



LEGAL COMMITTEE MEETING AGENDA
Thursday, MAY 22, 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. Approval of Minutes for March 27, 2025 , and April 24, 2025 (pg. 4) and (pg. 9)

NON-ACTION ITEMS

2. Community Development Center (pg. 13)
3. Safety Department Report- April 2025 (pg. 32)
4. Human Resource Department Reports-May 2025 (pg. 35)

REGULAR ITEMS

5. Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of two (2) dilapidated structures. (Toby Franco) (pg. 52)
6. Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX Amending Chapter 7 Regarding Mobile Food Establishments and Itinerant Vendors.(Mayor Pro Tem Juliana Halvorson) (pg. 59)

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: 05/19/2025

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

Approval of Minutes

Legal Committee

Meeting Date: 05/22/2025

COMMITTEE: Legal

CHAIR: Ed Heldenbrand

CONTACT: Hessel Yntema

Summary:

APPROVAL OF MINUTES

Legal Committee

Meeting Date: 05/22/2025

COMMITTEE: Legal

CHAIR: Ed Heldenbrand

CONTACT: Hessel Yntema

Summary:

Approval of Minutes for March 27, 2025, and April 24, 2025

Attachments

Draft of Minutes March 27, 2025

Draft of Minutes April 24, 2025

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday March 27, 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 2:01 PM with Chair Heldenbrand presiding, Councilor Corn and Councilor Marrujo present, and with Councilor Oropesa and Vice Chair Cortez being absent.

Staff present: Jessica Vickers, Toby Franco, Debbie Reyer, Abraham Chaparro, Michelle Sanchez, Bobbi Thompson, Amalia Martinez, Ron Garcia, Casey Conlee, Derek Washichek, Steve Chavez, Mike Mathews, Hessel Yntema, Christopher J. Nairn-Mahan, Chad Cole, and Clint Caldwell.

Guests present: Rita Kane-Doehoefer, Dan Jennings, Dara Dana, Julius Smith and Terry Haber.

Public present via GoToMeeting: Juliana Halvorson, Melissa Garcia, Merissa Guilez, Andrew Collier (4), BAndrews, Jason Holloway, and 12 guest.

APPROVAL OF AGENDA

Councilor Corn moved to amend the agenda for Item No. 14 to delete “due to significant value”. Councilor Marrujo was the second. A voice vote was 3-0 and the motion passed, with Vice Chair Cortez and Councilor Oropesa being absent.

Councilor Corn moved to approve the Legal Committee meeting agenda as amended. Councilor Marrujo was the second. A voice vote was 3-0, and the motion passed, with Vice Chair Cortez and Councilor Oropesa being absent.

APPROVAL OF MINUTES

Councilor Marrujo moved to approve the Legal Committee meeting minutes as presented from February 27, 2025. Councilor Corn was the second. A voice vote was 3-0 and the motion passed, with Vice Chair Cortez and Councilor Oropesa being absent.

NON-ACTION ITEMS

2. Community Development Department Report presented by Jessica Vickers. Numbers for February 2025 Business License issued were a total of 155, with 110 going to renewed license, 30 new license, 15 temporary permits. 70 total permits issued in the month of February.
3. Safety Department Monthly Report-Number for February 2025 was presented by Shelly Bell showing a total of 13 incidents and 7 of them were due to 3rd

party.

4. HR Monthly Report presented by Clint Caldwell, reported 19 new employees, 9 promotions, and 13 exits which included 2 retirees. Turnover rate for the month of February is 2.09% and for the year and a vacancy rate of 5.64%. Payroll count for February 21, 2025 through March 6, 2025 was 620 total employees.
5. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for February 20, 2025 to March 19, 2025 reported 74 open request, 42 city clerk, 9 PVRCC (Chaves County Sherriff's Office), 155 Roswell Police Department. Total invoices 94.
6. Legal Department Communications- One Administratively Executed Settlement for Jorge Quintana/ Maria Hernandez.
7. Discussion of current Nuisance Ordinance, Chapter 16 Roswell, NM Code of Ordinance. Chair Heldenbrand suggested to check other communities for possible vacant building ordinances for properties that get put on the condemned list and nothing gets accomplished. Hess commented that Albuquerque did a Vacant Building Ordinance last year, it could be something to be recommended. It is a type of license and can only license what it cost to enforce provisions. In re-writing the ordinance we can seek injunctive relief from the District Court. The ordinance needs more of the enforcement mechanism to be re-worded more-so than the types of nuisances.

For the record: Vice Chair Cortez arrived at 2:19 PM.

8. Discussion of Resolution 25-13 Adoption of Resolution 25-13: creating a Community Response Team with the City of Roswell Fire Department. Vice Chair Cortez is asking what services are going to be offered by the Community Response Team based off of the resolution's proposed staffing

REGULAR ITEMS

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

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

Councilor Marrujo moved Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of four (4) dilapidated structure to City Council for consent agenda. Vice Chair Cortez was the second. A voice vote was taken 4-0 and the motion was passed with Councilor Oropesa being absent.

10. **Ordinance 25-XX: Consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX Amending the Solid Waste Code.** This item was presented by Abraham Chaparro.

Per Ordinance 24-07 Chapter 21 Solid Waste: Effective with the beginning of each Fiscal Year, the City Council shall review and adjust all rates for changes occurring since the beginning of the previous Fiscal Year or the last rate adjustment, which ever shall have last occurred. The Solid Waste Director shall, each January, review all costs and rates and shall report to the Finance Committee, at their April meeting, proposed rate adjustments to ensure that each class of customer is carrying its share of costs, debt service, and reserves. In the March Finance Committee, the committee requested that the department go to legal with an amendment to Chapter 21 of the city code increase the rates by 3% and amend the code to read that increases shall be done by CPI-W every August 1st while striking out the yearly revisit.

Amendments suggested by City Attorney "Solid Waste Rates shall be automatically with Water Rates according to the consumer price index for CPI-Garbage and Trash collection".

Councilor Corn moved Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX Amending the Solid Waste Code to Finance as amended. Vice Chair Cortez was the second. A voice vote was taken 4-0 and the motion was passed with Councilor Oropesa being absent.

11. **Consider recommending approval of National Champion Air Races for one (1) year lease agreement beginning April 1, 2025, and ending March 31, 2026, for building 100 at the Roswell Air Center.** This item was presented by Bobbi Thompson and Michelle Sanchez.

NCAR requests to enter a one (1) year lease for bldg.100 consisting of 5,520 square feet of useable space, more or less, located at the Roswell Air Center, commencing April 1, 2025 and ending March 31, 2026.

Councilor Corn moved consider recommending approval of National Champion Air Races for one (1) year lease agreement beginning April 1, 2025 and ending March 31, 2026 for building 100 at the Roswell Air Center as corrected to City Council for consent agenda. Vice Chair Cortez was the second. A voice vote was taken 4-0 and the motion was passed with Councilor Oropesa being absent.

12. **Consider recommending approval of BS International for one (1) year lease agreement beginning April 1, 2025, and ending March 31, 2026, for**

building 117 at the Roswell Air Center. This item was presented by Bobbi Thompson and Michelle Sanchez.

BS International requests to enter a one (1) year lease for building 117 consisting of 5,000 square feet of useable space, more or less, located at the Roswell Air Center, commencing April 1, 2025 and ending March 31, 2026.

Vice Chair Cortez moved consider recommending approval of BS International for one (1) year lease agreement beginning April 1, 2025 and ending March 31, 2026 for building 117 at the Roswell Air Center to City Council for consent agenda. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Councilor Oropesa being absent.

13. **Consider recommending approval to authorize AerSale for a ten (10) year lease agreement beginning April 1, 2025 and ending March 31, 2036 for Hangar 85, for building 240 at the Roswell Air Center.** This item was presented by Bobbi Thompson and Michelle Sanchez.

AerSale requests to enter a ten (10) year lease for Hangar 85 consisting of 101,223 square feet and building 240 consisting of 16,286 square feet of useable space, more or less, located at the Roswell Air Center, commencing April 1, 2025 and ending March 31, 2036.

Councilor Marrujo moved consider recommending approval to authorize AerSale for a ten (10) year lease agreement beginning April 1, 2025 and ending March 31, 2036 for Hangar 85 and building 240 at the Roswell Air Center as corrected to City Council for consent agenda. Vice Chair Cortez was the second. A voice vote was taken 4-0 and the motion was passed with Councilor Oropesa being absent.

14. **Consider recommending approval to authorize NM Youth Challenge to enter a 30-year lease agreement for our community and airport therefore this is an in-kind lease which meets the criteria of FAA.** This item was presented by Bobbi Thompson and Michelle Sanchez.

NM Youth Challenge requests to enter a thirty (30) lease for building 607 consisting of 25,102 square feet and building 610, consisting 11,667 square feet of useable space, more or less, located at the Roswell Air Center, commencing April 1, 2025 and ending March 31, 2055.

Vice Chair Cortez moved consider recommending approval to authorize NM Youth Challenge to enter a 30-year lease agreement for our community and airport therefore this is an in-kind lease which meets the criteria of FAA as corrected to City Council for consent agenda. Councilor Marrujo was the second. A voice vote was taken 4-0 and the motion was passed with Councilor Oropesa being absent.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

PUBLIC PARTICIPATION

Rita Kane-Doerhoefer stated that the public is asking how much more will they have to pay? The water rates increased, and solid waste will be increasing. She was advised that these issues would be addressed at the public hearing on 03/28/25 at 4:00 PM.

Julius Smith stated that he feels that his voice was not included when it comes to amending Ordinances like the Animal Ordinance. He would like to have someone represent him and the public to consider their point of view.

ADJOURN

The meeting adjourned at 4:32 p.m.

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday, April 24, 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 Vice Chair Cortez presiding, Councilor Marrujo, and Councilor Oropesa being present, and with Chair Heldenbrand and Councilor Corn being absent.

Staff present: Hess Yntema, Christopher J. Nairn-Mahan, Vicky Eaton, Ron Garcia, Todd Verciglio, Jessica Vickers, Mike Mathews, Clint Caldwell, Amalia Martinez, Michelle Sanchez, Shelly Bell, Bobbi Thompson, Casey Conlee, Chad Cole, and Mayor Tim Jennings.

Guest present: Mike Espiritu, Tammy Mulcahy, Terry Haber and Julius Smith.

Public present via GoToMeeting: Merissa Guilez, Juliana Halvorson and 5 Guest.

APPROVAL OF AGENDA

Councilor Oropesa moved to approve the Legal Committee agenda with the following changes: * Move Items numbered 1 and 2 to be heard after Item number 8. Councilor Marrujo was the second. A voice vote 3-0, and the motion passed, with Chair Heldenbrand and Councilor Corn being absent.

NON-ACTION ITEMS

3. Community Development Department Report presented by Jessica Vickers. Numbers for March 2025 Business License issued were a total of 259, with 212 going to renewed license, 32 new license, 15 temporary permits. 73 total permits issued in the month of March.
4. Safety Department Monthly Report-Number for March 2025 was presented by Shelly Bell showing a total of 17 incidents and 9 of them were due to 3rd party.
5. HR Monthly Report presented by Clint Caldwell, reported 19 new employees, 13 promotions, and 20 exits. Turnover rate for the month of March is 3.21% and for the year and a vacancy rate of 8.84%. Payroll count for March 21, 2025 through April 3, 2025 was 622 total employees.

6. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for March 20, 2025 to April 16, 2025 reported 34 city clerk, 9 PVRCC (Chaves County Sherriff's Office), 166 Roswell Police Department.

REGULAR ITEMS

7. **Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing for Ordinance 25-XX: An Ordinance for the sale of Real Property and approval for the City of Roswell to enter into a Purchase and Sale Contract with Amazon.com Services, LLC.** This item was presented by Todd Verciglio.

The property located at the corner of South Sunset Avenue and Monksdale Road, Roswell, Chaves County, New Mexico.

Councilor Oropesa moved Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing for Ordinance 25-XX: An Ordinance for the sale of Real Property and approval for the City of Roswell to enter into a Purchase and Sale Contract with Amazon.com Services, LLC to City Council for consent agenda. Councilor Marrujo was the second. A voice vote was taken 3-0 and the motion was passed with Chair Heldenbrand and Councilor Corn being absent.

8. **Consider recommending approval to authorize AEVEX to enter into a 5-year lease agreement beginning May 1, 2025 and ending April 30, 2030, for Bunker No. 1130, 1131, 1137, and 1144 at the Roswell Air Center.** This item was presented by Michelle Sanchez.

AEVEX requests to enter into a 5-year lease for Bunker No. 1130, 1131 and 1137 consists of 1,560 square feet and Bunker No. 1144 consists of 2,080 square feet, located at the Roswell Air Center, commencing May 1, 2025, and ending April 30, 2030.

Councilor Marrujo moved to consider recommending approval to authorize AEVEX to enter into a 5-year lease agreement beginning May 1, 2025, and ending April 30, 2030, for Bunker No. 1130, 1131, 1137, and 1144 at the Roswell Air Center to City Council for consent agenda. Councilor Oropesa was the second. A voice vote was taken 3-0 and the motion was passed with Chair Heldenbrand and Councilor Corn being absent.

CLOSED SESSION:

RECESS: 2:35 P.M.-3:08

1. Hold a closed session pursuant to NMSA 1978 § 10-15-1H (7), to discuss attorney- client privilege pertaining to litigation threatened or pending against the City. Hess Yntema presented the item.

Councilor Oropesa made a motion to go into closed session pursuant to NMSA 1978, § 10-15-1H (7) to discuss attorney-client privilege pertaining to litigation threatened or pending against the City. Councilor Marrujo was the second. A voice vote was taken 3-0.

For the record: Council came back into open session at 3:08: p.m.

NON-ACTION ITEMS

2. Legal Department Communications presented by Hess Yntema. Two Administratively Executed Settlement for Edminsten v. Roswell, Claim No. 2019027084 and Tony Ontiveros.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

PUBLIC PARTICIPATION

ADJOURN

The meeting adjourned at 3:14 p.m.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 2.

Legal Committee

Meeting Date: 05/22/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: N/A

DEPARTMENT NAME:

Community Development Center

Attachments

CDC Monthly April 2025

J & S April 2025

5/15/25 Predetermination Communication

CITY OF ROSWELL
COMMUNITY DEVELOPMENT CENTER
Month: April 2025

CODE ENFORCEMENT	This Month	This Month 2024	YTD*	2024 YTD*
Notices Mailed	661	799	5,490	6,243
Voluntary Compliance	308	413	2,702	3,310
No. of Cases Filed in Municipal Court	8	11	92	63
No. Cases Dismissed by Officer	1	1	18	14
Resolution	39	23	135	124
Weeds	505	486	3,054	3,357
Inoperable Vehicles	27	65	461	435
Litter	38	47	564	516
Unsanitary Premises	40	70	521	625
Signs	9	4	170	114
Zoning	2	0	9	0
Obstructions	2	64	79	160
Public Nuisances	38	55	624	1,028
Garage Sales No permit	0	8	8	8

BUSINESS LICENSES	This Month	This Month 2024	YTD*	2024 YTD*
Total Licenses Issued	151	226	1,651	1,529
Renewed Licenses	94	185	1,254	1180
New Licenses	20	20	253	217
Temporary Permits Issued	37	21	144	132
Receipts	\$6,903.00	\$9,656	\$71,551.00	\$64,743.00

*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	2	11	39	44
Residential - Other	50	48	418	347
Commercial-New	0	0	7	7
Commercial - Other	8	11	107	104
Total Permits Issued	60	70	571	502
Total Fees Collected	\$21,324.00	\$3,890.40	\$251,007.42	\$85,406.16

PLUMBING/MECH INSPECTIONS	This Month	Permits Applied This Month 2024	Permits Applied YTD*	Permits Applied 2024 YTD*
Plumbing & Mechanical Permits—Residential	50	49	472	410
Plumbing & Mechanical Permits—Commercial	35	9	156	120
Total Permits Issued	85	58	628	530
Total Fees Collected	\$3,807.50	\$622.00	\$30,036.00	\$12,274.15

ELECTRICAL INSPECTIONS	This Month	Permits Applied This Month 2024	Permits Applied YTD*	Permits Applied 2024 YTD*
Electric Permits—Residential	33	43	303	336
Electric Permits—Commercial	6	9	100	101
Total Permits Issued	39	52	403	437
Total Fees Collected	\$4,770.00	\$690.00	\$39,093.26	\$18,174.18

*Figures calculated to reflect FYTD

STATE OF NEW MEXICO
CITY OF ROSWELL
IN THE MUNICIPAL COURT

MUNICIPAL COURT
ROSWELL NM
APRIL 10, 2025
9:22 AM
DC
CLERK

v.

Victor J Baca, Defendant

No. 2024000132-CE

JUDGMENT AND SENTENCE

This case came before the court on 10th day of April, 2025.

The defendant appeared:

☒ pro se ☐ waiver signed

The defendant entered a plea of:

☐ guilty ☒ no contest

☐ not guilty and was tried by the court.

Count# 1: 16-36 - Violation; Nuisance; Exceptions (Storage or Abandoned, Wrecked, Dismantled or Inoperative Motor Veh)

Defendant Plead: No Contest

The defendant is adjudged Guilty

The Defendant is Sentenced to: Fine: 0.00 w/ \$0.00 Suspended Fees: \$0.00

SENTENCE AND COMMITMENT: 10 days jail; 10 days jail suspended with the condition that defendant moves vehicle and come into compliance with code enforcement within 10 days

Date: April 10, 2025



Judge

You must keep the Court informed of your current phone number and address. If you are on House Arrest, Community Service, and/or Probation you must follow all the rules.

YOU MAY PAY ONLINE: CitePayUSA.com

STATE OF NEW MEXICO
CITY OF ROSWELL
IN THE MUNICIPAL COURT

MUNICIPAL COURT
ROSWELL NM
APRIL 9, 2025
9:44 AM
vf
CLERK

v.

Adam E. Garcia, Defendant

No. 2024000063-CE

JUDGMENT AND SENTENCE

This case came before the court on 9th day of April, 2025.

The defendant appeared:
☒ pro se ☒ waiver signed

The defendant entered a plea of:
☒ guilty ☐ no contest
☐ not guilty and was tried by the court.

Count# 1: 16-6 (A) (B) (C) (D) (E) - Unsanitary premises

Defendant Plead: Guilty

The defendant is adjudged Guilty

The Defendant is Sentenced to: Fine: 0.00 w/ \$0.00 Suspended Fees: \$500.00

Count# 2: 16-36 - Violation; Nuisance; Exceptions (Storage or Abandoned, Wrecked, Dismantled or Inoperative Motor Veh)

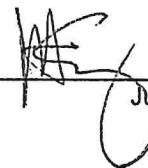
Defendant Plead: Guilty

The defendant is adjudged Guilty

The Defendant is Sentenced to: Fine: 0.00 w/ \$0.00 Suspended Fees: \$0.00

SENTENCE AND COMMITMENT: Change of plea to Guilty at time of status hearing. Unsanitary premises: Defendant sentenced to 90 days in jail. 90 days of jail suspended with the condition to bring the property to compliance within 30 days. ;Violation; Nuisance; Exceptions (Storage or Abandoned, Wrecked, Dismantled or Inoperative Motor Veh): 90 days of jail suspended with the condition to bring the property to compliance within 30 days.

Date: April 9, 2025



Judge

You must keep the Court informed of your current phone number and address. If you are on House Arrest, Community Service, and/or Probation you must follow all the rules.

YOU MAY PAY ONLINE: CitePayUSA.com

STATE OF NEW MEXICO
CITY OF ROSWELL
IN THE MUNICIPAL COURT

MUNICIPAL COURT
ROSWELL NM
APRIL 29, 2025
11:20 AM
v.
CLERK

v.

Richard Chairez, Defendant

No. 2024000138-CE

JUDGMENT AND SENTENCE

This case came before the court on 29th day of April, 2025.

The defendant appeared:

[X] Christopher J Nairn-Mahan appeared on behalf of the City of Roswell.
[X] pro se [X] waiver signed

The defendant entered a plea of:

[] guilty [] no contest
[X] not guilty and was tried by the court.

Count# 1: Article 52 Sect. 4 (A) (1-6) (a-e) Zoning - Accessory Uses

Defendant Plead: Not Guilty

The defendant is adjudged Guilty

The Defendant is Sentenced to: Fine: \$500.00 w/ \$0.00 Suspended Fees: \$500.00

Count# 2: Article 52 Sec. 5 (c) Zoning - Exceptions to Required Yards

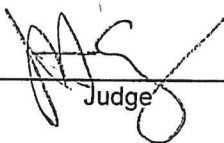
Defendant Plead: Not Guilty

The defendant is adjudged Guilty

The Defendant is Sentenced to: Fine: 500.00 w/ \$0.00 Suspended Fees: \$500.00

SENTENCE AND COMMITMENT: Defendant was found guilty at time of trial on April 8, 2025 Attorney Christopher J Nairn-Mahan appeared on behalf of the city. Sentencing hearing held April 29, 2025. Article 52 Sect. 4 (A) (1-6) (a-e) Zoning Accessory Uses: Defendant sentenced to 90 days in jail and is fined \$500. Jail time only is suspended with the condition the defendant is ordered to remove carport structure within 30 days. Status Hearing May 29, 2025 unless appealed. ;Article 52 Sec. 5 (c) Zoning Exceptions to Required Yards: Defendant sentenced to 89 days in jail and is fine \$500. Jail time only is suspended with the condition the defendant is ordered to remove carport structure within 30 days. Status Hearing May 29, 2025 unless appealed. Charges to run consecutively.

Date: April 29, 2025



Judge

APPEALING THIS DECISION: If you pled Not Guilty and were found Guilty you may appeal to the District Court by filing a NOTICE OF APPEAL within 15 days. May 14, 2025

You must keep the Court informed of your current phone number and address. If you are on House Arrest, Community Service, and/or Probation you must follow all the rules.

YOU MAY PAY ONLINE: CitePayUSA.com



5-15-2025

PREDETERMINATION COMMUNICATION

From:

Timothy Z. Jennings, Mayor

Chad Cole, City Manager

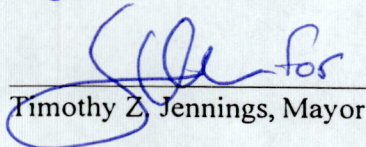
RE: Sale of .54 acres of land, 1616 E Bland; 1616-1/2 E Bland St.
Roswell, NM 88203

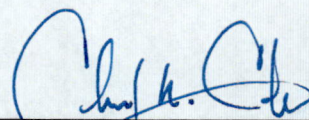
Esteemed Members of the Legal Committee & City Council,

This communication is sent to you pursuant Ordinance 24-03, and New Mexico Statutes Chapter 3 - Municipalities Article 54 - Sale or Lease of Property Section 3-54-1 Authority to sell or lease municipal utility facilities or real property; notice; referendum..

The Mayor and City Manager determined and concur that the land subject to sale regarding .54 acres located at 1616 E Bland; 1616-1/2 E Bland St. Roswell, NM 88203, has no existing or future municipal purpose. We believe that sale of such land is in the interest of the City financially and economically, and will lead to better use than the currently vacant plot. Please feel free to contact either of us with any questions.

Johana Halvorson


Timothy Z. Jennings, Mayor



Chad Cole, City Manager

OFFER TO PURCHASE REAL ESTATE

BE IT **KNOWN**, the undersigned Esperanza Deleon (Buyer) offers to purchase from The City of Roswell (Owner), real estate commonly known as:

Account: R023478

Site Address: 1616 E BLAND ST 1616 E BLAND ST #1/2

Parcel 4-137-062-193-280-000000

Tax Area 10N_8 - 10N-FC

Subd: S: 3 T: 11S R: 24E NW4NE4SW4 W 90' E 158.5' N 283'
BK:820 PG:720 QCD

Lot size: 23,670 SQFT (.54 acre)

Contingent on the Appraised value of the property.



Esperanza Deleon

5.13.25

Date

QUITCLAIM DEED

U.S. Bank, N.A. as trustee for Lehman ABS Manufactured Housing Contract Trust 2002-A quitclaims to the City of Roswell, a New Mexico Municipal Corporation, whose address is P.O. Box 1838, Roswell, NM 88202, all of its right title and interest in and to the real property described in the attached Exhibit "A", including any improvements, fixtures, and attachments, such as, but not limited to, mobile homes. AKA: 1616 East Bland, Roswell, Chaves County, New Mexico 88203. If there is a conflict between the legal description and the street address, the legal description shall control.

WITNESS its hand and seal of U.S. Bank, N.A. as trustee for Lehman ABS Manufactured Housing Contract Trust 2002-A, by Kammi Kusner Authorized Signer of Ditech Financial LLC, Attorney in Fact, this 28 day of Feb, 2019.

U.S. Bank, N.A. as trustee for Lehman ABS Manufactured Housing Contract Trust 2002-A
By: Ditech Financial LLC, as Attorney in Fact

By: Kammi Kusner
Title: Authorized Signer

STATE OF TX)
COUNTY OF Harris) ss.

This Quitclaim Deed was duly acknowledged before me on this 28 day of Feb, 2019, by Kammi Kusner Authorized Signer of Ditech Financial LLC, as Attorney in Fact, on behalf of said corporation.

Karen Maples, NOTARY PUBLIC

My Commission Expires: 5-1-21

STATE OF NEW MEXICO, COUNTY OF CHAVES
FILE FOR RECORD MAR 21, 2019 AT 09:14 O'CLOCK AM
Receipt Number: 419497 Fee: \$25.00
Book 00820 Page 08729-08999-2883649_2.docx
ELECTRONIC SUBMISSION
To Whom Returned:
Rose L. Brand & Associates, P.C.
7430 WASHINGTON ST NE
ALBUQUERQUE, NM 87109



ROSWELL LEGAL COMMITTEE

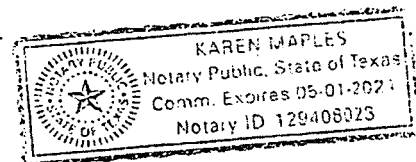


EXHIBIT "A"
LEGAL DESCRIPTION

The West 80 feet of the North 283 feet of the East 9 rods of the NW1/4NE1/4SW1/4 of Section 3 in Township 11 South of Range 24 East of the New Mexico Principal Meridian, in the County of Chaves and State of New Mexico,

AND

A part of the NW1/4NE1/4SW1/4 of Section 3 in Township 11 South of Range 24 East of the New Mexico Principal Meridian, in the County of Chaves and State of New Mexico, which is more particularly described as follows:

BEGINNING at a point that is 9 rods West of the Northeast corner of the said NW1/4NE1/4SW1/4 of said Section 3; thence West 10 feet, thence South 283 feet, thence East 10 feet, thence North 283 feet, to the point of beginning,

including a 2000 Oak Creek, VIN number 0C050013978AB, and any and all improvements, fixtures, and attachments. .

LIEN SETTLEMENT AGREEMENT

This Lien Settlement Agreement ("Agreement") is entered into on this 8th day of March, 2019, by and between US Bank, N.A., as trustee for Lehman ABS Manufactured Housing Contract Trust 2002-A ("US Bank"), whose address is 1100 Virginia Dr. Ste. 100, Fort Washington, PA 19034, and the City of Roswell, a New Mexico Municipal Corporation ("Lien Holder"), whose address is P.O. Box 1838 Roswell, NM 88202, collectively referred to herein as the "Parties."

RECITALS

WHEREAS, on or about February 1, 2018, US Bank became the owner of the property located at 1616 E Bland, Roswell, New Mexico 88203, and more fully described as:

The West 80 feet of the North 283 feet of the East 9 rods of the NW1/4NE1/4SW1/4 of Section 3 in Township 11 South of Range 24 East of the New Mexico Principal Meridian, in the County of Chaves and State of New Mexico.

AND

A part of the NW1/4NE1/4SW1/4 of Section 3 in Township 11 South of Range 24 East of the New Mexico Principal Meridian, in the County of Chaves and State of New Mexico, which is more particularly described as follows:

BEGINNING at a point that is 9 rods West of the Northeast corner of the said NW1/4NE1/4SW1/4 of said Section 3; thence West 10 feet, thence South 283 feet, thence East 10 feet, thence North 283 feet to the point of beginning.

by virtue of a Special Master's Deed recorded at Book 800, Page 8 of the real property records of Chaves County, New Mexico on or about February 26, 2018;

WHEREAS, pursuant to NMSA 1978, § 13-18-5, Lien Holder removed a dangerous structure from the Premises, on or about March of 2014 and incurred for \$24,188.04 in expenses in connection therewith (the "Claim");

WHEREAS, Lien Holder recorded a municipal lien (the "Lien") on the Premises at Book 801, Page 1042 of the real property records of Chaves County, New Mexico on or about March

14, 2018, pursuant to NMSA 1978, Section 3-36-1 *et seq.* , a true and correct copy of which is attached hereto as Exhibit 1; and

WHEREAS, the Parties wish to resolve the Claim and the Lien on the terms and conditions set forth herein.

NOWHEREFORE, for and in consideration of the premises and mutual covenants herein contained, the Parties hereby agree as follows:

1. US Bank shall quitclaim to Lien Holder all right, title and interest in the Premises via Quitclaim Deed, to be executed herewith.

2. In consideration for said Quitclaim Deed, the Lien Holder does hereby discharge its Claim and waive any payment of the principle, interest or costs thereof, and shall release its Lien on the Premises via Release of Lien, also to be executed herewith.

3. The Parties do hereby completely release and forever discharge each other from any and all claims, demands, obligations, causes of action, damages, expenses or compensations of any and every nature whatsoever regarding the Claim and the Lien, except to the extent of the obligations set forth herein.

4. This Agreement embodies the entire agreement of the Parties with respect to the subject matters contained herein. This Agreement may be modified or amended or the provisions hereof waived only by a written instrument signed by the duly authorized representatives of the Parties.

5. US Bank expressly acknowledges that in entering into this Agreement, it does not rely on any statement, representation, or warranty other than those expressly set out in this Agreement.

8. In case any provision in this Agreement shall be held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

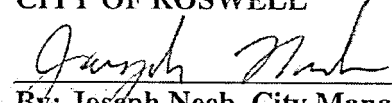
9. This Agreement shall be governed by the laws of the State of New Mexico, exclusive of choice of law provisions, and venue for any judicial proceeding resulting herefrom shall lie in the Fifth Judicial District, Chaves County, New Mexico.

10. US Bank expressly acknowledges that it has been advised to seek its own separate legal counsel for advice with respect to this Agreement, and has had sufficient opportunity to do so.

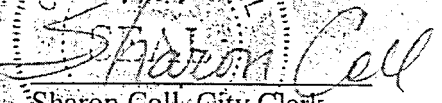
IN WITNESS WHEREOF, this Agreement is executed this 8th day of March, 2019.

"Lien Holder"

CITY OF ROSWELL


By: Joseph Neeb, City Manager

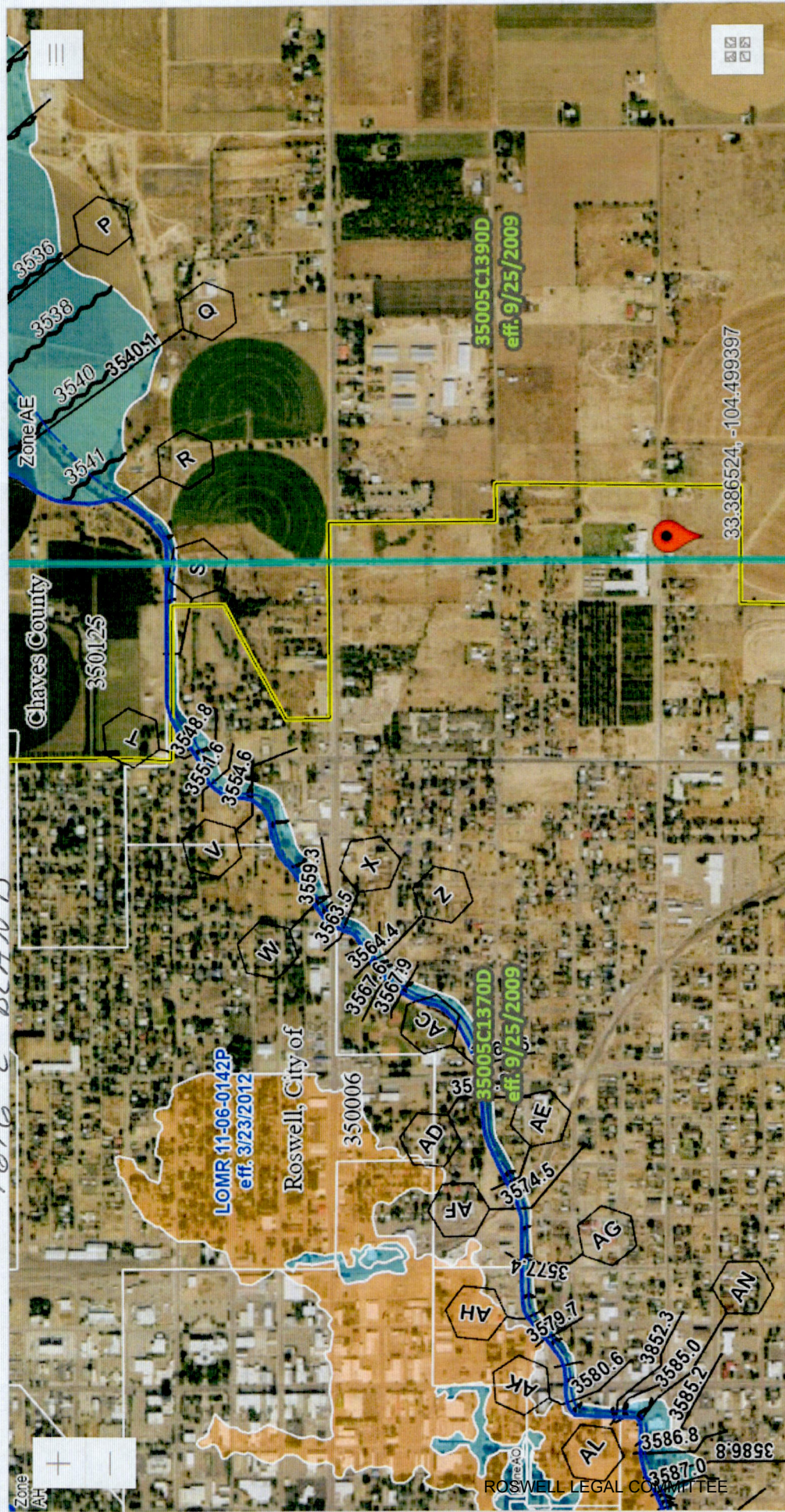
ATTEST


Sharon Coll, City Clerk

"US Bank"

**US Bank, N.A., as trustee for
Lehman ABS Manufactured Housing
Contract Trust 2002-A**

1616 E BLAND



USDA, USGS The National Map: Orthoimagery, Data refreshed June, 2024. Powered by Esri

MAP PANELS

NO SCREEN **Effective LOMRs** **Area of Undetermined Flood Hazard Zone D** **Otherwise Protected Area**

MAP PANELS

Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

Otherwise Protected Area

SPECIAL FLOOD HAZARD AREAS

Without Base Flood Elevation (BFE)
Zone A, V, A99

With BFE or Depth
Regulatory Floodway Zone AE, AO, AH, VE, AR

0.2% Annual Chance Flood Hazard. Areas of less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee, See Notes, Zone X

Area with Flood Risk due to Levee Zone D

OTHER FEATURES

Cross Sections with 1% Annual Chance

Water Surface Elevation

Coastal Transect

Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall

OTHER AREAS OF FLOOD HAZARD

Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

Otherwise Protected Area

AUTHORIZATION TO RELEASE CITY LIEN

Lien Property Location: 1616 E. Bland, Roswell, NM 88203

The West 80 feet of the North 283 feet of the East 9 rods of the NW1/4NE1/4SW1/4 of Section 3 in Township 11 South of Range 24 East of the New Mexico Principal Meridian, in the County of Chaves and State of New Mexico.

AND

A part of the NW1/4NE1/4SW1/4 of Section 3 in Township 11 South of Range 24 East of the New Mexico Principal Meridian, in the County of Chaves and State of New Mexico, which is more particularly described as follows:

BEGINNING at a point that is 9 rods West of the Northeast corner of the said NW1/4NE1/4SW1/4 of said Section 3; thence West 10 feet, thence South 283 feet, thence East 10 feet, thence North 283 feet to the point of beginning.

Date of Lien: March 13, 2018

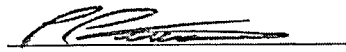
Date of Recording: March 14, 2018
Book 801 Page 1042

Reason for Lien: Demolition of unsafe structure located on the premises

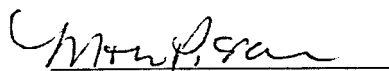
Amount of Lien
when Recorded: \$24,188.04

The City and the property owner have resolved the Lien, as set forth in that certain Lien Settlement Agreement by and between the City and the property owner and dated March 8, 2019, pursuant to which the City waived payment and released the Lien, in exchange for which the property owner quitclaimed all right, title, and interest in the property to the City. The resolution of the Lien set forth in the Lien Settlement Agreement constitutes a good value for the City.

Review and approved by:

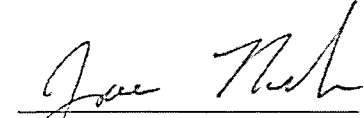

Deputy City Attorney

4/30/19
Date


Finance Director

4/30/19
Date

Based on the Foregoing review, the City Clerk is authorized to execute a Release of the above Lien.



City Manager

4-30-19
Date

RELEASE OF LIEN

I, Sharon Coll, duly appointed and qualified City Clerk of the City of Roswell, New Mexico, do hereby give notice of the release of a certain Lien held by the City of Roswell against the following property located at 1616 E Bland, Roswell, NM 88203, and more specifically described as follows:

The West 80 feet of the North 283 feet of the East 9 rods of the NW1/4NE1/4SW1/4 of Section 3 in Township 11 South of Range 24 East of the New Mexico Principal Meridian, in the County of Chaves and State of New Mexico.

AND

A part of the NW1/4NE1/4SW1/4 of Section 3 in Township 11 South of Range 24 East of the New Mexico Principal Meridian, in the County of Chaves and State of New Mexico, which is more particularly described as follows:

BEGINNING at a point that is 9 rods West of the Northeast corner of the said NW1/4NE1/4SW1/4 of said Section 3; thence West 10 feet, thence South 283 feet, thence East 10 feet, thence North 283 feet to the point of beginning.

Said Lien was filed in the Chaves County Clerk's Office on **March 14, 2018**, recorded in Book 801 of Lien Records, at Page 1042. The amount of the Lien at the time of filing was \$24,188.04

The name(s) of the owner(s) of record of the above described property when the Lien was filed was: **James W and Barbara J Smith**

The Lien arises from costs incurred by the City of Roswell in condemning and demolishing an unsound structure on the premises.

The Lien is being released because the current owner, US Bank, N.A., as trustee for Lehman ABS Manufactured Housing Contract Trust 2002-A, has agreed in that certain Lien Settlement Agreement by and between the current owner and the City, dated March 8, 2019, to quitclaim to the City of Roswell all right, title and interest in the premises to the City in exchange for discharge of the Lien amount and release of the Lien, which compromise and settlement of the Lien has been approved by the City Manager for the City of Roswell.

In Witness Whereof, I have hereunto set my hand as City Clerk of the City of Roswell under the seal of said City.

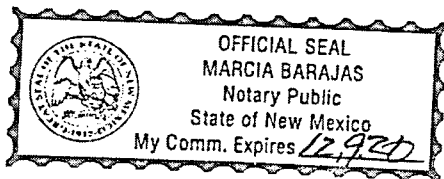


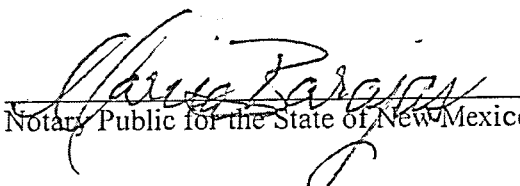
CITY OF ROSWELL

Sharon Coll
Sharon Coll, City Clerk

The foregoing instrument was acknowledged before me on this 31 day of April, 2019 by Sharon Coll, City Clerk for the City of Roswell, New Mexico

My Commission Expires:




Notary Public for the State of New Mexico

Notice of Lien

Pursuant to provision of Section 3-18-5, N.M.S.A. (1978), the City of Roswell
Hereby gives notice of a lien in favor of the City in the amount of \$24,103.04 + \$50.00
(Liens) +\$35.00(administrative fee) =\$24,188.04

Said lien resulted from the cost incurred by the City in removing the condemned
structure from the property. Date of removal was March 2018.

Subject property is described as follows: 1616 & 1616 ½ E Bland,3-11-24
NW4NE4SW4W90'E158.5'N283' and the name of the owner as shown by the County
Assessor's office is James W & Barbara J Smith.

In Witness Whereof, I have hereunto set my hand as City Clerk of the City of
Roswell under the seal of said City.



City Seal

City of Roswell

By: Sharon Coll
Sharon Coll, City Clerk

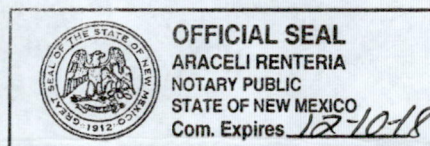
STATE OF NEW MEXICO)
)
COUNTY OF CHAVES)

The foregoing instrument was subscribed and acknowledged before me by Sharon Coll,
City Clerk of the City of Roswell, New Mexico, on this 13th day of
March, 2018.

Araceli Renteria
Notary Public

My commission expires:

12-10-18



Return to:
City of Roswell
Code Enforcement



STATE OF NEW MEXICO, COUNTY OF CHAVES
FILE FOR RECORD MAR 14, 2018 AT 04:02 O CLOCK PM
Receipt Number: 409306 Fee: \$25.00
Book 00801 Page 01042 Pages 1
To Whom Returned: CITY OF ROSWELL
ATT CODE INFORCEMENT
PO BOX 1838
ROSWELL, NM 88202

Dave Kunko, County Clerk

By [Signature]

Deputy

ROSWELL LEGAL COMMITTEE



**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 3.

Legal Committee

Meeting Date: 05/22/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

Safety Department Report- April 2025

Attachments

Safety Report Apr 2025

April 2025 Safety Report

ACCIDENT OR INCIDENT / 3RD PARTY		
DEPARTMENT	1-Apr	3rd PARTY
AIR CENTER	0	0
ANIMAL SERVICES	2	2
AQUATIC CENTER	1	1
CEMETERY	0	0
CENTRAL CONTROL	0	0
CITY CLERK	0	0
COMMUNITY DEVELOPMENT	0	0
CONVENTION CENTER	0	0
DISPATCH	0	0
ENGINEERING	0	0
FACILITIES MAINTENANCE	0	0
FIRE DEPARTMENT	0	0
GOLF	0	0
HR/Safety	0	0
IT	0	0
LEGAL	2	2
LIBRARY	0	0
MUSEUM	1	1
PARKS	0	0
POLICE DEPARTMENT	3	2
PUBLIC AFFAIRS	0	0
REC CENTER	0	0
SPECIAL ELECTRONICS	0	0
SOLID WASTE	2	1
STREETS	2	2
TRANSIT/FLEET	1	1
WATER	3	1
WWTP	0	0
ZOO	1	1
TOTAL	18	14

INCIDENT COMPARISONS			
MONTH	2025	2024	2023
JANUARY	24	32	30
FEBRUARY	13	28	38
MARCH	17	20	36
APRIL	18	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	72	231	357

DEPARTMENT	PROPERTY	3rd PARTY
Solid Waste	1	0
Streets	2	1
Transit	1	1
Water	1	1
TOTAL	5	3

DEPARTMENT	MVA	3rd PARTY
Mun. Court	1	1
Police	1	1
Solid Waste	1	1
Water	1	1
TOTAL	4	4

April 2025 Safety Report

DEPARTMENT	INJ./ILL	First Aid Only	OSHA Recordable
ANIMAL SERVICES	2	2	0
Legal	1	1	0
POLICE DEPARTMENT	2	0	0
TOTAL	5	3	0

INJURY/DAMAGE	DESCRIPTION	3RD PARTY
R. Hand	Dog bite to R. hand	Y
R Thumb & Forefinger	Dog bite to R. Thumb and Forefinger	Y
L & R Knees	Slip / Trip	N
L Knee	Twisted / Body placement	N
R Knee	Impact	Y

JANUARY 2025 - DECEMBER 2025 TRAINING		
MONTH/YEAR	Total Training HOURS	EMPLOYEE #S
JANUARY	907	268
FEBRUARY	1482.5	378
MARCH	1484	157
APRIL	1040	168
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	4,914	971

JANUARY 2025 - DECEMBER 2025	
MONTH/YEAR	TOTAL AMOUNT
Jan-2025	\$14,946.25
Feb-2025	\$771,892.15
Mar-2025	\$1,485.54
Apr-2025	\$6,368.75
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	\$794,692.69

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 4.

Legal Committee

Meeting Date: 05/22/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

Human Resource Department Reports-May 2025

Attachments

HR May Report

Personnel Monthly Changes

Vacancy Report

Employee Turnover Report



MAY 2025 HUMAN RESOURCES MONTHLY REPORT

For April, the City hired 20 new employees, 8 promotions and 12 exits including 1 retirement.

Our turnover rate for the month of April is 1.89% and for the year so far is 10.60%.

Our Vacancy Rate is 23.62%.

Payroll count for April 18, 2025 – 05/01/2025 was:

Total no hours/monies employees- 2

Total paid employees -630

Total employees - 632

City of Roswell, NM
Personnel Changes for the Month of
April 2025

FT = FULL TIME SR = SALARY PT = PART TIME TP = TEMPORARY INT = INTERIM					
NEW HIRE					
	Date	Name	Position	Department	Status
1	4/1/2025	JOSE SOLIS	PARKS LABORER TEMP	PARKS	FT
2	4/4/2025	FRANCISCO GARCIA	FIREFIGHTER RECRUIT	FIRE	FT
3	4/4/2025	JAHZIEL GONZALEZ	FIREFIGHTER RECRUIT	FIRE	FT
4	4/4/2025	TYLER FORRESTER	FIRE APPARATUS OPERATOR 2	FIRE	FT
5	4/4/2025	IZAHA HERRERA	FIREFIGHTER RECRUIT	FIRE	FT
6	4/7/2025	AMANDA MASON	AIRPORT CREDENTIALING SPECIALIST	RIAC	FT
7	4/7/2025	MARIA PIETROPOLLO	VEHICLE OPERATOR	TRANSIT	FT
8	4/7/2025	NATHANIEL ORTEGA	FIREFIGHTER RECRUIT	FIRE	FT
9	4/14/25	DANIEL SEDILLO	PARKS LABORER TEMP	PARKS	FT
10	4/14/25	ASHLEY KEITH	ACCOUNTING SUPERVISOR	FINANCE	FT
11	4/18/25	MELECIO FLORES	POLICE RECRUIT	POLICE	FT
11	4/21/25	CAYLA SAUCERMAN	EMERGENCY COMMUNICATION DISPATCHER	CONSOLIDATED DISPATCH	FT
12	4/21/25	KEEGAN NICHOLS	LIFEGUARD / REC AIDE	RECREATION	PT
13	4/21/25	NATHANIEL DUTCHOVER	MAINTENANCE WORKER RIAC TEMP	RIAC	TP
14	4/21/25	VICTORIANO SOLTERO	W&S MAINTENANCE WORKER I	PUBLIC WORKS	FT
15	4/21/25	RAY PEREZ	EQUIPMENT OPERATOR WWTP	WWTP	FT
16	4/23/25	MANUEL VENZOR	LIFEGUARD 1	RECREATION AQUATIC	PT
17	4/25/25	DEBRA BROOKS	ZOO KEEPER	ZOO	FT
18	4/28/25	ALSYN MONK	EMERGENCY COMMUNICATION DISPATCHER	CONSOLIDATED DISPATCH	FT
17	4/28/25	MICHAEL LUCERO	LIFEGUARD 1	RECREATION AQUATIC	PT
18	4/28/25	ANGELA GARCIA	DEPUTY CITY CLERK	CITY CLERK	FT
19	4/28/25	ELIJAH MORALES	W&S MAINTENANCE WORKER I	PUBLIC WORKS	FT
20	4/28/25	RANDALL BERNAL	AUTOMATED COLLECTION OPERATOR	SANITATION	FT
21					
22					
23					
24					
25					
26					
TRANSFERS					
	Date	Name	Position	Department	Status
1	4/18/25	WALTER GENSLER	GROUND MAIN WORKER ZOO	ZOO	FT
2					
PROMOTIONS					
	Date	Name	Position	Department	Status
1.	4/4/2025	MELISSA GARCIA	PAYROLL ASSISTANT	FINANCE	FT
2.	4/4/25	JEROMY ARAGON	EQUIPMENT OPERATOR	PUBLIC WORKS	FT
3.	4/4/25	ALEX TORREZ	MAINTENANCE WORKER SR	PUBLIC WORKS	FT
4.	4/4/25	JAMES NORTON	SUPERVISOR	WWTP	SR
5.	4/18/25	HUMBERTO LOYA	POLICE SERGEANT	POLICE	FT
6.	4/18/25	ROBERT BRIGGS	INTER LIBRARY L&R LIBRARIAN	LIBRARY	FT
7.	4/18/25	JORDON ISLEY	HR/SAFETY GENERALIST	HUMAN RESOURCES	FT
8.	4/18/25	LOGAN FRANKLIN	DETECTIVE	POLICE	FT
9.					
10.					
10.					
11.					
12.					
13.					
14.					
DEMOTIONS					
	Date	Name	Position	Department	Status
1					
2					
3					
EXITS					
	Date	Name	Position	Department	Status
1.	4/4/2025	SCOTT ODELL	WORKFLOW COORD/INSPECTOR	PUBLIC WORKS	FT
	4/10/2025	MICHAEL SALAZ	LIFEGUARD 1	RECREATION AQUATIC	PT
2.	4/11/25	MARIA PIETROPOLLO	VEHICLE OPERATOR	TRANSIT	FT
3.	4/16/25	ADAM HOLLOWAY	GROUND MAIN WORKER	CEMETERY	FT
	4/18/25	IZAHA HERRERA	FIREFIGHTER RECRUIT	FIRE	FT
4.	4/18/25	TYLER FORRESTER	FIRE APPARATUS OPERATOR 2	FIRE	FT
5.	4/23/25	ESTEBAN HIDALGO	METER READER	WATER CUSTOMER SERVICE	FT
	4/21/25	ACELAND TURNER	GROUND MAINT. WORKER GOLF	GOLF	FT
6.	4/22/25	MILEENA OLIVARES	LIBRARY PAGE SENIOR PT	LIBRARY	PT
7.	4/22/25	HENRY FERNANDEZ	METER READER	WATER CUSTOMER SERVICE	FT
8.	4/24/25	ELIZABETH NULF	FINANCE LIASON	FINANCE	SR
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
RETIREMENT					
	Date	Name	Position	Department	Status
1.	4/30/25	FREDRICK STAEDEN	ENVR COMPLIANCE SPECIALIST	LANDFILL	SR
2.					
3.					
4.					
5.					

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BGN	GRAD/ST	ANNUAL SALARY	HOURLY SALARY	SALARY
1285102 CITY CLERK OFFICE ASSISTANT		1.0000	1.0000	0.0000	1.0000	1285	CCOFFASSIS	4015ADM	1/01	19,111.56	9.19	9.19
1296101 GRANT/PROJECT COORDINATOR		1.0000	1.0000	0.0000	1.0000	1296	GRANTCOORD	4041ADM	1/01	19,111.56	9.19	9.19
1424101 FINANCE LIASON		1.0000	1.0000	0.0000	1.0000	1424	FINLIA	4041ADM	10/01	22,836.58	10.98	10.98
1028104 ACCOUNTING TECHNICIAN II		1.0000	1.0000	0.0000	1.0000	1028	ACCTECHII	4041ADM	/00	0.00	0.00	0.00
1057110 POLICE OFFICER 3		1.0000	1.0000	0.0000	1.0000	1057	POFFR3	4111RPOA	/00	0.00	0.00	0.00
1057111 POLICE OFFICER 3		1.0000	1.0000	0.0000	1.0000	1057	POFFR3	4111RPOA	/00	0.00	0.00	0.00
1057112 POLICE OFFICER 3		1.0000	1.0000	0.0000	1.0000	1057	POFFR3	4111RPOA	/00	0.00	0.00	0.00
1056120 POLICE OFFICER 2		1.0000	1.0000	0.0000	1.0000	1056	POFFR2	4111RPOA	/00	0.00	0.00	0.00
1056122 POLICE OFFICER 2		1.0000	1.0000	0.0000	1.0000	1056	POFFR2	4111RPOA	654/01	54,557.88	26.23	26.23
1473101 REAL TIME CRIME CENTER OP		1.0000	1.0000	0.0000	1.0000	1473	CRIMECNTOP	4111ADM	654/01	54,557.88	26.23	26.23
1473102 REAL TIME CRIME CENTER OP		1.0000	1.0000	0.0000	1.0000	1473	CRIMECNTOP	4111ADM	36/01	38,199.72	18.37	18.37
1054117 POLICE RECRUIT		1.0000	1.0000	0.0000	1.0000	1054	PRECR	4111RPOA	36/01	38,199.72	18.37	18.37
1056119 POLICE OFFICER 2		1.0000	1.0000	0.0000	1.0000	1056	POFFR2	4111RPOA	644/01	44,770.96	21.52	21.52
1057109 POLICE OFFICER 3		1.0000	1.0000	0.0000	1.0000	1057	POFFR3	4111RPOA	654/01	54,557.88	26.23	26.23
1057102 POLICE OFFICER 3		1.0000	1.0000	0.0000	1.0000	1057	POFFR3	4111RPOA	/00	0.00	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	10.65
1053104 POLICE SERVICE AIDE CAREE		1.0000	1.0000	0.0000	1.0000	1053	PSACP	4111ADM	1/01	19,111.56	9.19	9.19
1054110 POLICE RECRUIT		1.0000	1.0000	0.0000	1.0000	1054	PRECR	4111ADM	/00	0.00	0.00	0.00
1054111 POLICE RECRUIT		1.0000	1.0000	0.0000	1.0000	1054	PRECR	4111ADM	44/01	44,770.96	21.52	21.52
1054112 POLICE RECRUIT		1.0000	1.0000	0.0000	1.0000	1054	PRECR	4111ADM	44/01	44,770.96	21.52	21.52
1054113 POLICE RECRUIT		1.0000	1.0000	0.0000	1.0000	1054	PRECR	4111ADM	44/01	44,770.96	21.52	21.52
1055106 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00	0.00
1055107 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00	0.00
1055109 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00	0.00
1055110 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00	0.00
1055116 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	611/01	22,159.28	10.65	10.65
1055117 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00	0.00
1055118 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00	0.00
1055119 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00	0.00
1055124 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00	0.00
1055125 POLICE OFFICER 1		1.0000	1.0000	0.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00	0.00
1057104 POLICE OFFICER 3		1.0000	1.0000	0.0000	1.0000	1057	POFFR3	4111RPOA	/00	0.00	0.00	0.00
1057105 POLICE OFFICER 3		1.0000	1.0000	0.0000	1.0000	1057	POFFR3	4111RPOA	/00	0.00	0.00	0.00
1057106 POLICE OFFICER 3		1.0000	1.0000	0.0000	1.0000	1057	POFFR3	4111RPOA	/00	0.00	0.00	0.00
1059101 POLICE LIEUTENANT		1.0000	1.0000	0.0000	1.0000	1059	PLT	4111ADM	/00	0.00	0.00	0.00
1070101 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070102 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070104 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070105 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070107 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070108 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070109 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070110 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070111 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070112 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070113 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070114 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070115 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070116 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070117 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1070118 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070	FFRECRC	4121ADM	37/01	38,963.34	18.73	18.73
1071102 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00	0.00
1071108 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00	0.00
1071109 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00	0.00
1071110 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00	0.00

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BGNU	GRAD/ST	ANNUAL	SALARY	HOURLY	SALARY
1071111 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071 FFL	4121IAFF	/00		0.00	0.00	0.00	0.00
1071112 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071 FFL	4121IAFF	/00		0.00	0.00	0.00	0.00
1071117 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071 FFL	4121IAFF	/00		0.00	0.00	0.00	0.00
1071118 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071 FFL	4121IAFF	/00		0.00	0.00	0.00	0.00
1071119 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071 FFL	4121IAFF	/00		0.00	0.00	0.00	0.00
1071121 FIREFIGHTER 1		1.0000	1.0000	0.0000	1.0000	1071 FFL	4121IAFF	/00		0.00	0.00	0.00	0.00
1074104 FIRE APPARATUS OPERATOR 1		1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	FA01/01		61,466.34	21.05		
1074110 FIRE APPARATUS OPERATOR 1		1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	/00		0.00	0.00	0.00	0.00
1074111 FIRE APPARATUS OPERATOR 1		1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	FA01/01		61,466.34	21.05		
1074112 FIRE APPARATUS OPERATOR 1		1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	FA01/01		61,466.34	21.05		
1074113 FIRE APPARATUS OPERATOR 1		1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	FA01/01		61,466.34	21.05		
1074122 FIRE APPARATUS OPERATOR 1		1.0000	1.0000	0.0000	1.0000	1074 FAPPOPER1	4121IAFF	/00		0.00	0.00	0.00	0.00
1075102 FIRE APPARATUS OPERATOR 2		1.0000	1.0000	0.0000	1.0000	1075 FAPPOPER2	4121IAFF	FA02/01		63,925.16	21.89		
1075104 FIRE APPARATUS OPERATOR 2		1.0000	1.0000	0.0000	1.0000	1075 FAPPOPER2	4121IAFF	/00		0.00	0.00	0.00	0.00
1075105 FIRE APPARATUS OPERATOR 2		1.0000	1.0000	0.0000	1.0000	1075 FAPPOPER2	4121IAFF	752/01		49,941.58	17.10		
1076101 FIRE APPARATUS OPERATOR 3		1.0000	1.0000	0.0000	1.0000	1076 FAPPOPER3	4121IAFF	754/01		51,951.38	17.79		
1077103 FIRE LIEUTENANT 1		1.0000	1.0000	0.0000	1.0000	1077 FLT1	4121IAFF	/00		0.00	0.00	0.00	0.00
1078109 FIRE LIEUTENANT 2		1.0000	1.0000	0.0000	1.0000	1078 FLT2	4121IAFF	/00		0.00	0.00	0.00	0.00
1079102 FIRE LIEUTENANT 3		1.0000	1.0000	0.0000	1.0000	1079 FLT3	4121IAFF	/00		0.00	0.00	0.00	0.00
1079105 FIRE LIEUTENANT 3		1.0000	1.0000	0.0000	1.0000	1079 FLT3	4121IAFF	/00		0.00	0.00	0.00	0.00
1078114 FIRE LIEUTENANT 2		1.0000	1.0000	0.0000	1.0000	1078 FLT2	4121IAFF	/00		0.00	0.00	0.00	0.00
1452101 FIRE APPARATUS OPERATOR L		0.0000	1.0000	0.0000	1.0000	1452 FAPOPERLAT	4121IAFF	FA01/01		61,466.34	21.05		
1070119 FIREFIGHTER RECRUIT		1.0000	1.0000	0.0000	1.0000	1070 FFRECRC	4121ADM	37/01		38,963.34	18.73		
1071106 FIREFIGHTER 1		0.0000	1.0000	0.0000	1.0000	1071 FFL	4131ADM	/00		0.00	0.00	0.00	0.00
1314102 PLANNER II		1.0000	1.0000	0.0000	1.0000	1314 PLANNERII	4131ADM	1/01		19,111.56	9.19		
1370101 ENGINEERING CONSTRUCTION		1.0000	1.0000	0.0000	1.0000	1370 ENGCONSUP2	4135ADM	1/01		19,111.56	9.19		
1159101 CONSTRUCTION INSPECTOR SR		1.0000	1.0000	0.0000	1.0000	1159 CONINSPSR	4135ADM	/00		0.00	0.00	0.00	0.00
1158101 CONSTRUCTION INSPECTOR		1.0000	1.0000	0.0000	1.0000	1158 CONINSP	4135ADM	44/01		44,770.96	21.52		
1160101 ENGINEERING TECHNICIAN		1.0000	1.0000	0.0000	1.0000	1160 ENGRTECH	4135ADM	/00		0.00	0.00	0.00	0.00
1098104 KENNEL WORKER		1.0000	1.0000	0.0000	1.0000	1098 KENWKR	4161ADM	1/01		19,111.56	9.19		
1105101 LIBRARY ASSISTANT-CIRCULA		1.0000	1.0000	0.0000	1.0000	1105 LIBASST	4211ADM	/00		0.00	0.00	0.00	0.00
1387106 LIBRARY PAGE SENIOR PT		1.0000	1.0000	0.0000	1.0000	1387 LIBPGESRPT	4211ADM	1/01		19,111.56	9.19		
1120101 PREPARATOR MUSEUM		1.0000	1.0000	0.0000	1.0000	1120 MUSPREP	4221ADM	/00		0.00	0.00	0.00	0.00
1117104 GUEST SERVICES ASSOCIATE		1.0000	1.0000	0.0000	1.0000	1117 GSTSRVASSC	4221AFLC	928/01		32,600.36	15.67		
1117105 GUEST SERVICES ASSOCIATE		1.0000	1.0000	0.0000	1.0000	1117 GSTSRVASSC	4221AFLC	928/01		32,600.36	15.67		
1468101 GROUNDS MAINTENANCE ZOO L		1.0000	1.0000	0.0000	1.0000	1468 GRMTZOOILD	4232ADM	1/01		19,111.56	9.19		
1365101 BEVERAGE CART ATTENDANT		1.0000	1.0000	0.0000	1.0000	1365 BEVATTND	4233ADM	278/01		32,448.00	15.60		
1139104 GROUNDS MAINT. WORKER GOL		1.0000	1.0000	0.0000	1.0000	1139 GWMKR	4233AFLC	927B/01		32,448.00	15.60		
1475101 GOLF LABORER TEMP		1.0000	1.0000	0.0000	1.0000	1475 GOLFTEMP	4233ADM	26/01		31,351.32	15.07		
1475102 GOLF LABORER TEMP		1.0000	1.0000	0.0000	1.0000	1475 GOLFTEMP	4233ADM	26/01		31,351.32	15.07		
1412104 RECREATION AIDE I PART TI		1.0000	1.0000	0.0000	1.0000	1412 RECAIDE2PT	4241ADM	1/01		19,111.56	9.19		
1444101 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444102 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444103 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444104 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444105 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444106 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444107 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444108 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444109 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444110 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444111 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444112 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444113 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		
1444115 REC AIDE/LIFE GUARD TEMP		1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01		32,448.00	15.60		

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BGNU	GRAD/ST	ANNUAL	SALARY	HOURLY	SALARY
1444116	REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	0.0000	1.0000	1444	RA	LG	TEMP	4241ADM	32,448.00	278/01	15.60
1380101	RECREATION AIDE II PT	1.0000	1.0000	0.0000	1.0000	1380	RECAIDE2PT			4241ADM	19,111.56	1/01	9.19
1383109	LIFE GUARD I PT	1.0000	1.0000	0.0000	1.0000	1383	LIFEGRD1PT			4242ADM	19,111.56	1/01	9.19
1438101	LIFEGUARD STUDENT PT	1.0000	1.0000	0.0000	1.0000	1438	LIFEGRDSTN			4242ADM	32,448.00	278/01	15.60
1167110	MAINTENANCE WORKER STREET	1.0000	1.0000	0.0000	1.0000	1167	MAINTWRKR			4323AFLC	0.00	/00	0.00
1171102	EQUIPMENT OPERATOR SR. ST	1.0000	1.0000	0.0000	1.0000	1171	EQUIPOPSR			4325AFLC	37,459.50	935/01	18.01
1165102	TRAFFIC SIGNAL TECHNICIAN	1.0000	1.0000	0.0000	1.0000	1165	TRSIGTECH			4325AFLC	55,645.46	955/01	26.75
1461101	TRAFFIC SIGNAL JOURNEYMAN	1.0000	1.0000	0.0000	1.0000	1461	TRSIGJORN			4325ADM	19,111.56	1/01	9.19
1180103	MAINTENANCE WORKER RIAC	2.0000	1.0000	0.0000	1.0000	1180	MAINTWRKR			4324AFLC	32,448.00	927B/01	15.60
1185104	AUTOMATED COLLECTION OPER	1.0000	1.0000	0.0000	1.0000	1185	AUTOPER			4341AFLC	38,937.60	931C/01	18.72
1185107	AUTOMATED COLLECTION OPER	1.0000	1.0000	0.0000	1.0000	1185	AUTOPER			4341AFLC	38,937.60	931C/01	18.72
1185114	AUTOMATED COLLECTION OPER	1.0000	1.0000	0.0000	1.0000	1185	AUTOPER			4341AFLC	38,937.60	931C/01	18.72
1189101	EQUIPMENT OPERATOR LANDFI	1.0000	1.0000	0.0000	1.0000	1189	EQUIPOPER			4342AFLC	0.00	/00	0.00
1191102	SANITATION WORKER	1.0000	1.0000	0.0000	1.0000	1191	SANWRKR			4342AFLC	32,448.00	927B/01	15.60
1191103	SANITATION WORKER	1.0000	1.0000	0.0000	1.0000	1191	SANWRKR			4342AFLC	25,196.60	915/01	12.11
1189106	EQUIPMENT OPERATOR LANDFI	1.0000	1.0000	0.0000	1.0000	1189	EQUIPOPER			4342AFLC	34,613.28	931/01	16.64
1472101	LABORER TEMP LANDFILL	1.0000	1.0000	0.0000	1.0000	1472	LABORTEMP			4342ADM	31,351.32	26/01	15.07
1348106	METER READER	1.0000	1.0000	0.0000	1.0000	1348	METERREAD			4352AFLC	25,196.60	915/01	12.11
1348103	METER READER	1.0000	1.0000	0.0000	1.0000	1348	METERREAD			4352AFLC	25,196.60	915/01	12.11
1193109	CUSTOMER SERVICE CLERK	1.0000	1.0000	0.0000	1.0000	1193	CUSTSRVCLK			4352ADM	19,111.56	1/01	9.19
1348111	METER READER	1.0000	1.0000	0.0000	1.0000	1348	METERREAD			4352AFLC	25,196.60	915/01	12.11
1193103	CUSTOMER SERVICE CLERK	2.0000	1.0000	0.0000	1.0000	1193	CUSTSRVCLK			4352ADM	0.00	/00	0.00
1196104	WATER PRODUCTION OPERATOR	1.0000	1.0000	0.0000	1.0000	1196	WATPROPER			4353AFLC	35,284.60	932/01	16.96
1199101	SUPERINTENDENT CENTRAL CO	1.0000	1.0000	0.0000	1.0000	1199	SUPT			4353ADM	0.00	/00	0.00
1204102	W & S MAINTENANCE WORKER	1.0000	1.0000	0.0000	1.0000	1204	MAINTWRKR2			4354AFLC	25,196.60	915/01	12.11
1206103	EQUIPMENT OPERATOR WATER	1.0000	1.0000	0.0000	1.0000	1206	EQUIPOPER			4354AFLC	0.00	/00	0.00
1206105	EQUIPMENT OPERATOR WATER	1.0000	1.0000	0.0000	1.0000	1206	EQUIPOPER			4354AFLC	34,613.28	931/01	16.64
1377101	METER MAINTENANCE TECHNIC	1.0000	1.0000	0.0000	1.0000	1377	MTRMAINTEC			4354AFLC	25,196.60	915/01	12.11
1286102	W & S MAINTENANCE WORKER 1	1.0000	1.0000	0.0000	1.0000	1286	MAINTWRKR1			4354AFLC	25,196.60	915/01	12.11
1206109	EQUIPMENT OPERATOR WATER	1.0000	1.0000	0.0000	1.0000	1206	EQUIPOPER			4354AFLC	34,613.28	931/01	16.64
1286110	W & S MAINTENANCE WORKER	1.0000	1.0000	0.0000	1.0000	1286	MAINTWRKR1			4354AFLC	25,196.60	915/01	12.11
1286111	W & S MAINTENANCE WORKER	1.0000	1.0000	0.0000	1.0000	1286	MAINTWRKR1			4354AFLC	25,196.60	915/01	12.11
1286113	W & S MAINTENANCE WORKER	1.0000	1.0000	0.0000	1.0000	1286	MAINTWRKR1			4354AFLC	25,196.60	915/01	12.11
1215102	SUPERVISOR WWTP	2.0000	1.0000	1.0000	1.0000	1215	SUPVR			4355ADM	56,779.32	56/01	27.30
1212101	PRETREATMENT COORDINATOR	1.0000	1.0000	0.0000	1.0000	1212	PRETRCOORD			4355ADM	42,179.54	41/01	20.28
1219102	EQUIPMENT OPERATOR WWTP	1.0000	1.0000	0.0000	1.0000	1219	EQUIPOPER			4356AFLC	0.00	/00	0.00
1219103	EQUIPMENT OPERATOR WWTP	1.0000	1.0000	0.0000	1.0000	1219	EQUIPOPER			4356AFLC	34,613.28	931/01	16.64
1219105	EQUIPMENT OPERATOR WWTP	1.0000	1.0000	0.0000	1.0000	1219	EQUIPOPER			4356AFLC	25,196.60	915/01	12.11
1224102	GROUND MAINT. WORKER CEM	1.0000	1.0000	0.0000	1.0000	1224	GMWRKR			4411AFLC	32,448.00	927B/01	15.60
1224104	GROUND MAINT. WORKER CEM	1.0000	1.0000	0.0000	1.0000	1224	GMWRKR			4411AFLC	31,351.32	26/01	15.07
1470101	CEMETERY LABORER TEMP	1.0000	1.0000	0.0000	1.0000	1470	CEMTMP			4411ADM	34,613.28	931/01	16.64
1231118	VEHICLE OPERATOR TRANSIT	1.0000	1.0000	0.0000	1.0000	1231	VEHOPER			4511AFLC	38,937.60	931C/01	18.72
1231119	VEHICLE OPERATOR TRANSIT	1.0000	1.0000	0.0000	1.0000	1231	VEHOPER			4511AFLC	34,613.28	931/01	16.64
1231112	VEHICLE OPERATOR TRANSIT	1.0000	1.0000	0.0000	1.0000	1231	VEHOPER			4511AFLC	34,613.28	931/01	16.64
1236108	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236	EMDISP			4656ADM	0.00	/00	0.00
1236110	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236	EMDISP			4656ADM	38,963.34	37/01	18.73
1236111	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236	EMDISP			4656ADM	38,963.34	37/01	18.73
1236112	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236	EMDISP			4656ADM	0.00	/00	0.00
1236114	EMERGENCY COMM. DISPATCH	1.0000	1.0000	0.0000	1.0000	1236	EMDISP			4656ADM	38,963.34	37/01	18.73
1263101	EMERGENCY COMMUNICATIONS	1.0000	1.0000	0.0000	1.0000	1263	EMCOQUASCO			4656ADM	54,565.26	54/01	26.23
1437101	EMERGENCY COMMUNICATIONS	1.0000	1.0000	0.0000	1.0000	1437	EMRADMAST			4656ADM	33,919.08	30/01	16.31
TOTAL										163.0000	2.0000	3,882,548.64	1,801.05

POSITION VACANCY REPORT



POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BGNU	GRAD/ST	ANNUAL	SALARY	HOURLY	SALARY
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** END OF REPORT - Generated by Naomi Borunda **

Employee Turnover



Period Start Date: 4/1/2025
Period End Date: 4/30/2025

Job Code	Description	Employee Count Start of Period	Employee Count End of Period	Employee Count Terminated	Turnover Rate
Location: 4011 ELECTED OFFICIALS					
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	2	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					
1008	CITY MANAGER	1	1	0	0.00%
1012	DEPUTY CITY MANAGER	1	1	0	0.00%
1035	PROJECT MANAGER	1	1	0	0.00%
1067	ADMINISTRATIVE CHIEF OF STAFF	1	1	0	0.00%
Location: 4015 CITY CLERK					
1019	CITY CLERK	1	1	0	0.00%
1020	DEPUTY CITY CLERK	0	1	0	0.00%
1035	CITY CLERK OFFICE ASSISTANT	1	1	0	0.00%
Location: 4021 MUNICIPAL COURT					
1022	DEPUTY COURT CLERK	4	4	0	0.00%
1023	MUNICIPAL 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					
1028	ACCOUNTING TECHNICIAN II	1	1	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	0	1	0	0.00%

added E. Nulif back
included on 5/9/25

Employee Turnover



Period Start Date: 4/1/2025
Period End Date: 4/30/2025

1275	PAYROLL ASSISTANT	1	1	0	0.00%
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	1	200.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4616	NULF, ELIZABETH	1424101	FINANCE LIASON	10/4/2024	4/24/2025

Location: 4051 LEGAL					
1013	DEPUTY CITY ATTORNEY	4	4	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					
1238	HR ADMINISTRATIVE ASSISTANT SR	9	9	0	0.00%
1042	DEPARTMENT DIRECTOR H.R.	1	1	0	0.00%
1337	SAFETY COORDINATOR	1	1	0	0.00%
1427	HUMAN RESOURCES SUPERVISOR	1	1	0	0.00%
1243	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%
1465	HR/SAFETY GENERALIST	1	1	0	0.00%

Location: 4071 FACILITIES MAINTENANCE					
1043	CUSTODIAN	12	12	0	0.00%
1045	FACILITIES MAINT. SPECIALIST	1	1	0	0.00%
1046	FACILITIES MAINT. SPEC SR.	4	4	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	2	2	0	0.00%
1445	FAC. MAINT. LOCKSMITH TECH	1	1	0	0.00%

Location: 4074 FLEET MAINTENANCE					
1340	VEHICLE MAINTENANCE SUPERVISOR	1	1	0	0.00%

Location: 4111 POLICE DEPARTMENT				115	0	0.00%
				-1		

Employee Turnover



Period Start Date: 4/1/2025

Period End Date: 4/30/2025

1043	CUSTODIAN	1	1	0	0.00%	
1049	OFFICE ASSISTANT POLICE	8	8	0	0.00%	
1050	ADMIN. ASSISTANT SR. POLICE	2	2	0	0.00%	
1053	POLICE SERV AIDE CAREER PATH	3	3	0	0.00%	
1054	POLICE RECRUIT	7	8	0	0.00%	
1055	POLICE OFFICER 1	20	20	0	0.00%	
1056	POLICE OFFICER 2	18	18	0	0.00%	
1057	POLICE OFFICER 3	7	6	0	0.00%	L.Franklin promoted
1058	POLICE SERGEANT	13	13	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	5	5	0	0.00%	
1067	ADMIN. ASSISTANT POLICE	5	5	0	0.00%	
Location: 4121 FIRE DEPARTMENT		82	87	3	3.61%	3
1068	ADMIN. ASSISTANT SR. FIRE	1	1	0	0.00%	
1070	FIREFIGHTER RECRUIT	0	2	2	200.00%	

Employee #	Name	Position Code	Description	Hire Date	Termination Date	
4379	ORTEGA, NATHANIEL	1070102	FIREFIGHTER RECRUIT	4/7/2025	4/18/2025	
4688	HERRERA, IZAIHA	1070101	FIREFIGHTER RECRUIT	4/4/2025	4/18/2025	
1071	FIREFIGHTER 1	16		16	0	0.00%
1072	FIREFIGHTER 2	5		5	0	0.00%
1073	FIREFIGHTER 3	1		1	0	0.00%
1074	FIRE APPARATUS OPERATOR 1	13		14	0	0.00%
1075	FIRE APPARATUS OPERATOR 2	9		9	1	11.11%
T.Forrester promoted						
Employee #	Name	Position Code	Description	Hire Date	Termination Date	
4695	FORRESTER, TYLER	1075102	FIRE APPARATUS OPERATOR 2	4/4/2025	4/18/2025	
1076	FIRE APPARATUS OPERATOR 3	1		1	0	0.00%
1077	FIRE LIEUTENANT 1	5		5	0	0.00%

Employee Turnover



Period Start Date: 4/1/2025

Period End Date: 4/30/2025

1078	FIRE LIEUTENANT 2	9	9	0	0.00%
1079	FIRE LIEUTENANT 3	9	9	0	0.00%
1080	BATTALION CHIEF	3	3	0	0.00%
1081	DEPUTY FIRE CHIEF	2	2	0	0.00%
1082	FIRE CHIEF	1	1	0	0.00%
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	1	1	0	0.00%
1320	ARFF COORDINATOR	1	1	0	0.00%
1430	FIRE PREVENTION ADMIN. ASSIST	1	1	0	0.00%

Location: 4131 PLANNING & ZONING

1017	COMMUNITY DEVELOPMENT DIRECTOR	4	4	0	0.00%
1018	PLANNER SENIOR	1	1	0	0.00%
1260	COMMUNITY DEVELOPMENT PRP TECH	1	1	0	0.00%
1244	CUSTOMER SERVICE SPECIALIST	1	1	0	0.00%

Location: 4135 ENGINEERING

1058	CONSTRUCTION INSPECTOR	8	7	0	0.00%
1159	CONSTRUCTION INSPECTOR SR.	1	0	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%
1366	ENGINEERING CONSTRUCTION SUPER	1	1	0	0.00%

Location: 4151 CODE ENFORCEMENT

1086	OFFICE ASST. CODE ENFORCEMENT	12	12	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%

-1

R.Zapata pd from

Water 5/9/25 pay day

Employee Turnover



Period Start Date: 4/1/2025

Period End Date: 4/30/2025

1376	BUILDING OFFICIAL	1	1	0	0.00%
1464	BUSINESS LICENSE CLERK	1	1	0	0.00%

Location: 4161 ANIMAL CONTROL					
1094	OFFICE ASST. ANIMAL CONTROL	13	13	0	0.00%

1095	ANIMAL CONTROL OFFICER	5	5	0	0.00%
1097	KENNEL COORDINATOR	1	1	0	0.00%
1098	KENNEL WORKER	5	5	0	0.00%
1448	ANIMAL SERVICES MANAGER	1	1	0	0.00%

Location: 4181 C.E.P.					
1099	DEPT MGR EMERGENCY MGMT	1	1	0	0.00%

Location: 4192 COMMUNITY ENHANCEMENT					
1100	COMMUNITY IMPROVEMENT TECH.	1	1	0	0.00%

Location: 4211 LIBRARY					
1301	ADMIN. ASSISTANT LIBRARY	21	21	1	4.88%
1403	LIBRARY PAGE SENIOR	3	3	0	0.00%
1404	TECHNICAL SERVICE ASSISTANT	1	1	0	0.00%
1405	LIBRARY ASSISTANT- CIRCULATION	1	1	0	0.00%
1407	REFERENCE ASSISTANT	1	1	0	0.00%
1409	LIBRARY CATALOGER	1	1	0	0.00%
1412	DEPARTMENT DIRECTOR LIBRARY	1	1	0	0.00%
1267	INTER LIBRARY L & R LIBRARIAN	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	7	7	1	15.38%

M.Olivares

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4376 OLIVARES, MILEENA					
1441	STEM INSTRUCTOR	1387106	LIBRARY PAGE SENIOR PT	8/15/2023	4/22/2025

1474	HEAD OF CIRCULATION	1	1	0	0.00%
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Location: 4221 MUSEUM					
1116	MUSEUM STORE SUPERVISOR	12	12	0	0.00%
1117	GUEST SERVICES ASSOCIATE	3	3	0	0.00%
1419	PLANETARIUM COORDINATOR	1	1	0	0.00%
1122	REGISTRAR MUSEUM	1	1	0	0.00%

Employee Turnover



Period Start Date: 4/1/2025
Period End Date: 4/30/2025

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 35 0 0.00%

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	GROUND MAINT WORKER PARKS	9	9	0	0.00%
1129	GROUND MAINT WORKER SR PARKS	5	5	0	0.00%
1330	SUPERINTENDENT PARKS	1	1	0	0.00%
1351	DEPARTMENT DIRECTOR RECREATION	1	1	0	0.00%
1329	PARKS SUPERVISOR	1	1	0	0.00%
1419	PARKS LABORER TEMP	3	4	0	0.00%

Location: 4232 ZOO 8 9 0 0.00%

1333	LABORER ZOO	1	1	0	0.00%
1334	ZOO KEEPER	3	4	0	0.00%
1335	GROUND MAINTENANCE WORKER ZOO	1	1	0	0.00%
1439	LEAD ZOO KEEPER	1	1	0	0.00%
1456	ZOO SUPERVISOR	1	1	0	0.00%
1468	GROUND MAINT ZOO LEAD	1	1	0	0.00%

Location: 4233 GOLF 16 15 1 6.45%

1139	GROUND MAINT. WORKER GOLF	4	3	1	28.57%
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Employee #	Name	Position Code	Description	Hire Date	Termination Date
4654 TURNER, ACELAND					
1139103 GROUNDS MAINT. WORKER GOLF					

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%

Employee Turnover



Period Start Date: 4/1/2025

Period End Date: 4/30/2025

1365	BEVERAGE CART ATTENDANT	1	1	0	0.00%
1431	GOLF SHOP LEAD SR ATTENDANT	1	1	0	0.00%

Location: 4241 RECREATION

1046	FACILITIES MAINT. SPEC SR.	14	14	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	5	5	0	0.00%
1444	REC AID/LIFEGUARD TEMP	1	1	0	0.00%

Location: 4242 RECREATION AQUATIC POOL

1383	LIFE GUARD 1 PT	11	13	1	8.33%
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Employee # 4210 SALAZ, MICHAEL

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4210	<u>SALAZ, MICHA</u>	1383119	LIFE GUARD 1 PT	12/2/2022	4/10/2025
1426	HEAD LIFEGUARD PT	2		2	0.00%
1442	AQUATICS SPECIALIST	1		1	0.00%

Location: 4243 ADULT CENTER

1446	RECREATION LEADER	1	1	0	0.00%
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Location: 4252 CONVENTION CENTER

1322	GENERAL FACILITIES & OPER. MGR	5	5	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: 4253 VISITOR CENTER

1278	GUEST SERVICES ASSOCIATE VC	4	4	0	0.00%
1280	VISITOR CENTER STORE LEAD	2	2	0	0.00%
1300	GUEST SERVICES STORE SUPV	1	1	0	0.00%

Location: 4261 PUBLIC RELATIONS

1155	PUBLIC INFORMATION OFFICER	3	3	0	0.00%
1247	GRAPHIC DESIGNER	1	1	0	0.00%
1457	SPECIAL EVENT SUPERVISOR	1	1	0	0.00%

Employee Turnover



Period Start Date: 4/1/2025

Period End Date: 4/30/2025

Location: 4323 STREETS					
1167	MAINTENANCE WORKER STREETS	22	22	0	0.00%
1168	MAINTENANCE WORKER SR. STREETS	9	9	0	0.00%
1170	EQUIPMENT OPERATOR STREETS	4	4	0	0.00%
1171	EQUIPMENT OPERATOR SR. STREETS	5	5	0	0.00%
1172	SUPERVISOR STREETS	1	1	0	0.00%
1173	SUPERINTENDENT STREETS	1	1	0	0.00%
1178	ADMIN ASSISTANT SR SPEC STREET	1	1	0	0.00%
Location: 4325 SPECIAL ELECTRONICS					
1165	TRAFFIC SIGNAL TECHNICIAN	2	2	0	0.00%
1166	SPECIAL ELECTRONICS SUPVR.	1	1	0	0.00%
Location: 4331 AIRPORT - ADMINISTRATION					
1175	ADMIN. ASSISTANT SR. RIAC	6	7	0	0.00%
1176	AIR CENTER DEPUTY DIRECTOR	1	1	0	0.00%
1177	AIRPORT SECURITY COORDINATOR	1	1	0	0.00%
1179	AIRPORT PROPERTY/CONTRACTS COR	1	1	0	0.00%
1179	ASST. AIRPORT SECURITY COORD.	1	1	0	0.00%
1179	DIRECTOR RIAC	1	1	0	0.00%
1179	AIRPORT CREDENTIALING SPC	0	1	0	0.00%
Location: 4332 AIRPORT - OPERATIONS					
1178	FACILITIES MAINT SP. SR. RIAC	6	7	0	0.00%
1179	SUPERVISOR RIAC	1	1	0	0.00%
1180	MAINTENANCE WORKER RIAC	3	3	0	0.00%
1471	MAINTENANCE WORKER RIAC TEMP	1	2	0	0.00%
Location: 4341 SANITATION					
1182	ADMINISTRATIVE ASSISTANT SR	27	28	0	0.00%
1183	SUPERVISOR SOLID WASTE	1	1	0	0.00%
1184	SANITATION WORKER SR.	2	2	0	0.00%
1185	AUTOMATED COLLECTION OPERATOR	3	3	0	0.00%
1186	SOLID WASTE/FACILITY MANAGER	14	15	0	0.00%
1373	HEAVY-DUTY TECHNICIAN	1	1	0	0.00%
1374	LUBE TECHNICIAN	4	4	0	0.00%
1375	PARTS TECHNICIAN	1	1	0	0.00%

Employee Turnover



Period Start Date: 4/1/2025
Period End Date: 4/30/2025

Location: 4342 LANDFILL						
1187	ACCOUNTING TECHNICIAN II	11	11	1	9.09%	
1189	EQUIPMENT OPERATOR	4	4	0	0.00%	
1191	SANITATION WORKER	1	1	0	0.00%	
1284	EQUIPMENT OPERATOR	1	1	0	0.00%	
1330	ENVR COMPLIANCE SPECIALIST	2	2	1	50.00%	

Employee #	Name	Position Code	Description	Hire Date	Termination Date
1390 STAEDEN, FREDRICK					
1330101 ENVIRONMENTAL COMPLIANCE SPECIALIST					
1458	SCALE HOUSE ATTENDANT	1	1	0	0.00%
1469	EQUIPMENT OPERATOR SR	1	1	0	0.00%
1472	LABORER TEMP LANDFILL	0	0	0	#DIV/0!

Location: 4352 WATER - CUSTOMER SERVICE						
1493	CUSTOMER SERVICE CLERK	6	12	2	16.67%	added 1
1548	METER READER	5	4	2	50.00%	H.Fernandez

Employee #	Name	Position Code	Description	Hire Date	Termination Date
3451 HIDALGO, ESTEBAN					
1348101 METER READER					
4690 FERNANDEZ, HENRY					
1348103 METER READER					
1567	UTILITIES BILLING CS LEAD	1	1	0	0.00%
1560	UTILITIES BILLING MANAGER	1	1	0	0.00%

Location: 4353 CENTRAL CONTROL						
1196	WATER PRODUCTION OPERATOR	4	4	0	0.00%	
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						
1201	ADMIN. ASSISTANT SR. WATER	1	30	1	3.51%	added 1 R.Zapata
1202	WAREHOUSE WORKER	1	1	0	0.00%	Meter Maint. Tech
1203	WAREHOUSE WORKER SR.	1	1	0	0.00%	
1204	W & S MAINTENANCE WORKER II	1	1	0	0.00%	
1205	MAINTENANCE WORKER SR. WATER	3	3	0	0.00%	
1206	EQUIPMENT OPERATOR WATER	5	5	0	0.00%	
1208	SUPERINTENDENT WATER	1	1	0	0.00%	
1209	SUPERVISOR WATER	1	1	0	0.00%	
1266	UTILITY DIRECTOR	1	1	0	0.00%	

Employee Turnover



Period Start Date: 4/1/2025
Period End Date: 4/30/2025

1276	UTILITY LOCATOR TECHNICIAN	1	1	0	0.00%
1286	W & S MAINTENANCE WORKER I	7	9	0	0.00%
1309	VALVE MAINTENANCE SPECIALIST	2	2	0	0.00%
1327	WORKFLOW COORD/INSPECTOR	1	0	1	200.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
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1150 ODELL, SCOTT

1372	UTILITY CONSTR COORDINATOR	1372101	UTILITY CONSTRUCTION COORDINATOR	1	0	0.00%
1407	WATER CONSERVATION SPECIALIST			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	0	0	0	#DIV/0!
1213	OPERATOR WWTP	5	5	0	0.00%
1214	OPERATOR SR. WWTP	1	1	0	0.00%
1215	SUPERVISOR WWTP	1	1	0	0.00%
1216	SUPERINTENDENT WWTP	1	1	0	0.00%
1233	WWTP ELECTRICIAN	1	1	0	0.00%
1311	MAINTENANCE WORKER WWTP	2	2	0	0.00%

Location: 4356 WWTP - SEWER MAINTENANCE

		3	4	0	0.00%
1219	EQUIPMENT OPERATOR WWTP	1	2	0	0.00%
1254	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%
1222	LABORATORY TECHNICIAN WWTP	1	1	0	0.00%

Location: 4411 CEMETERY

		10	9	1	10.53%
1223	ADMIN. ASSISTANT CEMETERY	1	1	0	0.00%
1224	GROUNDS MAINT. WORKER CEMETERY	3	2	1	40.00%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
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4233 HOLLOWAY, ADAM

		1127106	LABORER PARKS	2/10/2023	4/16/2025
1225	GROUNDS MAINT. WORKER SR. CEM.	4	4	0	0.00%
1226	SUPERINTENDENT CEMETERY	1	1	0	0.00%
1324	CEMETERY SUPERVISOR	1	1	0	0.00%
1470	CEMETERY LABORER TEMP	0	0	0	#DIV/0!

Location: 4511 PECOS TRAILS TRANSIT

		21	21	1	4.76%
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Employee Turnover



Period Start Date: 4/1/2025
Period End Date: 4/30/2025

1043	CUSTODIAN	1	1	0	0.00%
1229	TRANSIT OPERATIONS SUPV II	1	1	0	0.00%
1231	VEHICLE OPERATOR TRANSIT	16	16	1	6.25%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4696	PIETROPOLLO, MARIA	1231112	VEHICLE OPERATOR TRANSIT	4/7/2025	4/11/2025

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%
1264	NETWORK ADMINISTRATOR ENGINEER	1	1	0	0.00%
1246	SYSTEMS & DATA INTEGRATION SPE	1	1	0	0.00%

Location: 4656 CONSOLIDATED DISPATCH					
		13	15	0	0.00%

1236	EMERGENCY COMM. DISPATCHER	6	8	0	0.00%
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%
1258	TERMINAL AGENCY COORDINATOR	1	1	0	0.00%

632

Legal Committee

Meeting Date: 05/22/2025

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 two (2) dilapidated structures. (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 this item.

BOARD AND COMMITTEE ACTION:

Public Safety Committee referred to Legal Committee at their meeting on May 13, 2025. A voice vote 4-0.

STAFF RECOMMENDATION:

Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of two (2) dilapidated structures.

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 12th day of June 2025.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

Location	Condition	Name
10 OAK DR OAK KNOLL Block 1 Lot 10	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	TORRES, GUSTAVO; TORRES, DIANA 606 S MONTANA AVE ROSWELL, NM 88203
1718 N OHIO AVE CRESCENT HEIGHTS Block 5 Lot 1 S 29 T 10S R 24E	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	TRACY L HAMILTON 1718 N OHIO AVE ROSWELL, NM 88201

10 OAK DR



1718 N OHIO AVE



Legal Committee

Meeting Date: 05/22/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

ACTION REQUESTED:

Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX Amending Chapter 7 Regarding Mobile Food Establishments and Itinerant Vendors. (Mayor Pro Tem Juliana Halvorson)

BACKGROUND:

Initiated by: Mayor Pro Tem Juliana Halvorson

This Ordinance simplifies licensing for short-term vendors (such as Farmer's Market vendors), creates a straightforward license scheme for food trucks, and brings Chapter 7, Article 9 into legal compliance with current case law.

FINANCIAL CONSIDERATION:

Minimal change to total general revenue.

LEGAL REVIEW:

The City Attorney drafted this Ordinance.

BOARD AND COMMITTEE ACTION:

Legal Committee will be the first to consider this item.

STAFF RECOMMENDATION:

Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX Amending Chapter 7 Regarding Mobile Food Establishments and Itinerant Vendors.

Attachments

Ordinance 25-XX Draft Vendors License

Ordinance 25-XX Draft Vendors License REDLINE

ORDINANCE 25-XX

AN ORDINANCE AMENDING CHAPTER 7 REGARDING MOBILE FOOD ESTABLISHMENTS AND ITINERANT VENDORS

WHEREAS, Chapter 3, Article 8 of the New Mexico Code provides for municipal regulation of business through registration and licensing, and

WHEREAS, current business license and registration requirements are outdated, overly burdensome, or insufficient, and

WHEREAS, it is in the public interest to have simplified and clear licensing laws;

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

SECTION Chapter 12 of the Roswell Code is amended as follows:

Chapter 7 BUSINESS REGULATIONS

ARTICLE IX. MOBILE FOOD ESTABLISHMENTS AND TRANSIENT AND ITINERANT MERCHANTS AND ITINERANT VENDORS

DIVISION 1, IN GENERAL

Sec. 7-106. Definition.

- (a) All definitions from 7.6.2 NMCA are incorporated into this section.
- (b) A transient merchant, itinerant merchant, or itinerant vendor is defined as any person who engages in a temporary business of selling and delivering goods, wares and merchandise within the city, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad boxcar, public room in hotels, lodging houses, apartments, shops, or any street, alley, or other place within the city, for the exhibition and sale of such goods, wares and merchandise.

Sec. 7-107. Enforcement.

Code enforcement and police officers of the city shall examine all places of business and persons subject to the provisions of this chapter to determine if this chapter has been complied with, and shall enforce the provisions of this chapter against any person found to be violating such provisions. The City Attorney may enforce any provision of this article as described in Sec. 7-126 and as provided in NMSA 1978, §3-38-5, in any court of competent jurisdiction through actions in law or equity

Sec. 7-108..

Secs. 7-108—7-114. Reserved.

DIVISION 2 LICENSE

Sec. 7-115. Required.

Neither Mobile Food Establishments nor transient merchants shall engage in such business within the city without first obtaining a license therefor in compliance with the provisions of this article. No license shall be required of individual exhibitors and dealers participating in an organized craft, trade fair, or city sponsored event/festival providing the sponsoring organization has itself obtained a license and provides all vendors' tax ID's in its application.

Sec. 7-116. Application – general requirements

- (a) Applicants for a license under this article shall file a written sworn application signed by the applicant if an individual, by all partners if a partnership, and by the president if a corporation, with the city, showing:
 - (1) The name of the person having the management or supervision of the applicant's business during the time that it is proposed that it will be carried on in the city; the local address of such person while engaged in such business; the permanent address of such person; the capacity in which such person will act, that is, whether as proprietor, agent or otherwise; the name and address of the person for whose account the business will be carried on, if any; and if a corporation, under the laws of what state the corporation is incorporated.
 - (2) A valid driver's license or other state issued ID of the applicant.
 - (3) A current New Mexico Tax and Revenue taxpayer identification number or evidence of application for a current revenue division taxpayer identification number.
 - (4) The place in the city where it is proposed to carry on applicant's business, and the length of time during which it is proposed that such business shall be conducted.
 - (5) A statement of the nature, character and quality of the goods, wares or merchandise to be sold or offered for sale by applicant in the city.
- (b) All applications for licenses shall be submitted at least fourteen days in advance of the period for which the license is sought.

Sec. 7-118. Additional Application Requirements- Mobile Food Vendor

In addition to the general requirements provided in 7-117, Mobile Food Establishment applications shall contain, all licenses and permits required by New Mexico Environment Department Food Service and Food Processing Regulations. All Environment Department, Food Program, food service permits must be obtained prior to approval of a vendor's license.

Sec. 7-118. Fee.

Licensees under this article shall pay a fee of \$100.00 for per year.

Sec. 7-119. Compliance with applicable laws.

Mobile Food Establishments and Itinerant vendors shall comply with all applicable local, state, and federal laws and regulations.

Sec. 7-120. General requirements.

Mobile Food Establishments and Itinerant vendors are responsible for complying with the following requirements:

1. All food vendors must comply with New Mexico Environment Department Food Service and Food Processing Regulations. An Environment Department, Food Program, food service permit must be obtained prior to approval of a vendor's license.
2. All Mobile Food Establishments must present themselves or otherwise be available for inspection within 48 hours to the Fire Marshal, at his office, upon request for fire code compliance inspections. This includes its self-contained mobile units, non-self-contained mobile units, pushcarts, and mobile support units.
3. All Mobile Food Establishments shall quarterly provide proof of proper and lawful disposal of all trash, oils, and other waste.
4. All display stands or structures must comply with any applicable City regulations.
5. All Mobile Food Establishments and Itinerant vendors must comply with the Roswell Zoning Code.
6. Vendors shall not obstruct any public road or right-of-way while engaging in business.
7. Vendors shall not occupy or obstruct the clear sight triangle at the intersection of any public road or right-of-way while engaging in business.
8. Each Mobile Food Establishment and and Itinerant vendor must have sufficient and well-maintained trash receptacles.
9. Mobile Food Establishments and Itinerant vendors shall not operate on municipal property without written permission of the Mayor or his designee.

Sec. 7-121. Investigation and issuance.

Upon receipt of an application for a license under this article, the city shall review each application for consistency with applicable planning laws and regulations. An approval or disapproval shall be indicated on the application form and signed by the Manager or his designee. Approval by the Manager is necessary before the City may issue any vendor's license. If such application is complete and without reason to deny, the City shall issue the appropriate license. The city shall keep a full record of all licenses issued.

Sec. 7-122. Form.

A license issued pursuant to the provisions of this article shall contain the number of the license, the date the license is issued, the nature of the business authorized to be carried on the amount of the license fee paid, the expiration date of such license, the place where such business may be carried on under such license, and the name of the person authorized to carry on such business.

Sec. 7-123. Display.

Each license issued under this article shall be posted conspicuously in the place of business named therein. In the event that the person applying for the license shall desire to do business in more than one place within the city, separate licenses may be issued for each place of business and shall be posted conspicuously in each place of business.

Sec. 7-124. Transferability.

No license issued under this article shall be transferred.

Sec. 7-125. Revocation.

(a) Consistant with NMSA 1978, §3-38-2, licenses issued pursuant to this article may be revoked by the the City, after notice and hearing, for any of the following causes:

- (1) Any fraud, misrepresentation or false statements contained in the application for the license.
- (2) Any fraud, misrepresentation or false statement made in connection with the selling of goods, wares or merchandise.
- (3) Any violation of federal, state or municipal law.
- (4) Any violation of this chapter.
- (5) Conducting the business licensed under this chapter in any unlawful manner or in such a manner as to constitute a breach of the peace, constitute a menace to the health, safety or general welfare of the public, or nuisance.

(b) Notice of hearing for revocation of license shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. Such notice shall

be mailed, postage prepaid, to the licensee, at his last known address, at least fourteen days prior to the date set for the hearing.

Sec. 7-126. Penalties for violation

1. Operating without a license as required by this Article shall be punished with a fine of no less than \$100 per day for each violation and any other remedy allowed under NMSA 1978, §3-38-5.
2. Any violation of Sec. 7-120. general requirements shall be punishable by up to \$100 per violation and any other remedy allowed under NMSA 1978, §3-38-5.
3. Any violation of this Division that results this body harm to a member of the public shall be punished by no less than a \$500 fine and 10 days in jail, and any other remedy allowed under NMSA 1978, §3-38-5.

Secs. 7-127, 7-129. Reserved.

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

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

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

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST

Amalia Martinez, City Clerk

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ORDINANCE 25-XX

AN ORDINANCE AMENDING CHAPTER 7 REGARDING MOBILE FOOD
ESTABLISHMENTS AND ITINERANT VENDORS

WHEREAS, Chapter 3, Article 8 of the New Mexico Code provides for municipal regulation of business through registration and licensing, and

WHEREAS, current business license and registration requirements are outdated, overly burdensome, or insufficient, and

WHEREAS, it is in the public interest to have simplified and clear licensing laws;

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

SECTION 1. Chapter 12 of the Roswell Code is amended as follows

Chapter 7 BUSINESS REGULATIONS

ARTICLE IX. MOBILE FOOD ESTABLISHMENTS AND TRANSIENT AND ITINERANT
MERCHANTS AND ITINERANT VENDORS

DIVISION 1, IN GENERAL

Sec. 7-106. Definition.

(a) (a) All definitions from 7.6.2 NMCA are incorporated into this section.
(a)(b) For the purpose of this article, a transient merchant, itinerant merchant, or itinerant vendor is defined as any person, whether as owner, agent, consignee or employee, whether a resident of the city or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within the city, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad boxcar, public room in hotels, lodging houses, apartments, shops, or any street, alley, or other place within the city, for the exhibition and sale of such goods, wares and merchandise. such temporary location, does not sell from stock, but exhibits samples only for the purpose of securing orders for future delivery only. The person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such transient business in connection with, as a part of, or in the name of any local dealer, trader, merchant or auctioneer.
(b) For purposes of this chapter, "temporary" shall refer to activities whose expected duration is less than 120 consecutive hours.

Sec. 7-107. Enforcement by police.

Code enforcement and police officers of the city shall examine all places of business and persons subject to the provisions of this chapter to determine if this chapter has been complied with, and shall enforce the provisions of this chapter against any person found to be violating such provisions. The City Attorney may enforce any provision of this article as described in Sec. 7-126 and as provided in NMSA 1978, §3-38-5, in any court of competent jurisdiction through actions in law or equity:

~~Code enforcement and police officers of the city shall examine all places of business and persons subject to the provisions of this chapter to determine if this chapter has been complied with, and shall enforce the provisions of this chapter against any person found to be violating such provisions.~~

Sec. 7-108. ~~City records, reports, etc.~~

~~The police department shall attain the record of fingerprints of each licensee under this chapter, together with the license number. The chief of police shall report to the business licensing clerk any complaints against any person licensed under the provisions of this chapter and any convictions for a violation of this chapter. The business licensing clerk shall keep a record of all such licenses and of such complaints and violations.~~

Sec. 7-109. ~~City's right to observe sales and inspect books.~~

~~The business licensing clerk or his designee shall have the power and authority to enter any store, building or any other place in which any temporary business regulated by this chapter may be conducted at any time during business hours for ascertaining the amount of sales made and shall at all times have access to the books of such business~~

Sec. 7-110. ~~Noise.~~

~~No licensee under this chapter, nor anyone in his behalf, shall shout, make an outcry, blow a horn, ring a bell or use any other sound device including any loud speaking radio or amplifying system upon any of the streets, alleys, parks or other public places of the city or upon any private premises in the city where sound of sufficient volume is emitted or produced therefrom capable of being plainly heard upon the streets, avenues, alleys or parks or other public places, for the purpose of attracting attention to any goods, wares or merchandise which such licensee proposes to sell.~~

Secs. 7-~~111~~108—7-1145. Reserved.

DIVISION 2 LICENSE

Sec. 7-1165. Required.

~~No~~ Neither Mobile Food Establishments nor transient merchants, ~~itinerant merchant or itinerant vendor~~ shall engage in such business within the city without first obtaining a license therefor in compliance with the provisions of this article. No license shall be required of individual exhibitors and dealers participating in an organized craft, ~~or~~ trade fair, or city sponsored

event/festival providing the sponsoring organization has itself obtained a license and provides all vendors' tax ID's in its application. -

Sec. 7-11~~76~~. Application – general requirements.

(a) Applicants for a license under this article shall file a written sworn application signed by the applicant if an individual, by all partners if a partnership, and by the president if a corporation, with the business licensing clerk~~city~~, showing:

(1) The name of the person having the management or supervision of the applicant's business during the time that it is proposed that it will be carried on in the city; the local address of such person while engaged in such business; the permanent address of such person; the capacity in which such person will act, that is, whether as proprietor, agent or otherwise; the name and address of the person for whose account the business will be carried on, if any; and if a corporation, under the laws of what state the corporation is incorporated.

(2) A valid driver's license or other state issued ID of the applicant.

(3) A current New Mexico Tax and Revenue taxpayer identification number or evidence of application for a current revenue division taxpayer identification number.

(4) The place in the city where it is proposed to carry on applicant's business, and the length of time during which it is proposed that such business shall be conducted.

(5) A statement of the nature, character and quality of the goods, wares or merchandise to be sold or offered for sale by applicant in the city.

(b) All applications for licenses shall be submitted at least ~~seven~~ fourteen days in advance of the period for which the license is sought.

~~(2) — The fingerprints of the person having the management or supervision of applicant's business or in lieu thereof, at least three letters of recommendation from reliable property owners in the county certifying as to the applicant's good character and business responsibility, or other evidence which establishes to the satisfaction of the business licensing clerk the good character and business responsibility of such person.~~

~~(3) — The place in the city where it is proposed to carry on applicant's business, and the length of time during which it is proposed that such business shall be conducted.~~

~~(4) — The place, other than the permanent place of business of the applicant where applicant within the six months next preceding the date of the application conducted a transient business, stating the nature thereof and giving the post office and street address of any building or office in which such business was conducted.~~

~~(5) — A statement of the nature, character and quality of the goods, wares or merchandise to be sold or offered for sale by applicant in the city, the invoice value and quality of such goods, wares and merchandise, whether they are proposed to be sold from stock in possession or from possession and by sample; at auction, by direct sale or by indirect sale and by taking orders for~~

future delivery; where the goods or property proposed to be sold are manufactured or produced and where such goods or products are located at the time such application is filed.

(6) — A brief statement of the nature and character of the advertising done or proposed to be done in order to attract customers, and, if required by the business licensing clerk, copies of all such advertising, whether by handbills, circulars, newspaper advertising or otherwise, shall be attached to the application as exhibits thereto.

(7) — Whether or not the person having the management or supervision of the applicant's business has been convicted of a crime, misdemeanor or the violation of any municipal ordinance, the nature of such offense and the punishment assessed therefor.

(8) — Credentials from the person for which the applicant proposes to do business, authorizing the applicant to act as such representative.

(9) — Such other reasonable information as to the identity or character of the person having the management or supervision of applicant's business or the method or plan of doing such business as the business licensing clerk may deem proper to fulfill the purpose of this chapter in the protection of the public good.

(b) — All applications for licenses shall be submitted at least seven days in advance of the period for which the license is sought.

Sec. 7-118. Additional Application Requirements- Mobile Food Vendor

In addition to the general requirements provided in 7-117, Mobile Food Establishment applications shall contain, all licenses and permits required by New Mexico Environment Department Food Service and Food Processing Regulations. All Environment Department, Food Program, food service permits must be obtained prior to approval of a vendor's license.

Sec. 7-118. Fee.

Licensees under this article shall pay a fee of \$100.00 for per year.

Sec. 7-119. Compliance with applicable laws.

Mobile Food Establishments and Itinerant vendors shall comply with all applicable local, state, and federal laws and regulations.

Persons eligible.

(a) — No license required by this article shall be issued to a person who is not of good moral character.

(b) — The phrase "good moral character" shall be construed to mean the propensity on the part of the person to serve the public in the licensed area in a fair, honest, and open manner.

(c) — A judgment of guilt in a criminal prosecution or a judgment in a civil action shall not be used, in and of itself, as proof of a person's lack of good moral character. It may be used as evidence in the determination, and when so used the person shall be notified and shall be permitted to rebut the evidence by showing that at the current time he has the ability to, and is likely to serve the public in a fair, honest, and open manner, that he is rehabilitated, or that the

substance of the former offence is not reasonably related to the occupation or profession for which he seeks to be licensed.

(d) — The following criminal records shall not be used, examined, or requested by the city in a determination of good moral character:

(1) — Records of an arrest not followed by a conviction.

(2) — Records of a conviction which has been reversed or vacated, including the arrest records relevant to that conviction.

(3) — Records of an arrest or conviction for a misdemeanor or a felony unrelated to the person's likelihood to serve the public in a fair, honest, and open manner.

(4) — Records of an arrest or conviction for a misdemeanor for the conviction of which a person may not be incarcerated in a jail or prison.

(e) — When a person is found to be unqualified for a license because of a lack of good moral character, or similar criteria, the person shall be furnished by the business licensing clerk with a statement to this effect. The statement shall contain a complete record of the evidence upon which the determination was based. The person shall be entitled, as of right, to a rehearing on the issue before the business licensing clerk if he has relevant evidence not previously considered regarding his qualifications.

Sec. 7-120. General requirements.

Mobile Food Establishments and Itinerant vendors are responsible for complying with the following requirements:

1. All food vendors must comply with New Mexico Environment Department Food Service and Food Processing Regulations. An Environment Department, Food Program, food service permit must be obtained prior to approval of a vendor's license.
2. All Mobile Food Establishments must present themselves or otherwise be available for inspection within 48 hours to the Fire Marshal, at his office, upon request for fire code compliance inspections. This includes its self-contained mobile units, non-self-contained mobile units, pushcarts, and mobile support units.
3. All Mobile Food Establishments shall quarterly provide proof of proper and lawful disposal of all trash, oils, and other waste.
4. All display stands or structures must comply with any applicable City regulations.
5. All Mobile Food Establishments and Itinerant vendors must comply with the Roswell Zoning Code.
6. Vendors shall not obstruct any public road or right-of-way while engaging in business.
7. Vendors shall not occupy or obstruct the clear sight triangle at the intersection of any public road or right-of-way while engaging in business.

1 8. Each Mobile Food Establishment and and Itinerant vendor must have sufficient and well-
2 maintained trash receptacles.

3
4 9. Mobile Food Establishments and Itinerant vendors shall not operate on municipal
5 property without written permission of the Mayor or his designee.

6 ~~Bond.~~

7 ~~Before any license required by this article shall be issued, the applicant shall file with the~~
8 ~~business licensing clerk a bond running to the city in the sum of \$1,000.00 executed by the~~
9 ~~applicant, as principal, and two sureties upon which service of process may be made in the state,~~
10 ~~such bond to be approved by the business licensing clerk, conditioned that the applicant shall~~
11 ~~comply fully with all the provisions of all ordinances of the city and the statutes of the state~~
12 ~~regulating and concerning the sale of goods, wares and merchandise, and will pay all judgments~~
13 ~~rendered against the applicant for any violation of such ordinances or statutes or any of them,~~
14 ~~together with all judgments and costs that may be recovered against him by any person for~~
15 ~~damage growing out of any misrepresentation or deception practiced on any person transacting~~
16 ~~such business with such applicant, whether such misrepresentations or deceptions were made or~~
17 ~~practiced by the owners or by their servants, agents or employees, either at the time of making~~
18 ~~the sale or through any advertisement of any character whatsoever, printed or circulated with~~
19 ~~reference to the goods, wares and merchandise sold or any part thereof. Action on the bond may~~
20 ~~be brought in the name of the city to the use of the aggrieved person. Such bond must be~~
21 ~~approved by the business licensing clerk, both as to form and as to the responsibility of the~~
22 ~~sureties thereon.~~

23
24 ~~Sec. 7-121. Service of process.~~

25 ~~Before any license required by this article shall be issued, the applicant shall file with the~~
26 ~~business licensing clerk an instrument nominating and appointing the business licensing clerk or~~
27 ~~the person performing the duties of such position his true and lawful agent, with full power and~~
28 ~~authority to acknowledge service or notice of process for and on behalf of the applicant in~~
29 ~~respect to any matters connected with or arising out of the business transacted under the license~~
30 ~~and the bond given or for the performance of the conditions of the bond or for any breach~~
31 ~~thereof. The instrument shall also contain recitals to the effect that the applicant for the license~~
32 ~~consents and agrees that service of any notice or process may be made upon such agent and~~
33 ~~when so made shall be taken and held to be as valid as if personally served upon the person~~
34 ~~applying for the license under this article according to the law of this or any other state, and~~
35 ~~waiving all claim or right or error by reason of such acknowledgment of service or manner of~~
36 ~~service. Immediately upon service of process upon the business licensing clerk, the business~~
37 ~~licensing clerk shall send to the licensee at his last known address, by registered mail, a copy of~~
38 ~~such process.~~

39
40
41 ~~Sec. 7-121². Investigation and issuance.~~

42 ~~Upon receipt of an application for a license under this article, the business licensing clerk city~~
43 ~~shall review each application for consistency with applicable planning laws and regulations. An~~
44 ~~approval or disapproval shall be indicated on the application form and signed by the Manager or~~
45 ~~his designee. Approval by the Manager is necessary before the City may issue any vendor's~~
46 ~~license. shall cause such investigation of such person's business responsibility or moral character~~

1 ~~to be made as he deems necessary to the protection of the public good. If, as a result of such~~
2 ~~investigation, the applicant's character and business reputation appear to be satisfactory, If such~~
3 ~~application is complete and without reason to deny, the business licensing clerk~~City shall ~~so~~
4 ~~certify in writing, and a license shall be issued~~ the appropriate license. The ~~business licensing~~
5 ~~clerk~~city shall keep a full record ~~in his office~~ of all licenses issued.

6
7
8 Sec. 7-12~~32~~. Form.

9 A license issued pursuant to the provisions of this article shall contain the number of the license,
10 the date the license is issued, the nature of the business authorized to be carried on the amount of
11 the license fee paid, the expiration date of such license, the place where such business may be
12 carried on under such license, and the name of the person authorized to carry on such business.

13
14 Sec. 7-12~~43~~. Display.

15 Each license issued under this article shall be posted conspicuously in the place of business
16 named therein. In the event that the person applying for the license shall desire to do business in
17 more than one place within the city, separate licenses may be issued for each place of business
18 and shall be posted conspicuously in each place of business.

19
20 Sec. 7-12~~54~~. Transferability.

21 No license issued under this article shall be transferred. ~~without written consent from the mayor~~
22 ~~as evidenced by an endorsement on the face of the license by the business licensing clerk~~
23 ~~showing to whom the license is transferred and the date of the transfer.~~

24
25 Sec. 7-12~~65~~. Revocation.

26
27 (a) Consistant with NMSA 1978, §3-38-2, Llicenses issued pursuant to this article may be
28 revoked by the ~~business licensing clerk~~the City, after notice and hearing, for any of the following
29 causes:

30
31 (1) Any fraud, misrepresentation or false statements contained in the application for the
32 license.

33
34 (2) Any fraud, misrepresentation or false statement made in connection with the selling of
35 goods, wares or merchandise.

36
37 (3) Any violation of federal, state or municipal law.~~Any violation of this chapter.~~

38
39 (4)~~—~~Any violation of this chapter. Conviction of the licensee of any felony or of a
40 ~~misdemeanor involving moral turpitude.~~

41
42 (5) Conducting the business licensed under this chapter in any unlawful manner or in such a
43 manner as to constitute a breach of the peace, ~~or to~~ constitute a menace to the health, safety ~~and~~
44 or general welfare of the public, or nuisance.

(b) Notice of hearing for revocation of license shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. Such notice shall be mailed, postage prepaid, to the licensee, at his last known address, at least ~~five~~fourteen days prior to the date set for the hearing.

Sec. 7-12~~76~~7. Penalties for violation

1. Operating without a license as required by this Article shall be punished with a fine of no less than \$100 per day for each violation and -any other remedy allowed under NMSA 1978, §3-38-5.
2. Any violation of Sec. 7-120. general requirements shall be punishable by up to \$100 per violation and any other remedy allowed under NMSA 1978, §3-38-5.
3. Any violation of this Division that results this body harm to a member of the public shall be punished by no less than a \$500 fine and 10 days in jail, and any other remedy allowed under NMSA 1978, §3-38-5.

Appeals.

~~Any person aggrieved by the decision of the business licensing clerk in regard to the denial of the application for a license or in connection with the revocation of a license required by this article shall have the right to appeal to the governing body. Such appeal shall be taken by filing with the governing body within 14 days after notice of the decision by the business licensing clerk has been mailed to such person's last known address, a written statement setting forth the grounds for the appeal. The governing body shall set the time and place for a hearing on such appeal and notice of such hearing shall be given to such person in the same manner, as is provided for notice of hearing on revocation. The order of the governing body on such appeal shall be final.~~

~~(Code 1984 § 30-32; Ord. No. 1320, 4 1999)~~

Secs. 7-12~~87~~7, 7-129. Reserved.

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

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

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

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

1 CITY SEAL
2
3
4

5 _____
6 Timothy Z. Jennings, Mayor
7

8 ATTEST
9

10 _____
11 Amalia Martinez, City Clerk
12
13