



LEGAL COMMITTEE MEETING AGENDA
Thursday, JULY 24, 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 June 26, 2025 (pg. 4)

NON-ACTION ITEMS

2. Community Development June 2025 Reports (pg. 9)
3. HR July 2025 Department Report (pg. 15)
4. Safety Department Report June 2025 (pg. 32)
5. City Clerk Monthly Report- June 2025 (pg. 36)

REGULAR ITEMS

6. Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of three (3) dilapidated structures. (Toby Franco) (pg. 38)
7. Consider recommending approval of the Commercial Operation Application for use at the Roswell Air Center. (Bobbi Thompson) (pg. 45)
8. Consider recommendation of approval for RFD to move forward on the implementation of the RFD ambulance service proposal. (Randy Bunch) (pg. 51)
9. Consider recommending approval to issue a purchase order to Southwest Ambulance Sales for a total of eight (8) new ambulances to support the implementation of ambulance transport services. This purchase includes five (5) Type I ambulances and three (3) Type III ambulances. Total purchase price is \$1,778,782.49. (Randy Bunch) (pg. 67)

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 25-28.

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: 07/21/2025

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

Legal Committee

Meeting Date: 07/24/2025

COMMITTEE: Legal

CHAIR: Ed Heldenbrand

CONTACT: Hessel Yntema

Summary:

Approval of Minutes June 26, 2025

Attachments

Draft Legal Committee Minutes June 26, 2025

**Regular Meeting of the Legal Committee
Held in the Roswell City Hall
Thursday, June 26, 2025.**

Notice of this meeting was given to the public in compliance with NMSA 1978 §10-15-1 through 4 and Resolution 24-03.

ROLL CALL

The meeting convened at 2:00 PM with Chair Heldenbrand presiding, Vice Chair Cortez, Councilor Corn and Councilor Oropesa present, and with Councilor Marrujo being absent.

Staff present: Hessel Yntema, Christopher J. Nairn-Mahan, Councilor Cavin, Kathryn Litt, Amalia Martinez, Angela Garcia, Jim Burress, Jessica Vickers, Bobbie Thompson, Shelly Bell, Jordon Isley, Steve Chavez, Chad Cole, Chief Lance Bateman. Deputy Chief Alberto Aldana and George Peterson.

Guests present: Rita Kane-Doerhoefer and Terry Haber

Public present via GoToMeeting: James MacCornack, Melissa Garcia, Lillian Downs, Stacey Hayes, Vicky Eaton, Zachary Scott, and 11 guests.

APPROVAL OF AGENDA

Councilor Corn moved to approve the June 26, 2025 Agenda, Legal Committee meeting agenda. Councilor Cortez was the second. A voice vote was 4-0, and the motion passed.

APPROVAL OF MINUTES

Councilor Oropesa moved to approve the Legal Committee meeting minutes as presented from May 22, 2025. Councilor Cortez was the second. A voice vote was 3-0, Councilor Corn recused himself since he was not present for the May 22, 2025 Legal Committee Meeting, and the motion passed.

NON-ACTION ITEMS

2. Legal Department Monthly Report- May/ June 2025; Numbers for the month of May and June are 3 tort claims, 1 for Solid Waste, 1 for Roswell Police Department and 1 for Utilities.
3. Community Development Department Report- Numbers from April 2025 were presented by Jessica Vickers, Business License issued were a total of 201, with 136 going to renewed license, 16 new license, and 49 temporary permits. 54 permits issued in the month of April. The cases filed in the Municipal court are: Santana A. Anaya for 16-4 (A-D) Overgrown property; 16-6 (A-E) Unsanitary Premises, Judgement and Sentence filed on May 15, 2025; Eugena M. Martinez for 16-4 (A-D) Overgrown property—Judgement and Sentence filed on May 29, 2025; Nick Walter Padilla Jr. for 16-47 (A-D)

Overgrown property; 16-6 (A-E) Unsanitary Premises, Article 24 Sect. 2 (B)(4) Illegally parked RV: Permanently connected Sewer/Water Lines: Judgement and Sentence filed on May 19, 2025.

4. Human Resource Department Report- Numbers for June 2025, reported 23 new employees, 9 promotions and 16 exits including 1 retirement. Turnover rate for the month is 2.5% and for the year so far is 12.98%. Our vacancy rate is 21.01%. Payroll count for May 16, 2025 to May 29, 2025 was 639 total employees.
5. Safety Department Monthly Report – Number for May 2025 were presented by Shelly Bell, showing a total of 21 incidents and 9 of them were due to third party. Injury/ Illness reports a total of 3 and first aid only reports a total of 3. Training reports 1485 hours and 280 employees attended.
6. City Clerk's Office Monthly Report- May 2025 report regular Local Election, November 4, 2025; Liquor License Renewal, New Staff: Angela Garcia, Zachary Scott and Stacey Hayes. Special Thanks to Jaeden Mascarenas for covering and helping in the admin office. NextRequest for May 19, 2025 to June 18, 2025 report: City Clerk 50 IPRA request, Municipal Court 1 IPRA Request, PVRCC 93 IPRA Request, Roswell PD 184 IPRA Request.
7. Discuss Town Plaza Apartment Updates, presented by Hess Yntema- There is a new owner for the property and they are cleaning up the trash and debris at the property. They are also putting boards on the open windows or doors and they wanting to rehab the apartments.
8. Discuss the Zoning Code, presented by Merideth Hildreth. Zoning Code needs to be updated before the Master Plan.

FOR THE RECORD: Councilor Marrujo arrived at 2:30 p.m.

REGULAR ITEMS

9. **Resolution 25-XX: consider recommending adoption of Resolution 25-XX to apply for grant in the amount of \$970,000.00 for the purchase of two fully equipped Brush/ Rescue units through Siddons-Martin.** This item was presented by Chief Steve Chaves.

A resolution to the New Mexico Board of Finance in support of emergency funding.

AMENDMENTS: On paragraph four, second sentence, need correct "two" instead of *tow*.

Councilor Corn moved to consider recommending adoption of Resolution 25-XX to apply for grant in the amount of \$970,000.00 for the purchase of two fully equipped Brush/ Rescue units through Siddons-Martin as amended to Finance

Committee. Councilor Cortez was the second. A voice vote was taken 5-0 and the motion passed.

10. **Resolution 25-XX: consider recommending adoption of Resolution 25-XX pursuant to the New Mexico Open Meetings Act.** This item was presented by Amalia Martinez.

Section 10-15-1 of the New Mexico Open Meetings Act requires that the City determine on an annual basis in a public meeting what notice is reasonable for the City Council and its standing committees.

Councilor Oropesa moved to consider recommending adoption of Resolution 25-XX pursuant to the New Mexico Open Meetings Act to City Council for Consent Agenda. Councilor Marrujo was the second. A voice vote was taken 5-0 and the motion passed.

11. **Resolution 25-XX: consider recommending adoption of Resolution 25-XX Opposing Amending 2021 International Energy Conservation Code Adopted as the New Mexico Residential and Commercial Energy Conservation Codes by the New Mexico Construction Industries Commission.** This item was presented by Hess Yntema.

The amended 2021 International Energy Conservation Code now mandates, through the New Mexico Commercial Energy Conservation Code, that newly constructed and other remodeled commercial facilities, including apartment complexes, retail centers, and public buildings be equipped with at least 5% electric vehicle parking spaces, which must include charging stations, or different levels of pre-installed infrastructure for future expansion. This will come at a tremendous cost to Roswell as it recovers from the October 2024 flood. There is a case to be made that this amendment to the state code was outside the scope of CID's authority. It has presently been challenging by philanthropic interests in Artesia, NM.

Councilor Corn moved to consider recommending adoption of Resolution 25-XX Opposing Amending 2021 International Energy Conservation Code Adopted as the New Mexico Residential and Commercial Energy Conservation Codes by the New Mexico Construction Industries Commission to City Council for Consent Agenda. Councilor Cortez was the second. A voice vote was taken 5-0 and the motion passed.

12. **Consider recommending approval to authorize Red Mountain Arsenal LLC to enter into a 1-year lease agreement beginning June 1, 2025 and ending May 31, 2026, for Building 60 at the Roswell Air Center.** This item was presented by Bobbi Thompson.

Red Mountain Arsenal, LLC requests to enter into a 1-year lease for Building 60

and consists of 8,770 square feet, more or less, and an area of land consisting of 74,00 square feet, more or less, located at the Roswell Air Center.

Councilor Cortez moved to consider recommending approval to authorize Red Mountain Arsenal LLC to enter into a 1-year lease agreement beginning June 1, 2025, and ending May 31, 2026, for Building 60 at the Roswell Air Center to City Council for Consent Agenda. Councilor Oropesa was the second. A voice vote was taken 5-0 and the motion passed.

With the following change to Article 4- Security Deposit. With the change to read "Lessee is required to pay at the time of signing this Lease, the amount of \$5000.00 as a security deposit as security for Lessee's full and faithful performance of all terms of this Lease."

13. **Review and ranking of the FY 2027-2031 Infrastructure Capital Improvement Plan (ICIP).** This item was presented by Toni Gomez.

The intent is to allow for discussion and decision among staff and council on the ranking of projects to develop the annual FY 2027-2031 Infrastructure Capital Improvement Plan (ICIP). No Motion was moved.

CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS

NONE

PUBLIC PARTICIPATION

Rita Kane-Doerhoefer stated that Keep Chaves County Beautiful will be dedicating two trees and a bench at the Chaves County Court house on July 3, 2025 at 10:30 AM in honor for Jim Gill from Roswell Seed. It will be on 5th and Main Street.

ADJOURN

The meeting adjourned at 4:39 PM.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 2.

Legal Committee

Meeting Date: 07/24/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

Community Development June 2025 Reports

Attachments

CDC Monthly June 2025

J & S June 2025

CITY OF ROSWELL
COMMUNITY DEVELOPMENT CENTER
Month: June 2025

CODE ENFORCEMENT	This Month	This Month 2024	YTD*	2024 YTD*
Notices Mailed	659	763	6,841	7,933
Voluntary Compliance	227	352	3,286	4,118
No. of Cases Filed in Municipal Court	6	20	110	94
No. Cases Dismissed by Officer	0	1	19	17
Resolution	37	19	200	167
Weeds	431	378	3,956	4,232
Inoperable Vehicles	22	76	513	596
Litter	29	103	642	663
Unsanitary Premises	30	97	601	810
Signs	14	11	187	234
Zoning	9	0	21	0
Obstructions	15	15	94	179
Public Nuisances	109	83	819	1,211
Garage Sales No permit	0	0	8	8

BUSINESS LICENSES	This Month	This Month 2024	YTD*	2024 YTD*
Total Licenses Issued	262	262	2,114	1,905
Renewed Licenses	161	175	1551	1440
New Licenses	45	66	314	295
Temporary Permits Issued	56	21	249	170
Receipts	\$10,580.00	\$10,627.00	\$91,512.00	\$81,734.00

*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	3	3	46	55
Residential - Other	46	23	507	420
Commercial-New	0	1	7	11
Commercial - Other	10	13	124	124
Total Permits Issued	59	40	684	610
Total Fees Collected	\$14,494.00	\$21,209.73	\$283,458.27	\$127,182.54

PLUMBING/MECH INSPECTIONS	This Month	Permits Applied This Month 2024	Permits Applied YTD*	Permits Applied 2024 YTD*
Plumbing & Mechanical Permits—Residential	32	50	541	519
Plumbing & Mechanical Permits—Commercial	3	11	167	144
Total Permits Issued	35	61	708	663
Total Fees Collected	\$1,394.50	\$3,231.00	\$33,792.50	\$18,468.05

ELECTRICAL INSPECTIONS	This Month	Permits Applied This Month 2024	Permits Applied YTD*	Permits Applied 2024 YTD*
Electric Permits—Residential	26	19	372	386
Electric Permits—Commercial	5	10	113	124
Total Permits Issued	31	29	485	510
Total Fees Collected	\$2,660.00	\$3,839.34	\$46,323.26	\$25,682.52

*Figures calculated to reflect FYTD

STATE OF NEW MEXICO
CITY OF ROSWELL
IN THE MUNICIPAL COURT

MUNICIPAL COURT
ROSWELL NM
JUNE 18, 2025
3:02 PM
vf
CLERK

v.

John J Monafo, Defendant

No. 2024000005-CE

JUDGMENT AND SENTENCE

This case came before the court on 11th day of June, 2025.

Count# 1: Article 24: Section2 - Illegally Parked RV

Defendant Plead: Guilty

The defendant is adjudged Guilty

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

Count# 2: 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: \$0.00

Count# 3: 16-30 - Owner to maintain premises free of litter

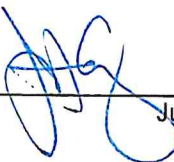
Defendant Plead: Guilty

The defendant is adjudged Guilty

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

SENTENCE AND COMMITMENT: AMENDED: Hearing held on June 11, 2025. City Attorney Christopher Nairn-Mahan present. Defendant was present through CCDC via video arraignment. Defendant is discharged from probation. Closing all matters per order for remand from District Court.

Date: June 11, 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

2-8-24
Date filed

STATE OF NEW MEXICO
CITY OF ROSWELL
IN THE MUNICIPAL COURT

CODE ENFORCEMENT C.R.

MUNICIPAL COURT
ROSWELL NM
JUNE 17, 2025
9:32 AM
vf
CLERK

v.

Thomas P Bensinger, Defendant

No. 2025000023-CE

JUDGMENT AND SENTENCE

This case came before the court on 17th day of June, 2025.

The defendant appeared:

☐ with an Attorney . appeared on behalf of the City of Roswell.

☒ pro se ☒ waiver signed

The defendant entered a plea of:

☐ guilty ☒ no contest

☐ 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: 0.00 w/ \$0.00 Suspended Fees: \$0.00

Count# 2: 16-6 (A) (B) (C) (D) (E) - Unsanitary premises

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: Defendant has complied with all conditions of code enforcement. Article 52 Sect. 4 (A) (1-6) (a-e) Zoning: Deferred for 90 days. no further code enforcement violations. ;16-6 (A) (B) (C) (D) (E): Deferred for 90 days. no further code enforcement violations.

Date: June 17, 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

4/17/25
Date filed

STATE OF NEW MEXICO
CITY OF ROSWELL
IN THE MUNICIPAL COURT

MUNICIPAL COURT
ROSWELL NM
JUNE 17, 2025
2:08 PM
v.f.
CLERK

v.

Robert Horton, Defendant

No. 2024000121-CE

JUDGMENT AND SENTENCE

This case came before the court on 17th day of June, 2025.

The defendant appeared:

☒ [X] with an Attorney Beth L. Hightower. Christopher J Nairn-Mahan appeared on behalf of the City of Roswell.
☐ [] pro se ☐ [] waiver signed

The defendant entered a plea of:

☐ [] guilty ☒ [X] 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: 100.00 w/ \$0.00 Suspended Fees: \$0.00

Count# 2: 16-6 (A) (B) (C) (D) (E) - Unsanitary premises

Defendant Plead: No Contest

The defendant is adjudged Guilty

The Defendant is Sentenced to: Fine: 100.00 w/ \$0.00 Suspended Fees: \$0.00

Count# 3: 16-30 - Owner to maintain premises free of litter

Defendant Plead: No Contest

The defendant is adjudged Guilty

The Defendant is Sentenced to: Fine: 100.00 w/ \$0.00 Suspended Fees: \$0.00

Count# 4: CONTEMPT6 - Failure To Comply -Probation

Defendant Plead: Guilty

The defendant is adjudged Guilty

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

Date filed
9-23-24

SENTENCE AND COMMITMENT: Amended: Defendant unsatisfactorily discharged from probation. Defendant failed to complete remaining 16 hours of community service. Court takes no further action.

Date: June 17, 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

COPY

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 3.

Legal Committee

Meeting Date: 07/24/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

HR July 2025 Department Report

Attachments

HR Report

Personnel Monthly Changes

Employee Turnover Report

Vacancy Report



JULY 2025 HUMAN RESOURCES MONTHLY REPORT

For June, the City hired 30 new employees, 7 promotions and 17 exits including 1 retirement.

Our turnover rate for the month of June is 2.63% and for the year so far is 15.50%.

Our Vacancy Rate is 19.42%.

Payroll count for June 13, 2025 – June 26, 2025 was:

Total no hours/monies employees- 3

Total paid employees -644

Total employees - 645

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

	FT = FULL TIME SR = SALARY PT = PART TIME TP = TEMPORARY INT = INTERIM				
	NEW HIRE				
	Date	Name	Position	Department	Status
1	6/2/2025	JESUS ESCOBAR	METER MAINTENANCE TECHNICIAN	PUBLIC WORKS	FT
2	6/3/2025	HANNAH ROE	BEVERAGE CART ATTENDANT	GOLF	TP
3	6/3/2025	BRODY PURCELL	REC AIDE/ LIFEGUARD TEMP	RECREATION	TP
4	6/3/2025	ALEXIS GARCIA	REC AIDE/ LIFEGUARD	RECREATION	TP
5	6/4/2025	EZEKIEL BURROLA	REC AIDE/ LIFEGUARD	RECREATION	TP
6	6/5/2025	CARMEN GRADO	RECREATION AIDE 1	RECREATION	PT
7	6/6/2025	GRACE HOHLE	REC AIDE/ LIFEGUARD	RECREATION	PT
8	6/6/25	SANTANA PRUDENCIO-WILLIAMS	RECREATION AIDE 1	RECREATION	PT
9	6/9/25	STACEY HAYES	CITY CLERK OFFICE ASSISTANT	CITY CLERK	FT
10	6/9/25	FRANCISCO ARCHULETA	VEHICLE OPERATOR	TRANSIT	FT
11	6/9/25	LEO DE LA ROSA	W&S MAINTENANCE WORKER I	PUBLIC WORKS	FT
12	6/9/25	JONATHAN CAHENZLI	KENNEL WORKER	ANIMAL CONTROL	FT
13	6/9/25	SABRIEN BENAVIDEZ	REC AIDE/ LIFEGUARD	RECREATION	TP
14	6/16/25	BRIAN GONZALES	AUTOMATED COLLECTION OPERATOR	SANITATION	FT
15	6/16/25	CHRISTOPHER BELTRAN	EQUIPMENT OPERATOR	LANDFILL	FT
16	6/16/25	ISAAC SERRANO	W&S MAINTENANCE WORKER I	PUBLIC WORKS	FT
17	6/16/25	JOSH MADDEN	FIREFIGHTER 1	FIRE	FT
18	6/23/25	MELODY TORREZ	MEATER READER	WATER BILLING	FT
19	6/23/25	GUADALUPE NEVAREZ	ENGINEERING TECHNICIAN	ENGINEERING	FT
20	6/23/25	ESAU CASTILLO	FIREFIGHTER RECRUIT	FIRE	FT
21	6/27/25	JAVIER VALDEZ	FIREFIGHTER RECRUIT	FIRE	FT
22	6/27/25	BRYCE ROACH	FIREFIGHTER RECRUIT	FIRE	FT
23	6/27/25	ABRAHAM TOSCANO	FIREFIGHTER RECRUIT	FIRE	FT
24	6/27/25	BEAU ROACH	FIREFIGHTER RECRUIT	FIRE	FT
25	6/27/25	RIGOBERTO ALAVRADO	FIREFIGHTER RECRUIT	FIRE	FT
26	6/27/25	DAUNTE APODACA	FIREFIGHTER RECRUIT	FIRE	FT
27	6/27/25	BRENNEN DUNN	FIREFIGHTER RECRUIT	FIRE	FT
28	6/27/25	LUKAS KING	FIREFIGHTER RECRUIT	FIRE	FT
29	6/27/25	STEVEN GAMBOA	FIREFIGHTER RECRUIT	FIRE	FT
30	6/30/25	RAMON RODRIGUEZ-PEREZ	TRAFFIC SIGNAL TECHNICIAN	ENGINEERING	FT
	TRANSFERS				
	Date	Name	Position	Department	Status
1					
	PROMOTIONS				
	Date	Name	Position	Department	Status
1.	6/13/25	ANDREW COLLIER	EQUIPMENT OPERATOR SR	STREETS	FT
2.	6/13/25	BENITO SANCHEZ	EQUIPMENT OPERATOR WWTP	WWTP-SEWER MAINTENANCE	FT
3.	6/13/25	SHELBY CUNNINGHAM	REAL TIME CRIME CENTER OPERATOR	POLICE	FT
4.	6/27/25	BRITTANY SHANNON	TRAINING COORDINATOR	CONSOLIDATED DISPATCH	FT
5.	6/27/25	LUIS ALMANZA	EQUIPMENT OPERATOR	STREETS	FT
6.	6/27/25	DANNY DE LA CERDA	WORKFLOW COORD/INSPECTOR	PUBLIC WORKS	FT
7.	6/27/25	JAMES MACCORNACK	DIRECTOR OF ENGR. & INFRA.	ENGINEERING	SR
	DEMOTIONS				
	Date	Name	Position	Department	Status
1					
	EXITS				
	Date	Name	Position	Department	Status
1.	6/2/25	AURELIA VEGA	REC AIDE/ LIFEGUARD	RECREATION	TP
2.	6/5/25	DAVID FINLEY	AUTOMATED COLLECTION OPERATOR	SANITATION	FT
3.	6/5/25	BEAU MCFADIN	OUTSIDE SERVICE ATTENDANT	GOLF	TP
4.	6/9/25	JAMES MCGARVIE	TRAFFIC SIGNAL TECHNICIAN	SPECIAL ELECTRONICS	FT
5.	6/11/25	ERIC MARIANO	LABORER PARKS	PARKS	FT
6.	6/17/25	DEBRA BROOKS	ZOO KEEPER	ZOO	FT
7.	6/18/2025	CHANAY MEZA	KENNEL WORKER	ANIMAL CONTROL	FT
8.	6/20/2025	DA ZA NIQUE KIDD	POLICE OFFICER 2	POLICE	FT
9.	6/24/2025	NATHANIEL LUJAN	LIFEGUARD 1	RECREATION POOL	PT
10.	6/24/25	GAIL MOORE	VEHICLE OPERATOR	TRANSIT	FT
11.	6/26/25	SHANE CANTRELL	VEHICLE OPERATOR	TRANSIT	FT
12.	6/26/25	XIMENA MORALES	EVIDENCE PROPERTY CUSTODIAN	PLOICE	FT
13.	6/26/25	JANESSA SOLIS	DEPUTY COURT CLERK	MUNICIPAL COURT	FT
14.	6/27/25	JUAN PERALES JR.	WATER PRODUCTION OPERATOR	CENTRAL CONTROL	FT
15.	6/27/25	FRANCISCO ARCHULETA	VEHICLE OPERATOR	TRANSIT	FT
	END OF TEMPORARY ASSIGNMENT				
	Date	Name	Position	Department	Status
1.	6/26/25	JOHN GARCIA	PARKS LABORER TEMP	PARKS	FT/TEMP
	RETIREMENT				
	Date	Name	Position	Department	Status
1	6/27/25	SCOTT FURCINITI	ADMINISTRATIVE ASSISTANT SR.	TRANSIT	FT

Employee Turnover

Period Start Date: 6/13/2025
Period End Date: 6/26/2025

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%
1435	PROJECT MANAGER	1	1	0	0.00%
Location: 4015 CITY CLERK					
1019	CITY CLERK	1	1	0	0.00%
1020	DEPUTY CITY CLERK	1	1	0	0.00%
1285	CITY CLERK OFFICE ASSISTANT	2	2	0	0.00%
Location: 4021 MUNICIPAL COURT					
1022	DEPUTY COURT CLERK	4	4	1	12.50%
4653 SOLIS, JANESSA					
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%

Employee Turnover



Period Start Date: 6/13/2025
Period End Date: 6/26/2025

1273	ACCOUNTING SUPERVISOR	1	1	0	0.00%
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%
Location: 4051 LEGAL					
1013	DEPUTY CITY ATTORNEY	1	1	0	0.00%
1339	PARALEGAL	1	1	0	0.00%
1405	CITY ATTORNEY APPOINTED	1	1	0	0.00%
1455	CONTRACTS & CLAIMS ADMIN	1	1	0	0.00%
Location: 4061 HUMAN RESOURCES					
1038	HR ADMINISTRATIVE ASSISTANT SR	0	0	0	#DIV/0!
1042	DEPARTMENT DIRECTOR H.R.	1	1	0	0.00%
1287	SAFETY COORDINATOR	1	1	0	0.00%
1427	HUMAN RESOURCES SUPERVISOR	1	1	0	0.00%
1443	TRAINING SPECIALIST CDL	1	1	0	0.00%
1447	EMPLOYEE/BENEFITS SUPERVISOR	1	1	0	0.00%
1451	HUMAN RESOURCES SPECIALIST	2	2	0	0.00%
1465	HR/SAFETY GENERALIST	1	1	0	0.00%
Location: 4071 FACILITIES MAINTENANCE					
1043	CUSTODIAN	1	1	0	0.00%
1045	FACILITIES MAINT. SPECIALIST	4	4	0	0.00%
1046	FACILITIES MAINT. SPEC SR.	1	1	0	0.00%
1259	PROJECT AND FACILITY MANAGER	1	1	0	0.00%
1319	ADMIN. ASST. SENIOR FACILITIES	1	1	0	0.00%
1379	FAC. MAINTENANCE HVAC SPEC SR.	1	1	0	0.00%
1440	FACILITIES MAINT. LABORER	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					
1043	CUSTODIAN	1	1	0	0.00%
1049	OFFICE ASSISTANT POLICE	7	7	0	0.00%
		114	113	2	1.76%

Employee Turnover



Period Start Date: 6/13/2025
Period End Date: 6/26/2025

1050	ADMIN. ASSISTANT SR. POLICE	2	2	0	0.00%
1053	POLICE SERV AIDE CAREER PATH	3	3	0	0.00%
1054	POLICE RECRUIT	5	5	0	0.00%
1055	POLICE OFFICER 1	22	22	0	0.00%
1056	POLICE OFFICER 2	18	17	1	5.71%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
<u>3447</u>	<u>KIDD, DA ZA NIQUE</u>	1056115	POLICE OFFICER 2	9/6/2018	6/20/2025
1057	POLICE OFFICER 3	6	6	0	0.00%
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	1	33.33%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
<u>3983</u>	<u>MORALES, XIMENA</u>	1352103	OUTSIDE SERVICES ATTENDANT - COURT	8/26/2024	6/26/2025
1066	TSU CRIME SCENE TECHNICIAN	5	5	0	0.00%
1067	ADMIN. ASSISTANT POLICE	5	5	0	0.00%
1473	REALTIME CRIME CENTER OPERATOR	1	1	0	0.00%

Location: 4121 FIRE DEPARTMENT					
1068	ADMIN. ASSISTANT SR. FIRE	1	1	0	0.00%
1070	FIREFIGHTER RECRUIT	2	3	0	0.00%
1071	FIREFIGHTER 1	16	17	0	0.00%
1072	FIREFIGHTER 2	4	4	0	0.00%
1073	FIREFIGHTER 3	2	2	0	0.00%
1074	FIRE APPARATUS OPERATOR 1	12	12	0	0.00%
1075	FIRE APPARATUS OPERATOR 2	10	10	0	0.00%
1076	FIRE APPARATUS OPERATOR 3	1	1	0	0.00%
1077	FIRE LIEUTENANT 1	5	5	0	0.00%
1078	FIRE LIEUTENANT 2	9	9	0	0.00%
1079	FIRE LIEUTENANT 3	9	9	0	0.00%

Employee Turnover



Period Start Date: 6/13/2025
Period End Date: 6/26/2025

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%
Location: 4131 PLANNING & ZONING					
1017	COMMUNITY DEVELOPMENT DIRECTOR	1	1	0	0.00%
1018	PLANNER SENIOR	1	1	0	0.00%
1260	COMMUNITY DEVELOPMENT PRP TECH	1	1	0	0.00%
1314	PLANNER II	1	1	0	0.00%
1344	CUSTOMER SERVICE SPECIALIST	1	1	0	0.00%
Location: 4135 ENGINEERING					
1158	CONSTRUCTION INSPECTOR	1	1	0	0.00%
1159	CONSTRUCTION INSPECTOR SR.	2	2	0	0.00%
1160	ENGINEERING TECHNICIAN	1	2	0	0.00%
1162	DIRECTOR OF ENGR. & INFRA.	1	1	0	0.00%
1192	ADMIN. ASST. SR. PUBLIC WORKS	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	1	1	0	0.00%
1087	ADMIN ASST SR. CODE ENFORCEMEN	1	1	0	0.00%
1089	BUILDING INSPECTOR	1	1	0	0.00%
1090	ELECTRICAL INSPECTOR	1	1	0	0.00%
1091	PLUMBING INSPECTOR	1	1	0	0.00%
1092	CODE ENFORCEMENT OFFICER	4	4	0	0.00%
1093	SUPERVISOR CODE ENFORCEMENT	1	1	0	0.00%
1376	BUILDING OFFICIAL	1	1	0	0.00%
1464	BUSINESS LICENSE CLERK	1	1	0	0.00%
Location: 4161 ANIMAL CONTROL					
		14	13	1	7.41%

Employee Turnover

Period Start Date: 6/13/2025
Period End Date: 6/26/2025

1094	OFFICE ASST. ANIMAL CONTROL	1	1	0	0.00%
1095	ANIMAL CONTROL OFFICER	5	5	0	0.00%
1097	KENNEL COORDINATOR	1	1	0	0.00%
1098	KENNEL WORKER	6	5	1	18.18%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4669	MEZA, CHANAY	1098103	KENNEL WORKER	2/18/2025	6/18/2025

1448	ANIMAL SERVICES MANAGER	1	1	0	0.00%
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Location: 4181 C.E.P.	1	1	0	0.00%
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1099	DEPT MGR EMERGENCY MGMT	1	1	0	0.00%
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Location: 4192 COMMUNITY ENHANCEMENT	1	1	0	0.00%
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1100	COMMUNITY IMPROVEMENT TECH.	1	1	0	0.00%
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Location: 4211 LIBRARY	20	20	0	0.00%
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1101	ADMIN. ASSISTANT LIBRARY	1	1	0	0.00%
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1103	LIBRARY PAGE SENIOR	3	3	0	0.00%
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1104	TECHNICAL SERVICE ASSISTANT	1	1	0	0.00%
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1105	LIBRARY ASSISTANT- CIRCULATION	1	1	0	0.00%
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1107	REFERENCE ASSISTANT	1	1	0	0.00%
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1109	LIBRARY CATALOGER	1	1	0	0.00%
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1112	DEPARTMENT DIRECTOR LIBRARY	1	1	0	0.00%
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1267	INTER LIBRARY L & R LIBRARIAN	1	1	0	0.00%
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1277	CHILDREN AND YOUTH LIBRARIAN	1	1	0	0.00%
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1354	YOUTH LIBRARIAN ASSISTANT	1	1	0	0.00%
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1387	LIBRARY PAGE SENIOR PT	6	6	0	0.00%
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1441	STEM INSTRUCTOR	1	1	0	0.00%
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1474	HEAD OF CIRCULATION	1	1	0	0.00%
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Location: 4221 MUSEUM	11	11	0	0.00%
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1116	MUSEUM STORE SUPERVISOR	1	1	0	0.00%
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1117	GUEST SERVICES ASSOCIATE	2	2	0	0.00%
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1119	PLANETARIUM COORDINATOR	1	1	0	0.00%
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1122	REGISTRAR MUSEUM	1	1	0	0.00%
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1123	CURATOR OF COLLECTIONS AND EXH	1	1	0	0.00%
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1124	DEPARTMENT DIRECTOR MUSEUM	1	1	0	0.00%
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1303	MUSEUM EDUCATOR	1	1	0	0.00%
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Employee Turnover



Period Start Date: 6/13/2025
Period End Date: 6/26/2025

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					
1043	CUSTODIAN	34	34	1	2.94%
1126	ADMIN. ASSISTANT SR. PARKS	1	1	0	0.00%
1127	LABORER PARKS	11	11	0	0.00%
1128	GROUPS MAINT WORKER PARKS	9	9	0	0.00%
1129	GROUPS MAINT WORKER SR PARKS	5	5	0	0.00%
1130	SUPERINTENDENT PARKS	1	1	0	0.00%
1151	DEPARTMENT DIRECTOR RECREATION	1	1	0	0.00%
1329	PARKS SUPERVISOR	1	1	0	0.00%
1419	PARKS LABORER TEMP	4	4	1	25.00%

Roswell Legal Committee

4605 GARCIA, JOHN

Employee #	Name	Position Code	Description	Hire Date	Termination Date
Location: 4232 ZOO					
1133	LABORER ZOO	7	7	1	15.38%
1134	ZOO KEEPER	1	1	0	0.00%
		3	3	1	40.00%

+1

4692 BROOKS, DEBRA

Employee #	Name	Position Code	Description	Hire Date	Termination Date
Location: 4233 GOLF					
1135	GROUPS MAINTENANCE WORKER ZOO	15	15	0	0.00%
1439	LEAD ZOO KEEPER	1	1	0	0.00%
1456	ZOO SUPERVISOR	1	1	0	0.00%

added back
D. Brooks
left in middle of PP

1139	GROUPS MAINT. WORKER GOLF	3	3	0	0.00%
1141	SUPERVISOR GOLF	1	1	0	0.00%
1142	SUPERINTENDENT GOLF	1	1	0	0.00%
1331	GOLF COURSE MANAGER	1	1	0	0.00%
1351	GOLF SHOP SUPERVISOR	1	1	0	0.00%
1352	OUTSIDE SRVS ATTENDANT GOLF	2	2	0	0.00%
1353	GOLF SHOP SR ATTENDANT	3	3	0	0.00%
1365	BEVERAGE CART ATTENDANT	2	2	0	0.00%
1431	GOLF SHOP LEAD SR ATTENDANT	1	1	0	0.00%

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Employee Turnover

Period Start Date: 6/13/2025
Period End Date: 6/26/2025

Location: 4241 RECREATION						
1046	FACILITIES MAINT. SPEC SR.	29	29	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	8	8	0	0.00%	
1444	REC AID/LIFEGUARD TEMP	13	13	0	0.00%	
Location: 4242 RECREATION AQUATIC POOL						
1383	LIFE GUARD 1 PT	11	11	1	9.52%	+1
		8	8	1	13.33%	added back
						N. Lujan

Employee #	Name	Position Code	Description	Hire Date	Termination Date
4673 LUJAN, NATHANIEL					
		1383120	LIFE GUARD 1 PT	3/3/2025	6/24/2025
1426	HEAD LIFEGUARD PT	2		2	0
1442	AQUATICS SPECIALIST	1		1	0
Location: 4243 ADULT CENTER					
1146	RECREATION LEADER	1		1	0
Location: 4252 CONVENTION CENTER					
1322	GENERAL FACILITIES & OPER. MGR	5		5	0
1347	ACCOUNTING MANAGER	1		1	0
1403	OPERATIONS & HOSPITALITY SPEC.	1		1	0
1432	OPERATION AND HOSP. SPEC- PT	2		2	0
Location: 4253 VISITOR CENTER					
1278	GUEST SERVICES ASSOCIATE VC	4		4	0
1280	VISITOR CENTER STORE LEAD	2		2	0
1300	GUEST SERVICES STORE SUPV	1		1	0
Location: 4261 PUBLIC RELATIONS					
1155	PUBLIC INFORMATION OFFICER	3		3	0
1247	GRAPHIC DESIGNER	1		1	0
1457	SPECIAL EVENT SUPERVISOR	1		1	0
Location: 4323 STREETS					
1167	MAINTENANCE WORKER STREETS	22		22	0
		8		8	0

Employee Turnover



Period Start Date: 6/13/2025						
Period End Date: 6/26/2025						
1168	MAINTENANCE WORKER SR. STREETS	4	4	0	0.00%	
1170	EQUIPMENT OPERATOR STREETS	4	4	0	0.00%	
1171	EQUIPMENT OPERATOR SR. STREETS	3	3	0	0.00%	
1172	SUPERVISOR STREETS	1	1	0	0.00%	
1173	SUPERINTENDENT STREETS	1	1	0	0.00%	
1378	ADMIN ASSISTANT SR SPEC STREET	1	1	0	0.00%	
Location: 4325 SPECIAL ELECTRONICS						
1165	TRAFFIC SIGNAL TECHNICIAN	0	0	0	#DIV/0!	
1166	SPECIAL ELECTRONICS SUPVR.	1	1	0	0.00%	
Location: 4331 AIRPORT - ADMINISTRATION						
1175	ADMIN. ASSISTANT SR. RIAC	1	1	0	0.00%	
1177	AIR CENTER DEPUTY DIRECTOR	1	1	0	0.00%	
1270	AIRPORT SECURITY COORDINATOR	1	1	0	0.00%	
1279	AIRPORT PROPERTY/CONTRACTS COR	1	1	0	0.00%	
1417	ASST. AIRPORT SECURITY COORD.	1	1	0	0.00%	
1428	DIRECTOR RIAC	1	1	0	0.00%	
1434	AIRPORT CREDENTIALING SPC	1	1	0	0.00%	
Location: 4332 AIRPORT - OPERATIONS						
1178	FACILITIES MAINT SP. SR. RIAC	1	1	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	2	2	0	0.00%	
Location: 4341 SANITATION						
1182	ADMINISTRATIVE ASSISTANT SR	1	1	0	0.00%	
1183	SUPERVISOR SOLID WASTE	2	2	0	0.00%	
1184	SANITATION WORKER SR.	3	3	0	0.00%	
1185	AUTOMATED COLLECTION OPERATOR	13	14	0	0.00%	
1186	SOLID WASTE/FACILITY MANAGER	1	1	0	0.00%	
1373	HEAVY-DUTY TECHNICIAN	4	4	0	0.00%	
1374	LUBE TECHNICIAN	1	1	0	0.00%	
1375	PARTS TECHNICIAN	1	1	0	0.00%	
1472	LABORER TEMP LANDFILL	1	1	0	0.00%	
Location: 4342 LANDFILL						
		11	12	0	0.00%	

Employee Turnover



Period Start Date: 6/13/2025						
Period End Date: 6/26/2025						
1187	ACCOUNTING TECHNICIAN II	1	1	0	0.00%	
1189	EQUIPMENT OPERATOR	4	5	0	0.00%	
1191	SANITATION WORKER	2	2	0	0.00%	
1284	EQUIPMENT OPERATOR	1	1	0	0.00%	
1330	ENVR COMPLIANCE SPECIALIST	1	1	0	0.00%	
1458	SCALE HOUSE ATTENDANT	1	1	0	0.00%	
1469	EQUIPMENT OPERATOR SR	1	1	0	0.00%	
Location: 4352 WATER - CUSTOMER SERVICE		13	14	0	0.00%	
1193	CUSTOMER SERVICE CLERK	7	7	0	0.00%	
1348	METER READER	4	5	0	0.00%	
1357	UTILITIES BILLING CS LEAD	1	1	0	0.00%	
1460	UTILITIES BILLING MANAGER	1	1	0	0.00%	
Location: 4353 CENTRAL CONTROL		7	7	0	0.00%	
1196	WATER PRODUCTION OPERATOR	5	5	0	0.00%	
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		30	31	0	0.00%	
1201	ADMIN. ASSISTANT SR. WATER	1	1	0	0.00%	
1202	WAREHOUSE WORKER	1	1	0	0.00%	
1203	WAREHOUSE WORKER SR.	1	1	0	0.00%	
1205	MAINTENANCE WORKER SR. WATER	2	2	0	0.00%	
1206	EQUIPMENT OPERATOR WATER	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%	
1276	UTILITY LOCATOR TECHNICIAN	1	1	0	0.00%	
1286	W & S MAINTENANCE WORKER I	10	11	0	0.00%	
1309	VALVE MAINTENANCE SPECIALIST	2	2	0	0.00%	
1327	WORKFLOW COORD/INSPECTOR	1	1	0	0.00%	
1372	UTILITY CONSTR COORDINATOR	1	1	0	0.00%	
1377	METER MAINTENANCE TECHNICIAN	1	1	0	0.00%	
1407	WATER CONSERVATION SPECIALIST	1	1	0	0.00%	
Location: 4355 WWTP		12	12	0	0.00%	

Employee Turnover



Period Start Date: 6/13/2025
Period End Date: 6/26/2025

1211	ADMIN. ASSISTANT SR. WWTP	1	1	0	0.00%
1212	PRETREATMENT COORDINATOR WWTP	1	1	0	0.00%
1213	OPERATOR WWTP	5	5	0	0.00%
1214	OPERATOR SR. WWTP	1	1	0	0.00%
1215	SUPERVISOR WWTP	1	1	0	0.00%
1216	SUPERINTENDENT WWTP	1	1	0	0.00%
1283	WWTP ELECTRICIAN	1	1	0	0.00%
1311	MAINTENANCE WORKER WWTP	1	1	0	0.00%

Location: 4356 WWTP - SEWER MAINTENANCE **6** **6** **0** **0.00%**

1219	EQUIPMENT OPERATOR WWTP	4	4	0	0.00%
1454	EQUIPMENT OPERATOR SR. WWTP	2	2	0	0.00%

Location: 4358 WWTP - CITY LAB **3** **3** **0** **0.00%**

1221	LAB TECHNICIAN ASSISTANT WWTP	2	2	0	0.00%
1222	LABORATORY TECHNICIAN WWTP	1	1	0	0.00%

Location: 4411 CEMETERY **10** **10** **0** **0.00%**

1223	ADMIN. ASSISTANT CEMETERY	1	1	0	0.00%
1224	GROUNDS MAINT. WORKER CEMETERY	2	2	0	0.00%
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	1	1	0	0.00%

Location: 4511 PECOS TRAILS TRANSIT **22** **21** **2** **9.30%**

1043	CUSTODIAN	1	1	0	0.00%
1229	TRANSIT OPERATIONS SUPV II	1	1	0	0.00%
1231	VEHICLE OPERATOR TRANSIT	17	16	2	12.12%

Employee #	Name	Position Code	Description	Hire Date	Termination Date
<u>3869</u>	<u>CANTRELL, SHANE</u>	1231114	VEHICLE OPERATOR TRANSIT	8/13/2021	6/26/2025
<u>4640</u>	<u>MOORE, GAIL</u>	1231110	VEHICLE OPERATOR TRANSIT	2/10/2025	6/24/2025

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%
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Employee Turnover



Period Start Date: 6/13/2025						
Period End Date: 6/26/2025						
1234	DEPARTMENT DIRECTOR IT	1	1	0	0.00%	
1235	IT TECHNICIAN SR.	2	2	0	0.00%	
1364	NETWORK ADMINISTRATOR ENGINEER	1	1	0	0.00%	
1446	SYSTEMS & DATA INTEGRATION SPE	1	1	0	0.00%	
Location: 4656 CONSOLIDATED DISPATCH		16	16	0	0.00%	
1236	EMERGENCY COMM. DISPATCHER	8	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%	
1262	TRAINING COORDINATOR	1	1	0	0.00%	
1358	TERMINAL AGENCY COORDINATOR	1	1	0	0.00%	
				645		

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
1022101 DEPUTY COURT CLERK	1.0000	1.0000	0.0000	1.0000	1.0000	1022	DCTCLK	4021ADM	30/01	33,919.08	16.31
1028104 ACCOUNTING TECHNICIAN II	1.0000	1.0000	0.0000	1.0000	1.0000	1028	ACCTECHII	4041ADM	/00	0.00	0.00
1424101 FINANCE LIAISON	1.0000	1.0000	0.0000	1.0000	1.0000	1424	FINLIA	4041ADM	10/01	22,836.58	10.98
1056120 POLICE OFFICER 2	1.0000	1.0000	0.0000	1.0000	1.0000	1056	POFFR2	4111RPOA	654/01	54,557.88	26.23
1056122 POLICE OFFICER 2	1.0000	1.0000	0.0000	1.0000	1.0000	1056	POFFR2	4111RPOA	654/01	54,557.88	26.23
1054117 POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1054	PRECR	4111RPOA	644/01	44,770.96	21.52
1056119 POLICE OFFICER 2	1.0000	1.0000	0.0000	1.0000	1.0000	1056	POFFR2	4111RPOA	654/01	54,557.88	26.23
1056115 POLICE OFFICER 2	1.0000	1.0000	0.0000	1.0000	1.0000	1056	POFFR2	4111RPOA	654/01	54,557.88	26.23
1473102 REAL TIME CRIME CENTER OP	0.0000	1.0000	0.0000	1.0000	1.0000	1473	CRIMECNTOP	4111ADM	36/01	38,199.72	18.37
1055126 POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1055	POFFR1	4111RPOA	611/01	22,159.28	10.65
1049101 OFFICE ASSISTANT POLICE	1.0000	1.0000	0.0000	1.0000	1.0000	1049	OFFASST	4111RPOA	619/01	25,970.10	12.49
1053104 POLICE SERVICE AIDE CAREE	1.0000	1.0000	0.0000	1.0000	1.0000	1053	PSACP	4111ADM	1/01	19,111.56	9.19
1054101 POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1054	PRECR	4111ADM	1/01	19,111.56	9.19
1054105 POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1054	PRECR	4111ADM	1/01	19,111.56	9.19
1054108 POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1054	PRECR	4111ADM	1/01	19,111.56	9.19
1054111 POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1054	PRECR	4111ADM	44/01	44,770.96	21.52
1054112 POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1054	PRECR	4111ADM	44/01	44,770.96	21.52
1054113 POLICE RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1054	PRECR	4111ADM	44/01	44,770.96	21.52
1055113 POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00
1055114 POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1055	POFFR1	4111RPOA	652/01	52,452.40	25.22
1055116 POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00
1055117 POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00
1055118 POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00
1055119 POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00
1055124 POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00
1055125 POLICE OFFICER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1055	POFFR1	4111RPOA	/00	0.00	0.00
1057101 POLICE OFFICER 3	1.0000	1.0000	0.0000	1.0000	1.0000	1057	POFFR3	4111RPOA	/00	0.00	0.00
1058114 POLICE SERGEANT	1.0000	1.0000	0.0000	1.0000	1.0000	1058	PSGT	4111RPOA	619/01	25,970.10	12.49
1059101 POLICE LIEUTENANT	1.0000	1.0000	0.0000	1.0000	1.0000	1059	PLT	4111ADM	/00	0.00	0.00
1065102 EVIDENCE PROPERTY CUSTODI	1.0000	1.0000	0.0000	1.0000	1.0000	1065	EVIDPROPCU	4111ADM	1/01	19,111.56	9.19
1070108 FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1070	FFRECR	4121ADM	37/01	38,963.34	18.73
1070114 FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1070	FFRECR	4121ADM	37/01	38,963.34	18.73
1070115 FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1070	FFRECR	4121ADM	37/01	38,963.34	18.73
1070116 FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1070	FFRECR	4121ADM	37/01	38,963.34	18.73
1070117 FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1070	FFRECR	4121ADM	37/01	38,963.34	18.73
1070118 FIREFIGHTER RECRUIT	1.0000	1.0000	0.0000	1.0000	1.0000	1070	FFRECR	4121ADM	37/01	38,963.34	18.73
1071108 FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1071109 FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1071110 FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1071111 FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1071112 FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1071117 FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1071118 FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1071119 FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1071121 FIREFIGHTER 1	1.0000	1.0000	0.0000	1.0000	1.0000	1071	FF1	4121IAFF	/00	0.00	0.00
1072102 FIREFIGHTER 2	1.0000	1.0000	0.0000	1.0000	1.0000	1072	FF2	4121IAFF	/00	0.00	0.00
1074101 FIRE APPARATUS OPERATOR 1	1.0000	1.0000	0.0000	1.0000	1.0000	1074	FAPPOPER1	4121IAFF	744/01	42,612.44	14.59
1074104 FIRE APPARATUS OPERATOR 1	1.0000	1.0000	0.0000	1.0000	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	1.0000	1074	FAPPOPER1	4121IAFF	/00	0.00	0.00
1074111 FIRE APPARATUS OPERATOR 1	1.0000	1.0000	0.0000	1.0000	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	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	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	1.0000	1074	FAPPOPER1	4121IAFF	/00	0.00	0.00
1075105 FIRE APPARATUS OPERATOR 2	1.0000	1.0000	0.0000	1.0000	1.0000	1075	FAPPOPER2	4121IAFF	752/01	49,941.58	17.10

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
1076101 FIRE APPARATUS OPERATOR 3	1.0000	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	1.0000	0.0000	1.0000	1077 FLT1	4121IAFF	/00	0.00	0.00	
1078109 FIRE LIEUTENANT 2	1.0000	1.0000	1.0000	0.0000	1.0000	1078 FLT2	4121IAFF	/00	0.00	0.00	
1079105 FIRE LIEUTENANT 3	1.0000	1.0000	1.0000	0.0000	1.0000	1079 FLT3	4121IAFF	/00	0.00	0.00	
1075111 FIRE APPARATUS OPERATOR 2	1.0000	1.0000	1.0000	0.0000	1.0000	1075 FAPPOPER2	4121IAFF	/00	0.00	0.00	
1078114 FIRE LIEUTENANT 2	1.0000	1.0000	1.0000	0.0000	1.0000	1078 FLT2	4121IAFF	/00	0.00	0.00	
1430101 FIRE PREVENTION ADMIN ASS	1.0000	1.0000	1.0000	0.0000	1.0000	1430 FPADMINAS	4121ADM	30/01	33,919.08	16.31	
1070119 FIREFIGHTER RECRUIT	1.0000	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	1.0000	0.0000	1.0000	1071 FFI	4121IAFF	/00	0.00	0.00	
1452101 FIRE APPARATUS OPERATOR L	0.0000	1.0000	1.0000	0.0000	1.0000	1452 FAPOPERLAT	4121IAFF	FA01/01	61,466.34	21.05	
1306101 ENGINEER SR	1.0000	1.0000	1.0000	0.0000	1.0000	1306 ENGRS	4135ADM	1/01	19,111.56	9.19	
1370101 ENGINEERING CONSTRUCTION	1.0000	1.0000	1.0000	0.0000	1.0000	1370 ENGCONSUP2	4135ADM	1/01	19,111.56	9.19	
1098103 KENNEL WORKER	1.0000	1.0000	1.0000	0.0000	1.0000	1098 KENWKR	4161ADM	278/01	32,448.00	15.60	
1105101 LIBRARY ASSISTANT-CIRCULA	1.0000	1.0000	1.0000	0.0000	1.0000	1105 LIBASST	4211ADM	/00	0.00	0.00	
1387106 LIBRARY PAGE SENIOR PT	1.0000	1.0000	1.0000	0.0000	1.0000	1387 LIBPGESRPT	4211ADM	1/01	19,111.56	9.19	
1117104 GUEST SERVICES ASSOCIATE	1.0000	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	1.0000	0.0000	1.0000	1117 GSTSRVASSC	4221AFLC	928/01	32,600.36	15.67	
1117106 GUEST SERVICES ASSOCIATE	1.0000	1.0000	1.0000	0.0000	1.0000	1117 GSTSRVASSC	4221AFLC	928/01	32,600.36	15.67	
1120101 PREPARATOR MUSEUM	1.0000	1.0000	1.0000	0.0000	1.0000	1120 MUSPREP	4221ADM	/00	0.00	0.00	
1127114 LABORER PARKS	1.0000	1.0000	1.0000	0.0000	1.0000	1127 LBR	4231AFLC	915/01	25,196.60	12.11	
1419104 PARKS LABORER TEMP	1.0000	1.0000	1.0000	0.0000	1.0000	1419 PRKTMP	4231ADM	278/01	32,448.00	15.60	
1128110 GROUNDS MAINT. WORKER PAR	1.0000	1.0000	1.0000	0.0000	1.0000	1128 GMRKR	4231AFLC	9278/01	32,448.00	15.60	
1468101 GROUNDS MAINTENANCE ZOO L	1.0000	1.0000	1.0000	0.0000	1.0000	1468 GRMTZOOLD	4232ADM	1/01	19,111.56	9.19	
1134103 ZOO KEEPER	1.0000	1.0000	1.0000	0.0000	1.0000	1134 ZOOKPR	4232AFLC	915/01	25,196.60	12.11	
1134104 ZOO KEEPER	1.0000	1.0000	1.0000	0.0000	1.0000	1134 ZOOKPR	4232AFLC	926/01	31,351.32	15.07	
1475101 GOLF LABORER TEMP	1.0000	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	1.0000	0.0000	1.0000	1475 GOLFTEMP	4233ADM	26/01	31,351.32	15.07	
1352101 OUTSIDE SERVICES ATTENDAN	1.0000	1.0000	1.0000	0.0000	1.0000	1352 GOLFSRVATT	4233ADM	278/01	32,448.00	15.60	
1139104 GROUNDS MAINT. WORKER GOL	1.0000	1.0000	1.0000	0.0000	1.0000	1139 GMRKR	4231AFLC	9278/01	32,448.00	15.60	
1380101 RECREATION AIDE II PT	1.0000	1.0000	1.0000	0.0000	1.0000	1380 RECAIDE2PT	4241ADM	1/01	19,111.56	9.19	
1444114 REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01	32,448.00	15.60	
1444115 REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01	32,448.00	15.60	
1444116 REC AIDE/LIFEGUARD TEMP	1.0000	1.0000	1.0000	0.0000	1.0000	1444 RA LG TEMP	4241ADM	278/01	32,448.00	15.60	
1438101 LIFEGUARD STUDENT PT	1.0000	1.0000	1.0000	0.0000	1.0000	1438 LIFEGRDSTN	4242ADM	278/01	32,448.00	15.60	
1383104 LIFE GUARD 1 PT	1.0000	1.0000	1.0000	0.0000	1.0000	1383 LIFEGRD1PT	4242ADM	1/01	19,111.56	9.19	
1383106 LIFE GUARD 1 PT	1.0000	1.0000	1.0000	0.0000	1.0000	1383 LIFEGRD1PT	4242ADM	1/01	19,111.56	9.19	
1383109 LIFE GUARD 1 PT	1.0000	1.0000	1.0000	0.0000	1.0000	1383 LIFEGRD1PT	4242ADM	1/01	19,111.56	9.19	
1383120 LIFE GUARD 1 PT	1.0000	1.0000	1.0000	0.0000	1.0000	1383 LIFEGRD1PT	4242ADM	1/01	19,111.56	9.19	
1167106 MAINTENANCE WORKER STREET	1.0000	1.0000	1.0000	0.0000	1.0000	1167 MAINTWRKR	4323AFLC	926/01	31,351.32	15.07	
1170103 MAINTENANCE WORKER STREET	1.0000	1.0000	1.0000	0.0000	1.0000	1170 EQUIPOP	4323AFLC	/00	0.00	0.00	
1165101 TRAFFIC SIGNAL TECHNICIAN	1.0000	1.0000	1.0000	0.0000	1.0000	1165 TRSIGTECH	4325AFLC	962/01	63,928.54	30.73	
1461101 TRAFFIC SIGNAL JOURNEYMAN	1.0000	1.0000	1.0000	0.0000	1.0000	1461 TRSIGJORNMM	4325ADM	1/01	19,111.56	9.19	
1180103 MAINTENANCE WORKER RIAC	2.0000	1.0000	1.0000	1.0000	1.0000	1180 MAINTWRKR	4332AFLC	9278/01	32,448.00	15.60	
1185107 AUTOMATED COLLECTION OPER	1.0000	1.0000	1.0000	0.0000	1.0000	1185 AUTOPER	4341AFLC	931C/01	38,937.60	18.72	
1185108 AUTOMATED COLLECTION OPER	1.0000	1.0000	1.0000	0.0000	1.0000	1185 AUTOPER	4341AFLC	915/01	25,196.60	12.11	
1185114 AUTOMATED COLLECTION OPER	1.0000	1.0000	1.0000	0.0000	1.0000	1185 AUTOPER	4341AFLC	931C/01	38,937.60	18.72	
1185115 AUTOMATED COLLECTION OPER	1.0000	1.0000	1.0000	0.0000	1.0000	1185 AUTOPER	4341AFLC	931C/01	38,937.60	18.72	
1189101 EQUIPMENT OPERATOR LANDFI	1.0000	1.0000	1.0000	0.0000	1.0000	1189 EQUIPOP	4342AFLC	/00	0.00	0.00	
1189102 EQUIPMENT OPERATOR SANITA	1.0000	1.0000	1.0000	0.0000	1.0000	1189 EQUIPOP	4342AFLC	/00	0.00	0.00	
1191103 SANITATION WORKER	1.0000	1.0000	1.0000	0.0000	1.0000	1191 SANWRKR	4342AFLC	915/01	25,196.60	12.11	
1193109 CUSTOMER SERVICE CLERK	1.0000	1.0000	1.0000	0.0000	1.0000	1193 CUSTSRVCLK	4352ADM	1/01	19,111.56	9.19	
1348102 METER READER	1.0000	1.0000	1.0000	0.0000	1.0000	1348 METERREAD	4352AFLC	915/01	25,196.60	12.11	
1193103 CUSTOMER SERVICE CLERK	2.0000	1.0000	1.0000	1.0000	1.0000	1193 CUSTSRVCLK	4352ADM	/00	0.00	0.00	
1195101 UTILITIES BILLING SUPERVI	1.0000	1.0000	1.0000	0.0000	1.0000	1195 UTBILSUPV	4352ADM	50/01	50,416.60	24.24	

POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	BGNU	GRAD/ST	ANNUAL SALARY	HOURLY SALARY
1199101 SUPERINTENDENT CENTRAL CO		1.0000	1.0000	0.0000	1.0000	1199 SUPT		4353ADM	/00	0.00	0.00
1204101 W & S MAINTENANCE WORKER		1.0000	1.0000	0.0000	1.0000	1204 MAINTWRKR2		4354AFLC	915/01	25,196.60	12.11
1204102 W & S MAINTENANCE WORKER		1.0000	1.0000	0.0000	1.0000	1204 MAINTWRKR2		4354AFLC	915/01	25,196.60	12.11
1205102 MAINTENANCE WORKER SR. WA		1.0000	1.0000	0.0000	1.0000	1205 MAINTWRKRS		4354AFLC	933/01	36,001.68	17.31
1206103 EQUIPMENT OPERATOR WATER		1.0000	1.0000	0.0000	1.0000	1206 EQUIPOPER		4354AFLC	/00	0.00	0.00
1206105 EQUIPMENT OPERATOR WATER		1.0000	1.0000	0.0000	1.0000	1206 EQUIPOPER		4354AFLC	931/01	34,613.28	16.64
1206109 EQUIPMENT OPERATOR WATER		1.0000	1.0000	0.0000	1.0000	1206 EQUIPOPER		4354AFLC	931/01	34,613.28	16.64
1286102 W & S MAINTENANCE WORKER 1		1.0000	1.0000	0.0000	1.0000	1286 MAINTWRKR1		4354AFLC	915/01	25,196.60	12.11
1311101 MAINTENANCE WORKER WWTP		1.0000	1.0000	0.0000	1.0000	1311 MAINTWRK		4355AFLC	915/01	25,196.60	12.11
1219103 EQUIPMENT OPERATOR WWTP		1.0000	1.0000	0.0000	1.0000	1219 EQUIPOPER		4356AFLC	/00	0.00	0.00
1224102 GROUNDS MAINT. WORKER CEM		1.0000	1.0000	0.0000	1.0000	1224 GMMKR		4411AFLC	915/01	25,196.60	12.11
1224104 GROUNDS MAINT. WORKER CEM		1.0000	1.0000	0.0000	1.0000	1224 GMMKR		4411AFLC	927B/01	32,448.00	15.60
1231110 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231 VEHOPE		4511AFLC	931/01	34,613.28	16.64
1231113 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231 VEHOPE		4511AFLC	931/01	34,613.28	16.64
1231114 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231 VEHOPE		4511AFLC	915/01	25,196.60	12.11
1231119 VEHICLE OPERATOR TRANSIT		1.0000	1.0000	0.0000	1.0000	1231 VEHOPE		4511AFLC	931C/01	38,937.60	18.72
1437101 EMERGENCY COMMUNICATIONS		1.0000	1.0000	0.0000	1.0000	1437 EMRADMASST		4656ADM	30/01	33,919.08	16.31
1236105 EMERGENCY COMM. DISPATCH		1.0000	1.0000	0.0000	1.0000	1236 EMDISP		4656ADM	37/01	38,963.34	18.73
1236108 EMERGENCY COMM. DISPATCH		1.0000	1.0000	0.0000	1.0000	1236 EMDISP		4656ADM	37/01	38,963.34	18.73
1236110 EMERGENCY COMM. DISPATCH		1.0000	1.0000	0.0000	1.0000	1236 EMDISP		4656ADM	37/01	38,963.34	18.73
1236111 EMERGENCY COMM. DISPATCH		1.0000	1.0000	0.0000	1.0000	1236 EMDISP		4656ADM	/00	0.00	0.00
1236112 EMERGENCY COMM. DISPATCH		1.0000	1.0000	0.0000	1.0000	1236 EMDISP		4656ADM	/00	0.00	0.00
1236114 EMERGENCY COMM. DISPATCH		1.0000	1.0000	0.0000	1.0000	1236 EMDISP		4656ADM	37/01	38,963.34	18.73
1263101 EMERGENCY COMMUNICATIONS		1.0000	1.0000	0.0000	1.0000	1263 EMCOQUASCO		4656ADM	54/01	54,565.26	26.23
TOTAL					2.0000	134.0000				3,248,403.70	1,499.17

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

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 4.

Legal Committee

Meeting Date: 07/24/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

Safety Department Report June 2025

Attachments

June 2025 Safety Tally Report

JUNE 2025 Safety Report

Safety

ACCIDENT / INCIDENT BY DEPARTMENTS YTD														
DEPARTMENT / MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	3rd Party
AIR CENTER	0	0	0	0	2	1	0	0	0	0	0	0	3	2
ANIMAL SERVICES	0	0	1	2	0	0	0	0	0	0	0	0	3	3
AQUATIC CENTER	0	0	0	1	0	0	0	0	0	0	0	0	1	1
CEMETERY	1	0	0	0	1	0	0	0	0	0	0	0	2	0
CENTRAL CONTROL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CITY CLERK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COMMUNITY DEVELOPMENT	1	1	0	0	1	0	0	0	0	0	0	0	3	2
CONVENTION CENTER	0	0	0	0	0	1	0	0	0	0	0	0	1	0
DISPATCH	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FACILITIES MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE DEPARTMENT	1	2	0	0	1	4	0	0	0	0	0	0	8	2
GOLF	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HR/SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IT	0	0	1	0	0	0	0	0	0	0	0	0	1	0
LEGAL	0	0	0	2	0	0	0	0	0	0	0	0	2	2
LIBRARY	0	1	0	0	0	0	0	0	0	0	0	0	1	1
MUSEUM	0	1	0	1	0	0	0	0	0	0	0	0	2	1
PARKS	3	0	0	0	4	3	0	0	0	0	0	0	10	0
POLICE DEPARTMENT	9	3	8	3	4	8	0	0	0	0	0	0	35	18
PUBLIC AFFAIRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REC CENTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPECIAL ELECTRONICS	0	0	1	0	0	0	0	0	0	0	0	0	1	1
SOLID WASTE	3	2	1	2	4	2	0	0	0	0	0	0	14	3
STREETS	3	1	1	3	1	2	0	0	0	0	0	0	11	6
TRANSIT/FLEET	1	0	0	1	1	0	0	0	0	0	0	0	3	2
WATER	1	0	4	2	2	2	0	0	0	0	0	0	11	5
WWTP	1	2	0	0	0	0	0	0	0	0	0	0	3	0
ZOO	0	0	0	1	0	0	0	0	0	0	0	0	1	1
TOTALS	24	13	17	18	21	23	0	0	0	0	0	0	116	50

JUNE 2025 Safety Report

Safety

ACCIDENT OR INCIDENT / 3RD PARTY			INCIDENT COMPARISONS			
DEPARTMENT	1-May	3rd PARTY	MONTH	2025	2024	2023
AIR CENTER	1	1	JANUARY	24	32	30
ANIMAL SERVICES	0	0	FEBRUARY	13	28	38
AQUATIC CENTER	0	0	MARCH	17	20	36
CEMETERY	0	0	APRIL	18	20	30
CENTRAL CONTROL	0	0	MAY	21	20	23
CITY CLERK	0	0	JUNE	23	22	21
COMMUNITY	0	0	JULY	0	15	27
CONVENTION CENTER	1	1	AUGUST	0	18	41
DISPATCH	0	0	SEPTEMBER	0	10	44
ENGINEERING	0	0	OCTOBER	0	17	31
FACILITIES	0	0	NOVEMBER	0	14	21
FIRE DEPARTMENT	4	3	DECEMBER	0	15	15
GOLF	0	0	TOTAL	116	231	357
HR/Safety	0	0				
IT	0	0	DEPARTMENT	PROPERTY	3rd PARTY	
LEGAL	0	0	Air Center	1	1	
LIBRARY	0	0	Convention Center	1	1	
MUSEUM	0	0	Fire Department	3	3	
PARKS	3	2	Parks	1	0	
POLICE DEPARTMENT	8	5	Solid Waste	1	1	
PUBLIC AFFAIRS	0	0	Streets	1	1	
REC CENTER	0	0	Water	1	1	
SPECIAL ELECTRONICS	0	0	TOTAL	9	8	
SOLID WASTE	2	1				
STREETS	2	1	DEPARTMENT	MVA	3rd PARTY	
TRANSIT/FLEET	0	0	Air Center	1	1	
WATER	2	1	Parks	2	1	
WWTP	0	0	Police	6	3	
ZOO	0	0	Water	1	0	
TOTAL	23	15	TOTAL	10	5	

JUNE 2025 Safety Report

Safety

DEPARTMENT	INJ./ILL	First Aid	OSHA Recordable
Fire	3	3	0
Parks	2	1	1
Police	2	1	1
TOTAL	7	5	2

INJURY/DAMAGE	DESCRIPTION	3RD PARTY
Head and Back	Struck By	Yes
R Arm & Shoulder	Struck By	Yes
FX Hand	Impact	Yes
Hand Injury	Impact	Yes
Medical	Toxin Exposure	Yes
Medical	Toxin Exposure	Yes
Medical	Toxin Exposure	Yes
Sprained Ankle	Fall	No

JANUARY 2025 - DECEMBER 2025			JANUARY 2025 - DECEMBER 2025	
MONTH/YEAR	Total Training HOURS	EMPLOYEE #S	MONTH/YEAR	TOTAL AMOUNT
JANUARY	907	268	Jan-2025	\$14,946.25
FEBRUARY	1482.5	378	Feb-2025	\$771,892.15
MARCH	1484	157	Mar-2025	\$1,485.54
APRIL	1160	165	Apr-2025	\$6,368.75
MAY	1485	280	May-2025	\$0.00
JUNE	872	64	Jun-2025	\$1,619.00
JULY	0	0	Jul-2025	\$0.00
AUGUST	0	0	Aug-2025	\$0.00
SEPTEMBER	0	0	Sep-2025	\$0.00
OCTOBER	0	0	Oct-2025	\$0.00
NOVEMBER	0	0	Nov-2025	\$0.00
DECEMBER	0	0	Dec-2025	\$0.00
YTD TOTALS	7,391	1,312	YTD TOTAL	\$796,311.69

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 5.

Legal Committee

Meeting Date: 07/24/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

DEPARTMENT NAME:

City Clerk Monthly Report- June 2025

Attachments

June Report

June 2025 Monthly Report – City Clerk’s Office

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

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

City Council: prepare, publish, and distribute meeting agendas, notices, workshops, and special sessions. Proofread and revise abstracts and attachments. Gather data from standing committees. Review and update PowerPoint presentations for the City Council meeting.

<u>Department</u> (June 19, 2025 – July 16, 2025)	<u>New</u>	<u>YTD</u>
City Clerk	29	263
Municipal Court	1	16
PVRCC (Chaves County Sheriff’s Office)	94	41
Roswell PD	142	1149

Legal Committee

Meeting Date: 07/24/2025

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 three (3) 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 the current resolution. Resolutions must be adopted by a majority vote of the entire City Council.

BOARD AND COMMITTEE ACTION:

This is to be reviewed by the Legal Committee at their meeting on July 24, 2025.

STAFF RECOMMENDATION:

Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of three (3) 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 14th day of August 2025.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

Location	Condition	Name
901 E DEMING ST BARNETTS Block 5 Lot ALL Legal Summary MBL HOME TITLE 65226MHB SERIAL CRHTX2194 YEAR 1995 MAKE CRESTRIDGE/280 SIZE 16 X 80	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	ALICE J BASINGER 714 GEORGIA RD ROSWELL, NM 88203
510 E ALBUQUERQUE ST SOUTH ROSWELL Block 32 Lot 9	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	JOSE L CASTILLO 1608 55TH ST NW ALBUQUERQUE, NM 87105
303 E ALBUQUERQUE ST SOUTH ROSWELL Block 19 Lot 6 AND Lot 8 DOC# 202500450 REC	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	LISET SOLIS CHAVEZ; GILBERTO CHAVEZ BARRERA 2544 DON GREGORIO RD SW ALBUQUERQUE, NM 87105

901 E DEMING ST



510 E ALBUQUERQUE ST



303 E ALBUQUERQUE ST



Legal Committee

Meeting Date: 07/24/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

ACTION REQUESTED:

Consider recommending approval of the Commercial Operation Application for use at the Roswell Air Center. (Bobbi Thompson)

BACKGROUND:

Initiated by: Bobbi Thompson

The Air Center currently has individuals/companies working on-site who do not have any contracts. This document provides legal and insurance protections from those individuals to the city.

FINANCIAL CONSIDERATION:

N/A

LEGAL REVIEW:

City Attorney has reviewed and approved this document.

BOARD AND COMMITTEE ACTION:

This will be the first consideration of this item.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

application



Name: _____

Business Name or DBA _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Information: Phone: _____

Fax: _____

Email: _____

Alternate Name: _____ Phone: _____

Emergency

Contacts: Name: _____ Phone: _____

TYPE OF COMMERCIAL ACTIVITY | *Select all that apply*

- ☐ **Fixed Base Operator (FBO)**
- ☐ **Limited Fixed Base Operator (LFBO)**
- ☐ **Specialized Aviation Service Operation(s) (SASO)**
 - ☐ Airframe and Power Plant Maintenance
 - ☐ Aircraft Rental
 - ☐ Avionics Sales/Maintenance
 - ☐ Aircraft Storage/Hangars
 - ☐ Aircraft Sales
 - ☐ Aircraft Restoration/Refurbishing
 - ☐ Charter, Taxi, Aircraft Management
 - ☐ Flight Training
 - ☐ Specialized Flying Services
 - ☐ Skydiving Services

THE FOLLOWING ITEMS NEED TO ACCOMPANY THIS APPLICATION:

New Mexico State Business Registration – New Mexico Secretary of State

Certificate of liability insurance in the amounts identified and naming the City of Roswell and Roswell Air Center as additionally insured

PLEASE PROVIDE A STATEMENT DESCRIBING HOW YOU WILL PROVIDE THE FOLLOWING SERVICES

Select Not Applicable for Services Not Provided

Fuel Storage:

Not Applicable

Fuel Truck Storage:

Not Applicable

Aircraft Line Services:

Not Applicable

Maintenance or MRO Services:

Not Applicable

Aircraft Storage & Hangars:

Not Applicable

Optional Services:

Not Applicable

Valid Land/Building Lease on the airport

Please list the Land leases and/or Building Leases, Subleases that meet the business' Minimum Standards

DRAFT

Provide a statement describing the structure and general operations of the business:

Please include a list of all business officers and titles in the outline and number of employees working for company at ROW.

A \$300.00 (\$100 renewal) administrative fee must accompany this application. Applicants may call the administration office with credit/debit card information or make a check payable to "Roswell Air Center". An application for an operator agreement does not guarantee a future operator agreement with the airport. The right to conduct commercial activities on the airport requires the issuance of a commercial operator certificate and requires annual renewal. Commercial operators must maintain compliance with minimum standards and other airport rules and regulations.

Applicant Signature

Date

Name

Title

Office Use Only:

Application Received: DATE: _____

INT: _____

Payment Received: DATE: _____

INT: _____

- ☐ **Approved**
- ☐ **Not Approved**
- ☐ **Approved with the following provisions**

Airport Director's Signature

Date

Legal Committee

Meeting Date: 07/24/2025

COMMITTEE: Legal

CONTACT: Mike Mathews

CHAIR: Ed Heldenbrand

ACTION REQUESTED:

Consider recommendation of approval for RFD to move forward on the implementation of the RFD ambulance service proposal. (Randy Bunch)

BACKGROUND:

Initiated by: Randy Bunch

The Roswell Fire Department (RFD) is proposing to establish a fully operational ambulance transport service under the authority of the department. This move is intended to enhance emergency medical services within the city by improving response times, expanding service capabilities, and ensuring greater continuity of care from incident to hospital. To begin this process, RFD is requesting permission to move forward with the necessary steps to implement the service, including the authority to research, select, and purchase ambulances, medical equipment, and supplies required to operate the transport service at a foundational level. This initiative is part of RFD's long-term strategic plan to meet the evolving needs of the community and to ensure that the highest level of care is available to Roswell residents and visitors. City staff recommends approval to allow the Roswell Fire Department to begin the implementation phase of the ambulance transport service, including the authority to initiate necessary purchases and planning actions. This step is essential to improve the city's emergency medical response capabilities and align with modern public safety standards.

FINANCIAL CONSIDERATION:

Funding source from 55004125-817505

BOARD AND COMMITTEE ACTION:

Public Safety referred to Legal Committee at their meeting on July 15, 2025. Voice vote 3-0.

STAFF RECOMMENDATION:

Consider recommendation of approval for RFD to move forward on the implementation of the RFD ambulance service proposal.

Attachments

Ambulance Proposal

Roswell Fire Department EMS Operations Transition Plan



Roswell Fire Department EMS Transition Plan

	2024	2025	2026	2027	2028
Costs					
Employees					
EMS Educator (exempt)	1	1	1	1	1
Pay Grade	-	-	-	-	-
Salary	\$ 86,500.00	\$ 88,230.00	\$ 89,994.60	\$ 91,794.49	\$ 93,630.38
Benefits	\$ 14,705.00	\$ 23,822.10	\$ 24,298.54	\$ 24,784.51	\$ 25,280.20
Healthcare A	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44
Healthcare B	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68
Guaranteed OT	\$ 2,751.03	\$ 2,850.06	\$ 2,952.66	\$ 3,058.96	\$ 3,169.08
Cost/ employee (A)	\$ 120,547.47	\$ 131,493.60	\$ 133,837.25	\$ 136,229.41	\$ 138,671.11
Cost/ employee (B)	\$ 109,579.71	\$ 120,525.84	\$ 122,869.49	\$ 125,261.65	\$ 127,703.35
Sub Total (A only)	\$ 120,547.47	\$ 131,493.60	\$ 133,837.25	\$ 136,229.41	\$ 138,671.11
EMS Lieutenant (exempt)	3	3	3	3	3
Pay Grade	762	762	762	762	762
Salary	\$ 82,564.93	\$ 84,216.23	\$ 85,900.55	\$ 87,618.56	\$ 89,370.94
Benefits	\$ 14,036.04	\$ 22,738.38	\$ 23,193.15	\$ 23,657.01	\$ 24,130.15
Healthcare A	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44
Healthcare B	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68
Guaranteed OT	\$ 2,751.03	\$ 2,850.06	\$ 2,952.66	\$ 3,058.96	\$ 3,169.08
Cost/ employee (A)	\$ 115,943.43	\$ 126,396.11	\$ 128,637.81	\$ 130,925.98	\$ 133,261.61
Cost/ employee (B)	\$ 104,975.67	\$ 115,428.35	\$ 117,670.05	\$ 119,958.22	\$ 122,293.85
Sub Total (A only)	\$ 347,830.30	\$ 379,188.34	\$ 385,913.42	\$ 392,777.93	\$ 399,784.83
Paramedics (non-exempt)	12	12	12	12	12
Pay Grade	748	746	746	746	746
Salary	\$ 75,000.00	\$ 76,500.00	\$ 78,030.00	\$ 79,590.60	\$ 81,182.41
Benefits	\$ 12,750.00	\$ 13,005.00	\$ 13,265.10	\$ 13,530.40	\$ 13,801.01
Healthcare A	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44
Healthcare B	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68
Guaranteed OT	\$ 2,085.64	\$ 2,160.72	\$ 2,238.51	\$ 2,319.09	\$ 2,402.58
Cost/ employee (A)	\$ 106,427.08	\$ 108,257.16	\$ 110,125.05	\$ 112,031.54	\$ 113,977.44
Cost/ employee (B)	\$ 95,459.32	\$ 97,289.40	\$ 99,157.29	\$ 101,063.78	\$ 103,009.68
Sub Total	\$ 1,255,189.44	\$ 1,277,150.43	\$ 1,299,565.06	\$ 1,322,442.92	\$ 1,345,793.81
AEMTs	10	10	10	10	10
Pay Grade	746	746	746	746	746
Salary	\$ 56,500.00	\$ 57,630.00	\$ 58,782.60	\$ 59,958.25	\$ 61,157.42
Benefits	\$ 9,605.00	\$ 9,797.10	\$ 9,993.04	\$ 10,192.90	\$ 10,396.76
Healthcare A	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44
Healthcare B	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68
Guaranteed OT	\$ 2,004.57	\$ 2,076.73	\$ 2,151.49	\$ 2,228.95	\$ 2,309.19
Cost/ employee (A)	\$ 84,701.01	\$ 86,095.27	\$ 87,518.57	\$ 88,971.54	\$ 90,454.81
Cost/ employee (B)	\$ 73,733.25	\$ 75,127.51	\$ 76,550.81	\$ 78,003.78	\$ 79,487.05
Sub Total	\$ 803,139.01	\$ 817,081.66	\$ 831,314.70	\$ 845,844.36	\$ 860,677.01
EMTs	5	5	5	5	5
Pay Grade	744	744	744	744	744
Salary	\$ 50,000.00	\$ 51,000.00	\$ 52,020.00	\$ 53,060.40	\$ 54,121.61
Benefits	\$ 8,500.00	\$ 8,670.00	\$ 8,843.40	\$ 9,020.27	\$ 9,200.67
Healthcare A	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44	\$ 16,591.44
Healthcare B	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68	\$ 5,623.68
Guaranteed OT	\$ 1,926.28	\$ 1,995.62	\$ 2,067.46	\$ 2,141.89	\$ 2,219.00
Cost/ employee (A)	\$ 77,017.72	\$ 78,257.06	\$ 79,522.30	\$ 80,814.00	\$ 82,132.72
Cost/ employee (B)	\$ 66,049.96	\$ 67,289.30	\$ 68,554.54	\$ 69,846.24	\$ 71,164.96
Sub Total	\$ 385,088.58	\$ 391,285.31	\$ 397,611.52	\$ 404,070.01	\$ 410,663.61
Overtime	\$500,000.00	\$515,000.00	\$530,450.00	\$546,363.50	\$562,754.41
OT from LDTs	\$675,754.51	\$696,027.14	\$716,907.96	\$738,415.20	\$760,567.65
OT Total	\$1,175,754.51	\$1,211,027.14	\$1,247,357.96	\$1,284,778.70	\$1,323,322.06
Other Costs					
Health Physicals DOT)	\$0.00	\$15,000.00	\$15,300.00	\$15,606.00	\$15,918.12
Uniforms	\$9,858.00	\$10,055.16	\$10,256.26	\$10,461.39	\$10,670.62
Salaries total	\$ 2,911,794.79	\$ 2,864,705.73	\$ 2,914,404.70	\$ 2,965,135.22	\$ 3,016,919.27
Total Staff Cost	\$ 4,097,407.30	\$ 4,232,281.64	\$ 4,321,156.17	\$ 4,412,210.71	\$ 4,505,501.17
Operations					
Radios	\$ 55,362.18	\$ 14,255.76	\$ -	\$ -	\$ -
misc. equipment	\$ 150,000.00	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00
monitors/cots	\$ 661,163.65	\$ 94,451.95	\$ -	\$ -	\$ -
Maint./ fuel	\$ 137,000.00	\$ 142,800.00	\$ 145,656.00	\$ 148,569.12	\$ 151,540.50
Insurance	\$ 18,400.00	\$ 18,768.00	\$ 19,143.36	\$ 19,526.23	\$ 19,916.75
Medical Direction fees	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Billing	\$ 288,070.66	\$ 296,712.78	\$ 305,614.16	\$ 314,782.59	\$ 324,226.07
Total Operation Cost	\$ 1,329,996.49	\$ 726,988.49	\$ 630,413.52	\$ 642,877.93	\$ 655,683.32
Contingency	\$ 250,000.00	\$ 200,000.00	\$ 150,000.00	\$ 100,000.00	\$ 50,000.00
Capital Outlay					
Apparatus					
New type I & III	\$ 1,900,000.00	\$ -	\$ 600,000.00	\$ 0	\$ 0
New Type II	\$ 224,000.00	\$ 120,000.00	\$ -	\$ -	\$ 157,571.23
Total Apparatus Cost	\$ 2,124,000.00	\$ 120,000.00	\$ 600,000.00	\$ -	\$ 793,571.23
Total Costs	\$ 7,801,403.79	\$ 5,279,270.13	\$ 5,701,569.69	\$ 5,155,088.65	\$ 6,004,755.72

INITIAL DATA:		CY2024		GROUND AMBULANCE		Tariffs (Gross Charge)						Medicaid Allowable - NM	
		CHARGES	TRIPS	CONTRACTUAL	PROJECTED	HSI Historical Adj	CPT Codes	Description	Base Rate	Mileage Rate	CPT Codes	Base Rate	Mileage Rate
McCare		\$3,546,633	3,185	WRITE-OFF	\$1,516,423	96%	A0426	ALS Non-Emerg	\$752.40	\$12.75	A0426	\$322.61	\$9.24
McAid		\$3,369,552	3,026		\$1,675,703	99%	A0427	ALS Emerg	\$1,191.47	\$12.75	A0427	\$510.80	\$9.24
Insurance		\$1,064,157	956	\$0	\$723,627	68%	A0428	BLS Non-Emerg	\$627.00	\$12.75	A0428	\$268.84	\$9.24
Other Gov		\$473,330	425	\$0	\$783,998	60%	A0429	BLS Emerg	\$934.56	\$12.75	A0429	\$430.15	\$9.24
Self Pay		\$708,324	636	\$0	\$28,333	4%	A0433	ALS II	\$1,506.45	\$12.75	A0433	\$739.32	\$9.24
Total		\$9,161,995	10,615		\$4,228,083		A0434	CCT/SCT	\$1,768.80	\$12.75	A0434	\$873.74	\$9.24

LDT					\$4,058,959.76
McCare	438				
McAid	416				
Insurance	131				
Other Gov	44				
Self Pay	66				
	1095				

Payor Mix (from AMR)	
Medicare	40%
Medicaid	38%
Commercial	12%
Gov. Other	4%
Self	6%

Totals
\$4,440,007.23

*Adjusted Collection Rates = Projected Payments / (Charges minus Contractual Writeoffs)

Level of Care Mix (from HSI comparable Client)

A0426	A0427	A0428	A0429	A0433	A0434
ALS1 - NE	ALS 1 - E	BLS - NE	BLS - E	ALS2	SCT
7.8%	64.8%	8.8%	15.9%	2.6%	0.1%

Average Miles/Trip
3

Avg LDT

188

County Subsidy percentage cost/ call total calls 850 \$ 382,500.00 8.01% \$ 450.00

	Summary				
	2026	2027	2028	2029	2030
Costs					
Employee	\$ (4,097,407)	\$ (4,232,282)	\$ (4,321,156)	\$ (4,412,211)	\$ (4,505,501)
Operations	\$ (1,329,996)	\$ (726,988)	\$ (630,414)	\$ (642,878)	\$ (655,683)
Contingency	\$ (250,000)	\$ (200,000)	\$ (150,000)	\$ (100,000)	\$ (50,000)
Total Operation Cost	\$ (5,677,404)	\$ (5,159,270)	\$ (5,101,570)	\$ (5,155,089)	\$ (5,211,184)
Net Revenue					
911/Local	\$ 4,228,083	\$ 4,354,925	\$ 4,485,573	\$ 4,620,140	\$ 4,758,745
LDT	\$ 381,047	\$ 392,479	\$ 404,253	\$ 416,381	\$ 428,872
County Subsidy	\$ 382,500	\$ 393,975	\$ 405,794	\$ 417,968	\$ 430,507
Total Net Revenue	\$ 4,991,630	\$ 5,141,379	\$ 5,295,621	\$ 5,454,489	\$ 5,618,124
Operational Gain/Loss	\$ (685,773)	\$ (17,891)	\$ 194,051	\$ 299,401	\$ 406,940
Capital Outlay	\$ (2,124,000)	\$ (120,000)	\$ (600,000)	\$ -	\$ (793,571)
Net Deficit	\$ (2,809,773)	\$ (137,891)	\$ (405,949)	\$ 299,401	\$ (386,632)
					\$ -

	July	Aug	Sept	Oct	Nov	Dec	Jan. 27	Feb. 27	Mar. 27	Apr. 27	May. 27	June. 27
Costs												
Employee	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)	\$ (341,450.61)
Operations	\$ (778,842.50)	\$ (23,916.67)	\$ (23,916.67)	\$ (23,916.67)	\$ (23,916.67)	\$ (23,916.67)	\$ (23,916.67)	\$ (23,916.67)	\$ (23,916.67)	\$ (23,916.67)	\$ (23,916.67)	\$ (23,916.67)
Contingency	\$ (250,000.00)											
Capital Outlay	\$ (2,124,000.00)											
Total Costs	\$ (3,494,293.11)	\$ (365,367.28)	\$ (365,367.28)	\$ (365,367.28)	\$ (365,367.28)	\$ (365,367.28)	\$ (365,367.28)	\$ (365,367.28)	\$ (365,367.28)	\$ (365,367.28)	\$ (365,367.28)	\$ (365,367.28)
Net Revenue												
911/Local	\$ -	\$ 116,272.28	\$ 232,544.57	\$ 352,340.26	\$ 352,340.26	\$ 352,340.26	\$ 352,340.26	\$ 352,340.26	\$ 352,340.26	\$ 352,340.26	\$ 352,340.26	\$ 352,340.26
LDT	\$ -	\$ 10,478.81	\$ 20,957.61	\$ 31,753.96	\$ 38,606.72	\$ 38,606.72	\$ 38,606.72	\$ 38,606.72	\$ 38,606.72	\$ 38,606.72	\$ 38,606.72	\$ 38,606.72
County Stipend	\$ -	\$ 126,751.09	\$ 253,502.18	\$ 415,969.21	\$ 422,821.98	\$ 422,821.98	\$ 422,821.98	\$ 422,821.98	\$ 422,821.98	\$ 422,821.98	\$ 422,821.98	\$ 422,821.98
Total Net Revenue	\$ (3,494,293.11)	\$ (238,616.19)	\$ (111,865.10)	\$ 50,601.93	\$ 72,069.39	\$ 57,454.70	\$ 57,454.70	\$ 57,454.70	\$ 57,454.70	\$ 57,454.70	\$ 57,454.70	\$ 57,454.70
Net Deficit	\$ (3,494,293.11)	\$ (3,732,909.30)	\$ (3,844,774.39)	\$ (3,794,172.46)	\$ (3,722,103.07)	\$ (3,664,648.37)	\$ (3,607,193.67)	\$ (3,549,738.97)	\$ (3,492,284.27)	\$ (3,434,829.58)	\$ (3,377,374.88)	\$ (3,319,920.18)
Cumulative Deficit	\$ (3,494,293.11)	\$ (3,732,909.30)	\$ (3,844,774.39)	\$ (3,794,172.46)	\$ (3,722,103.07)	\$ (3,664,648.37)	\$ (3,607,193.67)	\$ (3,549,738.97)	\$ (3,492,284.27)	\$ (3,434,829.58)	\$ (3,377,374.88)	\$ (3,319,920.18)

Staffing Structure:

- **Ambulance Staffing:**
 - 3 ambulances staffed with 1 Paramedic and 1 EMT.
 - Station 1, 3, 5
 - 2 ambulances staffed with 1 Advanced EMT and 1 EMT.
 - Station 3, 5
- **Supervisory Roles:**
 - Each of the 3 shifts has a Paramedic Lieutenant Supervisor.
 - Station 1
 - 1 EMS Captain who also serves as an Educator (40-hour workweek).

CITY OF ROSWELL FIRE DEPARTMENT EMERGENCY MEDICAL TECHNICIAN

GENERAL DESCRIPTION

Protects life and property by performing emergency medical care, public education, and related duties. Maintains EMS equipment, apparatus, and facilities. Performs according to the New Mexico State Scope of Practice for the employee's current licensure level.

ESSENTIAL DUTIES

- Performs emergency medical services in accordance with the standards and expectations of the City of Roswell Fire Department.
 - Carries out basic and advanced medical rescue procedures to access, stabilize, and transport patients to appropriate medical facilities.
 - Provides pre-hospital emergency medical care safely and effectively in all types of emergent conditions.
 - Provides both emergent and non-emergent treatment and transport of patients as assigned by a supervisor.
 - Completes all required patient treatment documentation and other reports as required by department policy.
 - Maintains and prepares vehicles and medical equipment to ensure readiness for emergency and non-emergency responses.
 - Acts as a patient advocate while maintaining interagency teamwork and effective verbal/written communication with other medical personnel.
 - Performs all duties with maturity, professionalism, and in accordance with department policies.
 - Attends meetings, seminars, and training sessions to maintain current licensure, certifications, and required skill competencies.
-

NON-ESSENTIAL DUTIES

- May serve on various employee committees, as assigned.
-

MINIMUM QUALIFICATIONS

This position is subject to the City of Roswell's Drug and Alcohol Testing Policy, which includes one or more of the following: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Education and Experience:

- Must possess a high school diploma or GED at the time of hire.
 - Must possess a State of New Mexico EMT certification or NREMT certification, with the ability to obtain a New Mexico EMT license within six months of hire.
 - One (1) year of experience providing emergency medical care in a pre-hospital setting preferred.
 - New hires with an EMT-B license must adhere to Roswell Fire Department's Certification and Licensure Policy by obtaining their New Mexico EMT-Intermediate license or higher.
-

COMPENSATION

- **EMT Specialist Basic:** \$19.10 per hour
 - **EMT Specialist Intermediate:** \$21.35 – \$28.83 per hour
 - **EMT Specialist Paramedic:** \$24.95 – \$33.68 per hour
-

SKILLS, KNOWLEDGE, AND ABILITIES

- Skilled in all aspects of emergency vehicle operation, medical rescue, and related medical specialties, including knowledge of incident management systems and unified command principles.
- Knowledge of human anatomy and physiology, disease processes, and treatment for medical and trauma patients.
- Ability to gain knowledge of Roswell Fire Department EMS protocols, departmental rules and regulations, and all applicable laws and ordinances.
- Ability to gather and compile information, follow oral and written instructions, and prepare reports and documentation accurately.
- Ability to prioritize workloads effectively based on factors such as immediate need and future objectives.
- Ability to produce clear, legible written documents using proper spelling, punctuation, and grammar.
- Ability to communicate effectively, both orally and in writing.

- Ability to establish and maintain effective working relationships with fire department personnel, other city departments, health care facilities, outside agencies, and the public.
-

SPECIAL REQUIREMENTS

- Prefer applicants 21 years or older at the time of employment.
 - Must possess or obtain a valid driver's license by time of hire, with no record of suspension or revocation in any state for the past three (3) years.
 - Must obtain and maintain a valid State of New Mexico Class E (or equivalent) driver's license upon hire.
 - No felony convictions or disqualifying criminal histories within the past seven (7) years.
 - Must be able to read and write the English language.
 - Must maintain insurability and operate City vehicles in accordance with City insurance policies.
 - Residency requirement: Must reside in a primary residence within 150 miles of the Roswell city limits, as specified by the department's residency policy.
-

PHYSICAL DEMANDS

The physical demands described here represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Must be able to respond rapidly to ambulance calls and access patients in difficult terrain, adverse weather, or confined spaces such as vehicle accidents or machinery entrapments.
 - Must be able to carry patients and equipment over rough terrain and confined spaces.
 - Must be capable of performing CPR for extended periods and possess fine motor skills to read medication labels in stressful environments.
 - Frequently required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and to reach with hands and arms.
 - Frequently required to sit, bend, stoop, talk, and hear.
 - Must occasionally lift and/or move up to 100 pounds.
 - Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
-

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- The noise level in the work environment is usually moderate, but may become loud during certain EMS operations.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the City of Roswell as the needs of the City and requirements of the job change.

Here's a structured **14-Month Implementation Plan** for the **Fire Department to Take Over EMS Operations** In a city that has historically used private EMS services.

Fire Department EMS Integration Implementation Plan (14 Months)

Objective: Transition EMS services from a private provider to the Fire Department while ensuring continuity of care, operational readiness, and regulatory compliance.

Phase 1: Planning & Assessment (Months 1-3)

1.1 Stakeholder Engagement & Approval

- Meet with city officials, fire department leadership, and regulatory agencies to outline the transition plan.
- Obtain necessary approvals from governing bodies (City Council, EMS regulatory agencies, etc.).
- Engage community leaders to inform and gather support for the transition.

1.2 Legal & Regulatory Compliance

- Review local, state, and federal EMS regulations for compliance.
- Apply for required EMS licenses, permits, and certifications.
- Draft necessary ordinances or agreements to transfer EMS responsibilities to the Fire Department.

1.3 Budget & Funding Allocation

- Continue Development and finalize a financial plan covering personnel, equipment, vehicles, training, and operational costs.
 - Review funding sources, including grants, municipal budgets, and potential subsidies.
 - Secure budget approval from city leadership.
-

Phase 2: Infrastructure & Resource Acquisition (Months 4-7)

2.1 Fleet & Equipment Procurement

- Start Purchase process of ambulances and EMS response vehicles.
- Acquire medical equipment, supplies, and technology (monitors, stretchers, defibrillators, etc.).
- Establish maintenance protocols for EMS vehicles and equipment.
- Establish central supply and disbursement program

2.1 Support Staff acquisition

Hire for EMS Captain/Educator position

Phase 3: System Development & Implementation (Months 8-11)

3.1 Operational Policies & Protocols

- Develop EMS standard operating procedures (SOPs) in alignment with medical protocols.
- Establish response time goals and deployment strategies.
- Implement quality assurance (QA) and quality improvement (QI) processes.

3.2 Medical Direction & Oversight

- Work with the Medical Director to oversee EMS operations.
- Implement standing orders, protocols, and training programs under medical direction.
- Develop a Continuous Quality Improvement (CQI) program for ongoing evaluation.

3.3 Logistics & Supply Chain Management

- Establish inventory control procedures for medical supplies.
- Set up contracts with medical supply vendors.
- Implement a restocking and supply management system.

Phase 4: Testing, Evaluation & Final Preparations (Months 12-13)

4.1 Personnel Hiring & Training

- Implement staffing models based on projected call volume and service needs.
- Recruit and hire paramedics, EMTs, and additional fire-medics if required.
- Conduct a training program for firefighters who will provide EMS services.

4.2 Communications & Dispatch Integration

- Coordinate with the 911 dispatch center for EMS call handling.
- Implement CAD (Computer-Aided Dispatch) systems that integrate fire and EMS.
- Train dispatchers on new EMS protocols.

4.3 Community Outreach & Public Education

- Inform residents of the transition and expected service improvements.
- Launch a public awareness campaign to explain 911 response changes.
- Host community engagement events and Q&A sessions.

4.4 Final Readiness Check

- Conduct full-scale drills and scenario-based training.
- Finalize fleet, equipment, and personnel assignments.
- Ensure all permits, licenses, and regulatory requirements are fully met.

Phase 5: Full EMS Transition & Post-Implementation (Month 14 & beyond)

5.1 Full-Service Launch

- Officially transition EMS operations from the private provider to the Fire Department.
- Monitor real-time system performance and make adjustments as needed.

5.2 Post-Implementation Review & Evaluation

- Assess operational efficiency, response times, and service quality.
- Gather feedback from EMS crews, fire personnel, and response partners.
- Implement further improvements based on post-transition analysis.

Ongoing Considerations

- **Continuous Training & Education** – Ongoing professional development for EMS personnel.
- **Performance Metrics & Reporting** – Regular audits of EMS performance and response times.
- **Financial Oversight** – Continuous evaluation of budget expenditures and cost efficiency.
- **Interagency Collaboration** – Strengthen partnerships with hospitals, law enforcement, and emergency management agencies.

Conclusion:

This **14-month plan** ensures a **smooth and efficient transition** from private EMS to **fire-based EMS operations**, maintaining high-quality emergency medical services while optimizing city resources.

Would you like to adjust any timelines or add additional focus areas?

Emergency EMS Service Transition Proposal (60–90 Day Implementation) ALL DEPENDENT ON AMBULANCES

Overview:

In the event of a short-notice transition of 911 EMS services (within a 60–90 day timeframe), our organization is prepared to rapidly mobilize the resources, personnel, and infrastructure necessary to ensure continued emergency medical coverage. While not ideal, this expedited deployment is feasible through coordinated action and strategic partnerships.

1. Ambulance Procurement & Fleet Readiness

- While vehicle type and configuration may be subject to availability, the vendor has committed to delivering compliant units capable of meeting state and federal standards for emergency response.
 - Initial deployment may require operating with a mixed fleet (new and refurbished units), with plans for standardization as availability improves.
-

2. Billing & Revenue Cycle Management

- Our billing partner, HSI, has confirmed a 60–90 day implementation period to establish full EMS billing operations.
 - This includes system integration, payer credentialing, electronic claims setup, staff training, and compliance with HIPAA and state regulations as well as all CMS inspections.
 - Temporary billing procedures can be implemented during the setup period to ensure continuity of financial operations and revenue capture.
-

3. Medical Equipment & Supply Chain

- We have a pre-established relationship with a national medical supply distributor capable of supporting initial and ongoing inventory needs.
 - Start-up supply kits for each ambulance unit, station stock, and PPE reserves will be prioritized and can be delivered within the first 30–45 days.
 - Ongoing procurement will be managed through automated resupply programs and just-in-time logistics to avoid shortages.
-

4. Staffing & Workforce Deployment

- A targeted EMS recruitment campaign will be launched immediately, leveraging existing databases, regional partners, and online platforms to attract certified EMTs and paramedics.
 - Based on current market analysis, we are confident in our ability to onboard a sufficient number of EMS professionals within 60 days.
 - In the event of temporary staffing gaps, cross-coverage will be provided by fire department personnel, with contingency planning for overtime and operational surges.
-

5. Licensing, Compliance, & Operational Authorization

- All required licensing through the State Department of Transportation and EMS regulatory bodies will be prioritized and can be completed within the 60–90 day window.
 - This includes vehicle licensure, organizational permits, and operational zone authorizations.
 - Our compliance team will ensure adherence to all state and federal EMS regulations, including controlled substance licensing, clinical protocols, and quality assurance mechanisms.
-

Conclusion

This expedited implementation plan requires a coordinated, “all-hands-on-deck” approach involving administration, operations, logistics, and public safety personnel. While this transition timeline is aggressive, our organization has the experience, infrastructure, and vendor support to make it achievable.

We are prepared to assume 911 EMS service delivery on short notice—while maintaining a high standard of care, regulatory compliance, and operational continuity.

Legal Committee**Meeting Date:** 07/24/2025**COMMITTEE:** Legal**CONTACT:** Mike Mathews**CHAIR:** Ed Heldenbrand**ACTION REQUESTED:**

Consider recommending approval to issue a purchase order to Southwest Ambulance Sales for a total of eight (8) new ambulances to support the implementation of ambulance transport services. This purchase includes five (5) Type I ambulances and three (3) Type III ambulances. Total purchase price is \$1,778,782.49. (Randy Bunch)

BACKGROUND:

Initiated by: Randy Bunch

The acquisition of reliable and mission-ready ambulances is critical. Based on operational needs and deployment models, the department is proposing the purchase of:

Five (5) Type I Ambulances at \$235,984.00 each

Three (3) Type III Ambulances at \$199,620.83 each

Total: \$1,778,782.49

These units are new builds with full warranty and delivery timelines guaranteed prior to May 2026. The Type I ambulances are best suited for high-volume response and inter-facility transport, while the Type III units will support backup and station-specific response needs. Quotes from vendors are attached to this proposal, reflecting the per-unit cost for each type. The combination of Type I and Type III units will allow the department to meet both frontline and support demands as we transition to a transporting EMS model. The selected vendor can meet our delivery timeline.

FINANCIAL CONSIDERATION:

Total purchase cost is as follows:

5 × Type I @ \$235,984.00 = \$1,179,920.00

3 × Type III @ \$199,620.83 = \$598,862.49

Total Cost = \$1,778,782.49

Funding Source: 55004125-817505

HGAC Contract: AM10-23

LEGAL REVIEW:

Not at this time.

BOARD AND COMMITTEE ACTION:

Legal Committee will be the first to consider this item.

STAFF RECOMMENDATION:

Consider recommending approval to issue a purchase order to Southwest Ambulance Sales for a total of eight (8) new ambulances to support the implementation of ambulance transport services. This purchase includes five (5) Type I ambulances and three (3) Type III ambulances. Total purchase price is \$1,778,782.49.

Attachments

Ambulance Type 1

Ambulance Type 3



Unit #:
XX-XXXXXX

DEALER: SWAS
CUSTOMER: City of Roswell
 Street or P.O. Box: 425 N Richardson
 City, State, Zip: Roswell NM 88201
 Customer Contact: Randy Bunch
 Customer Email: r.bunch@roswellnm.gov
 Customer Phone #:
 Sales Associate: Bobby Davis
 Sales Engineer:

VIN#:

Chassis Model Yr		2025
MEDIX Model		Metro Express 153 Type I
CHASSIS		Chevy K-3500, 6.0L Vortec Gas, 171" WB, 14,000 GVWR 84.5 CA, 4x4
BODY		153"L x 94" W x 72" Interior Headroom
QTY	STD/OPT	Description
1	15-1000-CD	Chassis & Conversion
		Model Year Adjustment
	-	2025 New Sales Model w/Drop Skirt Curbside & Wider Compartment #1
		-
	01-	Flooring & Interior Colors
1	STD	Cabinets: Laminated Wood Laminate Color: GREY
1	STD	Upholstery: (Specify Color)
1	STD	Color: Gunmetal Brand: EVS
1	STD	Flooring: Lonseal - Lonspeck Topseal Twilight Zone SX111
		-
	02-	Body & Chassis
1	STD	This chassis is equipped with a Gasoline Exhaust System to meet the EPA standards for Gasoline exhaust emissions
	Note Weld Shop	See special front wall print for front wall condenser location
	NOTE Weld Shop	Delete standard static vent over curbside entry door due to interior glove boxes - do not cut hole.
1	STD	Anti-Theft Device: IdleLock Ignition Security System, for C/K 3500 Series Chassis Only. Locate activation button to the right side of the steering wheel.
1	STD	Camera System: RVS Systems RVS-MV3619N-NM-02- Includes (1) 7" rear view mirror monitor, Surface Mount back-up camera and (1) 33' camera cable. Locate: (1) Camera mounted off lower RH corner of center rear Amber light, Monitor mounted on cab windshield rear view mirror.
1	STD	All Exterior compartments coated with light gray colored rubberized polyurethane material.

1	STD	Pass-Thru: With accordion boot. Sliding, latching polycarbonate window.
1	99-2289	Chassis: Air Horns, Buell dual horns, (1) 10" and (1) 12" to be mounted through the front bumper. There will be a momentary switch on the front console. A Buell "Fast Recovery System" air compressor to be mounted in compartment #2 with the tank mounted under the body. NOTE: Type III Chevy G-Series only
1	STD	Compartment Lights: Optronics ILL36CB LED Compartment lights- ALL Models Locate: (1) Ceiling of Compt #1; (2) in Compt #2- (1) URH, (1) LLH; (1) in ceiling of Compartment #3; (2) in Compt #4/5; (1) in Compt #6 (if applicable).
1	MODIFIED	Compartment #1 SS Forward: Smooth Aluminum body, ADP interior door panel, O2 Universal Lift for STEEL tank, Door w/gas-strut hold-open. NOTE: See option in oxygen section for O2 lift.
1	99-0334-C1	Compartment #2: SS center, Drop Floor, 5" for Stair Chair storage PN: 33-10-4865 NOTE: ME-153 Type I Chevy Models Only. *not for use on the 2024 models with wider #1
1	99-3344	Compartment #3: SS Rear, 3/4 Height, Smooth Aluminum body to have an offset in upper, inboard portion of the compartment tub for interior cabinetry with backer plate from right below the offset on down. Compartment will have (1) adjustable aluminum shelf in lower section. Door w/gas strut hold-open. Sealed access to paddle handles in door panel. See special tub print: 41-117997, ILOS mid height compartment.- (must select an interior cabinet option from the cabinet section) NOTE: ME153 TYPE I Models Only.
2	STD	Rear Entry Doors: Single piece laminated smooth aluminum door liner w/stainless steel center panel for black paddle handles; ADP kick panels.
1	STD	Compartment #4/5 CS Forward: NO body <u>above floor</u> , <u>ADP interior door panel</u> , ALS Cabinet w/ Inside/Outside access, Full-height, single Door w/gas strut hold-open. Bottom section aluminum body open storage standard. (Optional location for additional battery with roll-out battery tray and removable, latching door.) NOTE: Compt #5 will house electrical components
1	STD For 2024 Model	Drop Skirt - 4" on Curbside forward of the rear wheelwell. Taller front stone guard on passenger side.
1	STD For 2024 Model	Curbside Entry Door: Taller for 4" drop skirt. Door handle to remain aligned with Compt #4/5 handle; Single door system w/exterior/interior, locking paddle handles; window w/fixed glass; Gas strut hold-open. Sealed access to paddle handles in door panel. LED Step well light. Two-piece interior door panel.
1	STD For 2024 Model	Curbside Entry Door Stepwell: Dual, smooth aluminum steps welded into the floor structure and coated with a rubberized urethane liner material. There will be a Dri-Dek insert on each step surface.

1	STD	Compartment #6 CS Rear: Smooth Aluminum, Vertical backboard storage w/2 belts. Door w/nylon strap hold-open.
1	STD	All Entry Door paddle handle and rotary latching components will include emergency door releases located top and bottom of each door and shall meet the FMVSS 206 30G Test Requirement
1	200200C	Power Door Locks: Chevy Type I, All Entry and Compartment Doors, wired to OEM door lock system. (Does not include additional lock switches inside module) NOTE: See option 99-0404 for adding on lock switches at the entry doors
1	99-0804	Switching: Power Door Locks, Lock/Unlock rocker switch PN: MX09145 located in the front switch panel to unlock and lock the module doors from inside the cab. NOTE: Chevy Type I Models.
1	99-0404	Switching: Momentary Disable for Scene/Load Lights PN: MX09144 and Power Doors Locks PN: MX09145. Locate: (1) horizontal, 4-position Positron panel on Curbside Wall at head of bench and (1) stacked, 2-position Positron switch panel on wall at curbside rear entry door in standardized position.
1	99-0678C	Power Door Locks: Stealth Switch, Chevy Type I Only, Power Door Lock System, Push Button Switch (Grille brackets: no bracket required on Chevy Cab/Chassis)
1	STD	Rear Bumper: ADP corner pods w/Dock bumper pads, Center grip-strut flip-up step, powder coated steel frame
2	STD	IV Hangers: (2) Cast black rubber fold-down over knee area of Cot and Squad Bench
3	STD	Mirrors, OEM: (1) each cab door, (1) on interior windshield
1	STD	OEM Chrome wheel covers
4	STD	Stone Guards: (3) Lower body corners, ADP; (1) 4" taller ADP on Curbside front
1	STD	Kick Plate, Rear: ADP, below rear doors across to corner posts.
1	STD	Rub Rails: C-Channel, tapered ends, Lower Body off-set mount with neoprene spacers.
2	STD	Running Boards: Diamond Plate, Type I w/starburst pattern
1	STD	Fender Flares: Black rubber
2	STD	Fuel Fill: Cast aluminum fuel fill bezel.
1	STD	Insulation: Pink, double sided radiant barrier/acoustic material, installed on curbside and streetside rear wheel wells.
1	STD	Insulation: Spray in place foam applied to curbside entry step well and both rear wheel wells
1	STD	Undercoating: Per OEM Guidelines
		-
	03-	Brake, Turn & Back-Up Lights
1	STD	Lights: DOT, Brake/Tail, Turn, Back Up: Whelen 600 Series LED.
1	STD	DOT Marker Lights: TecNiq LED, rubber grommet bezels; (7) S34-AC09-1 Amber- (5) on front of body as Marker lights, (2) side facing on rear extrusions as Turn Signals; (7) S34-RC90-1 Red- (5) on rear of Body as Marker lights, (2) side facing as Turn Signals.
		-
	04-	Electrical, Power Distribution, Control Center & Interior Lighting

1	STD	Battery Switch, Automatic: TST CDR-400. Located in Electrical Cabinet.
2	STD	Batteries: OEM, under hood
1	STD	Front Console/ Switch Panel: Formed Aluminum body powder coated black and attached to chassis floor. Switch panel: Engraved black plastic with LED lighted switches for Emergency Master, Primary/Secondary Modes, Siren/Horn, Left, Rear and Right Floods, Back-Up Alarm, Module Disconnect. Siren mounted in engraved panel below switches.
1	99-0747	Electrical: Antenna, (2) 25' Coax with 3/8" through-hole antenna bases prewired to roof ILOS standard coaxial cables. NOTE: <u>MEDIX</u> to drill hole and complete mount. Terminate coax with standard Power/Ground (1) behind driver's seat and (1) Behind Action Area. Note: Modular Units Only.
8	STD	Lights: Dome, Whelen LED, 18-diodes w/chrome flange MX80EHZA , switched separately with Hi/Lo functions.
1	STD	Action Area Light: 12 VDC LED light, with On/Off switch on rear control panel
1	99-0617	Electrical: Shoreline, 125VAC, 20-Amp, Kussmaul SUPER Auto Eject P/N: 091-55-20-120 side wired with hinged, yellow, weatherproof cover, Located above Compartment #2 on Streetside. Will have to be mounted on a Kussmaul Stainless Steel E-Z mounting plate P/N: 091-185-009 with green indicator light for ease of access. Mating Connector to be shipped loose. ILOS
1	STD	Timer: 5-minute check-out, wired to CS High mode dome lights
1	99-0550-A	Switching: Timer, Momentary 15-Minute timer switch for patient compartment dome lights. Locate switch in 4-position Positron switch panel in standard position on curbside wall. (PNs: MX09150 switch, MX09151 Timer) NOTE: A-Line Models Only
1	99-3022	Inverter: Vanner LSC12-2000- 2000 watt Pure Sine Wave with battery charger and built in GFI. Remote controlled with switch in rear panel. (This option deletes the GFI in the A/A wall). ILOS NOTE: OPTION 99-1955 IS REQUIRED WHEN ANY INVERTER IS MOUNTED IN ANY BULKHEAD or INTERIOR ENCLOSED CABINET. OPTION 99-2899 DUAL FANS REQUIRED ON RP-90ES and 150 MODELS.
1	400150	Electrical: Battery Charger, DELETE STANDARD (when adding Inverter with integral charger)
1	MODIFIED	Breaker Box: 125 VAC w/20-Amp Breaker located in Compartment #5 . GFI receptacle located on the Action Area wall.
2	STD	12 VDC Outlets: (1) in Action Area, (1) in ALS Cabinet NOTE: (1) in Extended action area is included in cabinet option below.
2	STD	125 VAC Outlets: Duplex, located (1) in Action Area, (1) in ALS. NOTE: (1) in Extended action area is included in cabinet option below.

1	99-1241	Electrical: 125VAC, Weatherproof Duplex Outlet. IATS Specify Location(s): #2 Compartment - Recess in ceiling to the right toward front of compartment.
1	STD	Rear Switch Panel: Engraved black plastic panel with (10) LED lighted switch positions for Dome Lights (2), Vacuum (1), Vent (1), A.A. Light (1), Inverter (1), Spare switches and digital clock w/Mode Buttons. MX01517.
1	STD	Electrical Cabinet: Located over cabin-module connection w/latching, recessed, vented door
1	99-1558	Lights: Spotlight, 300,000 CP handheld, hard wired, with momentary On/Off switch, located in cab. Able 2 PN: 06-300
		-
	05-	Warning Lights & Sirens
1	STD	Lights: Warning, Whelen LED EMERGENCY Lighting Package- Ford, Chevy Type I and Type III- Models ONLY. NOTE: Does not include LED Scene Lights.
		All LED lights shall have CLEAR Lenses. All emergency and scene lighting shall have chrome flanges in standard locations.
		Front of Body: Add (7) Whelen 900 Series Super-LEDs- Specify pattern by LED Color (4) Red and (3) White: R-W-R-W-R-W-R Outer (2) lights and (1) Center light flash on K-Spec flasher. Inner (4) flash independently on Light Bar switch on front console.
		Sides of Body: (4) Whelen 900 Series Red Super-LEDs: (2) each side in upper corners
		Rear of Body: (4) Whelen 900 Series Red Super-LEDs: (2) in upper outboard corners, (2) Mid-Body wired as Warning/Brake at the window level; (1) Whelen 900 Series Amber Super-LED in the center position over the rear doors.
		Brake, Turn & Back-Up Lights: Whelen 600 Series LEDs
		Lights, Warning, Intersection Lights: (2) Whelen LINZ6R Series Red Super-LEDs on front fenders
2	STD	Lights, Warning, Grille: Whelen WIONSMCR Red LED, on center grille bar, w/Clear lenses and flanges.
2	99-0405	Lights: Warning, (1) Whelen ION Series Wide Angle Super LED WIONSMCR Red LED with chrome flange. IATS NOTE: to flash in X-Pattern w/ upper red leds
6	500127	Lights: Scene/Load, Whelen 900 Series Super-LED 9SC0ENZR Gradient Opti-Scenelight™ with chrome flange- ILOS Halogen Specify Locations: (2) Each Side of Module & (2) over rear entry doors
1	STD	Flasher: Dual mode flasher for Warning Light system, Vanner 9860GCPE
2	STD	Siren Speakers: Dual 100 Watt drivers mounted through the front bumper
1	STD	Siren: Whelen 295 SLA1, 200 Watt
		-
	06-	Oxygen, Vacuum & Miscellaneous Items
3	STD	Oxygen Outlets: Quick-connect style, (2) in Action Area, (1) over Squad Bench

1	600100	Oxygen: O2 Outlets, Single OHMEDA Z-QD0101MO outlet, IATS Specify Location(s): ceiling, standard position
1	MODIFIED	Suction Aspirator System: SSCOR with SS Bracket for container and vacuum outlet mounted in RECESS BELOW Action Area, gauge will be mounted on the Action Area Panel: SSCOR Vacuum pump ounted in Compartment # 5
1	99-0639	Suction System: SSCOR with SS Bracket for container, electric pump-ILOS Rico System NOTE: Locate gauge and Vacuum outlet on action area wall. ILOS Locate vacuum outlet and suction canister in recessed pocket per option 99-1144
1	99-1144	Cabinets: Add recessed pocket below A/A countertop for SSCOR suction canister and Vacuum outlet ILO mounting canister on the A/A panel.
1	99-3652	Oxygen: O2 Cylinder Mount, Universal Lift Zico QR-OTSL-US for H-Cylinder, LH Drive, LH Remote Control; Mounting Bracket and Can Cover required: assembly and offset cover, ILOS O2 bracket. Specify Location(s): #1 STANDARD LOCATION NOTE: ME-153 and 166 Models Only.
1	STD	O2 Regulator: Amvex, 50psi, pre-set
1	99-3062	Oxygen: O2 Cylinder Mount, (1) CPI OA1205-DUAL-D-1 oxygen bottle holder with mounting plate, for two "D" cylinders. Specify Location(s): under squad bench on top of wheel well cover
		-
	07-	AC / Heat
1	99-3364	HVAC System: Valeo, PN: 11148732A High capacity, horizontal blow combination Heat-AC system to include a front wall mounted external condenser Valeo PN: 25062 on painted aluminum shelf PN: 33-113943. The Valeo high performance evaporator unit will have a brush type motor fan. There will be a digital thermostat control on the action area wall and an inline booster pump to enhance the rear heater performance. The HVAC unit will be mounted in the front bulkhead cabinet over the pass-through. NOTE: Type I 2020 and later C/K 3500 Gas and Diesel RP90 153 Models Only.
		-
	08-	Cabinets, Hardware & Miscellaneous Items
1	STD	Main Streetside Wall Cabinets: Specify desired configuration-
1	99-3648	Cabinets: Main Cabinet Wall, Extended Action Area with 2nd full depth Overhead cabinet and (1) adjustable shelf. Extended action area to provide 20" clearance mininum above A/A countertop. Upper (2) forward overheads to be the same height as the third upper rear main cabinet but not as deep. NOTE: Will include (1) 125VAC and (1) 12VDC outlet located at left end of panel.

		Main Wall Cabinets will have (1) adjustable shelf in each and sliding polycarbonate doors with full height extruded handles. See Prints for Configuration.
5	99-0540	Cabinets: Main Cabinet Wall, Restocking Feature, Interior Cabinet, Under 40" Width- Sliding Acrylic door with hinged, keyed frame with (2) Titan 15-pound gas struts and (2) spring-loaded elbow catches. Location: BOTH ACTION AREA OVERHEAD CABINETS, A1, A2 and F
1	STD	Action Area Overhead Cabinet: Single cabinet full-height/full-depth of Action Area with sliding polycarbonate doors and full height extruded handles.
1	MODIFIED	Extended Action Area and Switch Panel: Laminated, sealed countertop and vertical ALUMINUM panel with Suction system collection canister, Vacuum gauge, (2) Oxygen outlets, (1) Manual Bypass (1) USB, (1) 12VDC Outlet, (1) 125VAC Outlet and digital Thermostat. Switch panel MX01517 includes (10) switch positions and digital clock w/Mode Buttons. NOTE: Will have (1) add'l 12v & (1) add'l 125v outlet on left side of panel.
1	600070	Oxygen: Electric O2 with manual bypass and switch mounted on A/A panel
1	99-1077	Mounting Plate: 0.25"x17.5"x 21.25" mounting plate PN: 33-104404 installed beneath the 2nd action area countertop for future installation of customer supplied monitor mount.
1	STD	Bulkhead Wall Cabinets: Electrical Cabinet above cabin-module connection w/hinged, latching, vented door.
1	99-1839	Lock: (1) LifeDefender CW-LOCKASSY-545 tumbler lock to work with LifeDefender cabinet door or drawer latch. Note: this key is different than the standard LifeDefender lock keys. Specify Location(s): CABINET NEXT TO ELECTIRCAL
1	STD	Bulkhead Cabinets: Upper cabinet- general storage w/hinged, latching door; Lower cabinet general storage w/hinged, latching, vented door.
1	99-3185	ALS Cabinet: Combine Lower and Middle to create a single opening with dual, full height 1/2" Acrylic doors, non-locking doors with Two Point Paddle Latches, one per door, and (2) Adjustable Shelves. ILOS NOTE: RP-90ES, ME-150/153 and 166 Models Only.
1	99-0511	Cargo Net: Head of squad bench- Type I / III 150/153 Models. Squad Bench to accommodate mounting plate and cover secured to wall structure.
1	99-0798	Glove Box Holders: (3) with hinged, black 11ga steel powder-coated door, above Curbside Entry Door. NOTE: DELETES STATIC VENT OVER SIDE ENTRY DOOR

1	99-3650	Squad Bench: Wood squad bench with wood lid shortened on rear end by same amount as front, ILOS Aluminum. NOTE: The distance at the foot of the squad bench from the shortened lid to the wall should be a minimum of 10". There will be (2) EVS Pro-4 seat belt system seating positions that include a custom contoured seat back, a single click Pro-4 seat belt, custom pads on the upper straps for shoulder comfort, a custom retractor for securing a secondary patient and a heat embossed Medix LOGO at the heat area. The head of the squad bench will include sharps/waste drop-in style storage with aluminum, powder coated red, hinged lid and standard containers. ILOS Aluminum bench. NOTE: For Type I 153 models only
1	99-3653	Cabinets: Squad Bench Overhead, with (2) flip-up 1/2" Acrylic doors with (1) Defender Latch on each door and Austin constant torque hinges installed, ILOS NOTE: 153 Type I Models Only
1	99-3138	Cabinets: Rear Overhead, Cabinet over rear doors opening with (1) flush mount, flip-up 1/2" acrylic door, (3) constant torque hinges and (1) Life-Defender latch ILOS. NOTE: ME-153 Type I Models Only.
1	99-2777	Seating: EVS 1880 Child Safety Seat, (1) Technician's Seat MDX-1880S4B with 10° back. Rear facing automotive style seat to include a Pro-4 black belt system, comfort shoulder padding with heat embossed Medix LOGO at the head area of the backrest and the child safety seat system. -ILOS Pro-4 seat. NOTE: Must specify seat base in separate line item. NOTE: Medix Modular Models Only (Not for use on RP90 models).
1	99-0411	Seating: EVS Seat Base, EVS CBWD reinforced cabinet base with door to storage and latch- ILOS
1	STD	Assist Rail: overhead off-center toward Streetside of unit.
3	STD	Grab handles: 12" x 1.25" dia. stainless steel mounted on each rear entry and curbside entry door
1	STD	Reflective Striping, Door Open Protection: .50" Red reflective striping around interior door pan of all body doors.
		-
	09-	Cots & Miscellaneous Items
1	99-0726	Cot Mount: Stryker, PowerLoad Systems, install floor plate "Only". ILOS 175-4. LOCATION: CENTER Mounting Location NOTE: ME-153, ME-166, MSV-II Models Only.
		-
	10-	Paint & Lettering
1	STD	Paint: Body all OEM White
1	OPT	Grayson Graphics to supply and inatall graphics package With Rear Chevrons. See Quote.
1	1000100	Roof Star ONLY, INSTALLED
1	99-1098	Windows: Privacy tint, dark vinyl applied to all three entry module entry door windows. NOTE: Module application only.
		SHIP LOOSE

2	STD	Fire Extinguisher: (2) 5 lb- Ship Loose is Standard
2	99-1362	Seat Belt: Automotive Style, (1) 2"W x 45"L female strap side and (2) footman loops. IATS Location: SHIP LOOSE
TOTAL ORDER \$235,984.00		

I have reviewed this Order and find it to be acceptable and ready to build.

Dealer Signature

Date: _____

I have reviewed this Order and find it to be acceptable and ready to build with the addition of the attached, approved changes.

Dealer Signature

Date: _____

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Please note, your order will not be accepted without receipt of the signed Terms & Conditions.

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Product quotes are subject to change. Purchase Price will be the published price list within Quote/Order Entry System on the date of order acceptance by Company



Unit #:
XX-XXXX

DEALER: SOUTHWEST AMBULANCE SALES
CUSTOMER: City of Roswell
 Street or P.O. Box: 425 N Richardson
 City, State, Zip: Roswell NM 88201
 Customer Contact: Randy Bunch
 Customer Email: r.bunch@roswellnm.gov
 Customer Phone #:
 Sales Associate: Bobby Davis
 Sales Engineer:
 VIN#: To be assigned by MEDIX

Chassis Model Yr		2026
MEDIX Model		Metro Express 157, Type III
CHASSIS		Ford E-450 XL Cutaway, 7.3L Gas, 158" WB, 14,500 GVWR
BODY		157"L x 94"W x 72" Interior Headroom
QTY	STD/OPT	Description
1	15-M2-CD	Chassis & Conversion
		Chassis Adjustment Cost Estimate
	01-	Flooring & Interior Colors
1	STD	Cabinets: Laminated Wood Laminate Color: GRAY
1	STD	Upholstery: (Specify Color)
1	STD	Color: GUNMETAL Brand: EVS
1	STD	Flooring: Lonseal - Lonspeck Topseal Twilight Zone SX111
		-
	02-	Body & Chassis
1	STD	This chassis is equipped with a Gasoline Exhaust System to meet the EPA standards for Gasoline exhaust emissions
	Note Weld Shop	See Front Wall print for additional turn light locations. NOTE: Opticom will be installed below front 7x3 leds, DO NOT cut out for 7x3!!
	Note Weld Shop	DELETE STANDARD STATIC VENT OVER THE CURBSIDE ENTRY DOOR TO ALLOW FOR GLOVE BOXES - DO NOT CUT HOLE
1	STD	Anti-Theft Device: IdleLock Ignition Security System, for Ford E Series Chassis Only. Locate activation button to the right side of the steering wheel.
1	STD	Camera System: RVS Systems RVS-MV3619N-NM-02- Includes (1) 7" rear view mirror monitor, Surface Mount back-up camera and (1) 33' camera cable. Locate: (1) Camera mounted off lower RH corner of center rear Amber light; Monitor mounted on cab windshield rear view mirror.
1	STD	All Exterior compartments coated with light gray colored rubberized polyurethane material.

1	200015-F	Chassis: Air Horns, Buell dual horns, (1) 10" and (1) 12" airhorn mounted through the front bumper with a momentary switch PN:MX09102 on front console. "Standard" compressor, tank and fittings. Specify Compressor Location: Compt. #2 Towards Ceiling to the left of the inverter. NOTE: Type III Ford E Series Only.
1	STD	Pass-Thru w/Sliding, latching window that slides behind driver's seat. Window to have full length extruded handle for access.
1	STD	Compartment Lights: Optronics ILL36CB LED Compartment lights- ALL Models Locate: (1) Ceiling of Compt #1; (2) in Compt #2- (1) URH, (1) LLH; (1) in ceiling of Compartment #3; (2) in Compt #4/5; (1) in Compt #6 (if applicable).
1	99-0835	Lights: Compartment, Optronics ILL36CB LED mounted in exterior compartment IATS NOTE: LOCATE IN #3 LEFT WALL TO LIGHT BELOW SHELF.
1	STD	Compartment #1 SS Forward: Smooth Aluminum body, ADP interior door panel, O2 "M" cylinder storage for STEEL tank, Door w/gas-strut hold-open.
1	STD	Compartment #2 SS Center: <u>Smooth Aluminum</u> body, <u>ADP interior door panel</u>, Open Storage, Door w/gas strut hold-open. (DELETE STANDARD Seat Belt Strap)
1	99-3699	Compartment #2: SS center, Drop Floor, 5" PN: 33-119437, Drop Pan will set in front of the shackle cover and run side to side of the tub. NOTE: Will not be used for spare tire or stair chair storage. NOTE: 157 Type III Ford Models Only.
1	200280	Shelf: Adjustable, Aluminum Diamond Plate, Exterior Compartment (Not to be used on MSV-II models) Specify Location: Compt. #2
1	99-3700	Compartment #3: SS Rear, 3/4 Height, smooth aluminum body, ADP interior door panel, NO Inside/Outside access-do not cut-out tub, added backer plate behind full inboard/back wall of compartment for customer mounting of gear/brackets; (1) adjustable shelf. Door with gas strut hold-open. ILOS Mid height compartment. See special tub #: 41-119297. NOTE: ME-157 Type III Model Only.
2	STD	Rear Entry Doors: Single piece laminated smooth aluminum door liner w/stainless steel center panel for black paddle handles; ADP kick panels.
1	MODIFIED	Compartment #4/5 CS Forward: NO body above floor, ADP interior door panel, ALS Cabinet w/ Inside/Outside access, Full-height, single Door w/rubber socket/nylon ball hold-open, DELETE STANDARD gas strut hold-open DUE TO ALS DESIGN AND TO MATCH LAST TRUCK. Bottom section smooth aluminum body w/roll-out battery tray w/removable, latching door.

1	STD	Curbside Entry Door: Single piece, laminated smooth aluminum door liner w/stainless steel center panel for black and chrome paddle handles; ADP kick panels. Gas strut door hold-open. Smooth aluminum stepwell w/Dri-Dek insert.
1	STD	Compartment #6 CS Rear: smooth aluminum body, Vertical backboard storage w/2 belts. Door w/gas strut hold-open.
1	200200A	Power Door Locks: All Entry and Compartment Doors, wired to OEM door lock system. (Does not include additional lock switches inside module. NOTE: See Option 99-0754 for additional switches. NOTE: Not for use on MSV-II Mods.
1	99-0678E	Power Door Locks: Stealth Switch on Ford, Power Door Lock System, Push Button Switch (Grille bracket on E-series: Ford 33-102402; F-series: 33-115626) LOCATION: Standard position in front grille area
1	99-0754	Switching: Power Door Locks Only, (2) door lock switches, MX09145: (1) located in a horizontal 2-switch Positron panel, in standardized position on Curbside Wall above head of bench; (1) located in 2-switch position Positron switch panel, on wall at curbside rear entry door in standardized position.
1	STD	All Entry Door paddle handle and rotary latching components will include emergency door releases located top and bottom of each door and shall meet the FMVSS 206 30G Test Requirement
1	STD	Rear Bumper: ADP corner pods w/Dock bumper pads, Center grip-strut flip-up step, powder coated steel frame
2	STD	IV Hangers: (2) Cast black rubber fold-down over knee area of Cot and Squad Bench
3	STD	Mirrors, OEM: (1) each cab door, (1) on interior windshield
1	STD	Wheel Covers: Stainless steel covers w/Valve Extenders
4	STD	Stone Guards: lower body corners, ADP
1	STD	Kick Plate, Rear: ADP, below rear doors across to corner posts.
1	STD	Rub Rails: C-Channel, tapered ends, Lower Body off-set mount with neoprene spacers.
2	STD	Running Boards: Aluminum diamond plate w/splash guards.
1	STD	Fender Flares: Black rubber
1	STD	Fuel Fill: Cast aluminum fuel fill bezel.
1	STD	Insulation: Pink, double sided radiant barrier/acoustic material, installed on curbside and streetside rear wheel wells.
1	STD	Insulation: Spray in place foam applied to curbside entry step well and both rear wheel wells
1	STD	Undercoating: Per QVM Guidelines
1	99-0384	Chassis: Hurricane Straps, (1) mounted on the lower portion of the Cab entry door on each side of Ford E-350/450 chassis.
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	03-	Brake, Turn & Back-Up Lights
1	99-2817	Lights: DOT, Brake/Tail, Turn, Back Up: Whelen 700 Series Super LED with chrome flange, ILOS 600 Series LEDs.

1	STD	DOT Marker Lights: TecNiq LED, rubber grommet bezels; (7) S34-AC09-1 Amber- (5) on front of body as Marker lights, (2) side facing on rear extrusions as Turn Signals; (7) S34-RC90-1 Red- (5) on rear of Body as Marker lights, (2) side facing as Turn Signals.
1	300050	Lights: Turn Arrows, (2) Whelen 700 Series Amber LED with chrome flange on front wall below outboard emergency flasher. IATS
		-
	04-	Electrical, Power Distribution, Control Center & Interior Lighting
1	STD	Battery Switch, Automatic: TST CDR-400. Located in Electrical Cabinet.
2	STD	Batteries: OEM Locate: (1) Under hood, (1) In roll-out tray in Compartment #4/5
1	STD	Front Console/ Switch Panel: Formed Aluminum body powder coated black and attached to chassis floor. Switch panel: Engraved black plastic with LED lighted switches for Emergency Master, Primary/Secondary Modes, Siren/Horn, Left, Rear and Right Floods, Back-Up Alarm, Module Disconnect. Siren mounted in engraved panel below switches.
1	99-1356	Switch Panels: Front, To have SWAS Logo - PN MX01565 for Front Switch Panel, ILOS Panel with Medix Logo. NOTE: Type I & III Models Only.
1	99-0747	Electrical: Antenna, (2) 25' Coax with 3/8" through-hole antenna bases prewired to roof ILOS standard coaxial cables. NOTE: MEDIX to drill hole and complete mount. Terminate coax with standard Power/Ground for each at the front console. Note: Modular Units Only. NOTE: all ends to have 3-ft tails: (1) Constant Hot & (1) Battery switch Hot (coaxs will run to std. dome #1 and #2 locations)
2	99-1274	Electrical: Prewire, (1) Ethernet Cable, CAT-6 25' cable to run from electrical cabinet to behind front console; (1) Ethernet Cable CAT-6 25' cable to run from electrical cabinet to ceiling of compartment #6
10	STD	Dome Lights: LED w/flange; 2-banks of five (4), switched separately with Hi/Lo functions.
1	STD	Action Area Light: 12 VDC LED light, with On/Off switch on rear control panel
1	STD	USB Port: Vanner VSS-USB dual port 2Amp mounted on A/A wall
1	99-0617	Electrical: Shoreline, 125VAC, 20-Amp, Kussmaul SUPER Auto Eject P/N: 091-55-20-120 side wired with hinged, yellow, weatherproof cover, Located above Compartment #2 on Streetside. Will have to be mounted on a Kussmaul Stainless Steel E-Z mounting plate P/N: 091-185-009 with green indicator light for ease of access. Mating Connector to be shipped loose. ILOS
1	STD	Timer: 5-minute check-out, wired to CS High mode dome lights

1	99-0994	Switching: Timer, Intermatic FD30MHW 30 minute spring wound rotary style timer with "HOLD" feature wired to patient compartment dome lights. Location: C/S WALL BY ENTRY DOOR
1	99-3022	Inverter: Vanner LSC12-2000- 2000 watt Pure Sine Wave with battery charger and built in GFI. Remote controlled with switch in rear panel. (This option deletes the GFI in the A/A wall). ILOS NOTE: OPTION 99-1955 IS REQUIRED WHEN ANY INVERTER IS MOUNTED IN ANY BULKHEAD or INTERIOR ENCLOSED CABINET. OPTION 99-2899 DUAL FANS REQUIRED ON RP-90ES and 150 MODELS. (N/A on P/T RP90 models and Transits) Location: On ceiling and back wall of Compartment #2, right hand side of compartment.
1	400150	Electrical: Battery Charger, DELETE STANDARD (when adding Inverter with integral charger)
1	STD	Breaker Box: 125 VAC w/20-Amp Breaker located behind the driver's seat base. GFI receptacle located on the Action Area wall.
3	MODIFIED	12 VDC Outlets: Delete (1) in Action Area, Move to lower RH corner of upper rear cabinet (for customer to plug in their IV Warmer), (1) in ALS Cabinet - the ALS outlet will need to be in a surface mount style box due to the divider-track wires on back side of stair chair divider at top.
2	400020	Electrical: 12VDC, Receptacle, Cigar style. IATS Location(s): (1) On left end of extended action area and (1) Upper back wall of Compartment #2 below the inverter. This 12v outlet will be in a surface mount style box and will be mounted horizontally to the left of the 125v. Outlet - To be Constant Hot.
2	99-0076	Electrical: 12VDC, 12 gauge power & ground. IATS Location(s): (1) Left wall of Comp #2; (1) Ceiling of compartment #6 - Constant/Battery.
3	MODIFIED	125 VAC Outlets, Duplex: (1) in Action Area, (1) in ALS Cabinet - the ALS outlet will need to be in a surface mount style box due to the divider-track wires on back side of stair chair divider at top.
3	400100	Electrical: 125VAC, Duplex Outlet, IATS Specify Location: (1) on left end of extended action area, (1) Curbside Wall at foot of Squad bench; (1) located in compartment #2 on back wall below inverter, in a surface mount style box and will be mounted horizontally to the right of the 12v. Outlet.
1	STD	Rear Switch Panel: Engraved black plastic panel with (10) LED lighted switch positions for Dome Lights (2), Vacuum (1), Vent (1), A.A. Light (1), Inverter (1), Spare switches and digital clock w/Mode Buttons. MX01517.
1	STD	Electrical Cabinet: Located over cabin-module connection w/latching, recessed, vented door
1	99-1558	Lights: Spotlight, 300,000 CP handheld, hard wired, with momentary On/Off switch, located in cab. Able 2 PN: 06-300

		-
	05-	Warning Lights & Sirens
1	STD	Lights: Warning, Whelen LED EMERGENCY Lighting Package- Ford, Chevy Type I and Type III- Models ONLY. NOTE: Does not include LED Scene Lights.
		All LED lights shall have CLEAR Lenses. All emergency and scene lighting shall have chrome flanges in standard locations.
	MODIFIED	Front of Body: Add (8) Whelen 700 Series Super-LEDs- Specify pattern by LED Color (6) Red and (2) White: R-R-W-R-R-W-R-R. Outer (2) RED lights and the (2) WHITE lights flash on K-Spec flasher. Inner (4) RED flash independently on Light Bar switch on front console. NOTE: See option below for 700 series led options.
6	99-2884	Lights: Warning, (1) Whelen 700 Series Red Super LED with clear lens 70R02FCR and chrome flange, ILOS 900 Series Red Super LED (90RR5FCR) and chrome flange. SPECIFY LOCATION: front wall see above
1	99-0932	Lights: Warning, Whelen 700 Series White Super LED 70C02FCR, ILO 900 Series White Super LED (90CC5FCR) SPECIFY LOCATION: front wall see above
1	99-1380	Lights: Warning, (1) Whelen 700 Series Super-LED 70C02FCR White with clear lens and chrome flange, IATS Must specify location: FRONT WALL SEE ABOVE
		Sides of Body: (4) Whelen 900 Series Red Super-LEDs: (2) each side in upper corners
		Rear of Body: (4) Whelen 900 Series Red Super-LEDs: (2) in upper outboard corners, (2) Mid-Body wired as Warning/Brake at the window level; (1) Whelen 900 Series Amber Super-LED in the center position over the rear doors.
	MODIFIED	Brake, Turn & Back-Up Lights: Whelen 700 Series LEDs
		Lights, Warning, Intersection Lights: (2) Whelen 700 Red Series Super-LEDs on front fenders
1	500210	Lights: Warning, (2) Whelen 700 Series Super-LED 70R02FCR Red with clear lens and chrome flange 7EFLANGE, IATS above rear wheel wells as rear intersection lights. Wire to Primary circuit only.
1	99-0106	Scene Lights: Front AND Rear side scene lights ON in Reverse. NOTE: requires additional relay
2	STD	Lights, Warning, Grille: LINZ6R Red LED w/clear lenses & chrome flanges on center grille bar
4	STD	Lights: Scene, Whelen 900 Series Halogen with flange included - (2) Each Side of Module
2	STD	Lights, Load: Whelen 900 Series Halogen with flange included - (2) over rear entry doors
1	STD	Flasher: Dual mode flasher for Warning Light system, Vanner 9860GCPE
2	STD	Siren Speakers: Dual 100 Watt drivers mounted through the front bumper
1	STD	Siren: Whelen 295 SL5A1, 200 Watt
1	99-0354-FE	Siren: Whelen Low Frequency "Howler" with HWLRB4 brackets for Ford E-Series. NOTE: Includes (2) Speakers.

1	99-1920	Lights: Scene/Load, (2) Whelen PSL1P Single Panel, low profile swivel mount Slimline Series LED flood lights mounted on the OEM FRONT BUMPER. SEE PREVIOUS UNIT 22-3033) ANGLE OUTWARD. NOTE: Mount so that light heads are directed to the driver's side and passenger side. Lights to be activated with separate switch labeled "Front Flood" MX09212
		-
	06-	Oxygen, Vacuum & Miscellaneous Items
3	STD	Oxygen Outlets: Quick-connect style, (2) in Action Area, (1) over Squad Bench
1	600070	Oxygen: Electric O2 with manual bypass and switch mounted on A/A panel
1	MODIFIED	Suction Aspirator System: SSCOR disposable container w/gauge and quick-connect; SSCOR vacuum pump mounted on ceiling of Compartment #2, to the left of the inverter.
1	99-0639	Suction System: SSCOR with SS Bracket for container, electric pump- ILOS Rico System. LOCATE: Gauge on Action Wall panel per print and Suction canister w/VAC outlet in recessed pocket.
1	STD	Oxygen Cylinder Retention: For "M" cylinder, black steel w/3-spring buckle straps and top collar, located in Compartment #1
1	STD	O2 Regulator: Amvex, 50psi, pre-set
		-
	07-	AC / Heat
1	STD	HVAC System: High capacity free blow combination Heat-AC system with digital thermostat control on the action area wall. HVAC unit mounted in front bulkhead above the ALS.
		-
	08-	Cabinets, Hardware & Miscellaneous Items
1	STD	Main Streetside Wall Cabinets: Specify desired configuration-
1	STD	Full Wall of Cabinets with Extended Action Area Countertop
		Main Wall Cabinets will have (1) adjustable shelf in each and sliding polycarbonate doors with full height extruded handles. See Prints for Configuration.
1	STD	Action Area Overhead Cabinet: Single cabinet full-height/full-depth of Action Area with sliding polycarbonate doors and full height extruded handles.
1	MODIFIED	Extended Action Area and Switch Panel: Laminated, sealed countertop and vertical ALUMINUM panel with Suction system, SSCOR Vacuum gauge, (1) Bypass, (2) Oxygen outlets, (1) USB, (1) 125VAC Outlet and digital Thermostat. Switch panel MX01517 includes (10) switch positions and digital clock w/Mode Buttons. NOTE: Relocate (1) 12VDC outlet to the upper rear cabinet, lower right hand corner. NOTE: Additional 125v and 12v on left end of A/A panel.

1	99-1369	Defibrillator Mount: Monitor mount backer plate installed below EXTENDED action area countertop. PN:33-102292 - 15" x 28" x .25" aluminum plate NOTE: Far Left end of Extended A/A Shelf
1	99-1369	Defibrillator Mount: Monitor mount backer plate installed below EXTENDED action area countertop. PN:33-102292 - 15" x 28" x .25" aluminum plate NOTE: IN ADDITION TO THE STANDARD ONE TO GIVE CUSTOMER 56" OF COUNTERTOP WITH BACKER UNDER IT.
1	99-3701	Cabinets: Main Cabinet Wall, Extended Action Area with 2nd full depth Overhead cabinet; Upper and Lower Rear Cabinets to be divided vertically into two separate cabinets each. See Print E. Upper rear main to have sliding polycarbonate doors. Lower cabinet to have hinged 1/2" acrylic door w/non-locking paddle latch and (1) adjustable shelf. NOTE: ME-157 Models Only.
1	99-1144	Cabinets: Add recessed pocket below A/A countertop for SSCOR suction canister and Vacuum outlet ILO mounting canister on the A/A panel.
1	STD	Bulkhead Wall Cabinets: HVAC cabinet above Tech Seat; Electrical Cabinet located above cabin-module connection w/hinged, latching, vented door
1	STD	Bulkhead Cabinets: Upper cabinet- general storage w/hinged, latching door; Lower cabinet general storage w/hinged, latching, vented door.
1	99-3702	ALS Cabinet: Stair chair storage with access thru exterior compartment door. There will be a Fixed divider 10" from bulkhead wall for Stair Chair storage - cut divider 7" back from exterior door opening. Interior ALS access will have (2) tall wood doors with a non-locking paddle latch on each door. There will be (3) adjustable wood, half-shelves on patient compartment side of divider, shelves to have chamfered ends on door side and HD edge trim. Requires deleting of the gas-strut hold-open and using the ball socket hold-open on the exterior door. NOTE: ME-157 Models Only
1	99-0798	Glove Box Holders: (3) with hinged, black 11ga steel powder-coated door, above Curbside Entry Door. NOTE: DELETES STATIC VENT OVER SIDE ENTRY DOOR
1	99-3333	A-Bar: WITH Sharps/Waste, 15" Wide; .250" Mounting plate. Requires squad bench assembly print different than standard. NOTE: RP90 and ME157 Models Only.
1	MODIFIED	Squad Bench:
	1	Full length hinged lid w/TriMark latch for access to interior storage; Full length upholstered seat cushion (DELETE STANDARD Sharps/Waste Area.)

	2	2) EVS Pro-4 seat belt system seating positions. The seat belt positions shall include a custom contoured seat back, a single click Pro-4 seat belt, custom pads on the upper straps for shoulder comfort, a custom retractor for securing a secondary patient and a heat embossed Medix LOGO at the heat area.
1	DEL	DELETE STANDARD Sharps/Waste: Drop-in style with aluminum, powder coated red, hinged lid and standard containers, located at head of squad bench.
1	STD	Cabinet, Squad Bench Overhead: with (2) flip-up 1/2" Acrylic doors and Eberhard two point paddle latches with constant torque hinges.
1	STD For 2024 Model	Cabinet, Rear Overhead: Cabinet over rear door opening with (1) flip-up 1/2" Acrylic door, LifeDefender latch, and constant torque hinges.
1	99-2777	Seating: EVS 1880 Child Safety Seat, (1) Technician's Seat MDX-1880S4B with 10° back. Rear facing automotive style seat to include a Pro-4 black belt system, comfort shoulder padding with heat embossed Medix LOGO at the head area of the backrest and the child safety seat system. -ILOS Pro-4 seat. NOTE: Must specify seat base in separate line item. NOTE: Medix Modular Models Only (Not for use on RP90 models).
1	STD	Seat Base: EVS CB-Side storage base for EVS Technician's Seat
1	STD	Assist Rail: overhead off-center toward Streetside of unit.
3	STD	Grab handles: 12" x 1.25" dia. stainless steel mounted on each rear entry and curbside entry door
1	STD	Reflective Striping, Door Open Protection: .50" Red reflective striping around interior door pan of all body doors.
		-
	09-	Cots & Miscellaneous Items
1	99-0726	Cot Mount: Stryker, Power/Performance Load Systems, install floor plate "Only". ILOS 175-4. LOCATION: Dealer Must Specify Mounting Location NOTE: ME-153, ME-157, ME-166, MSV-II Models Only.
		-
	10-	Paint & Lettering
1	STD	Paint: Body all OEM White
1	OPT	Grayson Graphics to supply and inatall graphics package With Rear Chevrons. See Quote.
1	1000100	Roof Star ONLY, INSTALLED
1	99-1098	Windows: Privacy tint, dark vinyl applied to all three entry module entry door windows. NOTE: Module application only.
		-
		SHIP LOOSE
2	STD	Fire Extinguisher: (2) 5 lb- Ship Loose is Standard

2	99-1667	Oxygen: O2 Cylinder Mount, (1) CPI OA1201-D-1 strapless oxygen bottle holder with mounting plate, for (1) "D" cylinder. Specify Location(s): Ship Loose
TOTAL ORDER \$199,620.83		

I have reviewed this Order and find it to be acceptable and ready to build.

Dealer Signature

Date: _____

I have reviewed this Order and find it to be acceptable and ready to build with the addition of the attached, approved changes.

Dealer Signature

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