and taxable sales.

[7] Source: http://roswell-nm.gov/215/Existing-Sanitary-Sewer-System; estimates subject to further refinement of the OMA Site redevelopment plan and wastewater capacity at the time of development.

- **Housing Tenure Characteristics:** Currently, 27% of housing is occupied by renters, 62% is owner-occupied and 11% of housing stock is vacant. Notably, rental housing stock is expected to increase to 29% of all units by 2021. According to Trulia, the rate of homeownership nationally declined by 5% from 2006 to 2014, and the trend of an increasing share of housing renters over buyers is expected to continue.[9]
- **Household Income:** 41% of households earn less than $35,000 annually; 25% of households earn between $35,000 to $50,000 annually; 31% earn 50,000 to $75,000 annually; and 27% earn more than $75,000. Notably, the households earning more than $50,000 annually within the OMA Site market area are expected to increase to from 43% to 47% of the total market by 2021 (approximately 1,180 new households in the $50,000+ income bracket targeted for new residential construction). This growth is due to a combination of new household formation and increasing household incomes within the existing population.
- **Economic Vitality Rankings:** According to US News and World Report[10], the State of New Mexico is ranked 46 of 50 states as a composite score of: health care; education; crime; infrastructure; opportunity; economy; and government. Competing markets within the region scored as follows: Utah – 15; Colorado – 11; Arizona - 28; and Texas - 30. These indicators are important to consider when marketing a Master Developer RFQ and RFP for the OMA Site. Based on interviews with developers and brokers regarding the opportunity of the OMA Site, the City of Roswell should focus on marketing the project within the local region (Albuquerque or Lubbock) given the economic context of other investment opportunities of these competing markets.
- **Educational Attainment:** The following Figure 2 provides a snapshot of educational attainment in Chavez County. As of 2016, 21% of residents held no high school diploma. Approximately 33% of residents reported some college, and 19% of residents hold a bachelor's, graduate, or professional degree as compared to the U.S. average of 33% of adults holding a bachelor's degree or higher. The rate of educational attainment is an important metric in site selection for business expansions and locations.
- **Businesses and Employment:** Chavez County is home to 2,379 businesses and 23,884 employees. Employment is projected to grow by 1.75% over the next five years as is evidenced by stakeholder interviews with area businesses who have indicated employment expansion plans. Approximately 53% of employees are white collar or professional, 28% are blue collar, and 19% are employed in the service sector. The current unemployment rate in Chavez County is 7.3% as compared to the U.S. average of 4.9%. Relatively higher unemployment is a challenging metric when attracting new housing development to a market.

[9] https://www.trulia.com/blog/trends/own-to-rent/
[10] https://www.usnews.com/news/best-states/rankings.

Economic Development Corporation approximately 4,000 hotel room nights per month are occupied by extended-stay guests related to seasonal employment.

Area employers have indicated a critical shortage of quality housing at a variety of price points needed to attract a professional workforce. The majority of housing in Roswell is over 50 years old, therefore, maintaining housing quality remains an ongoing economic development priority.[11] Anecdotally, a large share of existing housing in the City of Roswell is considered substandard. The U.S. Housing and Urban Development defines "substandard" to mean housing which is dilapidated, without operable indoor plumbing or a usable flush toilet or bathtub inside the unit for the family's exclusive use, without electricity or with inadequate or unsafe electrical service, without a safe or adequate source of heat, and should but does not have a kitchen, or has otherwise been declared unfit for habitation by the government.

There is one apartment complex currently under construction in the City of Roswell. Spring River Luxury Apartments at Sycamore Avenue and College Boulevard is the first apartment complex to be built in Roswell since 2014 that is not restricted to seniors or the disabled. It is also the first non-restricted project larger than 100 units built since 1984. Developer Stephen Emery Holdings Ltd. of Tucson, Arizona, co-owner Chad Lydick of Clovis and Icon Builders of Scottsdale, Arizona, are partners in the upscale project, with starting rents expected to be in the range $800 to $1,100 per month. The first phase, valued at $15 million by online Dodge Lead Reports, will include 144 units and amenities, which are slated to include a pool, spa, exercise room and business center. The units will have one to three bedrooms. The first phase initiated construction in August 2016 and is not yet complete due to a change in construction contracting management. The second phase will include an additional 112 units and is expected to be completed by July 2018 according to project members.

Taking the regional population growth projections along with the condition of current housing stock and additional demand from inflow (seasonal/temporary employment), there is evidence of sufficient demand to support the OMA Site's proposed residential development program.

However, a caveat to this evidence of support for new housing is the challenge of attracting a private developer/investor to the Roswell market. Given that the OMA Site would be the first large scale mixed- or multi-use development project in the Roswell market, it is important to attract an experienced developer with the capacity to undertake such a project (both in terms of construction contracting and capital for investment). Based on the OMA Site's land capacity and other factors, the financial analysis assumes the following development program, construction costs and lease rates (for the purpose of the financial analysis, for sale product is excluded).

Table 6: Residential Development Assumptions

	Units	Dwelling Units/ Acre	Construction Cost/Sq. Ft.	Lease Rate/Sales Prices/Sq/ Ft.
Phase 1: Multifamily Rental	125	30-40	$125	$1.10
Phase 2: Multifamily Rental &	125	20-40	$125	$1.10
Townhomes	75	8-16	$115	$1.30
Phase 3: Single Family Units	75	4-8	$135	$
Total	400			

Source: City of Roswell; Willdan, 2017

[11] City of Roswell 2015 Comprehensive Master Plan, http://roswell-nm.gov/Archive/ViewFile/Item/108

According to data reported by ESRI Business Analyst, 2016, retail spending is expected to grow by $40.8 million with the capacity to support approximately 102,000 square feet of new retail space anywhere within the OMA Site market area. However, the estimated net new retail spending must be analyzed in the context of existing retail supply and demand.

The following table provides a summary snapshot of the retail leakage and surplus within a 60-minute drive time of the OMA Site according to data reported by ESRI Business Analyst, 201612. Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars.

The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales.

Based on these factors, there are several retail categories that indicate greater available retail spending power when compared to area retail sales (supply). In total (excluding online mail order and other unrelated spending categories), approximately 310,000 square feet of net new retail space could be supported today in the OMA Site market area. The categories that would most likely be targeted by the OMA Site redevelopment plan retail tenanting strategy could include:

- Specialty food stores (urban grocery)
- Specialty beer, wine & liquor
- Health & personal care stores
- Sporting goods, hobby, books & music
- Home goods, gifts, florists
- Clothing, accessories & shoes
- Garden/local hardware supplies

Conversely, there are several retail categories that indicate greater available retail spending power when compared to area retail sales (supply). In total (excluding online mail order and other unrelated spending categories), approximately 1.06 million square feet of existing retail space exceeds area spending power (demand).

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[12] ESRI uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. Source : http://www.esri.com/data/esri_data/methodology-statements.

Table 9: OMA Site Retail Space Oversupply (Retail Supply Greater than Demand), 60-Minute Drive Time, 2016

Retail Spending Categories	Retail Over-Supply	# of Existing Businesses	Supportable Retail Space (Sq. Ft.) /1
Restaurants/Other Eating Places	$(277,185)	134	(700)
Other Motor Vehicle Dealers	$(1,199,692)	9	(3,000)
Used Merchandise Stores	$(1,267,642)	17	(3,200)
Direct Selling Establishments	$(2,581,592)	3	(6,500)
Specialty Food Stores	$(3,102,004)	15	(7,800)
Food Services & Drinking Places	$(4,127,334)	140	(10,300)
Drinking Places - Alcoholic Beverages	$(4,329,591)	5	(10,800)
Auto Parts, Accessories & Tire Stores	$(4,663,824)	31	(11,700)
Food & Beverage Stores	$(21,615,063)	67	(54,000)
Grocery Stores	$(21,672,966)	48	(54,200)
Other General Merchandise Stores	$(49,349,545)	23	(123,400)
Department Stores Excluding Leased Depts.	$(76,509,726)	16	(191,300)
Automobile Dealers	$(113,477,447)	23	(283,700)
Motor Vehicle & Parts Dealers	$(119,340,963)	63	(298,400)
General Merchandise Stores	$(125,859,271)	39	(314,600)
Total Oversupply of Existing Retail Space (Sq. Ft.), 2016			**(1,063,100)**

1/ Assumes sales productivity of $400 per square foot.

Source: ESRI Business Analyst; Willdan, 2017

The OMA Site offer several characteristics that would be highly supportive of ancillary retail uses such as retail and dining. Any commercial or residential use on the site would be enhanced by a minimal amount of food and beverage or other neighborhood-scale service retail (less than 10,000 square foot of supportive ancillary is a general rule of thumb for mixed-use urban infill redevelopment projects according to an informal survey of members of ULI-the Urban Land Institute's Redevelopment and Reuse Council). Based on these factors, the OMA Site offer several competitive characteristics attractive to the mixed-use development community.

Together, the residential and daytime employment market spending power is sufficient to support such retail uses. However, there are other several important site characteristics that will directly impact the ability of the OMA Site to attract retailers. The following Table 10 provides an overview of industry standards for retail site selection criteria and the OMA Site's competitive context.

IV. Recommended Redevelopment Alternatives

Taking into consideration the comprehensive evaluation of prevailing site conditions, Roswell business climate, demographic analysis, and real estate market economics, the OMA Site redevelopment will require a phased approach over a 10- to 20-year period. The first phase should focus on creating an urban infill core and community anchor.

Based on interviews with developers, it is recommended that Phase 1 focus on developing rental apartments in a mixed- or multi-use setting, with ancillary pad retail and community amenities supported by public/private investment. Developers indicated that a typical Phase 1 investment would yield approximately 250 rental units and 70,000 square feet of retail, dining and neighborhood service uses. However, based on current market conditions, it is recommended that the City or Roswell target a more modest development program as a catalyst for longer-term, large scale development at the OMA Site.

The following Table 11 provides a summary of the proposed development program, including later phases that could include attached townhomes and detached single family homes (rental and/or for sale, to be determined by market conditions at the time of development).

Table 11: Proposed OMA Site Redevelopment Program – Phase I

Development Program	Land Plan Designation	Units	Gross SF/ Unit	Construction Cost / Sq Ft	Construction Cost / Unit
Residential Development					
Multi-Family Apartments	Phase 1/2	250	1,000	$ 125	$ 125,000
Single Family Attached Townhome:	Phase 2	75	1,500	$ 125	$ 187,500
Single Family Homes	Phase 3	75	2,400	$ 150	$ 360,000
		400			

Commercial Development		Square Feet	Est. Sales Productivity / Sq Ft	Construction Cost/ Sq Ft
Office	Phase 1/2	20,000	$ 300	$ 200
Neighborhood Services	Phase 1/2	12,000	$ 300	$ 200
Specialty/Anchor Grocery	Phase 1/2	15,000	$ 400	$ 200
Restaurants	Phase 1/2	25,000	$ 500	$ 250
Corner Store	Phase 1/2	3,000	$ 300	$ 200
Total		75,000		

Other Public Amenities	Square Feet
Open Air Farmers' Market	5,000
Community Meeting Building/Public Square Anchor	5,000
American Legion, Aquatic Center, Noon Optimist Park, Ballfield, Tot-Lots	Existing
Multi-Use Trail, Pedestrian Sidewalks and Open Spaces	Existing
Commercial Parking Spaces /1	150

1/ Parking requirement assumes: 2 spaces per 1,000 square feet of commercial uses.

Source: City of Roswell; ULI-the Urban Land Institute; U.S. Census; Willdan, 2017.

To test the feasibility of the mixed-use development program concept and its ability to attract interest by a private developer/investor through a PPP or other Master Developer RFP process, the Willdan Team conducted an analysis to test the order-of-magnitude "Residual Land Value" or "Supported Investment" related to redevelopment of the OMA Site.

Following is a summary of financial feasibility findings, and a description of the methodology and approach to the analysis. The detailed assumptions and calculations supporting these findings are provided in the Appendix to this report.

Summary of Supportable Investment

In the following discussion, the financial feasibility of the preferred OMA Site redevelopment program is evaluated assuming a minimum target return (hurdle rate) of 7.5%, a maximum target return (hurdle rate) of 15%, and an average target multifamily rental rate of $1.17 per square foot. Taking these development costs and revenue assumptions into consideration, the Residual Land Value Analysis ("RLV") indicates that total project revenues at reversion (the year the project is stabilized) are estimated to be $34.33 million.

Total estimated project costs for the commercial and residential components are estimated to be $30.42 million (excluding the cost of land, the public Town Square anchor, and parking). Assuming a targeted return on investment of $2.58 million (7.5% hurdle rate) to $5.15 million (15% hurdle rate), the maximum supported investment is $29.18 million (15% hurdle rate) to $31.76 million (7.5% hurdle rate).

The residual land value per square foot is positive assuming the minimum target hurdle rate at $5.30 per square foot and negative assuming the maximum target hurdle rate ($-4.88 per square foot) indicating that the project would be considered financially feasible only if:

- Publicly subsidized land and parking costs;
- Minimum threshold multifamily rental rates of $1.17 per square foot; and
- The developer is willing to accept the lower threshold for return on investment closer to 7.5% as opposed to 15%.

Table 13: Summary of OMA Site Private Development Financial Feasibility

		Min ROI 7.5%	Max ROI 15%
Total Project Income ($ M)	a	$34.33	$34.33
Hurdle Rate	b	7.5%	15.0%
Required Return on Investment-ROI ($ M)	c	$2.58	$5.15
Maximum Supported Investment ($ M)	d	**$31.76**	**$29.18**

		Min ROI 7.5%	Max ROI 15%
Total Costs of Development Without Land ($ M)	e	**$30.42**	**$30.42**
Residual Land Value ($ M)	(d-e)	**$1.34**	**$(1.23)**
RLV/Sq. Ft. of Site Area ($)		**$5.30**	**$(4.88)**
RLV/Acre of Site Area ($)		**$230,870**	**$(212,520)**

Source: ULI-the Urban Land Institute; City of Roswell; Willdan,2017

month; however, given that the shared use parking plan is still unknown at this time, parking revenue is excluded from the financial feasibility analysis.

To calculate total project value, the model makes certain assumptions regarding the expected market capitalization rate (applied to Net Operating Income) based on market research for each use type.

A high and low hurdle rate is applied to each redevelopment scenario. A hurdle rate is the minimum rate of return anticipated on a project. In this analysis, the project's target hurdle rate (required return) assumes a range of debt and absorption factors resulting in a required return in the range of 7.5% to 15%. The low end assumes development risks are mitigated such as by right entitlements, anchor tenant or build-to-suit operator identified prior to construction, or other factors that would serve to reduce the absorption timeframe or generate project incomes in the near term after construction is complete.

Table 14: Project Hurdle Rate Targets (Minimum and Maximum Estimates)

Minimum & Maximum	Debt		Equity		Hurdle
Months to Achieve Project Value	Share of Funding	Interest Rate	Share of Funding	Annual Return	Rate
12	75%	7%	25%	20%	7.5%
18	60%	6%	40%	20%	15.0%

Source: ULI-the Urban Land Institute; Willdan, 2017

The targeted hurdle rate is also impacted by the complexity of the use-mix and building types. For example, if the project were to assume a single multifamily rental use, it is plausible to assume a hurdle rate in the range of 7.5%. It is important to note that the Master Developer will rely on their own assumptions at the time of application based on current market conditions and the site plan so these figures should be considered illustrative for planning purposes only.

Taking into consideration target rents for multifamily residential, office and retail, the analysis assumes market-rate residential with a target rent range of $1.17 per square foot, a build-to-suit office tenant, and a nominal amount of retail (20,000 square feet) to serve as an amenity to the transit center and other tenants in the complex.

Current multifamily apartment asking rental rates for new construction in the Roswell market are in the range of $1.08 to $1.42 per square foot (before concessions). Given that the proposed product type (Town Square-anchored mixed- or multi-use residential over retail with ancillary office) is unknown in this market, it is not known if this concept would attract the minimum threshold rents required to support new construction costs. It will be important for the City of Roswell to track the absorption rate of other properties under construction to demonstrate pent-up demand for new apartments with rents in the range of $1,000 per month or higher).

Table 15: Roswell Multifamily Rental Market Comparable Rents – New Construction

	Asking Rent	Square Feet	$/Sq. Ft./1
1 BR/1 BA	$910	642	$1.42
2 BR/2 BA	$1,110	984	$1.13
2 BR/1 BA	$1,010	889	$1.14
3 BR/ 2 BA	$1,210	1124	$1.08
Weighted Average			**$1.17**

1/ Asking rent before concessions as of Sept. 2017.
Source: www.apartments.com; City of Roswell; Willdan, 2017

VI. Fiscal and Economic Benefits of Redevelopment Alternatives

To better inform justification for public investment in the residential, commercial, and public uses at the OMA Project Site, Willdan conducted a high-level fiscal and economic impact analysis of the recommended Phase I redevelopment program.

In addition to providing an important expansion of the City of Roswell's housing stock and high-quality eating/drinking/entertainment gathering spaces, the proposed redevelopment initiative will also serve to generate one-time and annual ongoing fiscal and economic benefits to the City and County.

This analysis examines the expected one-time and annual ongoing job creation, payroll and tax revenues from the construction phase of the project. Note that this analysis excludes the cost of providing any new public services resulting from the proposed OMA Site redevelopment (to be further tested at the time of more refined site planning).

The following section provides a summary of the key assumptions and values necessary to estimate the fiscal and economic benefits of the recommended redevelopment program at buildout, including:

- Development program assumptions and related assessed values by use type
- Net new project-related residents and employees
- Fiscal revenues at buildout (stabilized year)

The inputs informing key assumptions are explained below.

The following Table 16 illustrates that the combined residential, commercial and public uses identified in the recommended OMA Site redevelopment program would require approximately **$30.42 million in construction investment** (excluding the cost of land, infrastructure, parking, any structures associated with the Town Square anchor).

Assuming 60% of construction costs are attributable to construction materials, approximately **$18.25 million** of spending on **construction materials** could be expected to occur in the local and regional market.

It is estimated that the OMA Site project could be expected to generate approximately **$12.17 million** in **construction wages** (40% of total development costs). Assuming an average annual construction wage of **$41,780**, the project could be expected to create approximately **291 construction jobs** (or **58** full-time equivalent **construction workers** assuming a 24-month construction timeframe).

Assuming a state and local tax rate of 7.6875%, spending on construction materials could be expected to generate approximately **$1.40 million in state and local sales taxes** (although the sourcing of materials is unknown and some portion of sales tax benefits are expected to occur outside the State of New Mexico).

City of Roswell Millage	
Chavez County Millage	
Roswell Independent School District	
Total County, School & City Millage/ 1	25.801
Total Estimated Project Value (100% of Market)/1	$30,418,755
Estimated Annual Real Property Taxes	**$784,834**

1/ Based on construction cost value, subject to adjustment based on real property assessment, www.co.chaves.nm.us/156/Tax-Rate-Comparison : 1 Roswell Out / Nonresidential.

Source: Chavez County Assessor; Willdan, 2017

At buildout and assuming 100% occupancy, the OMA Site's retail operations could be expected to generate approximately **$615,000** in state and local **retail sales tax revenues**, of which **$205,000** annually would accrue to the **City of Roswell**.

Table 18: OMA Site Fiscal Benefits – Annual Ongoing State and Sales Taxes (Stabilized Year)

Ongoing Fiscal Benefits from OMA Site Retail Operations		
Retail Uses (Sq. Ft.)	20,000	
Estimated Annual Retail Sales Productivity/ Sq Ft	$400	
Total Annual Retail Sales	**$8,000,000**	
State of New Mexico Sales Tax	5.13%	$410,000
City of Roswell Sale Tax	2.5625%	$205,000
Total State & Local Sales Tax	7.6875%	**$615,000**

Source: www.taxrates.com/state-rates/new-mexico/cities/roswell/; City of Roswell, NM; Willdan, 2017

In terms of job generation (

Table 19: OMA Site Ongoing Economic Benefits – Jobs and Payroll at Buildout (Stabilized Year)

Development Program	Square Feet or Units	FTEs/Sq. Ft. or Unit	Total Jobs (Stabilized Year)	Average Wage	Total Annual Payroll	Total Direct, Indirect & Induced Benefits/1
						1.58
Residential (Units)	125	0.0640	8	$37,030	$296,000	$468,000
Retail (Sq. Ft.)	20,000	450	44	$43,850	$1,949,000	$3,079,000
Office (Sq. Ft.)	20,000	250	80	$51,030	$4,082,000	$6,450,000
Town Square (Sq. Ft.)	10,500	N/A		N/A		
Total			132		$6,327,000	$9,997,000

1/ Based on indirect and induced multipliers for similar industries nationally reported by IMPLAN.

Source: ULI-the Urban Land Institute; https://www.bls.gov/oes/current/oes_nm; IMPLAN; Willdan, 2017

Given relatively low achieved office rental rates reported in the Roswell/Chavez County regional market, the analysis does not presume that developing office space necessarily equates to creating new office employment (as new space could be occupied by existing office workers relocating from older/obsolete space) and these fiscal benefits should be evaluated with this specific caveat.

Taking the residential and commercial operations together, total payroll is expected to be in the range of **$6.33** million annually, with additional indirect and induced spending generating **$3.67** million to create a total potential payroll impact of nearly **$10 million** in the local and regional market

Conclusion

The proposed OMA Site redevelopment strategy includes approximately 195,000 square feet of mixed-use development including office, 125 units of multifamily rental housing, 57 shared-use parking spaces, and a nominal amount of initial ancillary retail to serve as an amenity to the OMA Site tenants and visitors (20,000 square feet).

Based on the market findings in this analysis, if the project were to meet the conditions of feasibility outlined in this study, the project could potentially attract a private sector developer to enter into a PPP (land sale or long-term ground lease) to construct and operate the residential, office, and retail components of the project while achieving a minimum threshold return on investment of 7.5%.

The one-time construction activity and ongoing operations are anticipated to generate fiscal and economic benefits in the form of jobs, payroll and taxes that could justify public funding in infrastructure and public realm improvement components of the project.

The detailed assumptions and calculations in support of these financial and economic findings are provided in the following Appendix to this report.

Table 20: Evaluation of Developer/Investor Interest in OMA Site

#1: Strength of Regional Demographics	
Evaluation Criteria: ▪ Strength of demographics as related to the specific market for the end user of the facilities constructed such as: ○ Population growth; ○ Job growth; ○ Unemployment rate; ○ Median household income; ○ Income growth rates; ○ Educational attainment and ○ Poverty rate.	**Recommended Goals & Objectives:** The Roswell/Chavez County regional market is challenged by demographic trends reported by the U.S. Census. However, these data do not necessarily reflect the full picture of economic activity in the market since temporary/seasonal employees are not counted as residents. Furthermore, the data in this report are derived from ESRI Business Analyst, a GIS-based for-purchase demographic and economic forecasting service based on 2015 Community Survey data, inflated to 2016. It is recommended that the City of Roswell update the OMA Economic Development Plan as soon as the 2016 U.S. Census Community Survey data is released in October 2017.
#2: Strength of Regional Real Estate Economics	
Evaluation Criteria: ▪ Demand for new office construction requires evidence of job growth by industry. ▪ Demand for new multifamily rental development requires evidence of job creation and median household incomes greater than $55,000 annually to support the rents associated with new unsubsidized residential construction. It is also important to show evidence of multifamily absorption rates associated with new housing stock in the local market (Spring River Apartment complex remains partially under construction; absorption and rent data is not available). ▪ New retail development requires evidence of retail leakage and growth in households and household income. Leakage of Roswell residents' retail spending to other jurisdictions must tie to the specific retail categories targeted by the OMA Economic Plan retail tenanting strategy (evidence of pent up demand by category of retail such as restaurants, grocery, etc.).	**Recommended Goals & Objectives:** The combined economics form the foundation of investor interest and bank interest in financing the development program. Currently, the Roswell/Chavez market is reporting job growth with wages greater than $55,000 annually. ESRI data indicates retail leakage (retail supply/gross retail sales less than area spending power). These factors are supportive of new residential and retail development in Roswell and should be marketed to potential developers/investors throughout the Master Developer RFQ/RFP process.
#3: Strength of OMA Site Location	
Evaluation Criteria: ▪ Access to transportation road networks/linkages to employment centers.	**Recommended Goals & Objectives:** The OMA Site is reportedly adequately served by existing infrastructure with capacity to support new development. Site visibility and traffic counts are challenging.

Source: City of Roswell; Chavez County Economic Development Corporation; Willdan, 2017

VIII. OMA Site Redevelopment Implementation Plan

The success of this ambitious redevelopment initiative requires alignment of goals and funding priorities between City departments, external organizations and multiple regional jurisdictions, as well as creative public-private funding mechanisms to attract redevelopment and revitalization activity (and retail tenants, in particular) to the Old Municipal Airport Site.

Effective funding for the strategy will require multi-year operating support for key initiatives, debt products to finance the growth of existing businesses, investment capital for start-up and emerging businesses, strategic investment funds to jump-start new programs and facilitate collaboration, and regulations and policies that provide financial incentives to businesses and developers.

Following is a summary of the recommended goals, objectives, and action steps that, if implemented, will enhance Roswell's competitive position in the regional market place and increase the potential to attract private investment and development to the OMA Site:

- **Goal 1:** Adopt Old Municipal Airport Site Master Plan (Pre-Planning)
- **Goal 2:** Goal 2: Attract Private Investment and Development
- **Goal 3:** Goal 3: Enhance the Roswell/Chavez County Residents' Quality of Life through Innovative Placemaking Initiatives
- **Goal 4:** Encourage Private Investment and Revitalization Activity in Downtown Roswell as a Community Anchor
- **Goal 5:** Enhance Employment Opportunities for Local Residents

To fully implement the OMA Site redevelopment plan, it is envisioned that the City of Roswell and Chavez County Economic Development Corporation will require a targeted and sustained effort to implement the recommendations.

The OMA Site redevelopment plan will also require greatly enhanced strategic partnerships with local, State and Federal entities to secure state/federal grants, Tax Increment Financing or other Redevelopment funds.

The total estimated construction cost of Phase 1 of the OMA Site is estimated to be approximately $30.42 million over five years.

The following Table 21: OMA Site Redevelopment Action Plan provides the detailed steps required to implement this study's key economic development recommendations. Assuming a 3:1 multiplier associated with the estimated Phase 1 construction investment, the City could expect $91.26 million in catalytic economic development activity to occur form redevelopment of the OMA Site. Implementation of the OMA Site redevelopment plan is subject to funding availability on an annual basis and it is recommended that the plan be modified as needed over time.

Table 21: OMA Site Redevelopment Action Plan, continued

Goal 4: Encourage Private Investment and Revitalization Activity in Downtown Roswell as a Community Anchor							
4.1	Actively support the full implementation of the Roswell Main Street Strategic Plan (2016-2017) with increased staff support and financial resources.	◊	◊	◊	◊	◊	TBD
4.2	Organization: Appoint an OMA Master Plan liaison to participate in meetings between the Chamber, City and EDC and other stakeholders. Provide quarterly or monthly updates.	◊	◊	◊	◊	◊	
4.3	Promotion: Appoint an OMA Master Plan liaison to support the Main Street Strategic Plan's Promotion Committee work plan to produce quality events and identify new partnerships.	◊	◊	◊	◊	◊	
4.4	Design: Provide staff resources and funding to implement the Main Street Strategic Plan's goal to work with the City, EDC and New Mexico Main Street on architectural improvements to create more curb-appeal and place-making, wayfinding banners, and festival arts programming	◊	◊	◊	◊	◊	
4.5	Appoint a Main Street Strategic Plan liaison to promote urban infill revitalization activity in Downtown Roswell to increase density and expand the tax base for greater economic sustainability. Achieving the Roswell Main Street's revitalization objectives Downtown would serve to drive population growth in the City of Roswell overall and accelerate redevelopment of the OMA Site.	◊	◊	◊	◊	◊	
Goal 5: Enhance Employment Opportunities for Local Residents							
5.1	Foster Economic Development Partnerships at the Local, Regional and State Level	◊	◊	◊	◊	◊	TBD
5.2	Economic Restructuring: Implement a Business Recruitment & Expansion Plan in cooperation with the Chamber, EDC and other key partners. See Appendix 2: Business Recruitment & Expansion Program Guidelines for more information.	◊	◊	◊	◊	◊	
5.3	Actively support the full implementation of the 2017 RIAC Economic Feasibility Study and Action Plan with increased staff support and financial resources.	◊	◊	◊	◊	◊	

https://www.epa.gov/brownfields/2017-national-brownfields-training-conference

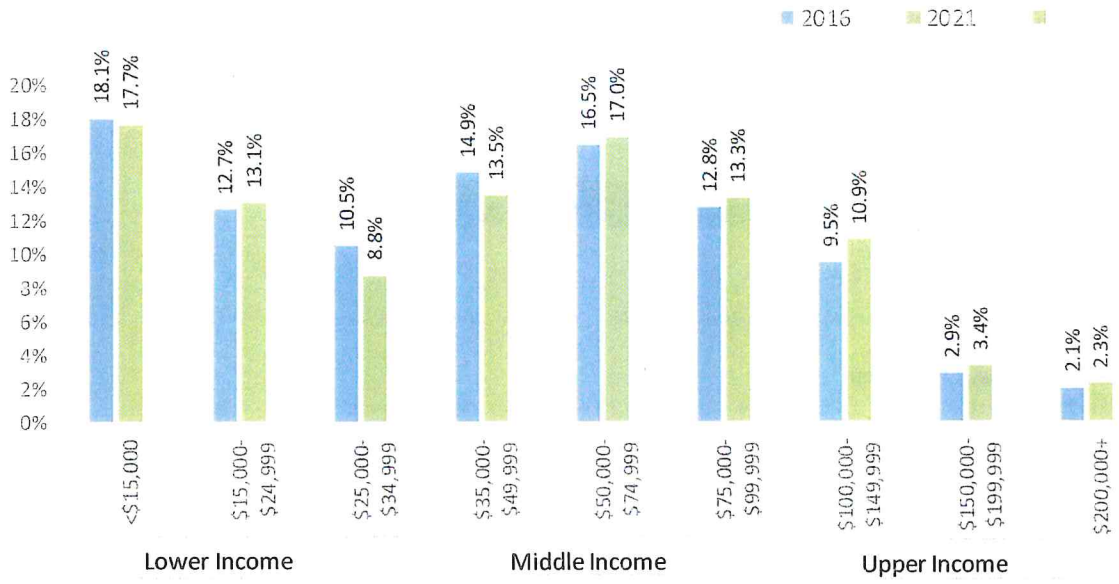
Source: City of Roswell; Chavez County Economic Development Corporation; Roswell Main Street; Roswell International Air Center; International Economic Devlelopment Council; ULI-the Urban Land Institute; Willdan, 2017

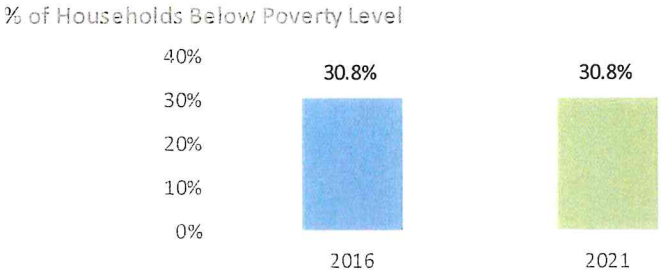
Appendix Figure 2: Household Income Trends & Projections

Household Income Trends & Projections

Roswell Old Municipal Airport Market Area (60-Min Drive Time)	2016	2021	Change 2016-2021 $	Change 2016-2021 %
Median Household Income	$42,581	$45,664	$3,083	1.4%
Average Household Income	$57,609	$61,912	$4,303	1.5%
Per Capita Income	$21,170	$22,612	$1,442	1.3%

Household Income Growth Rate Trends - Old Municipal Airport Market Area (60-min Drive Time)



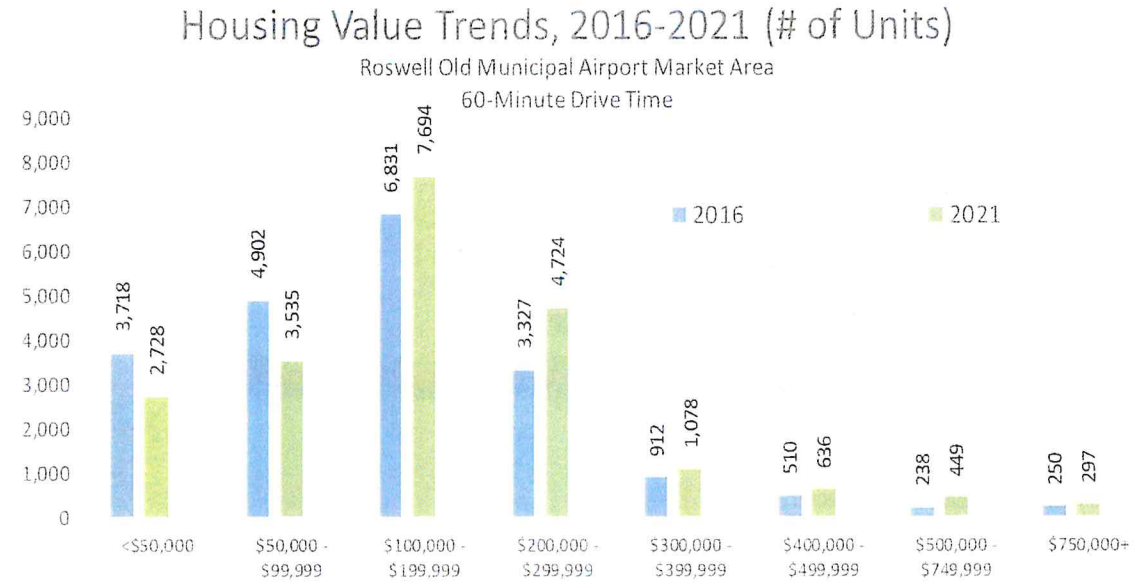


Federal povery guidelines defined by HHS for 2016 = $24,300 / family of four.

Source: ESRI Business Analyst; Willdan, 2017.

Appendix Figure 4: Roswell OMA Site 60-Minute Drive Time Housing Tenure & Home Values, 2010-2021

2016 Comparative Housing Value Statistics



1/ In addition to regular vacant units includes housing units rented but not occupied, units for sale, units sold, units for seasonal use, units for migrant workers, and unnacounted units.

2/ Excludes housing units rented but not occupied, units for sale, units sold, units for seasonal use, units for migrant workers, and unnacounted units.

Source: ESRI Business Analyst; Willdan, 2017.

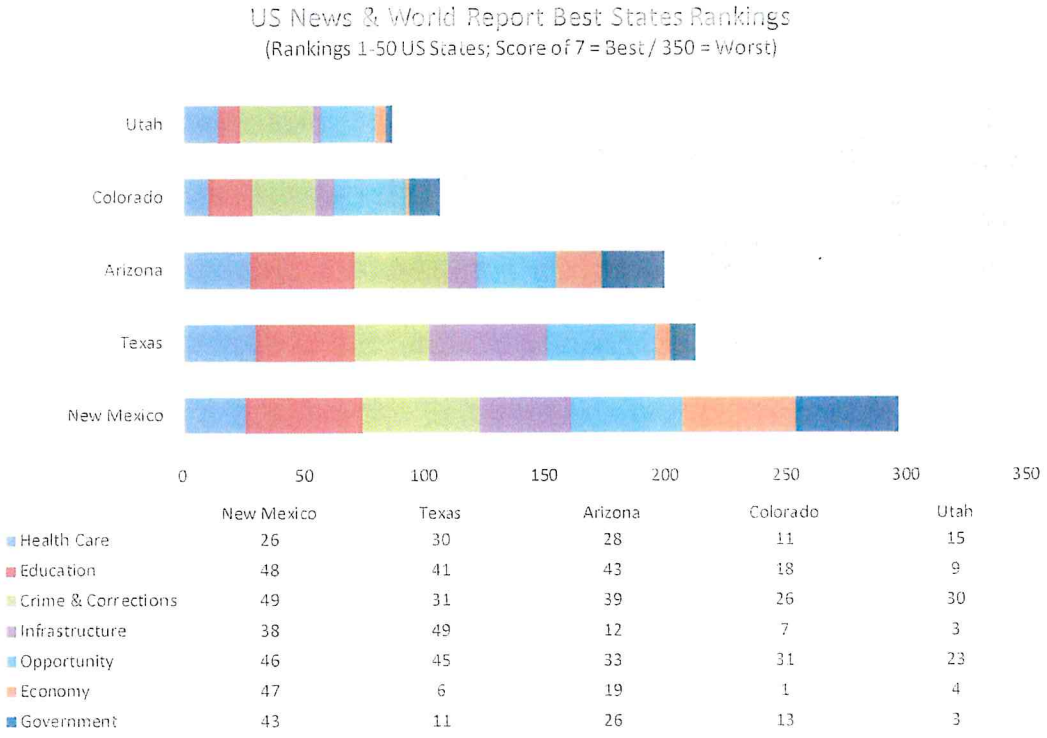
Appendix Figure 7: Chavez County Area Median Income & Maximum Housing Rent Payment per Month (2016)

% of Median Income	Annual Median Household Income	Max Rental Payment per Month
50%	$21,291	$532
80%	46,087	$1,152

1/ Assumes maximum rental payment <= 30% of Area Median Income ($42,580) including utilities.

Source: ULI-the Urban Land Institute; Willdan, 2017

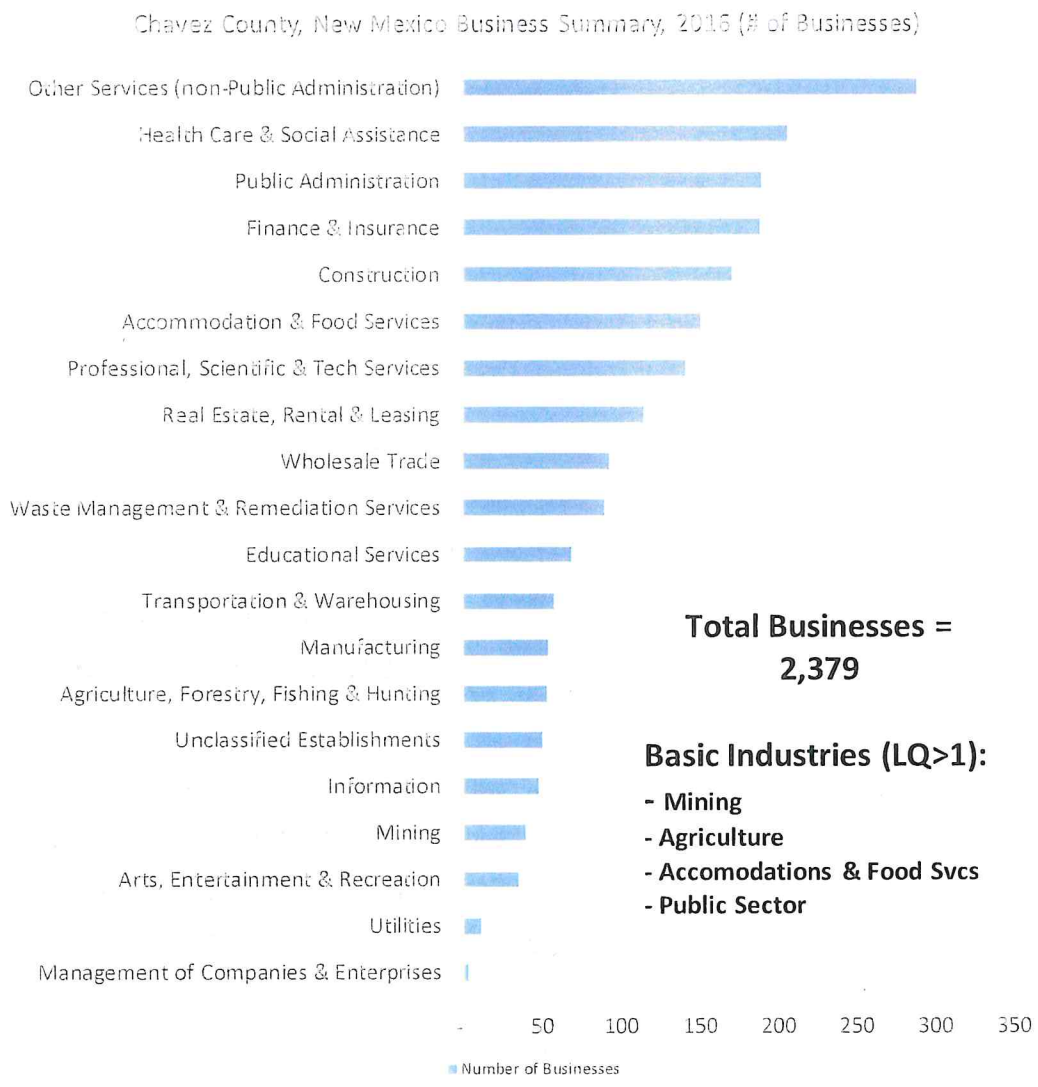
Figure 4: New Mexico Best States Rankings, Total Score (2016)



	New Mexico	Texas	Arizona	Colorado	Utah
Health Care	26	30	28	11	15
Education	48	41	43	18	9
Crime & Corrections	49	31	39	26	30
Infrastructure	38	49	12	7	3
Opportunity	46	45	33	31	23
Economy	47	6	19	1	4
Government	43	11	26	13	3

Forty percent of the weighting given to measurements of opportunity address the question of economic opportunity. This involves the percentage of households living below the federal poverty line – with Mississippi ranking lowest in this area. The metrics include food insecurity, a count of children and adults alike who don't get adequate nutrition – Mississippi ranking lowest, North Dakota best in this measure. It considers the median household income in any state – with Maryland's household income ranking the highest. And it gauges the disparity of income between the lowest-income households and the highest – with Utah showing the smallest disparity between rich and poor. These four comprehensive metrics are indicators of more than just economic opportunity in a given state – they intersect with employment, stability and health to reveal the quality of life of a state's population.

Appendix Figure 9: Chavez County Employment by Industry, 2016



1/ Civilian employed popualation age 16+; based on 2015 American Community Survey.

2/ LQ = Location Quotient is a factor that measures the relative importance of the local employment of that sector with respect to the benchmark economy at the national level. A LQ greater than 1.0 indicates that a particular industry employs proportionately more workers locally than it does at the national level.

Source: ESRI Business Analyst; Willdan, 2017.

APPENDIX 2: Business Expansion & Recruitment Program Guidelines

Introduction & Goals of the Program

According to the International Economic Development Council, the purpose of BRE is to retain and expand existing businesses; create new businesses; leverage industry clusters to exploit business linkages; and stabilize and diversify the tax base and improve the community's quality of life and economic vitality. A BRE program can identify problems that need correction thereby preventing business failures. A BRE program also provides important financing and technical assistance tools in demand by all types of businesses.

A BRE program can help the City to market economic development tools such as:

- Financial assistance
- Technical assistance
- Access to technical resources
- Workforce training and retraining
- Marketing
- Permitting/licensing
- Energy compliance
- Assistance with land and buildings
- Export assistance
- infrastructure
- financing and non-financial incentive

Process to Establish the Organization

First, it is recommended that the City establish a BRE steering committee comprised of key members of the business community including:

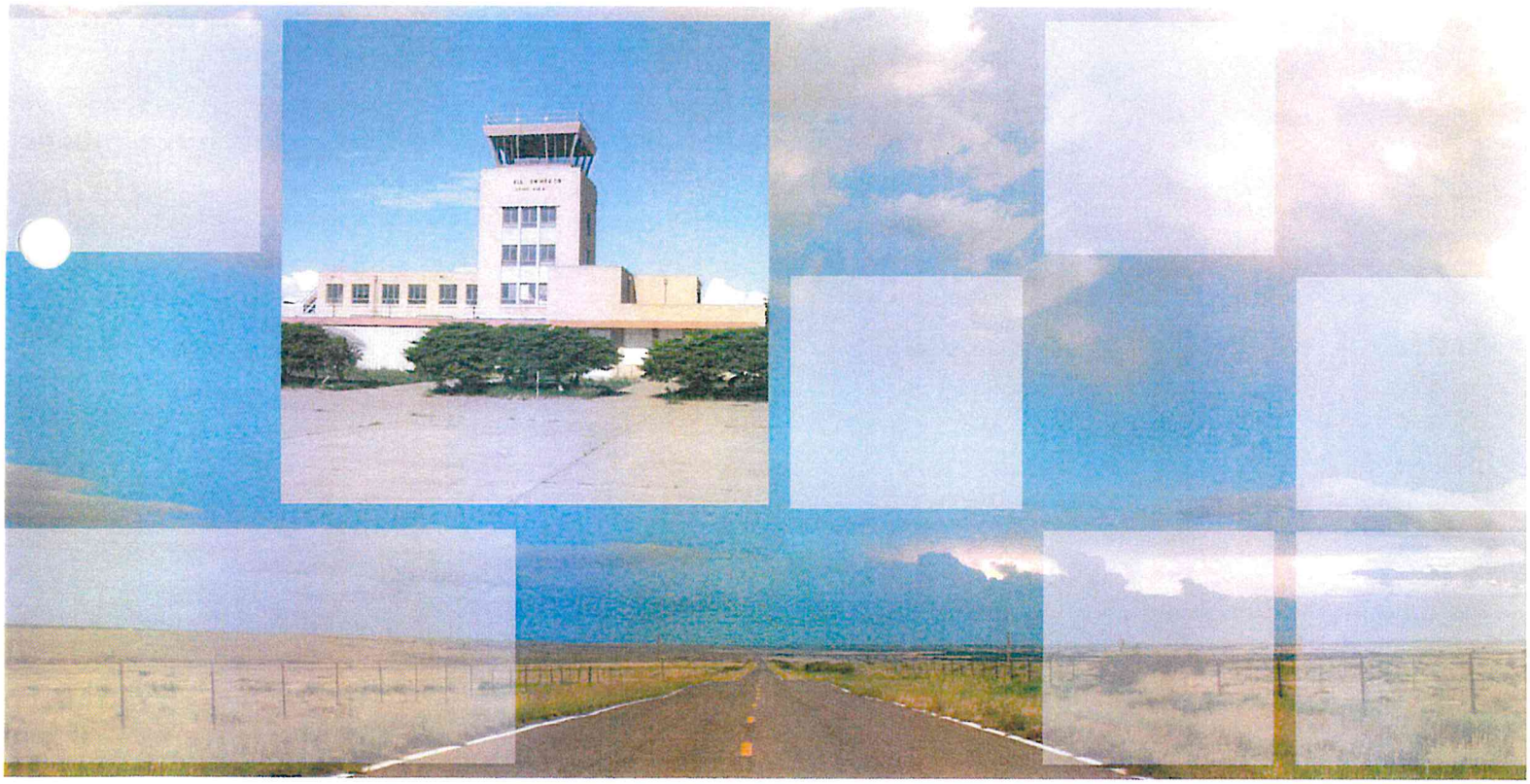
- Government reps
- COC
- University/Research
- Philanthropic
- PPPs
- Utilities
- Neighborhood organizations
- Special authorities
- Community Colleges
- Workforce Development Boards

APPENDIX 3: Financial Feasibility Analysis – Detailed Assumptions and Calculations

Appendix Figure 11: Proposed OMA Site Development Costs & Revenues - Phase 1

PROPOSED DEVELOPMENT PROGRAM				
Site Area (Acres)	5.807752853			
			Construction Costs/SF (Gross)	**Total Hard Costs**
Office Sq. Ft.	20,000	$	127	$ 2,539,200
Residential Units	125			
Residential Sq. Ft.	125,000	$	110	$ 13,800,000
Retail Sq. Ft.	20,000	$	127	$ 2,539,200
Town Square Anchor (Sq. Ft.)	10,500			$ 14,700,000
Parking Sq. Ft	20,000		*Included in Public Costs	
Gross Project Sq. Ft. (Constructed)	**175,500**			**$ 33,578,400**
Parking				
Surface Spaces	-			
Structured (Decked) Spaces	-			
Total Parking	-			
Office				
Sq Ft	20,000			
Rent/Sq. Ft. (Net of Vacancies & Expenses)	$ 15.00			
Total Annual Income	**$ 300,000**			
Cap Rate	6%			
Total Value	**$ 5,000,000**			
Residential				
Units	125			
Rent/Sq. Ft. (Net of Vacancies & Expenses)	$ 0.84			
Value/Unit	$ 9,814			
Total Annual Income	**$ 1,226,745**			
Cap Rate	6%			
Total Value	**$ 21,334,696**			
Retail				
Sq. Ft.	20,000			
Net Rental Rate ($/Sq. Ft./Year) (NNN)	$ 20			
Net Operating Income (NOI)	$ 400,000			
Cap Rate	5%			
Total Value	**$ 8,000,000**			

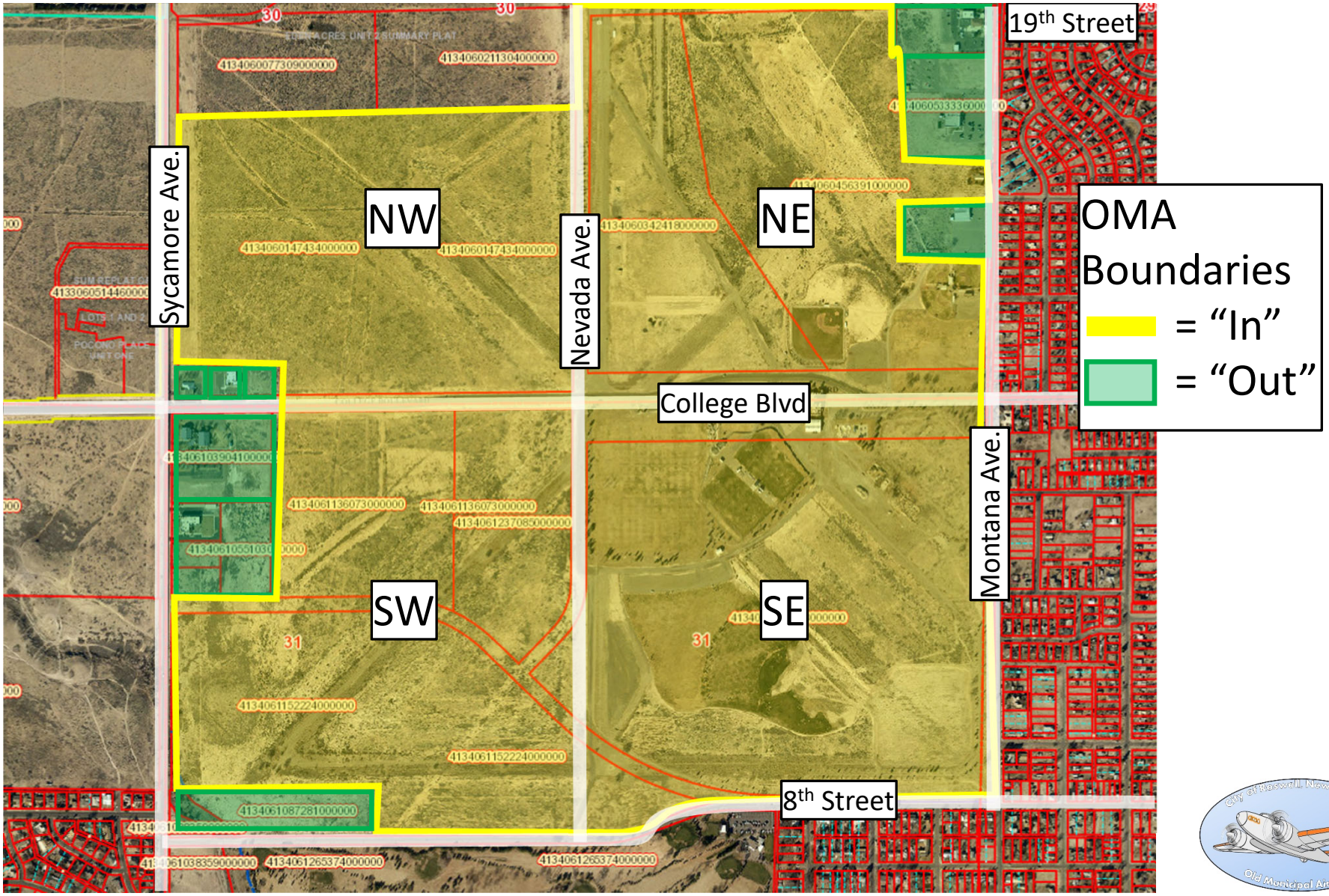
	Min	**Max**
Total Project Income	**$ 34,334,696**	**$ 34,334,696**
Hurdle Rate	7.5%	15.0%
Required Return on Investment -ROI ($)	$ 2,575,102	$ 5,150,204
Maximum Supportable Investment (Revenue less ROI)	**$ 31,759,593**	**$ 29,184,491**



WILLDAN

www.willdan.com


City of Roswell, New Mexico
OMA
Old Municipal Airport


19th Street
Sycamore Ave.
NW
NE
Nevada Ave.
College Blvd
Montana Ave.
SW
SE
8th Street
OMA Boundaries
= "In"
= "Out"

Old Municipal Airport (OMA)

Used As The Municipal Airport From Late 1920's Thru 1970 Before Air Operations were Relocated To The Roswell International Air Center (RIAC)

After Arriving Here As The City Planner, I Was Told That I Was To Create A Master Plan for a Mixed Use Project Out Of The Remaining 500 Acres Not Being Used By Cielo Grande (170 Acres).

A Master Plan is a Generalized Land Use Plan That Shows Major Development Areas, Roadways and Other Large Features. Subsequent Development of Each of the "Pods" Will Require Much More Detailed Site Plans.



Criteria for OMA:

1. Create a New Mixed-Use Community, Not Just a Series of Unrelated Subdivisions and Separated Commercial Parcels

2. Make it a Walk-able/Bike-able Community

3. Project Needs to Create a Sense of Place, With a Unique Theme, Look, and "Feel"

4. Incorporate Sustainability Concepts Where Possible

5. Incorporate Various Housing Types and Densities

6. **Create a Place Worth Caring About…**

Why the Need For OMA?:

1. Need to Provide for a Range of Housing Types That Do Not Exist in Quantities or Higher Level Qualities in Roswell

2. Maximize Economic Benefit of this City-Owned Property

3. Create a Unique Place That Will Assist in Economic Development Efforts at the RIAC, *OMA & RIAC Are Two Sides of the Same Coin*

With Respect to Creating a Theme For This Place, We Looked Back to the Origins and Users of the Old Municipal Airport



Lockheed Model 10E Electra

Amelia Earhart's Airplane, the Kind That Would Have Been Landing Here During the 1930's thru the 1950's

Iconic Shape
of the Tower



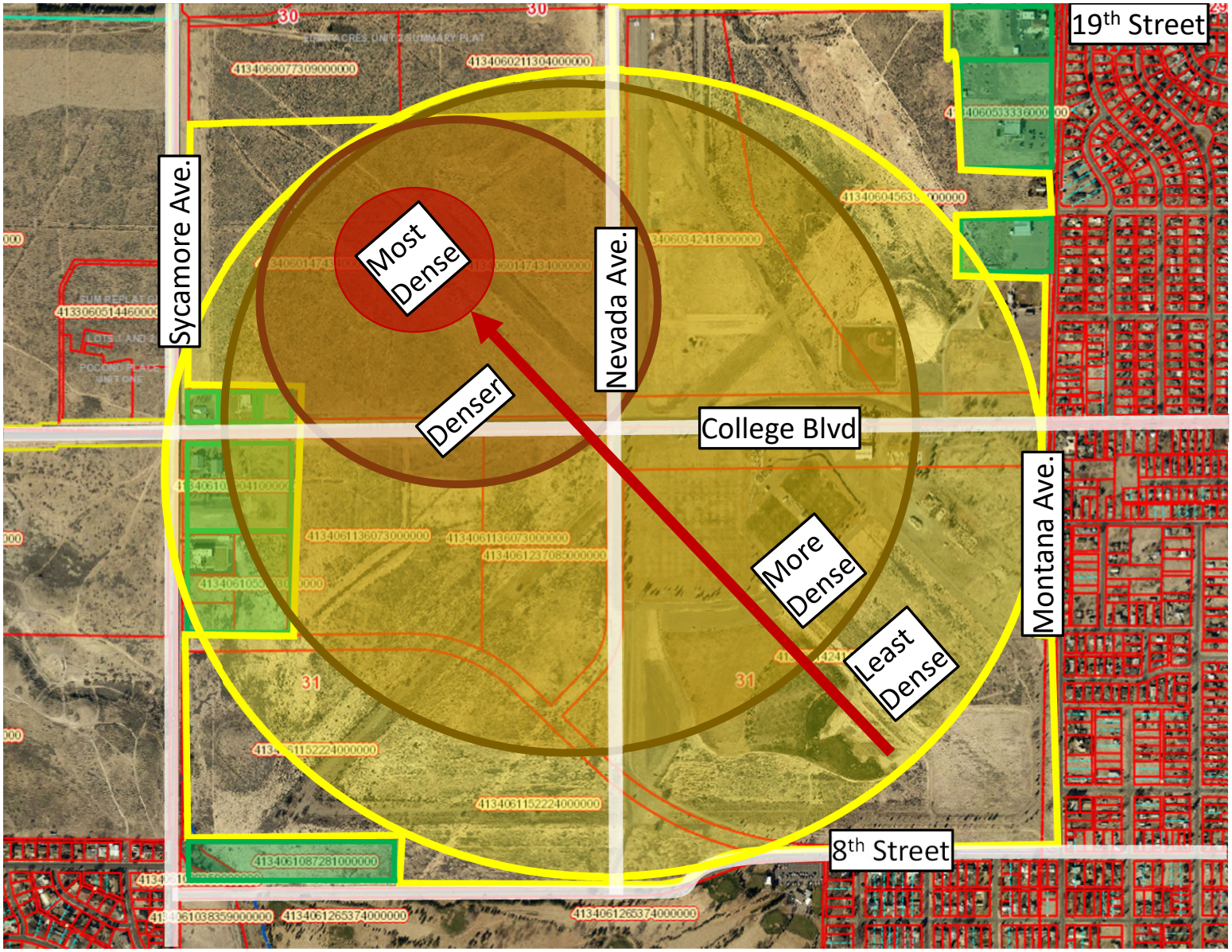
<u>Local Air Service
Providers of the Past</u>

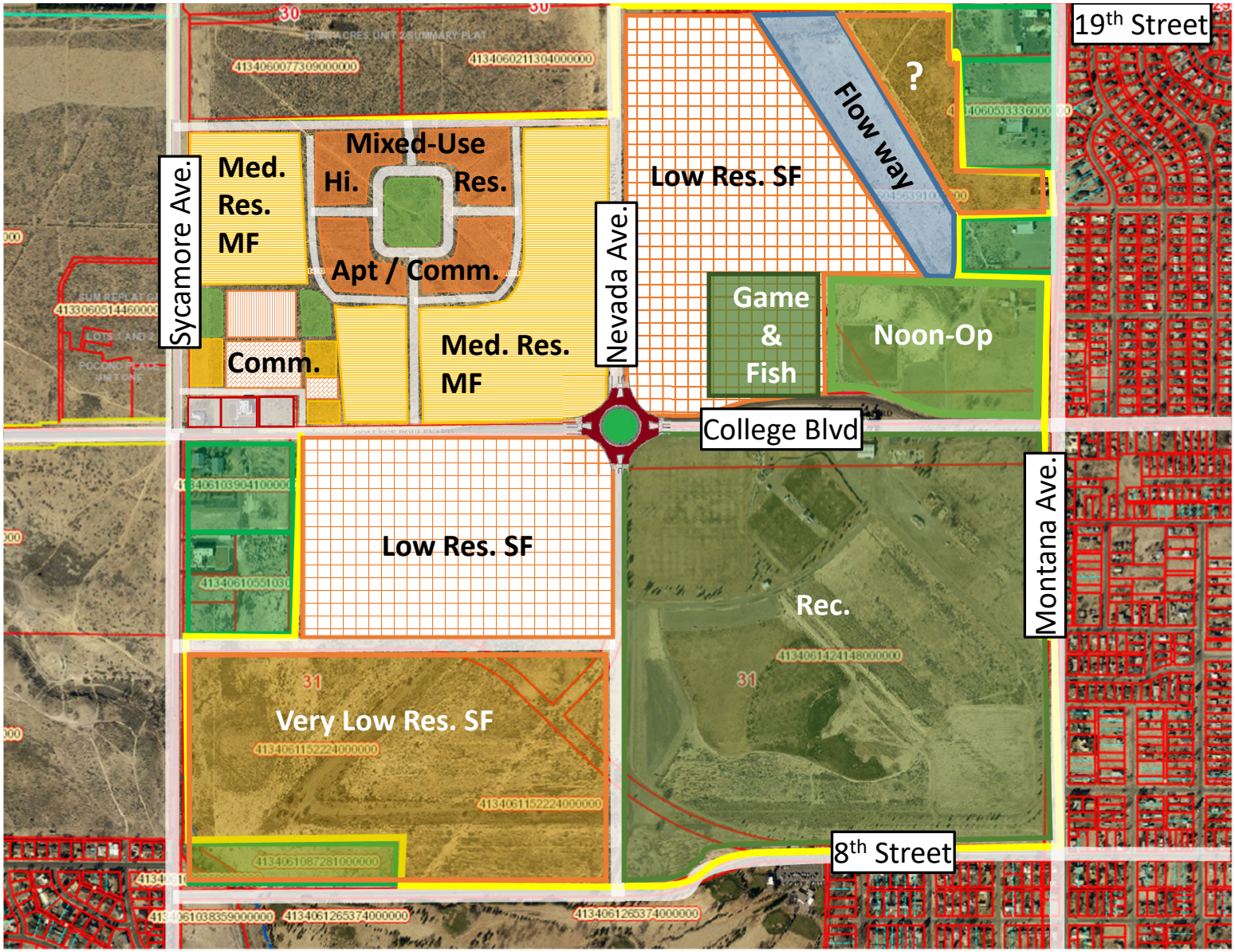
Pioneer Airlines

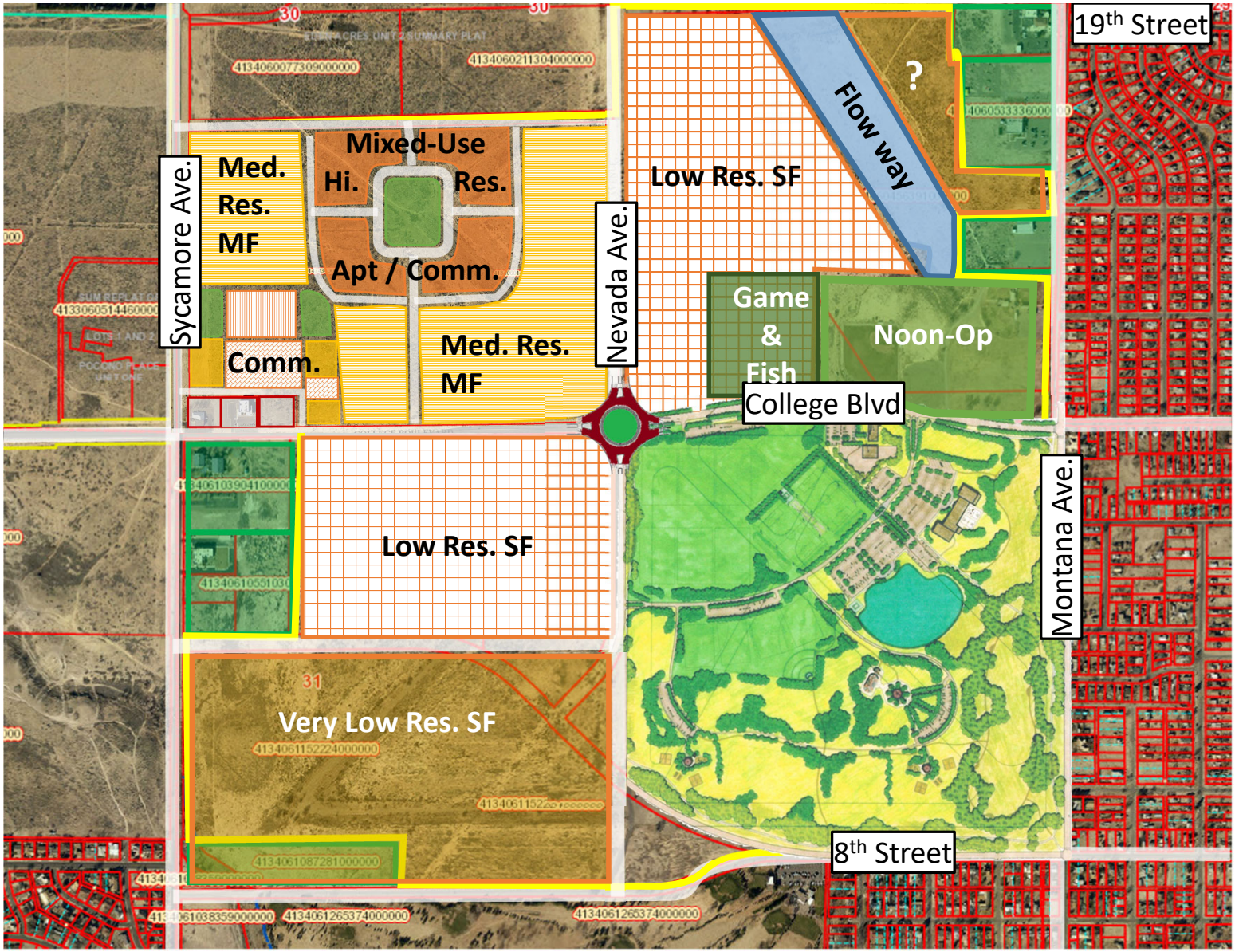
Trans-Texas Airways

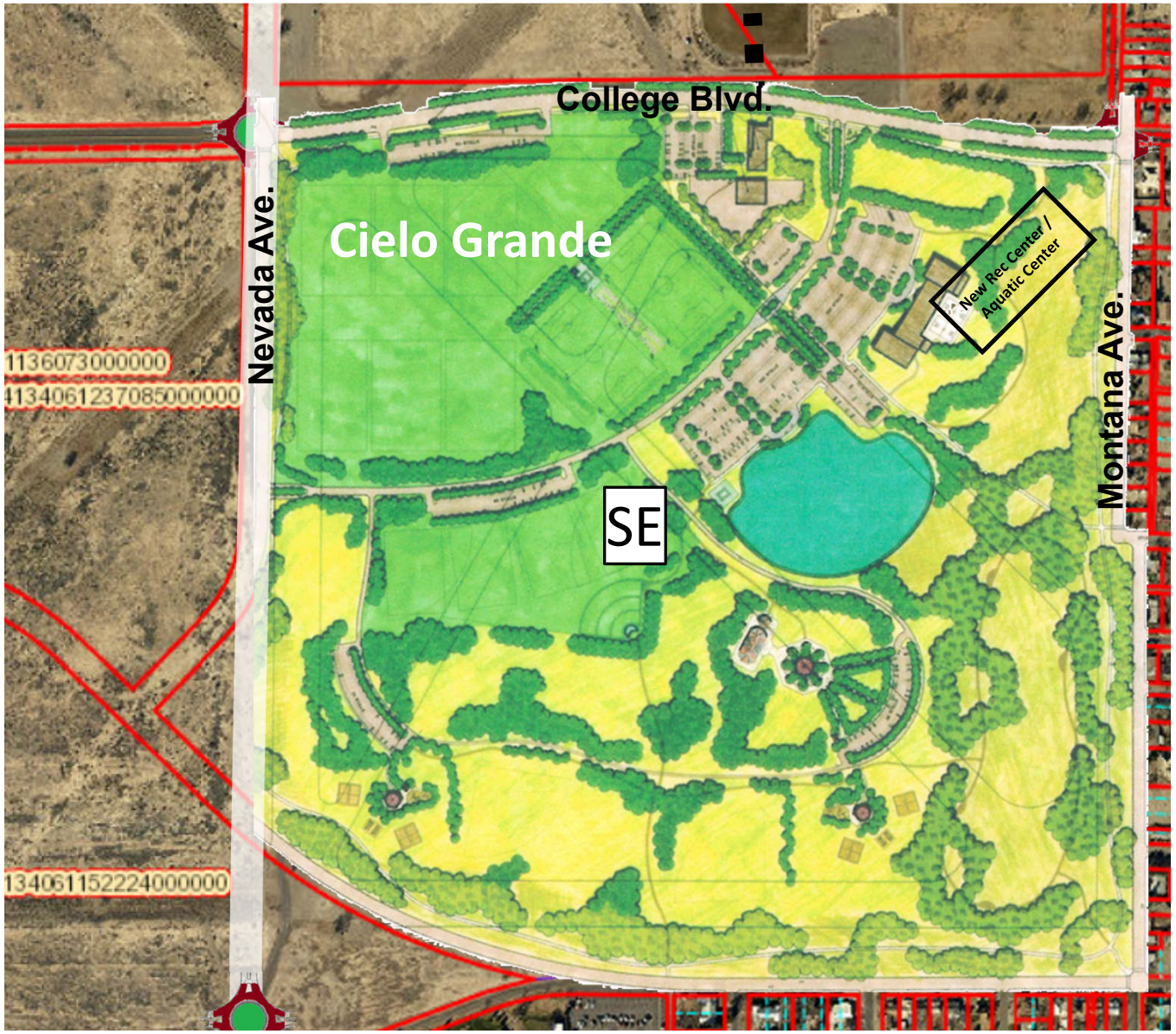
Bison Airlines

Use Elements
From OMA's Past
to Project into the
Future Design
Elements of the
New OMA Site

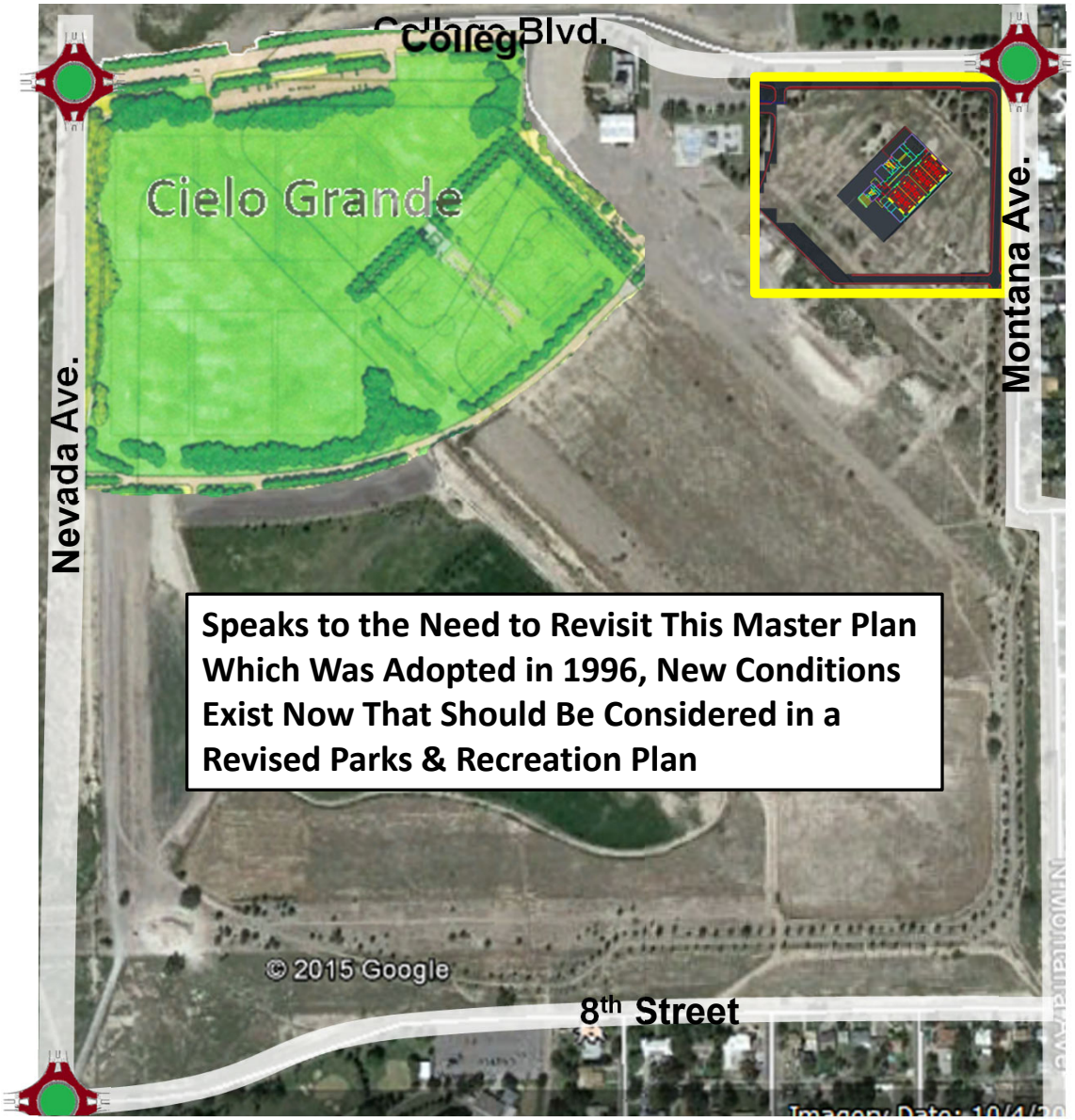

19th Street
Sycamore Ave.
Most Dense
Nevada Ave.
Denser
College Blvd
More Dense
Montana Ave.
Least Dense
8th Street


19th Street
?
Flow way
Low Res. SF
Mixed-Use
Hi. Res.
Med.
Res.
MF
Apt / Comm.
Sycamore Ave.
Nevada Ave.
Comm.
Med. Res.
MF
Game
&
Fish
Noon-Op
College Blvd
Low Res. SF
Montana Ave.
Rec.
Very Low Res. SF
8th Street


19th Street
Flow way
?
Mixed-Use
Hi. Res.
Med.
Res.
MF
Apt / Comm.
Low Res. SF
Sycamore Ave.
Nevada Ave.
Game
&
Fish
Noon-Op
College Blvd
Comm.
Med. Res.
MF
Low Res. SF
Montana Ave.
31
Very Low Res. SF
8th Street

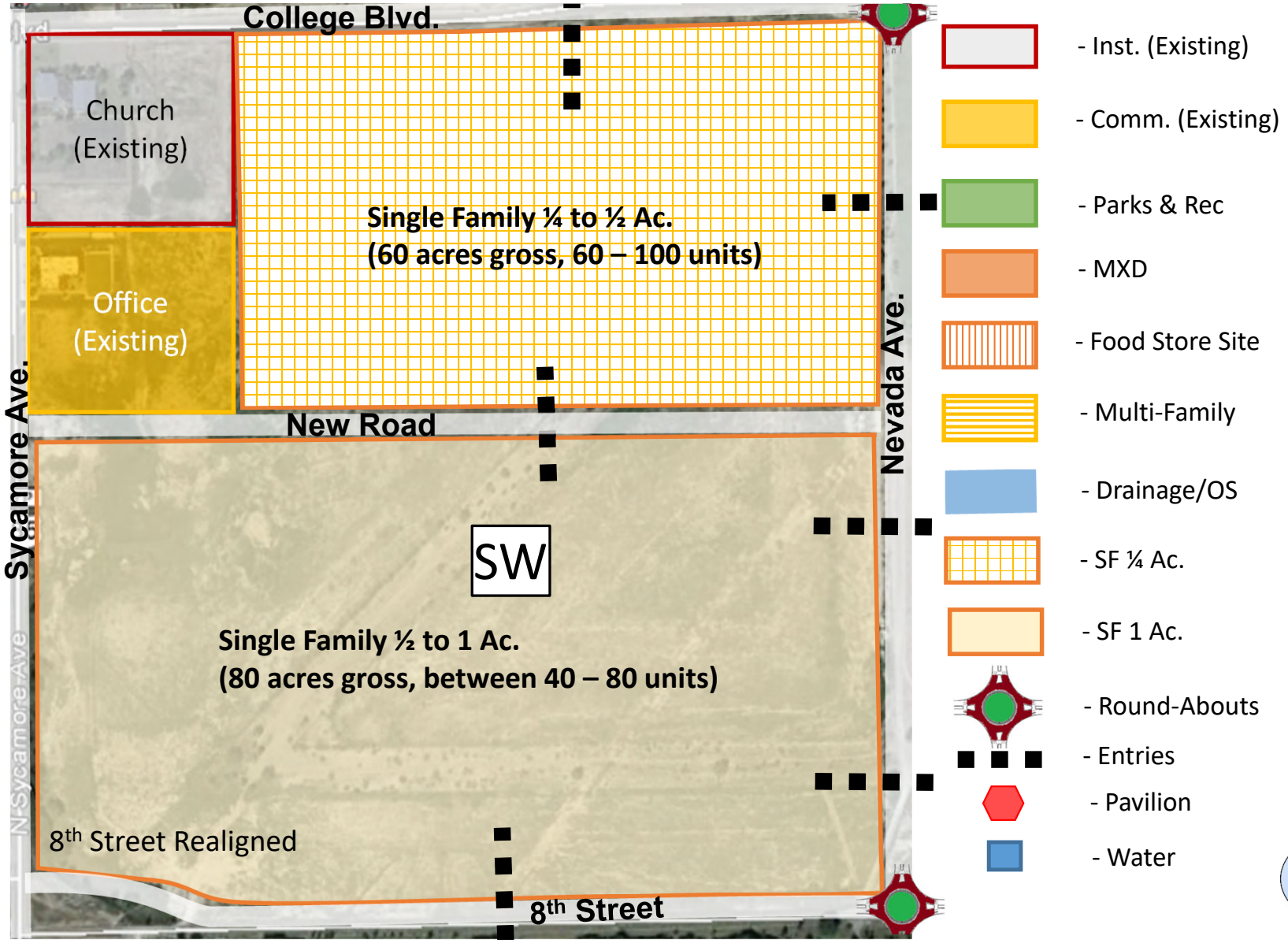


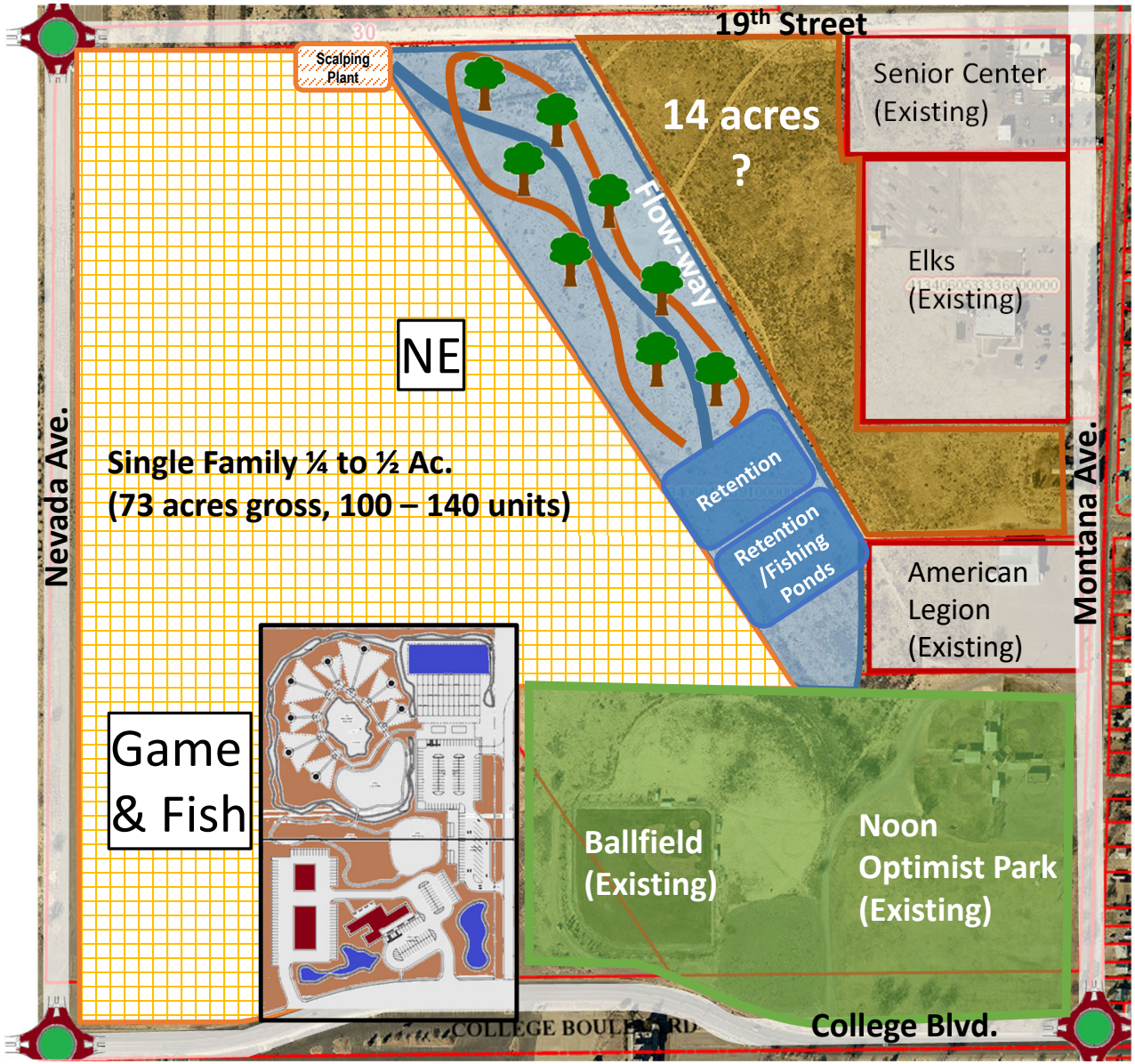
- Inst. (Existing)
- Comm. (Existing)
- Parks & Rec
- MXD
- Food Store Site
- Multi-Family
- Drainage/OS
- SF ¼ Ac.
- SF 1 Ac.
- Round-Abouts
- Entries
- Pavilion
- Water



- Inst. (Existing)
- Comm. (Existing)
- Parks & Rec
- MXD
- Food Store Site
- Multi-Family
- Drainage/OS
- SF ¼ Ac.
- SF 1 Ac.
- Round-Abouts
- Entries
- Pavilion
- Water

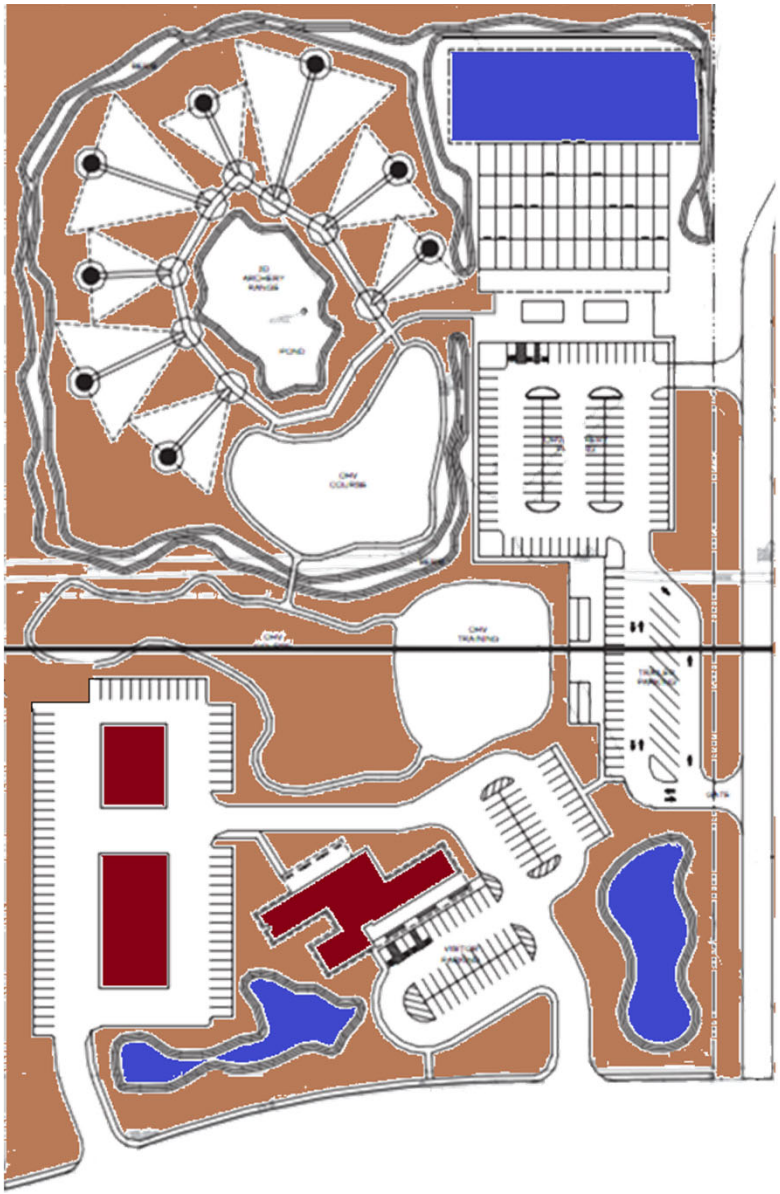

RECREATION CENTER


College Blvd.
Church (Existing)
Office (Existing)
Single Family ¼ to ½ Ac.
(60 acres gross, 60 – 100 units)
Sycamore Ave.
New Road
Nevada Ave.
SW
Single Family ½ to 1 Ac.
(80 acres gross, between 40 – 80 units)
N Sycamore Ave
8th Street Realigned
8th Street
- Inst. (Existing)
- Comm. (Existing)
- Parks & Rec
- MXD
- Food Store Site
- Multi-Family
- Drainage/OS
- SF ¼ Ac.
- SF 1 Ac.
- Round-Abouts
- Entries
- Pavilion
- Water

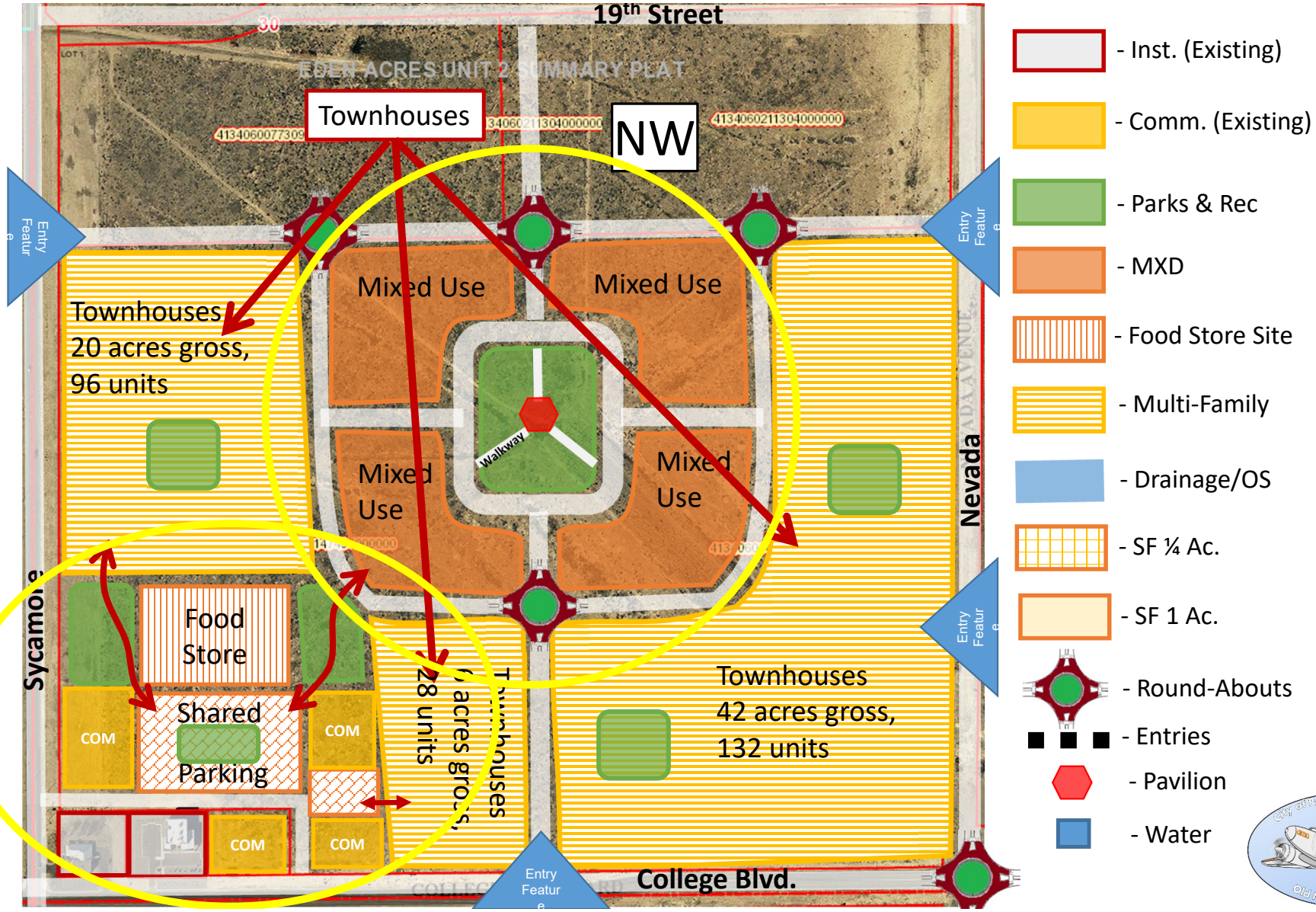


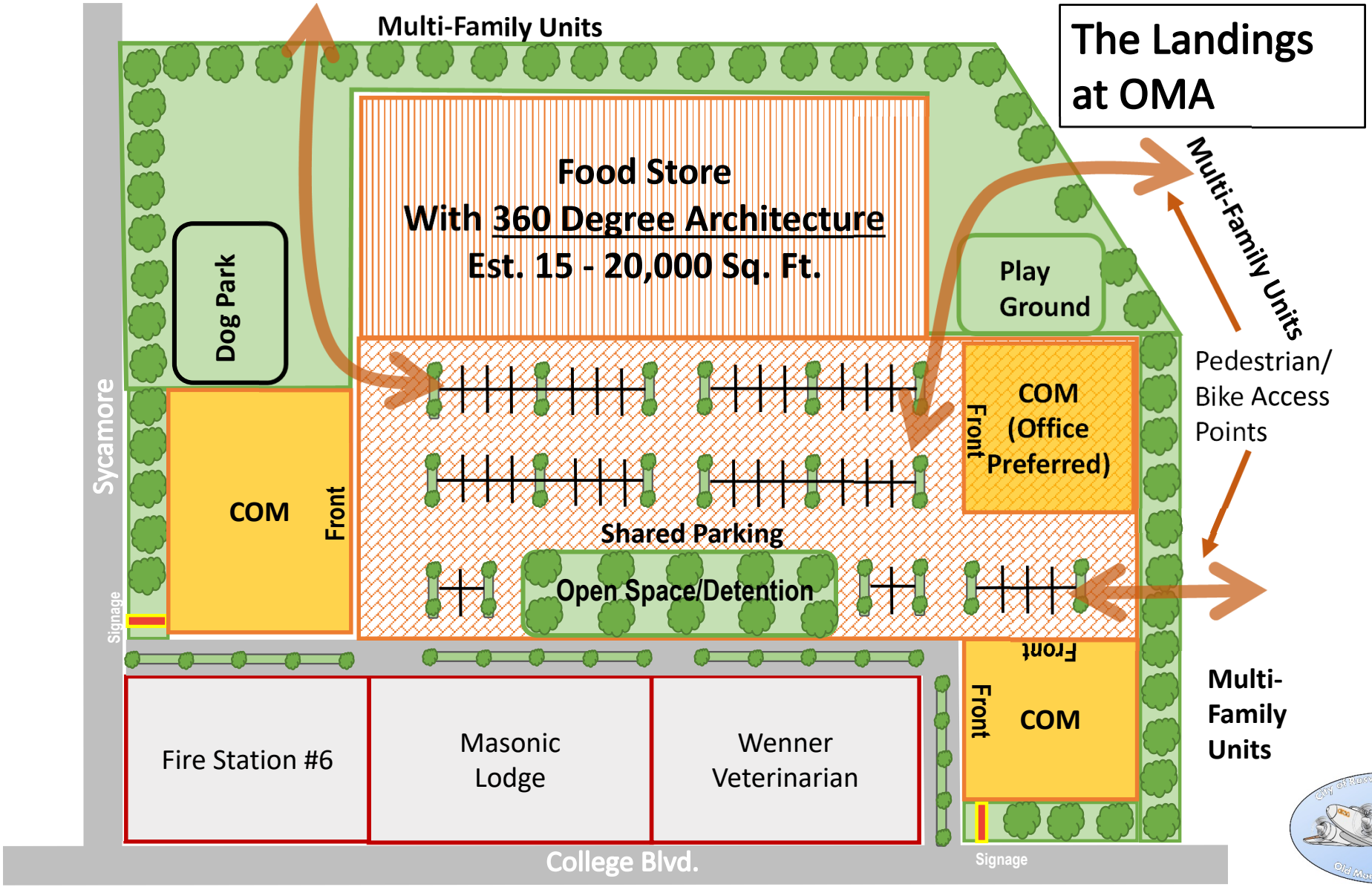
- Inst. (Existing)
- Comm. (Existing)
- Parks & Rec
- MXD
- Food Store Site
- Multi-Family
- Drainage/OS
- SF ¼ Ac.
- SF 1 Ac.
- Round-Abouts
- Entries
- Pavilion
- Water

Game & Fish



- Inst. (Existing)
- Comm. (Existing)
- Parks & Rec
- MXD
- Food Store Site
- Multi-Family
- Drainage/OS
- SF ¼ Ac.
- SF 1 Ac.
- Round-Abouts
- Entries
- Pavilion
- Water


19th Street
EDEN ACRES UNIT 2 SUMMARY PLAT
Townhouses
NW
Mixed Use
Mixed Use
Mixed Use
Mixed Use
Walkway
Townhouses
20 acres gross,
96 units
Food Store
Shared Parking
COM
COM
COM
COM
28 units
Townhouses
42 acres gross,
132 units
Nevada
College Blvd.
Entry Feature
Entry Feature
Entry Feature
Entry Feature
- Inst. (Existing)
- Comm. (Existing)
- Parks & Rec
- MXD
- Food Store Site
- Multi-Family
- Drainage/OS
- SF ¼ Ac.
- SF 1 Ac.
- Round-Abouts
- Entries
- Pavilion
- Water

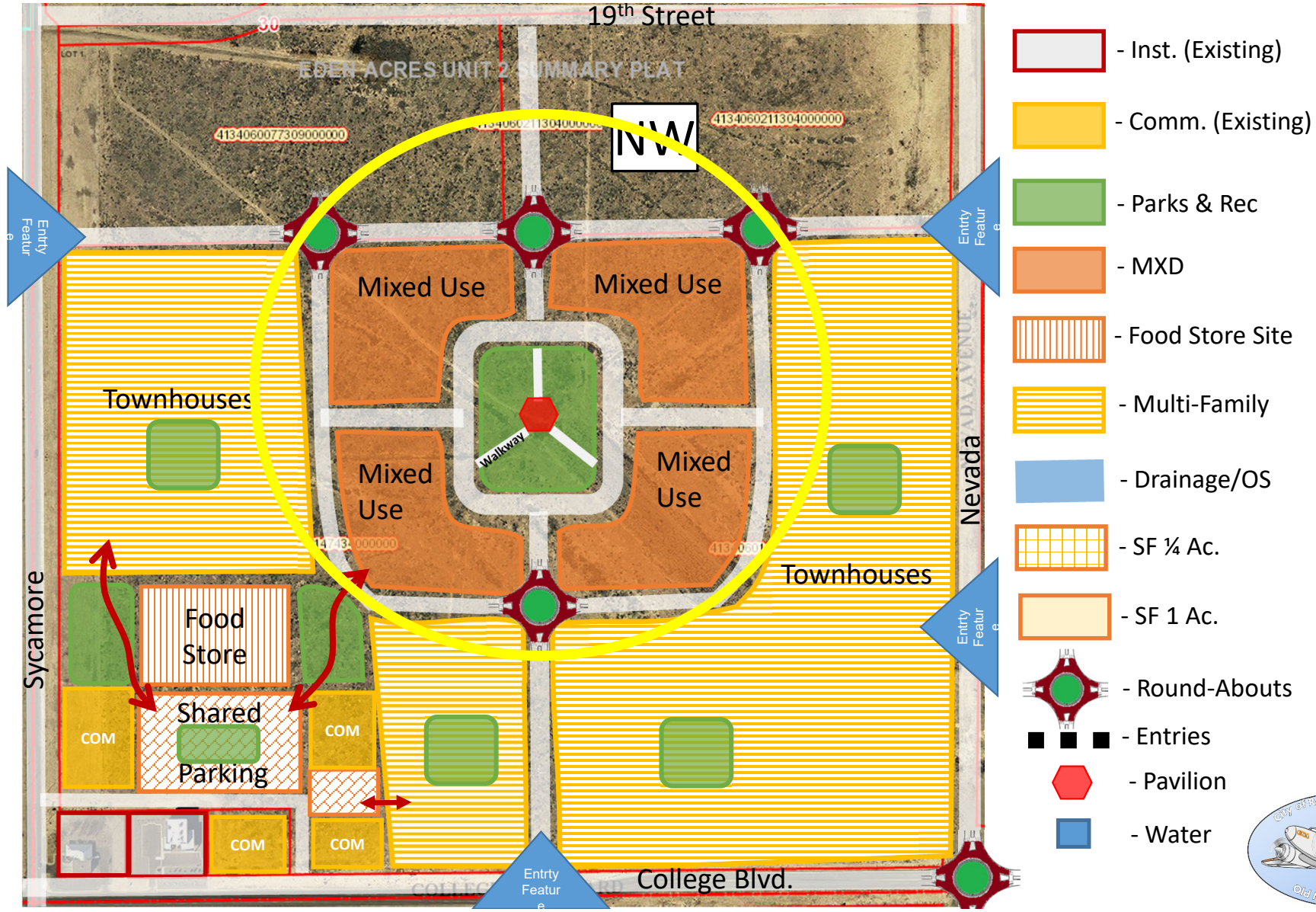

The Landings at OMA
Multi-Family Units
Food Store
With 360 Degree Architecture
Est. 15 - 20,000 Sq. Ft.
Dog Park
Play Ground
Multi-Family Units
Pedestrian/ Bike Access Points
COM
Front
COM (Office Preferred)
Front
Shared Parking
Open Space/Detention
Sycamore
Signage
Front
COM
Front
Multi-Family Units
Fire Station #6
Masonic Lodge
Wenner Veterinarian
College Blvd.
Signage

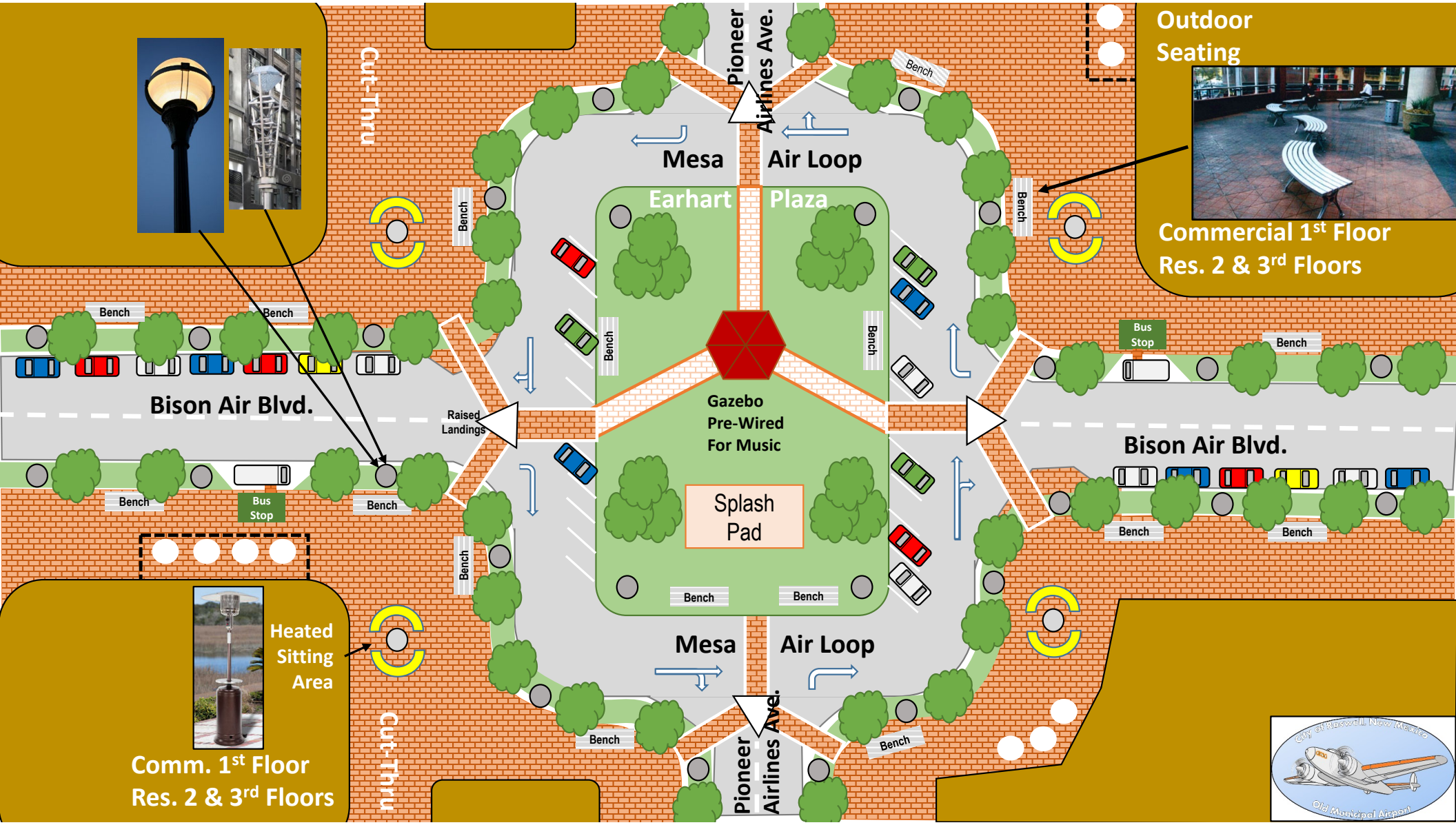

Fake Windows
Example: Backside of Costco, Royal Palm Beach, FL
Exit Street View
© 2018 Europa Technologies
© 2018 Google
© 2018 INEGI
Google Earth
Tour Guide
26°41'02.13" N 80°13'17.38" W elev 17 ft eye alt 26 ft






80
441
98


19th Street
EDEN ACRES UNIT 2 SUMMARY PLAT
NW
Entrty Featur e
Mixed Use
Mixed Use
Townhouses
Walkway
Mixed Use
Mixed Use
Nevada
Townhouses
Sycamore
Food Store
Shared Parking
COM
COM
COM
COM
Entrty Featur e
College Blvd.
- Inst. (Existing)
- Comm. (Existing)
- Parks & Rec
- MXD
- Food Store Site
- Multi-Family
- Drainage/OS
- SF ¼ Ac.
- SF 1 Ac.
- Round-Abouts
- Entries
- Pavilion
- Water


Outdoor Seating
Commercial 1st Floor
Res. 2 & 3rd Floors
Heated Sitting Area
Comm. 1st Floor
Res. 2 & 3rd Floors
Cut-Thru
Cut-Thru
Pioneer Airlines Ave.
Pioneer Airlines Ave.
Mesa
Air Loop
Mesa
Air Loop
Earhart Plaza
Gazebo
Pre-Wired
For Music
Splash Pad
Bison Air Blvd.
Bison Air Blvd.
Raised Landings
Bench
Bus Stop
Old Municipal Airport



- Inst. (Existing)
- Comm. (Existing)
- Parks & Rec
- MXD
- Food Store Site
- Multi-Family
- Drainage/OS
- SF ¼ Ac.
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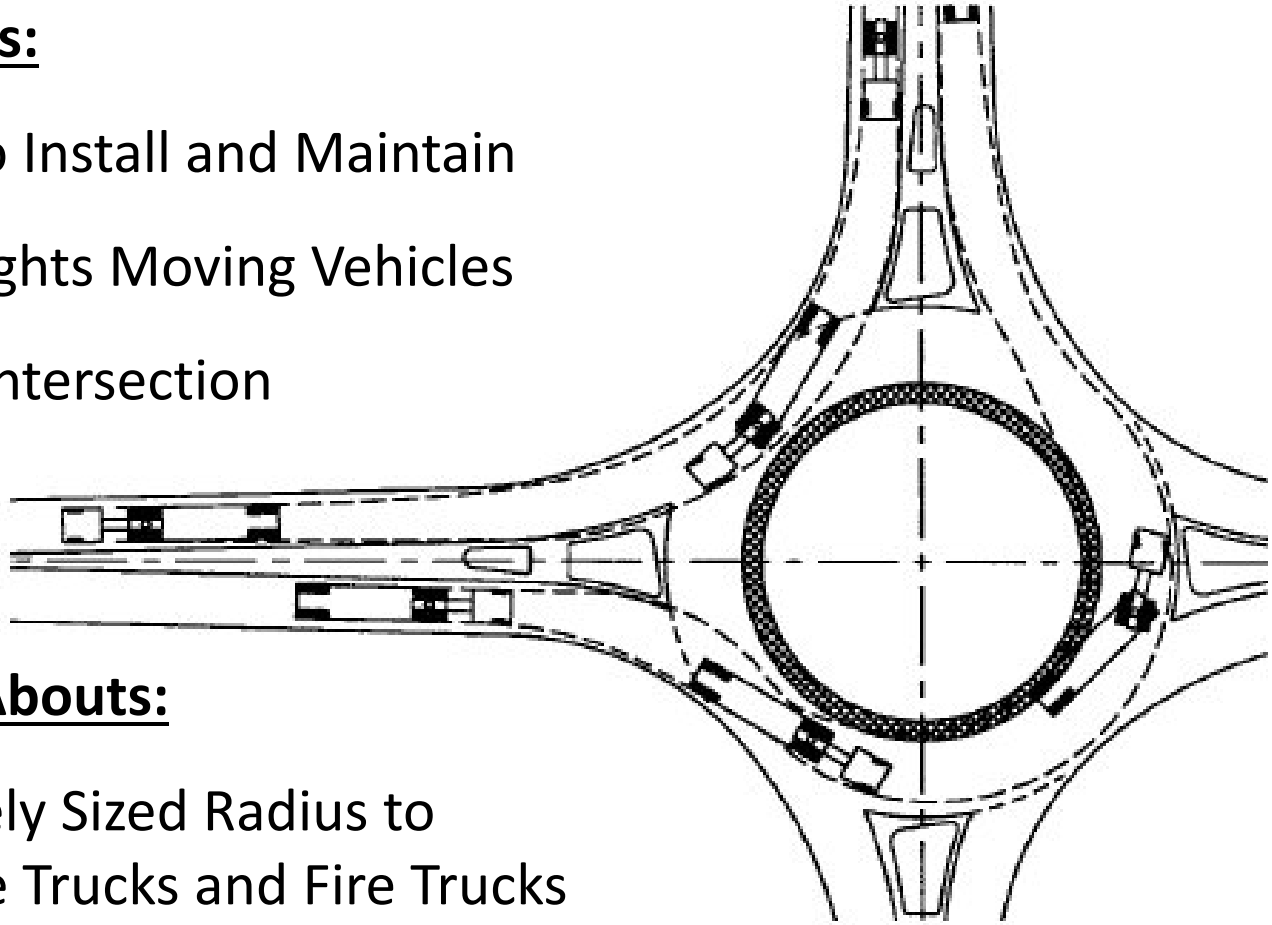
- Inst. (Existing)
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- Water

Benefits of Round-Abouts:

1. Cheaper than Lights to Install and Maintain
2. More Efficient Than Lights Moving Vehicles
3. Far Safer Than Other Intersection



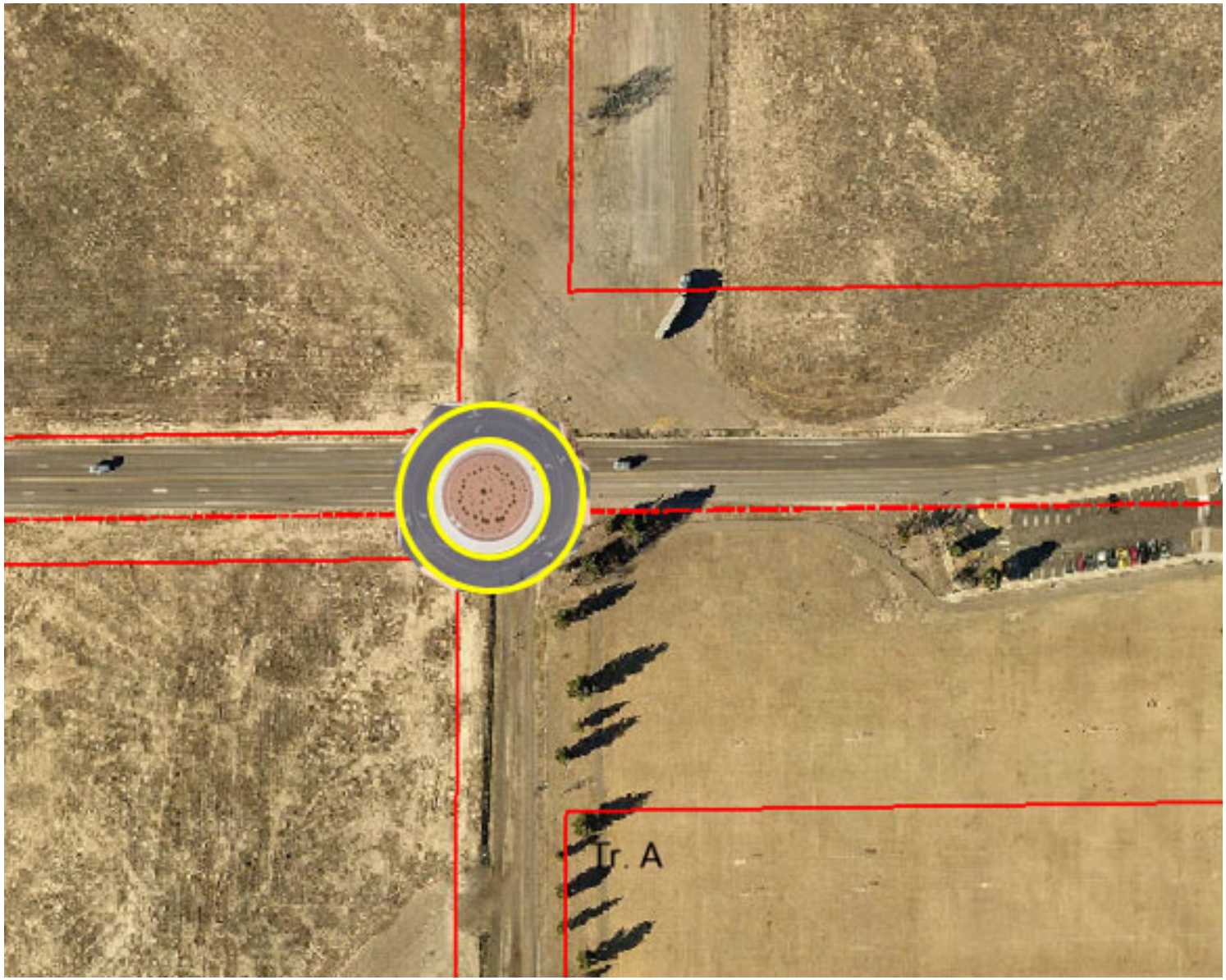
Concerns About Round-Abouts:

Need to Ensure Adequately Sized Radius to Accommodate Both Large Trucks and Fire Trucks

Like other things in Life, size matters, Bigger is Better…

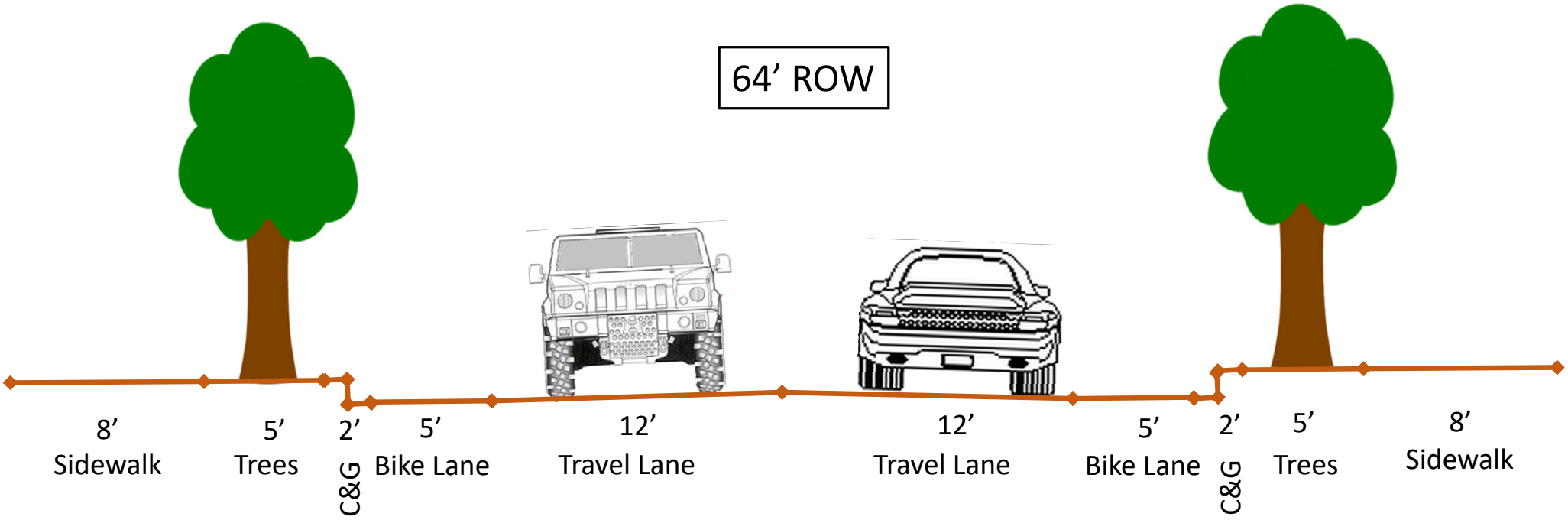

Traffic Circle –
Nevada Avenue
and College Blvd. ?
ONE WAY


© 2018 Europa Technologies
© 2018 INEGI
© 2018 Google
4 ft
Google Ea

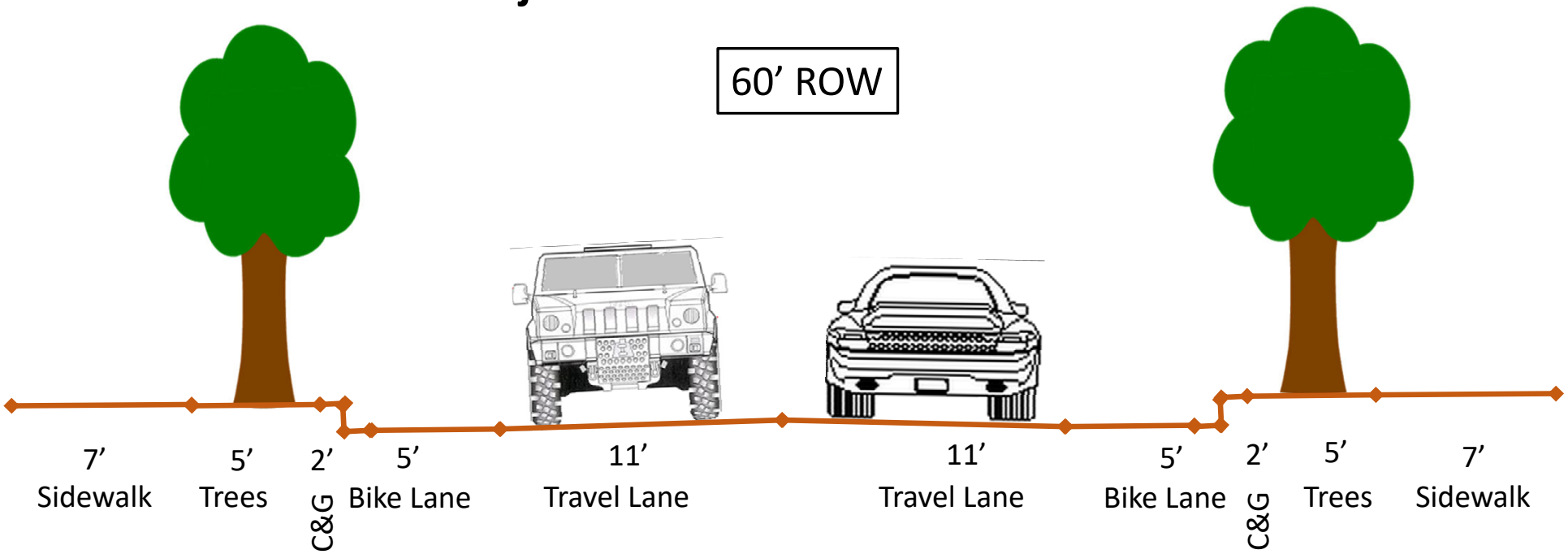

Tr. A

Nevada Avenue Cross-Section

64’ ROW

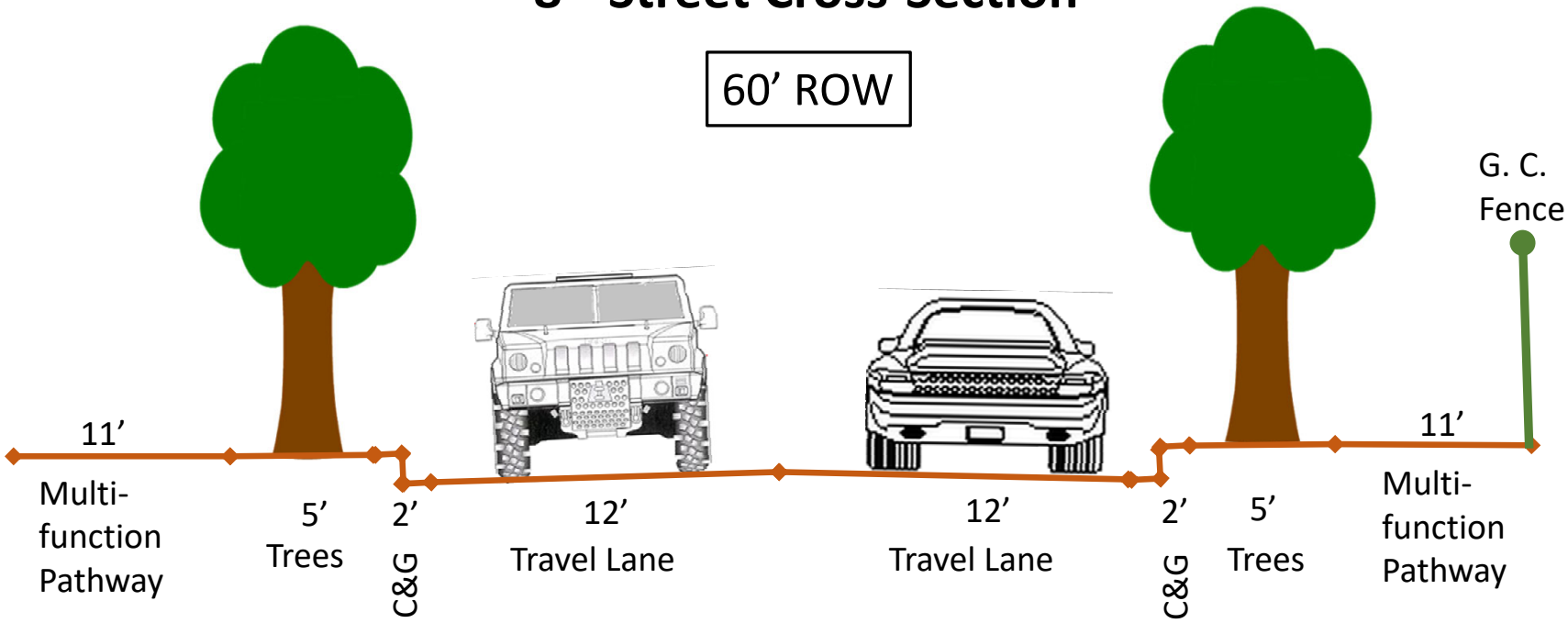


Major Internal Road Cross-Section



8th Street Cross-Section

60’ ROW



Results of the OMA Economic Development Study?

Taking into consideration the comprehensive evaluation of prevailing site conditions, Roswell business climate, demographic analysis, and real estate market economics, the OMA Site redevelopment will require a phased approach over a 10- to 20-year period. **The first phase should focus on creating an urban infill core and community anchor.**

This Means Concentrating on the NW Quadrant

Based on interviews with developers, it is recommended that Phase 1 focus on developing rental apartments in a mixed- or multi-use setting, with ancillary pad retail and community amenities supported by public/private investment. Developers indicated that a typical **Phase 1 investment would yield approximately 250 rental units and 75,000 square feet of retail, dining and neighborhood service uses**. However, based on current market conditions, it is recommended that the City or Roswell target a more modest development program as a catalyst for longer-term, large scale development at the OMA Site.

This Means Emphasizing "Place-Making" and Being Patient

Results of the Study?

Development Program	Land Plan Designation	Units	Gross SF/ Unit	Construction Cost / Sq Ft	Construction Cost / Unit
Residential Development					
Multi-Family Apartments	Phase 1/2	250	1,000	$ 125	$ 125,000
Single Family Attached Townhome:	Phase 2	75	1,500	$ 125	$ 187,500
Single Family Homes	Phase 3	75	2,400	$ 150	$ 360,000
		400			

Commercial Development		Square Feet	Est. Sales Productivity / Sq Ft	Construction Cost/ Sq Ft
Office	Phase 1/2	20,000	$ 300	$ 200
Neighborhood Services	Phase 1/2	12,000	$ 300	$ 200
Specialty/Anchor Grocery	Phase 1/2	15,000	$ 400	$ 200
Restaurants	Phase 1/2	25,000	$ 500	$ 250
Corner Store	Phase 1/2	3,000	$ 300	$ 200
Total		75,000		

Other Public Amenities	Square Feet
Open Air Farmers' Market	5,000
Community Meeting Building/Public Square Anchor	5,000
American Legion, Aquatic Center, Noon Optimist Park, Ballfield, Tot-Lots	Existing
Multi-Use Trail, Pedestrian Sidewalks and Open Spaces	Existing
Commercial Parking Spaces /1	150

1/ Parking requirement assumes: 2 spaces per 1,000 square feet of commercial uses.

Source: City of Roswell; ULI-the Urban Land Institute; U.S. Census; Willdan, 2017.

Draft Recommendations - Develop Framework For Future Growth:

1. Finalize Draft Master Plan **(Done)** and Implementing Text Amendments **(To Council in June)**

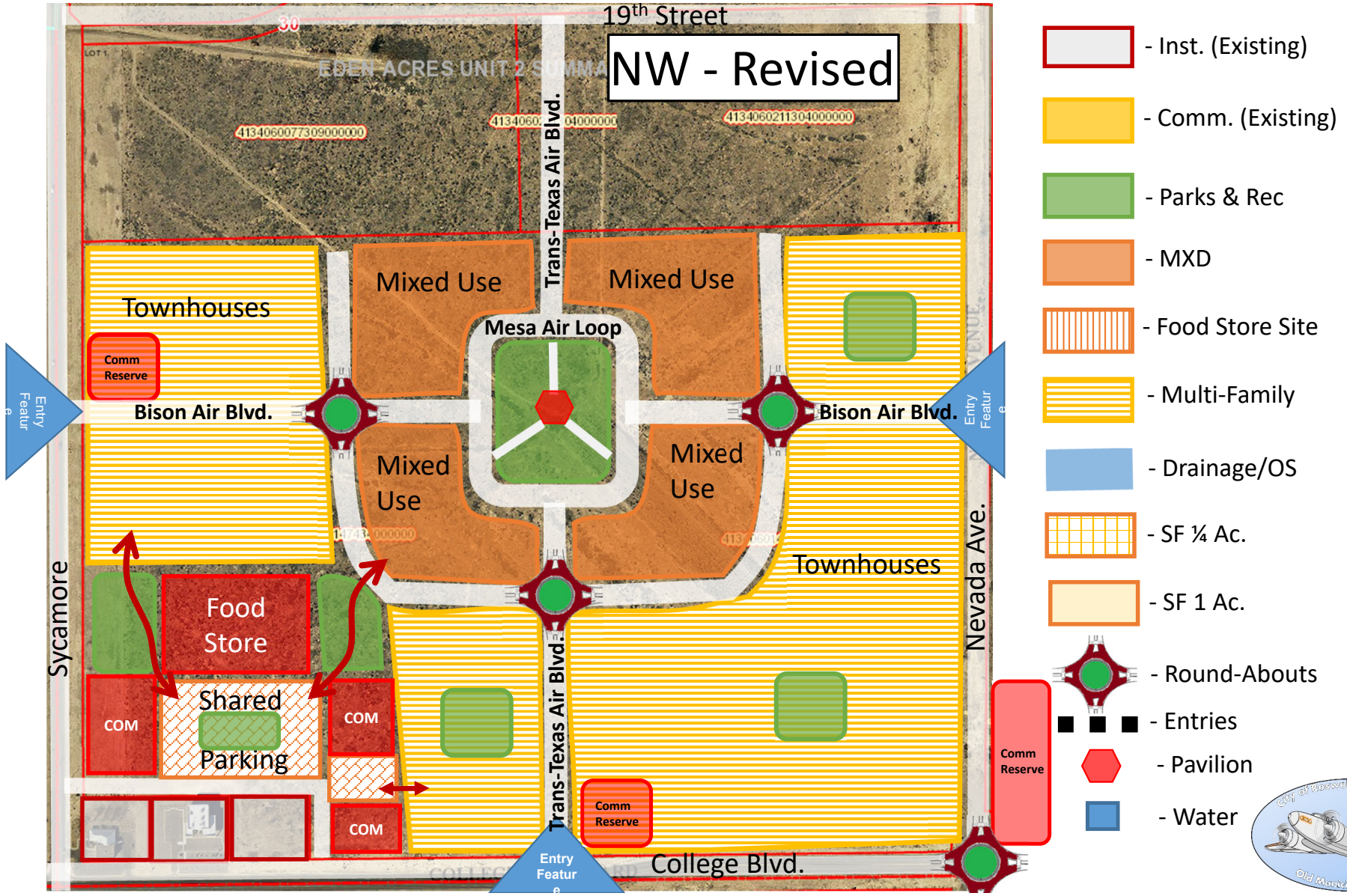
2. Replat Site To Maintain Integrity of Site, and Starts "Place-Making" by Establishing a Primary Road Grid in the NW Quadrant **(In Process, to Council in June)**

3. Establishing "Commercial Reserve" Areas Allows for Other Potential Commercial Uses at Certain Intersections if Adequate Pressure Develops. These Areas Would Only be Released if Other Commercial Areas Have Already Been Developed **(Incorporated Into Draft Master Plan)**

4. Development of Engineering Plans and Installation of Utilities **(In Progress)**

Draft Recommendations - Develop Framework For Future Growth:

5. Determine Project Costs and Financing Options (BID, TIFF, etc.)
6. Issue RFP's for Sale of Properties With Any Attached Design Criteria **(FY 2019-20)**
7. Develop Plaza **(To Be Determined)**
8. Owners Will Go Thru Final Subdivision Platting **(As Developed)**
9. Revise Cielo Grande Master Plan **(To Be Determined)**
10. Finalize Master Plan for Noon Op Fields **(To Be Determined)**


19th Street
NW - Revised
Trans-Texas Air Blvd.
Mixed Use
Mixed Use
Townhouses
Mesa Air Loop
Comm Reserve
Bison Air Blvd.
Bison Air Blvd.
Entry Featur e
Entry Featur e
Mixed Use
Mixed Use
Townhouses
Sycamore
Nevada Ave.
Food Store
Shared Parking
COM
COM
COM
Trans-Texas Air Blvd.
Comm Reserve
Comm Reserve
Entry Featur e
College Blvd.
- Inst. (Existing)
- Comm. (Existing)
- Parks & Rec
- MXD
- Food Store Site
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- SF 1 Ac.
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- Pavilion
- Water


City of Roswell, New Mexico
OMA
Questions?
Old Municipal Airport

ARTICLE 8. R-VL RESIDENTIAL VERY LOW DISTRICT

Sec. 1. Purpose.

This district is intended for very low density single-family detached dwellings, between one to two units per acre, and other uses which uphold and maintain the very low density residential nature of the district.

Sec. 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.

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.
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.

Sec. 3. Land development standards.

Properties located in this district which are located in the Old Municipal Airport (OMA) shall utilize the standards located in article 70 (Design Guidelines—Old Municipal Airport) of the Zoning Code.

ARTICLE 10. R-L RESIDENTIAL LOW DISTRICT

Sec. 1. Purpose.

This district is intended for low density single-family detached dwellings, between two to four units per acre, and other uses which uphold and maintain the low density residential nature of the district.

Sec. 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.

B. *Special uses are as follows:*

1. Community association swimming pools and/or recreational facilities.
2. Golf courses and related buildings.
3. Public utility and service facilities.
4. Multi-generational housing.

Sec. 3. Land development standards.

Properties located in this district which are located in the Old Municipal Airport (OMA) shall utilize the standards located in article 70 (Design Guidelines—Old Municipal Airport) of the Zoning Code.

ARTICLE 26. MXP MIXED USE PLAZA DISTRICT

Sec. 1. Purpose.

This district is intended to provide for a mixed-use development that would accommodate a variety of arts and entertainment, retail, personal service, office, and residential uses in close proximity of each other found around the central plaza which is intended to become a new meeting location for the city. It is intended that this district will be a mixed-use area with the placement of residential and commercial uses and structures in close proximity that will provide for an active area for interacting with local residents and visitors.

Sec. 2. Use regulations (non-residential).

A. *Permitted uses are as follows:*

1. Athletic clubs/gyms.
2. Banks/credit unions/financial institutions.
3. Barber/beauty shops/day spas.
4. Child care centers.
5. Commercial retail.
6. Drugstores/food stores/markets.
7. Florists.
8. Government offices.
9. Hotels and motels.
10. Laundries/dry cleaning.
11. Liquor service and stores.
12. Medical facilities/offices/centers.
13. Museums and art galleries.
14. Music/dance school.
15. Private or public parking lots/garages/decks.
16. Professional offices.
17. Restaurants/food/drink/lounges/liquor.
18. Theaters, indoor.

B. *Special uses are as follows:*

1. Outdoor seating areas.

Sec. 3. Use regulations (residential).

A. *Permitted uses are as follows:*

1. Multifamily residential units as outlined under the R-4 residential district to be placed above the commercial first floor.

Sec. 4. Land development standards.

Properties located in this district which are located in the Old Municipal Airport (OMA) shall utilize the standards located in article 70 (Design Guidelines—Old Municipal Airport) of the Zoning Code.

ARTICLE 70. DESIGN GUIDELINES—OLD MUNICIPAL AIRPORT

Sec. 1. Purpose.

The purpose of this article is to provide design guidelines for the Old Municipal Airport (OMA). This area is bounded by 8th Street on the south, Sycamore Road on the west, Montana Avenue on the east, and 19th Street along the north. Development within the MXP zoning district shall conform to the following land development standards.

Sec. 2. Building mass.

Structures in the MXP area shall be multiple stories with the bottom floor being used for commercial purposes. Upper floors shall be used for residential purposes. The overall height of the structure shall not exceed 45 feet as shown in Figure 70-1.

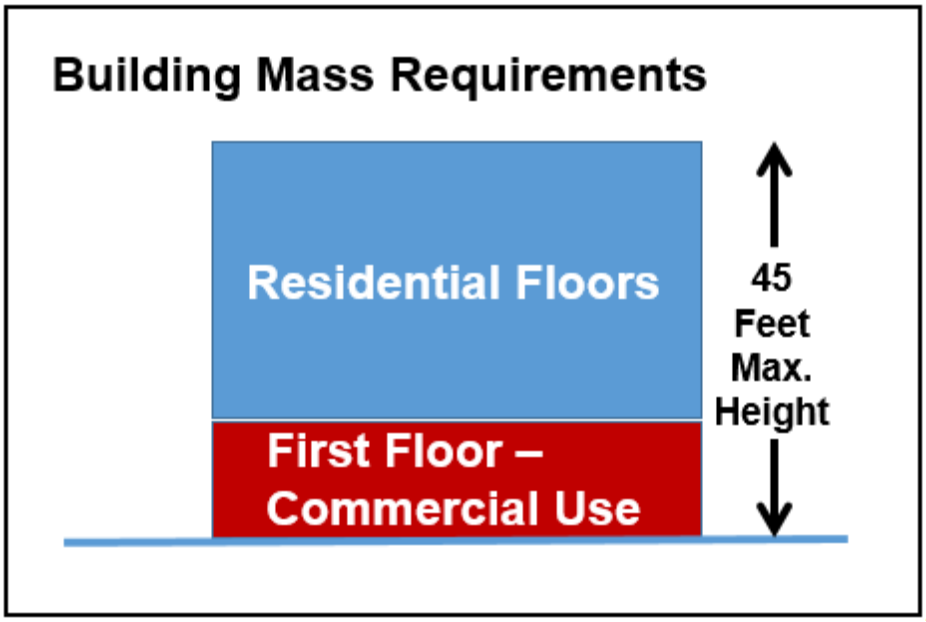


Figure 70.1

Sec. 3. Parking.

Residential properties located in the residential-very low (R-VL), residential-L (R-L), and the townhouse and apartments developments inside the MXP zone but which are not fronting the plaza, shall be based on two spaces per unit. Details for this parking shall be based on the standards shown in article 52 (Building and Performance Standards), section 7 (Off-Street Parking and Loading Standards).

Properties in the MXP zone which front onto the plaza shall not be required to provide off-street parking, but off-street parking may be provided, so long as the parking spaces are located to the backside of the property and does not front the plaza.

Sec. 4. Signage.

A. *General provisions for all OMA zoning districts*.

1. *Flags*. State or national flags are permitted in all districts except that each flag pole in excess of 30 feet shall be erected in compliance with recommendations of a signed, sealed report from a New Mexico registered structural engineer for pole height, pole installation methods, and flag size.

2. *Hazardous or nuisance signs*. No sign shall be located in a manner that could constitute a hazard or nuisance; or no sign shall be illuminated to an intensity or brightness to a degree that could constitute a hazard or nuisance. Moving, flashing, intermittently-lighted, changing colors, beacons, revolving or similarly constructed signs are not allowed in any zoning district. It shall be an affirmative defense if such signs are otherwise allowed in this Code.

4. *Illuminated signs*. No internally illuminated sign shall be erected in single family or two-family residential zoning districts; or within 150 feet of a single family or two-family residential development unless the lighting is shielded from view of the residential development.

5. *Murals* Murals require a permit. A drawing of the mural, size and specifications, shall be attached to the permit application. Murals shall not provide signage or advertisement for a business and shall be compatible with the character of the general area.

6. *Restricted language or wording*. Signs shall not display gestures or words that are obscene, profane, or pornographic in nature or any other manner promote activities that are illegal under state or federal law.

7. *Searchlights*. Searchlights require a permit and are limited to a 72-hour operation period. Consecutive permits are not allowed for continuous use and a permit shall be limited to the initial opening of a business.

8. *Sign on fence, wall, etc*. No person shall paint a sign or attach a sign, other than a nameplate and address (showing a street number), to the outside of a fence, railing or a wall which is not a structural part of a building. The name of the company that constructed the fence is permitted but not exceeding one square foot in size.

9. *Sign on sidewalk, street, etc*. No person shall attach any sign, paper, or material, or paint, stencil, or write any name, number (except house or street address numbers) or otherwise mark on any sidewalk, curb, gutter, or street.

10. *Sign on tree, pole, or similar objects etc*. No person shall attach or maintain any sign upon any tree or utility pole, light pole, traffic control sign pole, or similar structure located within the right-of-way.

11. *Signs over rights-of-way*. Signs over or in public rights-of-way are prohibited, except movement control, traffic control devices, street signs, way-finding, entry-way or portal signs, or directional signs placed by the city or state. Projected banner signs over U.S. Highway 285 (Main Street) right of way are allowed in areas specified in the city wayfinding plan if part of a special event and if in compliance with New Mexico Department of Transportation guidelines.

12. *Temporary real estate directional signs*. Temporary signs known as weekend real estate directional signs may be posted so long as they are sandwich board style and collected at the end of each weekend. The maximum width is 24 inches. The maximum height is 48 inches.

13. *Off-premise signs*. Off-premise signage is prohibited unless specifically allowed by this Code.

F. *Protective signs*. The occupant of a premise may erect two protective signs, in accordance with the following provisions:

1. Attached sign shall not exceed one square foot in effective area.

2. Detached signs shall not exceed one square feet in area and two feet in height.

3. Letters shall not exceed four inches in height.

G. *Political signs*.

1. Political signs shall comply with this Code to the extent allowed by state and federal law.

2. Political signs will not require a permit.

3. Political signs are not allowed in the right-of-way, on any public property, or located on any utility, light, traffic signal or sign pole.

4. No political signs can be within 100 feet of any polling location on election day when voting at a school, church or private residence; and 100 feet of the door through which voters may enter to vote at the office of the county clerk, an alternate voting location, a mobile voting site or any location used as a polling place on election day that is not a school, church or private residence.

H. *Signs not requiring permits*. No permit shall be required for the following signs although the standards of this Code shall be met:

1. Signs advertising the sale or lease of real property on which they are located on subject property.

2. A garage sale sign located on the same premise having the sale.

3. A protective sign that has as its purpose the protection of life and property.

4. A sign or marker giving information about the location of underground electric transmission lines, telegraph or telephone properties and facilities, pipelines, public sewers, or water lines or other public utilities.

5. Political signs as governed by state law.

6. Memorial signs or tablets, names of buildings and date of erection, when cut into any masonry surface or when constructed of bronze or other similar materials.

7. Flags, emblems, and insignia of any governmental body; decorative displays for holidays or public demonstrations which do not contain advertising.

I. *Construction and development signs*.

1. *Residential*. Two temporary construction or development signs may be permitted for a residential subdivision. The signs may be off-site or onsite. Developers may have the temporary development signs until houses have been constructed on 80% of the lots in the advertised subdivision. Off-site signs shall not exceed eight feet in height or 32 square feet per side. The sign shall be placed on private property with the permission of property owner. The building official may order a sign to be removed if it does not meet the requirements of this Code. Failure of the building official to order removal is not a defense to a violation of this Code.

2. *Non-residential*. Only one temporary on-site development sign advertising builder, contractor, architect, lending institution, and/or name of specific business coming soon is allowed.

a. The sign may be erected for a period of 90 days prior to the submittal of development plans for the project. If no development plans are submitted in 90 days prior, the sign shall be removed. The city council may grant a one-time extension of 45 days upon request.

b. The sign may remain on the property for the duration of construction and shall be removed prior to the issuance of a certificate of occupancy.

c. A permit is not required for this sign, however the size may not exceed 32 square feet and may not stand higher than eight feet from the ground to the top of the sign.

d. Two sided signs are permitted.

J. *Sign requirements for non-residential zoning*.

1. *Detached building signs*.

a. *General provisions*.

1) Detached building signs shall be located on-premise unless otherwise allowed by this Code.

2) Unless otherwise allowed in this Code, only the following types of signs shown below are permitted in all non-residential zoning districts.

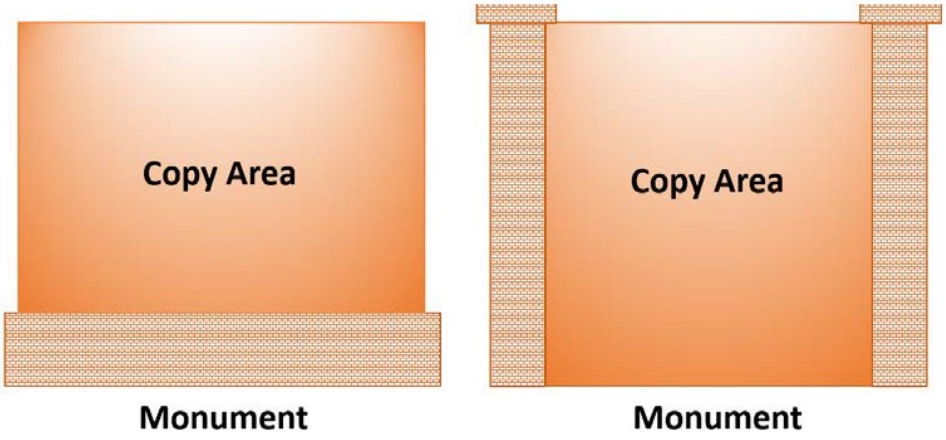


Figure 70.2

3) Sign height and copy area is determined by the type of classification of the roadway, shown below in Table 70.3.

Table 70.3: Monument Height and Copy Area Standards			
Roadway:	**Height:**	**Copy Area:**	**Number of Signs:**
Arterials	10 Feet	90 Sq. Ft.	1/Lot or 500 Ft. Frontage
Collectors	8 Feet	70 Sq. Ft.	1/Lot or 500 Ft. Frontage

4) All signs shall have decorative surface areas that equal a minimum of 20% of the total surface area square footage. This area shall be constructed thru the use of stone, brick, or other masonry materials. Wood may be incorporated as an accent material.

5) The width of the support case on pylon signs shall be no less than 50% of the width of the copy area.

6) Detached signs may be internally or externally illuminated.

7) All detached building signs shall be constructed of materials matching the primary building material in color and finish.

8) Signs may be single or double-faced.

9) The sign shall be located a minimum of five feet from the public right-of-way and shall not create hazards to traffic or pedestrians. The planning manager or designee shall approve the exact location of the sign at the time of sign permit.

10) Message boards are allowed as part of a sign but shall not occupy more than 24 square feet of the area of the sign face. This area shall be included in the total sign area. Non-profit organizations may utilize 50% of a sign as a message board.

2. *Attached building signs*.

a. *General provisions*.

1) Attached signs are permitted in non-residential zoning districts in accordance with the provisions of this Code.

2) Attached signs may be internally or externally illuminated.

3) No business or non-residential occupancy shall erect a sign above the eaves or edge of the roof or on a parapet or edge of a canopy unless no other area is feasible and can be demonstrated at the time of permit.

4) Signs for buildings in a multi-use development approved as part of one preliminary site evaluation or zoning application shall be compatible in design, size, material and lighting.

b. Attached wall-mounted signs allowed using the formula of 0.076 times the square footage of the designated front of the building(s). Multiple occupant structure may have multiple signs based on the formula times the square footage of each bay. Commercial centers with multiple buildings may use the formula on each building. Buildings located on a corner lot may have attached signage facing both roads.

3. *Signs and awning projecting from building surface*.

a. Any non-residential occupancy may erect one attached sign projecting up to a maximum of six feet from a vertical building surface, but not above the roof. The sign shall be located a minimum of ten feet above grade and shall not project into or over any public right-of-way (see Figure 70.4 below), unless approval is obtained from the ROW owner.

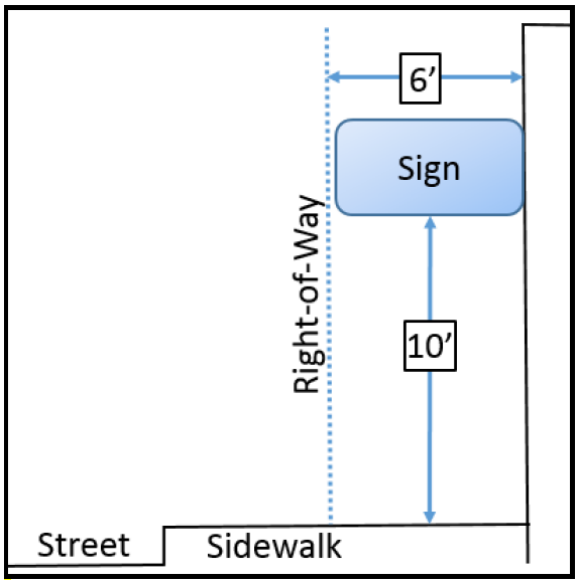


Figure 70.4

b. Any non-residential occupancy may erect awnings projecting out to a maximum of six feet from a vertical building surface, but not above the roof, and shall be located a minimum of eight feet above grade and shall not project into or over any public right-of-way (see Figure 70.5 below), unless approval is obtained from the ROW owner.

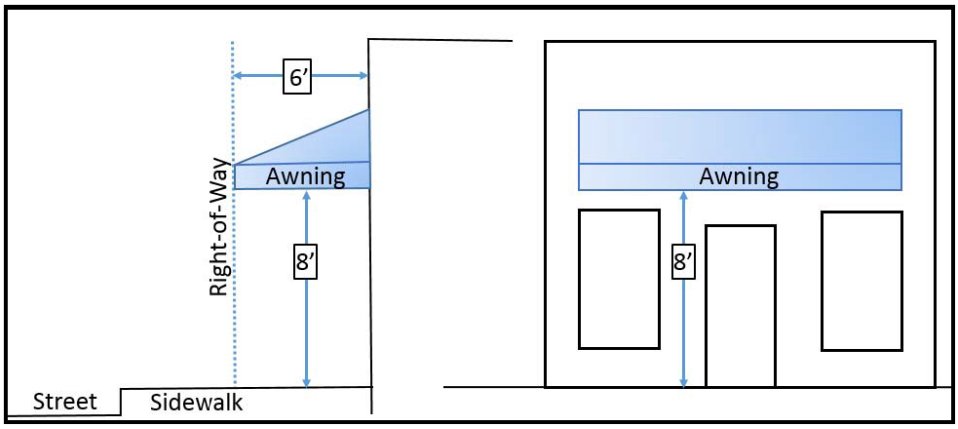


Figure 70.5

c. Projecting signs may be combined with awnings, but neither may project above the building parapet wall.

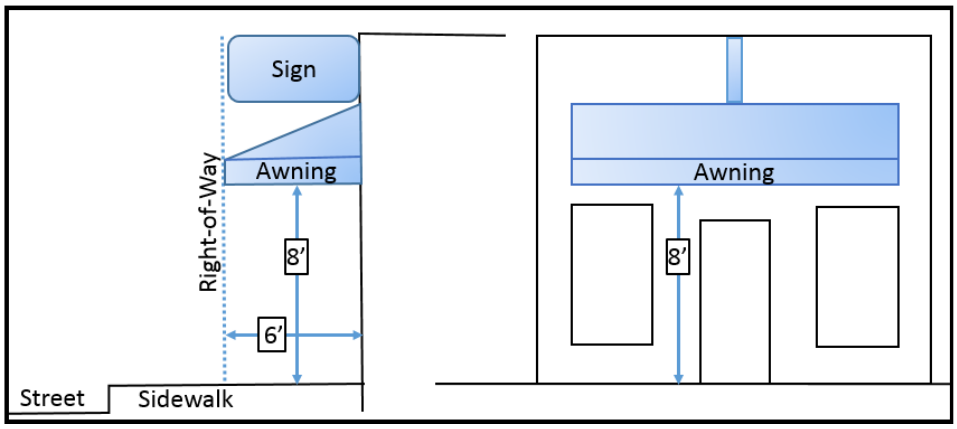


Figure 70.6

d. Square footage for the copy area of the awning face or projecting sign face shall be determined as shown in section 70.6. Square footage of the awning face and projecting sign faces combined for the copy area shall be determined as shown in section 70.5.

4. *Menu board signs*. A maximum of two menu boards for drive-through cafes/restaurants are permitted per lot. The sign shall not exceed eight feet in height and shall be single-faced with the message area not exceeding 32 square feet. The area may be increased to 40 square feet if one sign is utilized for the lot. The signs shall not face a public right-of-way that serves the front of the building.

5. *Movement control signs*.

   a. Movement control signs (entrance/exit) may be erected for non-residential uses. The signs may be attached or detached, and shall be erected in accordance with the following requirements:

   b. Each sign not exceed six square feet in effective area and four feet in height.

   c. If a sign is an attached sign, the letters shall not exceed four inches in height.

   d. Each sign must convey a message which directs vehicular or pedestrian movement within or onto the premise on which the sign is located.

   e. The signs must contain no advertising but logos are allowed.

6. *Temporary signage for non-residential uses*.

   a. A permit is required for all temporary signs.

   b. Temporary signs are allowed as follows:

      1) Temporary signs are prohibited within the right-of-way or adjacent to the right of way, and shall not be located in the parking area, on parking lot lights or on detached signs of any business.

      2) One attached temporary sign shall be allowed per building for single occupant buildings or per business for multiple occupant buildings for a maximum duration of 30 calendar days two times per calendar year provided there is a minimum 60 day separation between the placement of temporary signs. The allowable sign area for a temporary banner sign is one-half square feet of sign area for every one linear foot of building or lease space frontage up to a maximum of 20 square feet. Temporary banner signs shall be made of cloth, plastic or other fabric-like flexible material. Temporary banner signs shall be securely anchored to the building.

c. Other temporary signs are allowed as follows:

1) Temporary/promotional items such as inflatable or air-blown devices, flags, small balloons, pennants, or banners are allowed on a temporary basis for 30 days for the opening date of a business. The 30-day period may start on the date of issuance of a certificate of occupancy for the business, but shall not start later than six months after the issuance of the certificate of occupancy. Flags or pennants shall be located only on the main building of the business and not within parking lots, light poles etc.

2) Window displays of open/close signs, name of business, hours of operation, and acceptance of credit cards shall be allowed and is not considered as part of the 25% coverage. The letters for such information shall not exceed six inches in height.

3) Free standing advertising/signs or other signs inside the building(s) shall be located a minimum of three feet away from the windows.

d. All existing non-residential uses shall conform to the provisions of this sub-section upon the adoption of this Code.

7. *Signage for non-occupied buildings*. All sign faces for a non-occupied building or premise shall be removed upon vacation of the property. The sign structure may remain for future occupancies. It is the responsibility of the property owner to cause such a removal.

8. *Real estate signs for non-residential or undeveloped property*.

a. A permit is not required.

b. Property owners are allowed to have one sign per street frontage to advertise the sale or lease of a property. The sign shall be located on premise and shall not exceed six feet in height or 20 square feet in total area.

c. The sign shall be self-supporting.

d. The sign shall be removed after 80% of the property is sold or leased.

e. One "For Lease" or "For Sale" sign may be located inside the building on the window front.

K. *Signage for OMA residential zoning districts:*

1. Three wall signs (special uses and conditional uses).

2. One monument sign built to the following criteria.

a. Not to exceed 35 square feet in total area and five feet in height above the average grade of the nearest public right-of-way. (See Figure 70.7)

b. Monument signs shall be built on a monument base.

c. Monument signs shall use permanent materials matching the primary building material in color and finish.

d. Signs may be single or double-faced.

e. The thickness of the sign shall not exceed 30 inches.

f. Detached monument signs may be internally or externally illuminated.

g. May not be constructed of wood or be a painted.

h. An electronic message board sign shall not be allowed as part of the sign.

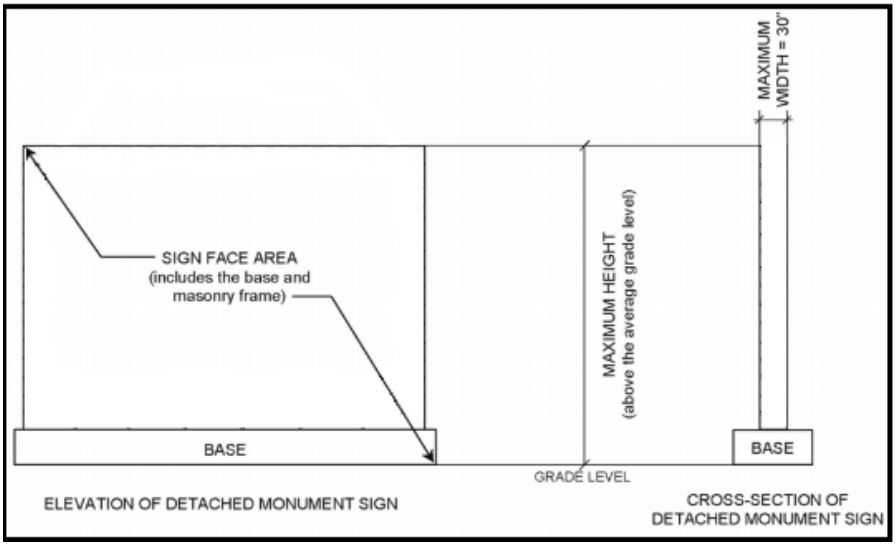


Figure 70.7

L. *Government signs*. Nothing in this Code shall be construed to prevent the display of a national flag or state flag, or to limit flags, insignia, legal notices, or informational, directional, or traffic signs which are legally required or necessary to the essential functions of government agencies.

Sec. 4. Lighting.

A. *Project applicability:* Street lights shall be installed in subdivisions, developments, at all intersections, development entrances, and along internal streets.

B. *Street light system design:* The proposed street light system shall meet the following conditions:

1. *Style*. Streetlights shall be vintageor art-deco-style use poles (See Figure 70-8) and fixtures that do not exceed 18 feet in height.



Figure 70.8

2. *Continuity*. Street lights shall be consistent style throughout the entire development.

3. If a street light exists along the street on which the entrance to the development is located, the applicant shall install the same or similar street light at the entrance.

4. At intersections, the applicant shall propose a lighting design that provides the minimum amount of light necessary for vehicular and pedestrian safety at all intersections within the development.

Sec. 5. Utility installations.

All utilities needed to support the development shall be located underground.

Sec. 6. Architectural standards.

1. All non-residential architecture shall be encouraged to incorporate vintage, art-deco-style elements, including materials, windows, and colors.

2. Entrance points off of College Boulevard, 8th Street, Nevada Avenue, and Sycamore shall be limited to one entrance for every 1,000 feet of linear frontage. In addition, these entrances shall incorporate an entryway feature that includes the name of the development pod.

Legal Committee
Meeting Date: 02/27/2025
COMMITTEE: Legal
CONTACT: Hessel Yntema **CHAIR:** Ed Heldenbrand

ACTION REQUESTED:
Resolution 25-XX: consider recommending adoption of Resolution 25-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:
This is to be reviewed by the Legal Committee at their meeting on February 27, 2025.

STAFF RECOMMENDATION:
Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of one (1) dilapidated structure.

Attachments
ATT 1 Resolution 25-XX Condemnations
ATT 2 Resolution 25-XX Condemnations

CITY OF ROSWELL
RESOLUTION 25-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 13th day of March 2025.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST:

_____
Amalia Martinez, City Clerk

Location	Condition	Name
732 E ALAMEDA ST FLORA VISTA Block 1 Lot 16 AND Lot 17	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	BOUSLAUGH, MARY JANE 732 E ALAMEDA ST ROSWELL, NM 88203

732 E ALAMEDA ST





Legal Committee
Meeting Date: 02/27/2025
COMMITTEE: Legal
CONTACT: Hessel Yntema **CHAIR:** Ed Heldenbrand

ACTION REQUESTED:
Consider recommending approval of Award of Professional Services- Outdoor Early Childhood Play and Learn Area. (Enid Costley).

BACKGROUND:
Initiated by: Enid Costley

The City of Roswell issued a RFQ on January 30, 2025, from the on-call vendors for design services. The award of professional services for a complete set of engineer-designed plans for developing and constructing an outdoor early childhood play and learning area (3,182 square feet). The outdoor early childhood play and learn area will be located in the northeast area of the library with an entrance through the children's area. The area will be fenced in and include an area for outdoor play and a gardening area. An outdoor program area would be ideal. The outdoor early childhood play and learn area will include an integrated mixture of elements with a defining signature theme that identifies the facility as unique and one-of-a-kind. The city desires the outdoor early childhood play and learn area to be music-themed, consisting of singing, talking, reading, writing, and playing features. We would like this project completed by December 31, 2025.

FINANCIAL CONSIDERATION:
Project will be paid for with donations, gifts and grants.

LEGAL REVIEW:
Professional Services Agreement will be sent to the City of Roswell Legal Department for review.

BOARD AND COMMITTEE ACTION:
Recommended award of Professional Services for the Roswell Public Library Outdoor Play and Learn Area to _____ in the amount of _____.

STAFF RECOMMENDATION:
Consider recommending approval of Award of Professional Services- Outdoor Early Childhood Play and Learn Area.

Attachments
Play and Learn RFQ

January 30, 2025

To: Vendors Qualified per RFP 25-002 Engineering & Architectural Services

From: Enid Costley – Library Director

RFQ – Project Development Services – Roswell Public Library Outdoor Play and Learn Area.

A. DESCRIPTION: NEED OF SERVICES

The City of Roswell seeks services to develop an outdoor early childhood play and learning area. The outdoor early childhood play and learn area should draw and engage local families and young children in an area that promotes literacy and encourages childhood development through singing, talking, reading, writing, and playing. The City of Roswell requires full plans and specifications so the outdoor play and learn area can be funded, phased, and bid out for construction. The final goal of development and construction is as follows:

1. Develop an outdoor early childhood play and learn area that is safe, age-appropriate, and follows universal design so that it is accessible to young children of all abilities, from birth through six years old.

2. The outdoor early childhood play and learn area is envisioned to be a fenced area located on the north side of the Roswell Public Library, with access through the children's area. It will also include another area for teaching and gardening.

3. The early childhood play and learn area will be designed to promote learning and early literacy through music, talking, reading, writing, and play.

4. The full development of the outdoor early childhood play and learn area must take into account fencing, the outdoor program area, flood prevention, wind, high outdoor temperatures, drainage, lighting, security, cleaning, easy maintenance, and safety.

5. The materials used shall be non-toxic and durable. The area should be designed for outdoor use, young children, and their families. It should incorporate outdoor musical items that must be in tune. The area should celebrate the Hispanic community with color and design.

6. Water and electricity should be available in the area.

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B. REQUESTED WORK

The City of Roswell is requesting proposals with quotes for the following Scope of Work and Tasks as follows:

Scope of Work

This request for quotes is for the Professional Services with an itemized cost of tasks and services.

The project will include a complete set of engineer-designed plans for developing and constructing an outdoor early childhood play and learning area (3,182 square feet). The outdoor early childhood play and learn will be located in the northeast area of the library with an entrance through the children's area. The area will be fenced in and include an area for outdoor play and a gardening area. An outdoor program area would be ideal. The outdoor early childhood play and learn area will include an integrated mixture of elements with a defining signature theme that identifies the facility as unique and one-of-a-kind. The city desires the outdoor early childhood play and learn area to be music-themed, consisting of singing, talking, reading, writing, and playing features.

The outdoor early childhood play and learn area should also be designed to accommodate wheelchair users, including ADA-friendly amenities. A semantic design is attached to provide an initial reference for some community thoughts on the outside early childhood play and learning area.

Development will include but not be limited to full site design, including topographic survey, excavation, earthwork and grading, drainage design, erosion control, flood prevention, fencing, lighting, security, electrical design, landscape, irrigation, and ADA accessibility, etc. Plans will include full site design and details required to pursue construction funding, advertise, bid, and construct the needs described in Section A above.

Presented is a general detailed description of the engineering services to be provided by the consultant to complete the project. Proposers are asked to add any task that is deemed critical that may have been missed by the City's listed scope of work for this RFQ.

Task 1: Kickoff and Reaffirm Design/Project Needs: This task will include:

- Consultant's team, city, community groups, and others who may be deemed necessary, meet to discuss this project so all agree on project development needs.
- This task shall include a meeting, which shall be a public, in-person meeting.
- Consultant to generate findings agreed to.

(Tasks Ahead are likely the Tasks to be generated from Task 1)

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Task 2: Preliminary Layout: This task will include:

- Minimum one public in-person and/or virtual meeting to discuss the proposed layout and facilities with the City, Consultant's team, and community groups.
- Presentation of preliminary conceptual layout(s) suitable for use at City meetings

Task 3: Site: This task will include:

- Determination of best suitable configuration for the site with selection decision and criteria explained in detail
- Once a configuration for the site is selected, an in-person and/or virtual meeting with the City and Consultant's team will be held to discuss site configuration.
- A minimum of one public in-person and/or virtual meeting to show and validate site to community groups.
- Presentation to City Council Committee or full City Council showing site configuration.

Task 4: Survey Services: This task will include:

- Topographical Survey of the project site to include above-ground features, elevations, utilities (including State One-Call Locates), and other features relevant to the completion of the project.
- SUE, including potholing of applicable existing utilities at the selected site to provide actual elevations of underground utilities.

Task 5: Preliminary Design (30%): This task will include:

- Preliminary Construction Design and Plans to 30%.
- Submittal of 30% Plans to the City for comment.
- Plan Review Meeting with the City and applicable community groups.
- Plan Site Review.
- Notification to the Owner(s) of any conflicting utilities.
- Preliminary drainage review, verifications and recommendations.
- Engineer's Estimate of construction costs.
- Plans shall indicate ROW/property ownership limits.
- A minimum of one public in-person meeting with the Consultant's team, City, and community groups.

Task 6: Preliminary Design (60%): This task will include:

- Preliminary Construction Design and Plans to 60%.
- Submittal of 60% Plans to the City for comment.
- Plan Review Meetings with the City and applicable community groups.
- Plan Site Review.
- Coordination with the Owner(s) of any conflicting utilities.
- Completed drainage review, report, verifications, and recommendations
- Engineer's Estimate of construction costs.

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Task 7: Pre-Final Design (90%): This task will include:

- Final Construction Design and Plans to 90%.
- Submittal of 90% Plans to the City for comment.
- Plan Review Meeting with the City Staff and also a separate meeting with applicable community groups. (in Roswell)
- Any supplemental specs or special provisions to be included in the contract bid document.
- Contract bid document to meet City project format.
- Engineer's Estimate of construction costs.

Task 8: Final Design (100%): This task will include:

- Final Design and Plans to 100%.
- Contract bid document to meet City project format to 100%.
- Engineer's Estimate of construction costs.
- Submittal of Final Plans.

Task 9: City Council Presentations: This task will include:

- A minimum of one presentation during regularly scheduled Committee meeting to show proposed design to City Council members and interested community groups.
- A minimum of one presentation to the full City Council during regularly scheduled meeting to show proposed design to the full Council and interested community groups.

Task 10: Other Deliverables

- Survey data in electronic format.
- Topo maps generated during project development in electronic and PDF formats.
- PDF photo file of all photos obtained during the development of the project.
- Stamped plans and reports in PDF & hard copy. Plans to be developed as 36"x24" with disclaimer if printed in any other size.
- Final in electronic format, AUTOCAD/Civil 3D format.
- Final plans and bid document PDFs shall be in two memory sizes. Standard resolution and reduced versions under 15 MB to make them suitable to email.

Anticipated Timeline: as measured from Notice to Proceed

Proposer shall submit a timeline based on tasks identified.
Proposer may also identify other tasks they deem necessary for the betterment of project development

City timeline: Issue RFQ, review RFQ, send selection to Finance Committee and full City Council for approval, and enter into agreement with the vendor.

The city requires the project to be completed and the check issued by December 31st 2025.

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C. SUBMITTAL & PRICING

A non-mandatory pre bid meeting will be held February 7th 2025. Teams meeting link will be provided to interested parties by request.

Proposals and Quotes are to be submitted in a PDF format and will be an email submission. It is suggested that the proposal be limited to a maximum of 25 pages. Proposals are only being requested from firms qualified per RFP-25-002. All proposals and quotes must be received 4 pm February 21st 2025. Submit to A. Peek via email (a.peek@roswell-nm.gov).

Proposals shall list the experience and qualifications of any consultant and any sub-consultants.

The selected vendor proposal will be submitted as a recommendation to the City of Roswell Finance Committee March 6th 2025. Official approval to award by the Roswell City Council will be at March City Council meeting March 13, 2025. Proposals will be graded based on proposal details, timelines, and costs. Itemized cost is requested to evaluate a proposal better. Again, proposers may add tasks they deem necessary to improve project development.

If the solicited vendor chooses not to submit a quote, a professional courtesy email should be sent to (a.peek@roswell-nm.gov).

D. EXECUTION OF CONTRACT

Once the Roswell City Council approves the proposal, the City will issue a Notice to Proceed to the selected consultant.

E. CONTACTS & ADDENDUMS

For specific questions, please contact Enid Costley, Library Director, (e.costley@roswell-nm.gov).

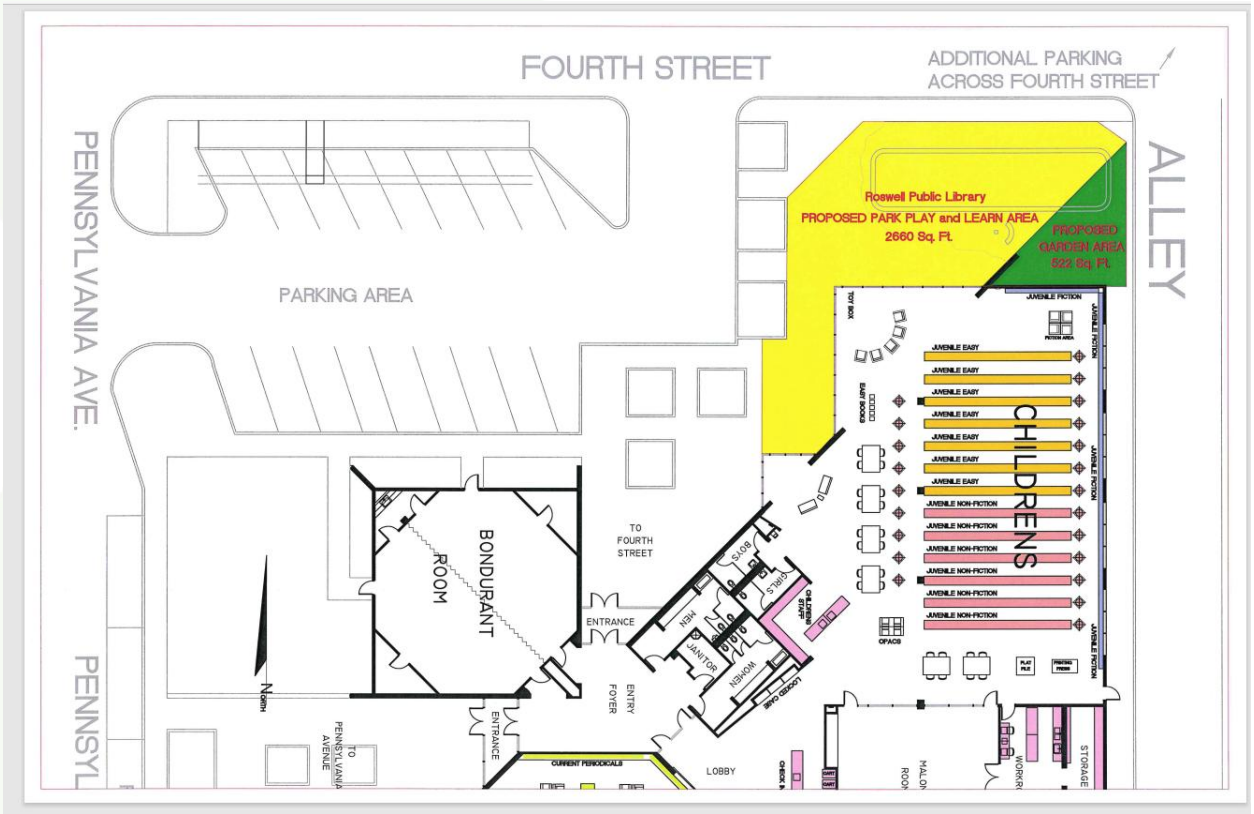
Site visits with City Staff are available by appointment.

It is requested that questions be in writing no later than February 12th 2025.

An addendum, if required, will be issued February 14th 2025.

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F. ATTACHMENTS



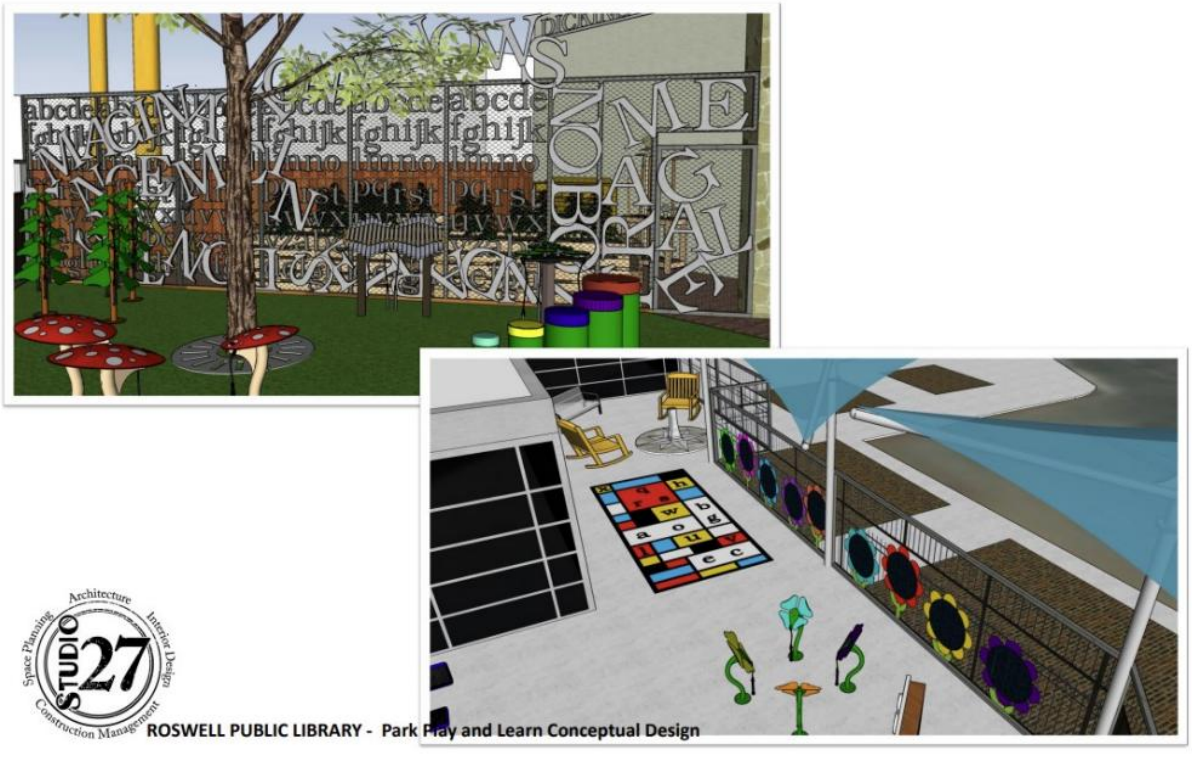
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STUDIO 27 Architecture Interior Design Space Planning Construction Management

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