



Alamogordo City Commission

NOTICE OF MEETING

Regular Meeting Agenda

July 23, 2024 - 6:30 PM

Donald E. Carroll City Commission Chambers
City Hall, 1376 E. Ninth Street

Susan L. Payne Mayor
Sharon McDonald Mayor Pro-Tem, District 5
Nick Paul District 1
Stephen Burnett District 2
Warren Robinson District 3
Josh Rardin District 4
Mark Tapley District 6

Rick Holden City Manager
Ashley Smith City Attorney
Rachel Hughs City Clerk

MISSION STATEMENT as Adopted by the City Commission on March 24, 1995.

The City of Alamogordo is a Municipal Corporation that exists solely for the purpose of providing the best possible services to our customers, the citizens of Alamogordo. We are committed to providing these services with honesty, integrity, compassion, fairness, and a commitment to excellence.

We are committed to the long-term financial stability and responsible growth of the City and all decisions will be driven by our commitment to provide the best services possible in a financially sound and responsible manner given the economic realities facing the City.

In accordance with Section 10-15-1.D, NMSA 1978 (2010 Cumulative Supplement), this agenda has been posted on the east bulletin board located in the south of the City Hall and in the glass case located outside the north entrance of the City Hall, distributed to the appropriate news media, and posted on the City website: <http://ci.alamogordo.nm.us> within the required time frame. As a courtesy, the entire Agenda Packet has also been posted on the City of Alamogordo website: <http://ci.alamogordo.nm.us>

The Mayor and City Commission request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Commission Chambers to respond to or to conduct a phone conversation. The Alamogordo Commission Chambers is wheelchair accessible. Other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 575-439-4100.

CALL TO ORDER & ROLL CALL

Announce the presence of a Quorum.

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENT

Residents must sign up with the City Clerk to address the City Commission. The standard allotted time is 3 minutes, but the Mayor reserves the right to change depending on the number of public comments.

CITY MANAGER'S REPORT

REMARKS AND INQUIRIES BY THE CITY COMMISSION

CONSENT AGENDA (Roll Call Vote Required for an Ordinance or Resolution)

All matters listed under the Consent Agenda are considered to be routine by the City Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. Approve the minutes for the Regular Commission meeting on July 9, 2024. *(Rachel Hughs, City Clerk)*
2. Approve the statements related to the Executive Closed Sessions held on June 11, 2024, and on July 9, 2024. *(Rachel Hughs, City Clerk)*
3. Consider, and act upon, Ordinance 1703 for adoption and final publication, to amend Chapter 24, Articles 01-010; 01-020; 13-060 Additional Parking restrictions and 12-12-1.3 of the Alamogordo Code of Ordinances Concerning Schedule of Penalty Assessments, Penalty Assessment Misdemeanors; Additional Fees, Mandatory Fees upon Conviction, and Texting While Driving. *(Ashley Smith, City Attorney)* **(Roll Call Vote Required)**
4. Consider, and act upon, Ordinance 1704 Case Z-2024-0004(A) for adoption and final publication of a map amendment to rezone 916 & 918 South Florida Ave. from R-1 Single Family Dwelling to C-1 Neighborhood Business. *(Stella Rael, City Planner)* **(Roll Call Vote Required)**
5. Consider, and act upon, award of Public Works Bid No. 2024-005, E. 10th Street Remediation Project No. PW2404, to General Hydronics Concrete LLC, related to the Alamogordo E. 10th Street CBC Remediation project for an amount not to exceed \$518,394.47 including NMGR. *(Justen Boyle, Project Manager)*
6. Consider, and act upon appointing the Mayor as the Voting Delegate for the New Mexico Municipal League's 67th Annual Conference. *(Rachel Hughs, City Clerk)*
7. Consider, and act upon, Resolution 2024-49, declaring 123 Railroad Ave. to be so ruined, damaged, and dilapidated that it is a menace to public comfort, health, peace, or safety and ordering its abatement. *(Josh Sides, Code Enforcement Manager)* **(Roll Call Vote Required)**

ITEMS REMOVED FROM CONSENT AGENDA

NEW BUSINESS

8. Appointments to Boards and Committees. *(Susan L. Payne, Mayor)*

ADJOURNMENT

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 7/23/2024

Report Date: 07/15/2024

Report No: 1.

Submitted By: Rachel Hughs

Subject: Approve the minutes for the Regular Commission meeting on July 9, 2024. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the minutes.

Background: This is required by the Open Meetings Act.

**CITY OF ALAMOGORDO, NEW MEXICO
CITY COMMISSION REGULAR MEETING MINUTES
6:30 P.M., DONALD E. CARROLL COMMISSION CHAMBERS
July 9, 2024**

**SUSAN PAYNE, MAYOR
SHARON McDONALD, COMMISSIONER
JOSH RARDIN, COMMISSIONER
STEPHEN BURNETT, COMMISSIONER
NICHOLAS PAUL, COMMISSIONER**

**MARK TAPLEY, COMMISSIONER
WARREN ROBINSON, COMMISSIONER
RICK HOLDEN, CITY MANAGER
ASHLEY SMITH, CITY ATTORNEY
RACHEL HUGHS, CITY CLERK**

CALL TO ORDER / ROLL CALL / INVOCATION / PLEDGE OF ALLEGIANCE

Mayor Payne called the meeting to order at 6:30 p.m. Roll Call was taken by the City Clerk. City Clerk Hughs announced there was a quorum present. The Invocation was given by Pastor Justin Crispin of the Worship Center, and the Pledge of Allegiance was led by Commissioner Paul.

APPROVAL OF AGENDA

**Mayor Pro-Tem McDonald moved to approve the agenda.
Commissioner Burnett seconded the motion.
Motion carried with a vote of 7-0-0.**

PRESENTATIONS

1. Swearing in Non-Certified Officer Pierson Villa and Police Service Aide Leo Garcia (David Overstreet, Municipal Judge)

Item removed and will be brought back at a later date.

PUBLIC COMMENT

Ken Lucas said he understood the City's options regarding the Family Fun Center but would ask the City to consider a variant with the City maintaining ownership. He asked the Commission to consider removing the existing freefall pinsetters, the traditional bowling machines, and replacing them with string pinsetters, the newest ones. There is a \$425,000 to \$475,000 upfront cost that would pay for itself with labor, utility, and cost savings within five years. The new machines are almost maintenance-free. Also, consider rebranding the Family Fun Center to Gordo's Mesa Ridge Fun Center or Gordo's A to Zia Fun Center because of the bad reviews associated with the current name. Lastly, if you maintain ownership but disregard my suggestions, I suggest you bring someone in to examine the equipment, lanes, and machines. The lanes did not work well even when the place first opened.

CITY MANAGER'S REPORT

City Manager Holden made the following remarks:

1. We did well at Bonito Lake. All twenty-two ponds are full of water and debris, but the debris has not yet made it to the Lake. It looks like the cost and effort was well spent.
2. We removed the pavilion from south Oregon Park because we decided to repurpose it. There is a request from all the property owners at the Silverado addition for a Park, and we will put the pavilion there. Today, someone made threats against staff and employees at City Hall. We made the Police Department aware, but the individual left on foot before the police arrived. Also, there are parking

issues up and down Oregon. We will put signs all along the east and west streets to keep kids from parking in the neighborhoods.

3. We hired Anna Martinez as the new Executive Assistant to the City Manager.

REMARKS AND INQUIRIES BY THE CITY COMMISSION

Commissioner Rardin made the following comments:

Can you bring a plan for implementing spending money from the water rates and what we will start on? I want to know where we are heading. City Manager Holden said they would put together a plan. As you may recall, this will take place over an extended period of years. We will try to get that plan to you by possibly the next or first meeting in August. Commissioner Rardin said people will be getting their bills this month, but if they see action around town, it will be easier for them to swallow. City Manager Holden said there was another request regarding the sewer portion of the bill. We have been asked to look at that specifically and will address that as well.

Mayor Pro-Tem McDonald made the following comments:

The cleanup will take place from 7 a.m. to 12 p.m. on July 20th. The shredding will be from 10 a.m. to 12 p.m. at the Dudley School on Sixth and Maryland. Signs have gone up at all locations.

Mayor Payne made the following comments:

The 4th of July Parade turned out well; thank you to the Air Force Sergeants. There is a new rocket out at the Center of Commerce. This past Saturday, I attended the grand opening of the Christian Joy Center on Highway 54.

CONSENT AGENDA

2. Approve the minutes for the Regular Commission meeting on June 25, 2024. (Rachel Hughs, City Clerk)

3. Consider, and act upon, Ordinance 1696 Case Z-2024-0001(A) for adoption and final publication of a map amendment to rezone properties located at 181 & 243 Hamilton Ridge Road, 3100, 3150, 3180, 3190, 3192, & 3194 Hamilton Road, Reynolds Subdivision Replat G, Lot G, and Pruiett Subdivision Replat A, Lot 4A from R-1 Single Family Dwelling to RE-Residential Estates. The property owners request the zone change to comply with the current ordinance for keeping livestock. (Stella Rael, City Planner) (Roll Call Vote Required)

4. Consider, and act upon Ordinance 1697 Case Z-2024-0002(A) for adoption and final publication of a map amendment to rezone Somerset Subdivision Phase 1 from R-2 Townhouse Dwelling District to Planned Unit Development District (PUD). (Stella Rael, City Planner) (Roll Call Vote Required)

5. Consider, and act upon Ordinance 1701, Case Z-2024-0003(A) for adoption and final first publication of a map amendment to rezone 2350 Eudora St. from C-3 Business District to M-1 Light Industrial District. (Stella Rael, City Planner) (Roll Call vote required)

6. Consider, and act upon, the approval of an agreement with the New Mexico Economic Development District, Non-Metro Area Agency on Aging for the Nutrition Services Incentive Program (NSIP), the total amount budgeted is \$58,648.57. (Magdalena Morales, ASC Manager and Veronica Ortega, Community Services Director)

7. Consider, and act upon, grant funding from the Non-Metro Area Agency on Aging FY25 contract for Direct Purchase of Services for senior programs, the total amount budgeted is

\$548,187.49. (Magdalena Morales, ASC Manager and Veronica Ortega, Community Services Director)

8. Consider, and act upon, a \$2,500.00 1-time award from AmeriCorps Senior Companion and Foster Grandparent Programs for travel related for J. Rene' Reynolds, SVP Specialist and Magdalena Morales, ASC Manager to attend AmeriCorps Seniors National Convening in Baltimore MD from July 30 to Aug 1, 2024. (Magdalena Morales, ASC Manager and Veronica Ortega, Community Services Director)

9. Consider, and act upon, contract #25-624-4000-0014 between the City of Alamogordo and the State of New Mexico Aging and Long-Term Services Department for the FY25 Senior Companion and Foster Grandparent Program Grants. Senior Companion Program \$69,782.50. Foster Grandparent Program \$69,525.00. (Magdalena Morales, ASC Manager and Veronica Ortega, Community Services Director)

Commissioner Rardin removed Item 5 from the Consent Agenda.

Commissioner Robinson moved to approve the Consent Agenda as amended.

Mayor Pro-Tem McDonald seconded the motion.

Roll Call Vote was taken.

Motion carried with a vote of 7-0-0.

ITEMS REMOVED FROM CONSENT AGENDA

5. Consider, and act upon Ordinance 1701, Case Z-2024-0003(A) for adoption and final first publication of a map amendment to rezone 2350 Eudora St. from C-3 Business District to M-1 Light Industrial District. (Stella Rael, City Planner) (Roll Call vote required)

Commissioner Rardin said there may be a potential conflict with me voting on this. I have a contract where we are putting a building up, and the tenant is the permit holder. Mayor Payne asked if it was this building. He said no, it is a different building. Our contract is with the owner, not Shannon Wright, but Shannon Wright is the permit holder. She said it did not bother her.

City Planner Rael said the language on this should say final publication, and the word "first" should not be there. You will be voting on the final publication for this item.

Commissioner Robinson moved to approve, minus the word "first".

Commissioner Paul seconded the motion.

Roll Call Vote was taken.

Motion carried with a vote of 7-0-0.

NEW BUSINESS

10. Consider, and act upon, Resolution 2024-48, amending the fee schedule for copies of public records inspected and distributed under the New Mexico Inspection of Public Records Act. (Rachel, Hughs, City Clerk) (Roll Call Vote Required)

City Clerk Hughs said the main things added are increasing the media storage fee from \$5 to \$7, which will help with the cost to the citizen and the City. I looked at five other cities within the state, and their fees ranged from \$6.75 to \$20.00, so we are still among the lowest. I am also changing the language for the records larger than eleven by seventeen. Larger records normally come from Planning and Zoning. The language now says to be determined by size, and we say from this to price to that price.

Commissioner Paul moved to approve.
Mayor Pro-Tem McDonald seconded the motion.
Roll Call Vote was taken.
Motion carried with a vote of 7-0-0.

11. Consider, an act upon, first publication of Ordinance 1705, approving a loan from the New Mexico Finance Authority regarding the Yearout Contract and EPC project. (Evelyn Huff, Finance Director and Chris Muirhead) (Roll Call Vote Required)

Finance Director Huff said this was the next step in the process. At the last meeting, you approved the contract. Part of Tara Trafton's presentation at that meeting was about the project's finances. We have Chris Muirhead here as our bond council to secure the next step, financing through the New Mexico Mortgage Finance Authority. As previously discussed, this debt would be paid off from the savings we would see after the modifications are done on by the energy performance contract. In the meantime, we have to secure it with a gross receipts tax. We identified the unsecured gross receipts tax going into the General Fund.

Commissioner Rardin asked what the monthly debt service on the \$5,000,000 would be. Mr. Muirhead said he overshot the \$5,000,000, and it looks like it will be closer to \$3,500,000. Bosque Advisors ran your numbers. With the New Mexico Finance Authority, they would look at lender annual debt service of around \$210,000 annually over twenty years. The savings from a budgetary standpoint would cover this. From a lender's perspective, they need credit security to know there is a revenue source to pay it, which is why you are pledging a quarter percent of gross receipts tax. Commissioner Rardin asked if the whole quarter percent was being pledged. Finance Director Huff said no. The nice part about the New Mexico energy performance contract is that they are certified through the state, so Yearout must come in every year to certify that we have the savings to cover the debt service, and we did meet the savings they thought. Otherwise, Yearout is required to pay the difference. Mr. Muirhead said the New Mexico Finance Authority, as the lender, has no lien on any other City revenues; they have a lien solely on this one special limited pledge. Commissioner Rardin asked if they had a lien on the whole quarter. Mr. Muirhead said they take a lien on the full quarter, but it would only intercept the debt service of \$210,000. It wouldn't take the full larger number it produces. Commissioner Rardin asked what a quarter percent was. Finance Director Huff said about \$1,200,000. Commissioner Rardin said he thought that was an eighth of a percent. Finance Director Huff said no, the quarter does the \$1,200,000. Mr. Muirhead said this would approve an intercept agreement with the Finance Authority, and it's convenient for the City to do it that way. Taxation and Revenue will pull out the exact amount from that quarter percent for monthly distributions semi-annually and annually to pay that debt service. The rest of that quarter's percentage will come to the City. Commissioner Rardin asked if we knew the exact amount of what they should be withholding each month. Finance Director Huff said yes, we will have the debt schedule we agreed to in the agreement. Mr. Muirhead said it has the exact amount in Exhibit E to withdraw down. This ordinance approves the parameters, and the Finance Authority sets the interest rates. A debt service schedule will be presented to the Commission and tied to the intercept agreement.

Commissioner Robinson moved to approve.
Mayor Pro-Tem McDonald seconded the motion.
Roll Call Vote was taken.
Motion carried with a vote of 7 -0-0.

12. Discussion regarding recent break-ins. (Josh Rardin, Commissioner, and Gary Trinkle, Citizen)

City Manager Holden said there have been issues with break-ins. This one involved Mr. Trinkle, who wanted to visit with the Commission, as was discussed with Commission Rardin.

Mr. Trinkle said he was here months ago about people messing with his trailers. On the 14th, one of them was stolen. I got it on video. They did it at seven o'clock and took the time to saw off my lock. I recognized the guy; he didn't work for me but had been on a crew. I took the video down to the police and was told they did not recognize him. Well, I don't recognize everybody either, but somebody else will. If it takes them to recognize him, I do not know how that works. Later, the police told me they were looking into it. The officer came to my job and told me it was over, and they couldn't do anything. Then, the Police Chief texted me to let me know an active investigation was going on. I do not know what is going on right now because I have never responded. I have had numerous rentals broken into. I am sick of it. It's the same people with all the break-ins going on. I should have had a GPS system on the trailer. I didn't then, but I do now. Mayor Payne said she agreed that he should not have to spend all that money to keep his property safe. Mr. Trinkle said something needs to be done. We are being robbed blind, and it's the same people. Let's get some evidence and bust these guys. You can't pull them over for doing nothing, but you could put a bait trailer out and let them steal it. It's the same people riding around with backpacks and bicycles. Mayor Payne said they have no conscience. I run a non-profit, and my camera will go off. I will watch them jump the fence and go into the back of our building. These guys are quick. The contractors are affected the most. In fairness, it is hard to catch these guys and frustrating for our officers. It's a whole breakdown in the system. The police cite and arrest them, throw them in jail, and then these guys blink at the judge and are out the next morning. It's the whole system, but that's not an excuse. Everyone should feel safe knowing their stuff is secure. Mr. Trinkle said it's beyond frustrating. It's big ticket items. I have had rentals where they kicked in the doors. I lost tenants because of that. It's not school kids doing this.

Police Chief Kunihiro said the Police Department wants to catch and put the criminals away. We are headed in the same direction. Unfortunately for us, some things do not generate reasonable suspicion. We may see somebody out of place, but it does not legally give us the right to stop them. We can always approach them to ask for a consensual encounter, but if they tell us to pound sand and we have no report of something being stolen, our hands are tied. For us to charge somebody involves probable cause. We have to get to that level to criminally charge them. If we do not get to probable cause, we should not be making any arrests or getting to that charge. Some things that hinder us when it comes to burglary are DNA collection, fingerprint collection, and things of that nature. The State labs hinder us. They will not process DNA for felony crimes unless they are violent felonies. So hypothetically, in the past, we could have had a burglary where a coffee cup was left on a dashboard. We could send it up to the lab, and a year and a half to two years later, we can have a DNA hit and be able to charge the suspect. The State lab will not even accept that now. We can collect it but cannot do anything with it. It is frustrating that the victims in the community do not get justice. I would like to apologize to Mr. Trinkle for the earlier miscommunication; I was told the investigation was ongoing. I will look into that matter tomorrow. Mr. Trinkle said setting up a bait trailer out there to catch these guys makes sense. You can catch them red-handed. Mr. Kunihiro said depending on legal opinions, there are some operations we may be able to do. Whether bait trailers and bait cars are entrapment is a legal opinion. We want to see how we can add civilian staff to help force multiply with more eyes out there. I recently put an officer in community relations, and we are bringing back the Neighborhood Watch. We will soon see posts and communications with trying to form the Neighborhood Watch again. We used to have about twenty-two Neighborhood Watch districts, but they went away for some reason. We want the community's support and help with extra eyes, but we cannot be everywhere. A lot of people have cameras and things that can help. Mayor Payne said she thought there should also be a Business Watch. In a Neighborhood Watch, let's say a neighbor sees someone breaking into a home and calls the police. Then what? Police Chief Kunihiro said with a crime in progress, I urge you to call 911 or the Police Department. Do not go to your Neighborhood Watch Captain. Each neighborhood designates a Captain who acts as the go-between the Police Department for things like suspicious people. The Captains generate discussion topics within their Neighborhood Watch group, streamlining

things. Still, call the Police Department for a crime in progress because that is our best chance of catching somebody. Mayor Payne asked what if they were listening to the scanner. Commissioner Rardin said most of them do. There is a sort of Neighborhood Watch with ring cameras. Is there a way to have somebody at DPS that monitors Police Chief Kunihiro said he also gets the notifications because he has a ring. I was told they did away with it, but there was a program where ring cameras would give police access. I do not know if that is an option anymore. Commissioner Rardin said it tells you when somebody posts something and the general area it is at. Chief Kunihiro said that with suspicious activity, we must have reasonable suspicion that a crime was committed. If a crime was being committed, we can detain for investigation. Commissioner Rardin said there was a group of people out with a motorcycle. A guy was sitting on the motorcycle, holding onto a Ford truck being driven by a woman with two kids in the back. The guy was basically being towed by the truck, and the engine wasn't running on the motorcycle. I see the same kids with backpacks out at 5:30 in the morning, and I doubt they are heading for school. Chief Kunihiro asked if Commissioner Rardin had ever called that in. Commissioner Rardin said no. Chief Kunihiro said anyone could call it in and remain anonymous. We cannot be in that area if we do not know about it. I encourage you to let Dispatch know if you see it multiple times a week. The more you report it, the more we can build an investigation. Commissioner Rardin asked what was recommended to the public when they saw stuff. Police Chief Kunihiro said to please report suspicious activity or crimes. If you feel comfortable following or getting license plate information, the more information we get, the better. Only if you are comfortable with it.

Mayor Payne said the bail reform law was the worst thing that happened to our state. It has gotten out of hand. It is incumbent upon us to do what we can as a City. Do we still do everything we can, even if we know they will ultimately go in front of the judge who will just let them out? City Attorney Smith said it depends on the dollar amount. The Municipal Court only handles less than \$500. Anything above that is Magistrate or District Court. We have no control over what district attorneys do or how they prosecute. We take the few we get before the judge. Usually, you can plead no contest and state it to the judge or go to trial. Mayor Payne said we have some people who are a revolving door, making me wonder why we bother. It is a waste of time and resources, but if we don't do it, it makes us look bad as a city. At least we are doing everything we can, and then it is up to the judge. Am I wrong in thinking that? City Attorney Smith said all my office can do is take it to the judge. Sentencing is up to the judge. We are not afraid to go to trial, and neither is our contracted attorney. With something like theft and larceny, we typically do not offer many pleas on those cases unless it is a first offense, we have not seen this person before, and they have zero criminal history. Then, we may offer them a deferred sentence on our end, but this is still a conviction. As far as the ones you constantly see, we can only take them before the judge. Mayor Payne said that as a victim, the only way you feel vindicated is by knowing that somebody is doing something and fighting for it. Unfortunately, justice will not always be served the way it should be.

Commissioner Rardin asked if fingerprints and DNA had to go through the state's crime lab. Are there other entities that do that? Chief Kunihiro said private companies do, but we have rarely utilized them. They are very costly. Without a large budget for that, the state crime labs are our option. Commissioner Rardin asked if the private entities doing this still stands in court. Chief Kunihiro said potentially. You start to go into whether it is felony level in the District Attorney's Office and if they are willing to have them come to testify and pay the expert witness fee. There is a lot that revolves around money. Commissioner Rardin said so it is better to use the crime lab. Chief Kunihiro said that is our only resource for the most part unless we are dealing with the most violent crimes that need secondary testing. Commissioner Rardin said this is a big deal, but is it not in their eyes? Chief Kunihiro said he could not put words in their mouth. My understanding is that they have so many violent crimes that everything else is on the back burner. Violent crime doesn't stop, so they cannot take in nonviolent felony crimes. Commissioner Rardin asked how many labs in the state there were. Chief Kunihiro said there are labs in Santa Fe, Las Cruces, and Hobbs. I know there are at least three and maybe a fourth. Albuquerque has their own. Mayor Payne said some of this needs to be fought at the state level, and that is where I am concentrating my efforts. Neighborhood Watch is a great idea. I met with a group

that started a Businesses for a Safer Las Cruces, and they are making headway. They are watching out for each other and taking pictures. I think that is part of the direction we need to go. We need to watch out for each other. There is just no way our officers can do it all.

Mr. Trinkle said that when you can point the house out, there has to be some way to do undercover work or set up a drug bust. One thing leads to another. You may not catch them stealing a car, but you may catch them doing other things. Mayor Payne said she could not speak to that or the legalities.

Commissioner Rardin asked if we could do something on the City's website, where petty stuff like this can be reported so that the Police can look at it, but it doesn't take up time to physically go and look at it. Chief Kunihiro said online reporting does that. Commissioner Rardin asked if that was something business owners could go into. Chief Kunihiro said he was researching this and had thought we previously had a business community where all the business partners could communicate. It was explained to me that it is kind of like Neighborhood Watch, where you see them acting suspiciously but not committing a crime, but you pop a picture and share it with your business community. Someone else could recognize and identify them. It is just information sharing. Commissioner Rardin said it could help by taking different crimes and putting the pieces together so the police could identify them. Commissioner Rardin said he thought that was the answer. Mayor Payne said she also thought that was the answer. Car accidents take hours and resources to wrap up. The solution is to get our business owners to help each other. The key is knowing that they can go through all that, turn it over, and then something will be done. Chief Kunihiro said if it meets certain criteria. Mr. Trinkle said that was already happening to a certain extent. We share that information. Still, what good is it if everyone knows it is the same guy robbing everyone and nothing happens? Mayor Payne said it is more than that; it is watching out for each other, like a Neighborhood Watch. You cannot always be at your job site, but maybe somebody else working across the street could help keep an eye out. Mr. Trinkle said he understood that, but something must happen to shut these people down. Mayor Payne said she was not sure what the answer was. It is a matter of doing it while protecting the liability of the City. Mayor Payne said she appreciated Mr. Trinkle coming by to discuss this. Mr. Trinkle said no matter how he protects his stuff, he expects to get robbed.

EXECUTIVE SESSION

13. Adjourn into Executive Closed Session in compliance with 10-15-1(H)(7) NMSA (as amended) to discuss Pending Litigation regarding various Tort Claims. (Roll Call Vote Required)

Mayor Pro-Tem McDonald moved to adjourn into Executive Session at 7:43 p.m.

Commissioner Tapley seconded the motion.

Roll Call Vote was taken.

Motion carried with a vote of 7-0-0.

ADJOURNMENT

Mayor Susan L. Payne

ATTEST:

City Clerk Rachel Hughs

(Prepared by Dylan Aleshire, Deputy City Clerk)

Approved at the Regular Meeting held on July 23, 2024.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 7/23/2024

Report Date: 07/12/2024

Report No: 2.

Submitted By: Rachel Hughs

Subject: Approve the statements related to the Executive Closed Sessions held on June 11, 2024, and on July 9, 2024. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: The statement is required per the Open Meetings Act.

Background:

As required by Section 10-15-1 (J) of the Open Meetings Act, approve the following statements authorizing them to be included in the minutes of July 23, 2024: "The Governing Body of the City of Alamogordo, New Mexico, hereby states that on June 11, 2024, an Executive Closed Session was held, and the matters discussed in the closed meeting were limited only to discuss Litigation update with Downtown Ventures".

As required by Section 10-15-1 (J) of the Open Meetings Act, approve the following statements authorizing them to be included in the minutes of July 23, 2024: "The Governing Body of the City of Alamogordo, New Mexico, hereby states that on July 9, 2024, an Executive Closed Session was held, and the matters discussed in the closed meeting were limited only to discuss Pending Litigation regarding various Tort Claims".

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 7/23/2024

Report Date: 07/17/2024

Report No: 3.

Submitted By: Ashley Smith

Subject: Consider, and act upon, Ordinance 1703 for adoption and final publication, to amend Chapter 24, Articles 01-010; 01-020; 13-060 Additional Parking restrictions and 12-12-1.3 of the Alamogordo Code of Ordinances Concerning Schedule of Penalty Assessments, Penalty Assessment Misdemeanors; Additional Fees, Mandatory Fees upon Conviction, and Texting While Driving. *(Ashley Smith, City Attorney)* **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Adopt the ordinance

Background:

Approved for first publication by the commission on June 25, 2024, by a vote of 7-0.

ORDINANCE NO 1703**AN ORDINANCE AMENDING CHAPTER 24, ARTICLES 01-010; 01-020; 12-12-1.3 AND 13-030 OF THE ALAMOGORDO CODE OF ORDINANCES CONCERNING****SCHEDULE OF PENALTY ASSESSMENTS, PENALTY ASSESSMENT MISDEMEANORS; ADDITIONAL FEES, MANDATORY FEES UPON CONVICTION, AND TEXTING WHILE DRIVING**

WHEREAS, the City Commission of the City of Alamogordo, New Mexico, deems it necessary to amend Articles 01-010, 01-020, and 12-12-1.3 concerning the schedule of penalty assessments, penalty assessment misdemeanors, additional fees, mandatory fees upon conviction, and texting while driving.

WHEREAS, the City Commission of the City of Alamogordo, New Mexico has been informed that the State of New Mexico has abolished several mandatory State fees for when a person is convicted of a criminal act.

BE IT THEREFORE ORDAINED by the City Commission of the City of Alamogordo, New Mexico, that Chapter 24, Articles 01-010, 01-020, and 12-12-1.3 of the Code of Ordinances is amended in part.

24-01-010. Schedule of penalty assessments.

As used in the New Mexico Uniform Traffic Ordinance adopted by the city, "penalty assessment misdemeanor" means violation of the following listed sections of the New Mexico Uniform Traffic Ordinance, for which the listed penalty assessment is established:

Speeding 24-12-6-1.2

- (1) Up to and including ten miles an hour over speed limit~~90.00~~ **35.00**
- (2) From eleven up to and including fifteen miles an hour over speed limit~~115.00~~ **55.00**
- (3) From sixteen up to and including twenty miles an hour over speed limit~~140.00~~ **85.00**
- (4) From twenty-one up to and including twenty-five miles an hour over the speed limit....~~190.00~~ **150.00**
- (5) From twenty-six up to and including thirty miles an hour over the speed limit~~280.00~~ **250.00**
- (6) From thirty-one and up to and including thirty-five miles an hour over the speed limit..~~340.00~~ **350.00**
- (7) More than thirty-five miles an hour over the speed limit~~415.00~~ **450.00**

Speeding in construction zones 24-12-6-1.2 A. (4):

- (1) Up to and including ten miles an hour over speed limit~~115.00~~ **55.00**
- (2) From eleven up to and including fifteen miles an hour over speed limit~~175.00~~ **100.00**
- (3) From sixteen up to and including twenty miles an hour over speed limit~~240.00~~ **180.00**
- (4) From twenty-one up to and including twenty-five miles an hour over the speed limit ...~~300.00~~ **240.00**

(5) From twenty-six up to and including thirty miles an hour over the speed limit421.00
450.00

(6) More than thirty-one miles over the speed limit500.00-600.00

School zones 24-12-6-2.7

(1) Up to and including ten miles an hour over speed limit115.00 60.00

(2) From eleven up to and including nineteen miles an hour over speed limit175.00 115.00

(3) ~~From 20 up to and including 30 miles an hour over the speed limit~~ More than twenty miles
per hour.....420.00 360.00

Flashing signals 24-12-5-8100.00 40.00

Passing vehicles proceeding in opposite direction 24-12-6-2.2100.00 40.00

Limits on overtaking on the left 24-12-6-2.4100.00 40.00

Further limits on driving left of center 24-12-6-2.5100.00 50.00

When overtaking on right permitted 24-12-6-2.6100.00 40.00

No passing zones (incl. school zones) 24-12-6-2.7126.00 50.00

Driving on divided streets 24-12-6-2.14100.00 40.00

Vehicle entering stop/yield intersection 24-12-6-4.3126.00 70.00.

Required position, method of turning 24-12-6-5.1115.00 50.00.

Obedience to no U-turn signs 24-12-6-5.4100.00 40.00

Limitations on turning around 24-12-6-5.5100.00 45.00.

Starting parked vehicle 24-12-6-5.7100.00 40.00

Stopping/standing parking 24-12-6-6.180.00 20.00

Parking regulations 24-12-6-6.280.00 25.00

Parking not to obstruct traffic 24-12-6-6.380.00 20.00.

Standing/parking on one-way streets 24-12-6-6.980.00 20.00

Standing/parking on divided streets 24-12-6-6.1080.00 20.00

Stopping/standing/parking 24-12-6-6.1180.00 25.00

Angle parking 24-12-6-6.1380.00 20.00.

Stopping for school buses 24-12-6-7.3340.00 200.00

Stop when traffic obstructed 24-12-6-7.2100.00 40.00

Eye protection or windshields 24-12-7-590.00 30.00

School crossings 24-12-6-10100.00 70.00

Driving through safety zone 24-12-6-12.15100.00 70.00

Driving on sidewalk 24-12-6-12.17100.00 40.00

Unhitched trailer 24-12-6-13.375.00 25.00

Child restraints 24-12-6-13.12140.00 70.00

Seat belts 24-12-6-13.13150.00 70.00

Pedestrians right-of-way 24-12-6-14.2100.00 45.00

Crossing at other than crosswalks 24-12-6-14.4100.00 40.00

Operating Motorcycles on Streets Laned for Traffic 24-12-7-240.00 40.00

Carrying articles 24-12-8-6100.00 40.00

Dimming of lights 24-12-10-1.6100.00 40.00

Stop lamps 24-12-10-1.985.00 40.00

Display current valid registration plate 24-12-10-490.00 40.00

Evidence of registration 24-12-10-590.00 40.00

Driving on streets laned for traffic 24-12-6-2.12100.00 40.00
 Obedience to traffic control devices 24-12-5-3140.00 100.00
 Open container of alcoholic beverage 24-12-6-13.14150.00 100.00
 Operator to be licensed 24-12-6-12.5180.00 70.00
 Careless driving 24-12-6-12.4200.00 140.00
 Following too closely 24-12-6-2.13140.00 40.00
 Basic rule 24-12-6-1.1115.00 50.00
 Tail lamps required 24-12-10-1.785.00 25.00
 Permitting unauthorized person to drive 24-12-6-12.23180.00 50.00
 Parking in alleys 24-12-6-6.480.00 50.00
 Parking for certain purposes 24-12-6-6.580.00 20.00
 Parking adjacent to schools 24-12-6-6.780.00 20.00
 Parking for resident only.....20.00
 Parking for disabled resident only.....20.00
 Parking for business only.....20.00
 Prohibited activities while driving 24-12-6-12.18100.00
 Stopping/standing/parking 24-12-6-6.1 and 24-12-6-6.1180.00 25.00
 Unattended motor vehicle 24-12-6-12.8100.00 40.00
 Unlawful riding 24-12-6-13.2100.00 50.00
 Vehicle approach/entering intersection 24-12-6-4.1115.00 70.00
 Vehicle to be in safe condition 24-12-10-1.12140.00 50.00
 When lighted lamps are required 24-12-10-1.3100.00 50.00
 Windshield to be unobstructed 24-12-10-1.2100.00 50.00
 Drive on right side of street 24-12-6-2.1100.00 40.00
 Emerging from alleyways/driveways 24-12-6-7.1140.00 40.00
 Headlamps on motor vehicle 24-12-10-1.585.00 25.00
 Obedience to signs designate one-way streets 24-12-6-2.9100.00 40.00
 Mufflers/prevention of noise 24-12-10-1.10150.00 20.00
 Processions 24-12-6-12.20100.00 40.00
 Limits on backing 24-12-6-12.9115.00 45.00
 Vehicle turning left at intersection 24-12-6-4.2140.00 50.00
 Turning and stopping movements and required signals 24-12-6-5.8115.00 50.00
 Texting while driving 24-12-6-18—first violation30.00 50.00
 Second or subsequent violation.....55.00
 The penalty assessments shall be deposited in the city treasury.

24-01-020. Penalty assessment misdemeanors; additional fees.

In addition to the penalty assessment established for each penalty assessment misdemeanor, there shall be assessed a fee to be deposited in the city treasury which is calculated as follows:

1. ~~A court automation fee of thirteen dollars (\$13.00); and~~
2. A **local** traffic safety fee of eight dollars (\$8.00) which shall be ~~credited to the traffic safety education and enforcement fund to be established and used for, exclusively for~~ **APD** traffic safety, **patrol**, education and enforcement purposes.
3. ~~A municipal administration fee of ten dollars (\$10.00);~~
4. All fees established in §24-12-12-1.3;

5. These increases shall take place immediately upon the ordinance from which this section derives becoming effective.

24-12-12-1.3. Mandatory fees upon conviction.

- A. There is imposed upon any person convicted of violating any municipal ordinance the penalty for which carries a potential jail term or any ordinance relating to the operation of a motor vehicle the following mandatory fees:
 - (1) A ~~local~~ corrections fee of twenty dollars (\$20.00);
 - (2) A ~~court~~ ~~local~~ automation fee of ~~six~~ ~~nineteen~~ dollars (~~\$6.00~~ 19.00); and
 - (3) A local administration fee of ~~ten~~ thirteen dollars 13.00).
- B. As used in this ordinance, "convicted" means the defendant has been found guilty of a criminal charge by the municipal judge, either after trial, a plea of guilty or a plea of nolo contendere or has elected to pay a penalty assessment in lieu of trial.
- C. All corrections fees collected shall be deposited in a special corrections fund in the municipal treasury and shall be used only for:
 - (1) municipal jailer training;
 - (2) construction planning, construction, operation and maintenance of the municipal jail;
 - (3) paying the costs of housing the municipality's prisoners in a county jail or detention facility or housing juveniles in a detention facility;
 - (4) complying with federal match or contribution requirements relating to jails or juvenile detention facilities;
 - (5) providing in-patient treatment or other substance abuse programs in conjunction with or as an alternative to jail sentencing;
 - (6) defraying the cost of transporting prisoners to jails or juvenile detention facilities; or
 - (7) providing electronic monitoring systems.
- D. A municipality may credit the interest collected from fees deposited in the special corrections fund to the municipality's general fund.
- ~~E. All judicial education fees collected shall be remitted monthly to the state treasurer for credit to the judicial education fund and shall be used for the education and training, including production of benchbooks and other written materials, of municipal judges and other municipal court personnel.~~
- ~~F. All court automation fees collected shall be remitted monthly to the state treasurer for credit to the municipal court automation fund and shall be used for the purchase and maintenance of court automation systems in the municipal courts. The court automation system shall have the capability of providing, on a timely basis, electronic records in a format specified by the judicial information system council.~~

24-12-6-18. Texting while driving.

- A. A person shall not read or view a text message or manually type on a handheld mobile communication device for any purpose while driving a motor vehicle, except to summon medical or other emergency help or unless that device is an amateur radio and the driver holds a valid amateur radio operator license issued by the Federal Communications Commission.

- B. The provisions of this section shall not be construed as authorizing the seizure or forfeiture of a handheld mobile communications device. Unless otherwise provided by law, the handheld mobile communication device used in the violation of the provisions of this section is not subject to search by a law enforcement officer during a traffic stop made pursuant to the provisions of this section.
- C. As used in this section:
- (1) "driving" means being in actual physical control of a motor vehicle on a highway or street and includes being temporarily stopped because of traffic, a traffic light or stop sign or otherwise, but "driving" excludes operating a motor vehicle when the vehicle has pulled over to the side of or off an active roadway and has stopped at a location in which it can remain safely stationary;
 - (2) "handheld mobile communication device" means a wireless communications device that is designed to receive and transmit text or image messages, but "handheld mobile communications device" excludes global positioning or navigation systems, devices that are physically or electronically integrated into a motor vehicle and voice-operated or hands-free devices that allow the user to compose, send or read a text message without the use of a hand except to activate, deactivate or initiate a feature or function; and
 - (3) "text message" means a digital communication transmitted or intended to be transmitted between communication devices and includes electronic mail, an instant message, a text or image communication and a command or request to an internet site; but "text message" excludes communications through the use of a computer-aided dispatch service by law enforcement or rescue personnel.
- ~~D. A violation of provisions of this section is punishable by a fine of \$25 for a first violation and \$50 for a second or subsequent violation. Violations of provisions of this section may be included in a local penalty assessment ordinance.~~

24-13-030.-Additional Parking restrictions.

- (a) No person shall park a vehicle on a street that has been posted with No Parking signs.
- (b) No vehicle shall be parked within three (3) feet behind a curb adjacent to a street.
- (c) No person shall park a truck-tractor, road tractor, or combination of any such tractor and trailer or semitrailer, on a street in a residence district except when necessary for loading or unloading of property. In any event, parking of any such vehicle shall not obstruct traffic to any greater degree than is strictly necessary.
- (d) No person shall park any vehicle in an area that is designated as a fire lane by a posted sign or by a curb painted red.
- (e) No person shall park a vehicle on a street that has been posted with Resident Parking only sign.
- (f) No person shall park a vehicle on a street that has been posted with Disabled Resident parking only sign.
- (g) No person shall park a vehicle on a street that has been posted with a Business Parking only sign.

PASSED, APPROVED AND ADOPTED this _____ day of

_____, 2024.

CITY OF ALAMOGORDO, NEW MEXICO
a New Mexico municipal corporation

By: _____
Susan L. Payne, Mayor

ATTEST:

Rachel Hughs, City Clerk

APPROVED AS TO FORM:

Ashley Smith, City Attorney

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 7/23/2024

Report Date: 07/10/2024

Report No: 4.

Submitted By: Stella Rael

Subject: Consider, and act upon, Ordinance 1704 Case Z-2024-0004(A) for adoption and final publication of a map amendment to rezone 916 & 918 South Florida Ave. from R-1 Single Family Dwelling to C-1 Neighborhood Business. (*Stella Rael, City Planner*) **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact: None

Recommendation: Adopt the Ordinance

Background: The Center of Protective Environment (COPE) is requesting that the city amend the zoning map to change the zoning of the properties known as 916 and 918 South Florida Ave. from R-1 Single Family Dwelling to C-1 Neighborhood Business. The property owners intend to use the space for the construction of additional office space and parking needed for counseling staff employed by the Center of Protective Environment (COPE) located at 909 South Florida Ave.

ORDINANCE No. 1704

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ALAMOGORDO, CHANGING THE CLASSIFICATION OF A CERTAIN PROPERTY COMMONLY KNOWN AS 916 & 918 SOUTH FLORIDA AVE. FROM THEIR PRESENT DESIGNATION AND ZONING DISTRICT OF R-1- SINGLE FAMILY DWELLING DISTRICT TO C-1 NEIGHBORHOOD BUSINESS DISTRICT, WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF ALAMOGORDO, OTERO COUNTY, NEW MEXICO.

WHEREAS, Center of Protective Environment (hereinafter referred to as "the Owners") is the owner of certain real property commonly known as 916 & 918 South Florida Ave. and legally described below (herein after referred to as "the Property") located within the corporate boundaries of the City of Alamogordo, New Mexico, (hereinafter referred to as "the City"); and

BROOKDALE ADDITION LOTS 4 & 5

WHEREAS, an application has been filed in the Owner's name under Case No. **Z-2024-0004(A)** to change the zoning of the Property, and

WHEREAS, the City Commission, after notice and hearing, finds and determines that the application for re-zoning of the Property is in the public interest and is consistent with proper development of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION, THAT the zoning of the Property, which is more fully described below:

BROOKDALE ADDITION LOTS 4 & 5

Is hereby changed from R-1 Residential Dwelling District to C-1 Neighborhood Business District; and the official zoning map and comprehensive plan of the City are hereby amended to reflect this change.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2024

CITY OF ALAMOGORDO, NEW MEXICO a

New Mexico municipal corporation

By: _____
Susan L. Payne, Mayor

ATTEST:

Rachel Hughs, City Clerk

APPROVED AS TO FORM:

Ashley Smith, City Attorney



City of Alamogordo

1

City Commission



Z-2024-0004(A)

Stella Rael, City Planner
June 25, 2024

Map Amendment Request Case: Z-2024-0004(A)

Request:

The Property owner requests a map amendment to change the zoning from R-1 Single Family Dwelling to C-1 Neighborhood Business District to build additional office space needed for counseling staff employed with the Center of Protective Environment (COPE) which is located at 909 S. Florida Ave.

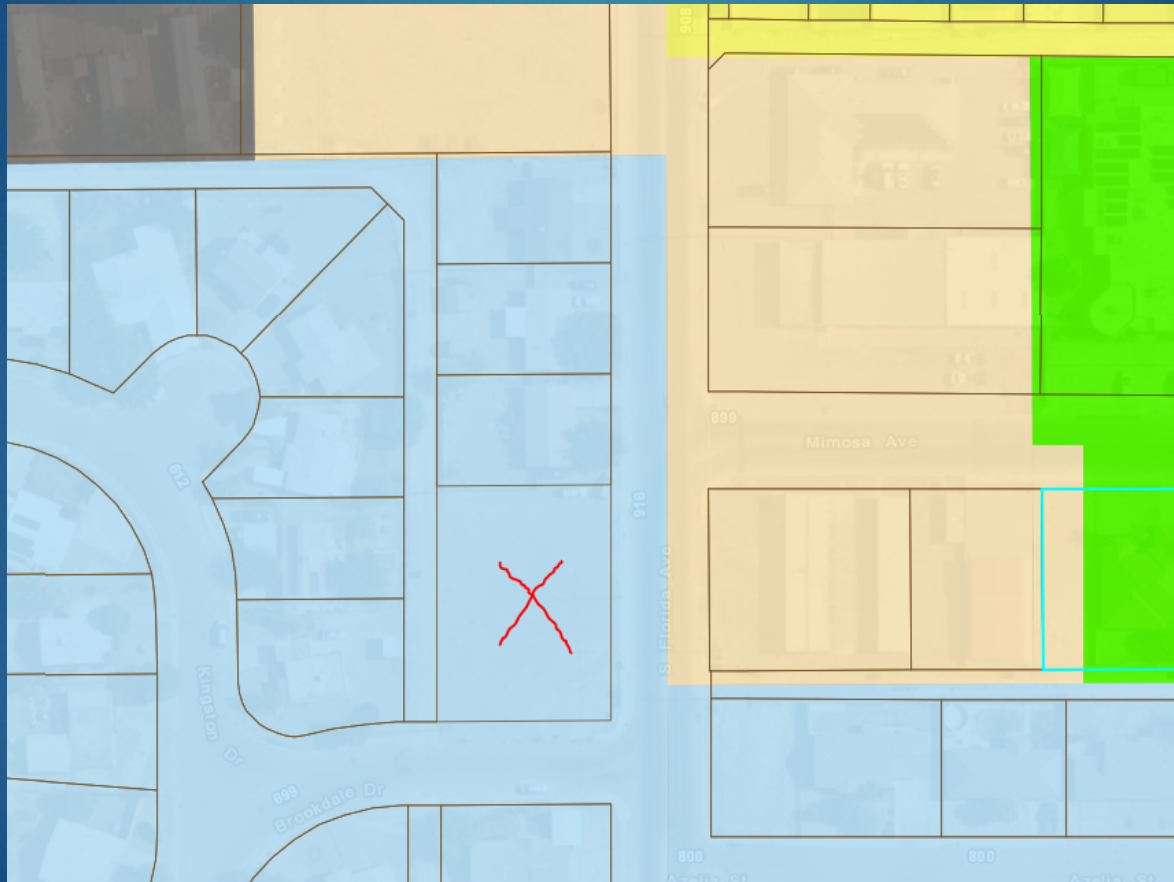
Applicants:

Center of Protective Environment

909 S. Florida Ave.

Alamogordo, NM 88310

ZONING MAP



Z-2024-0004(A)

4

Findings of Fact

- ◆ 1. The properties are located at 916 AND 918 S. Florida Ave.
- ◆ 2. The request is to change the zoning from R-1 Single Family Dwelling to C-1 Neighborhood Business District.
- ◆ 3. The application was filed on May 30, 2024.
- ◆ 4. The legal notice was published in the Alamogordo Daily News
- ◆ 5. Thirty (30) letters were mailed by certified/returned receipt mail to all property owners of record within two hundred (200) feet from the property, excluding public right-of-way, of the property for which the rezoning is sought.
- ◆ 6. As of June 17, 2024, there have not been any letters returned undeliverable. There have not been any letters of opposition received or any phone calls.

Z-2024-0004(A)

5

- ◆ Staff recommends approval since this request will not be materially detrimental to surrounding property owners or the public

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 7/23/2024

Report Date: 07/15/2024

Report No: 5.

Submitted By: Justen Boyle

Subject: Consider, and act upon, award of Public Works Bid No. 2024-005, E. 10th Street Remediation Project No. PW2404, to General Hydronics Concrete LLC, related to the Alamogordo E. 10th Street CBC Remediation project for an amount not to exceed \$518,394.47 including NMGR. *(Justen Boyle, Project Manager)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the Award

Background: The Work designated as E. 10th Street CBC Remediation consists of, TO REMOVE AND REPLACE THE SE, SW, AND THE NW WING WALLS, REPAIR OF THE CBC AND ADJACENT RETAINING WALL AT THE NE CORNER OF THE STRUCTURE, MISCELLANEOUS REPAIR OF DETERIORATED CONCRETE ON THE CULVERT, CURB GUTTER, SIDEWALK, REMOVAL OF ASPHALT, REPLACEMENT OF ASPHALT, STRIPING AND TRAFFIC CONTROL. ALL, WITHIN THE CITY LIMITS OF ALAMOGORDO, NEW MEXICO. In accordance with the drawings, specifications, and other Contract Documents. The project was advertised on May 19 and 26, 2024. Bids were opened on July 2, 2024. The bid tabulation is attached.

Bid Comparison

Public Works Bid Number 2024-005

Project Title E. 10TH CBC REMEDIATION

Bid Opening Date JULY 2,2024

Bid Comparison				Engineer's Estimate		GENERAL HYDRONICS CONCRETE	
Public Works Bid Number 2024-005							
Project Title E. 10TH CBC REMEDIATION							
Bid Opening Date JULY 2,2024							
ITEM NO.	DESCRIPTION OF WORK	Unit	Bid Quantity	Bid Item Cost	Extended	Bid Item Cost	Extended
1	SUBGRADE PREPERATION	SY	377	\$2.50	\$942.50	\$32.00	\$12,064.00
2	MAJOR STRUCTURE EXCAVATION	CY	303	\$51.00	\$15,453.00	\$110.00	\$33,330.00
3	MAJOR STRUTURE BACKFILL	CY	303	\$130.00	\$39,390.00	\$125.00	\$37,875.00
4	MINOR PAVING TYPE II, HMA SP-IV	SY	377	\$45.00	\$16,965.00	\$52.00	\$19,604.00
5	STRUCTURAL CONCRETE CLASS AA	CY	34	\$1,200.00	\$40,800.00	\$2,975.00	\$101,150.00
6	REPAIR OF CONCRETE STRUCUTRES	SY	10	\$1,200.00	\$12,000.00	\$975.00	\$9,750.00
7	REINFORCING BARS GRADE 60	LB	9000	\$2.20	\$19,800.00	\$3.00	\$27,000.00
8	REMOVAL OF STRUCTURES AND OBSTRUCTI	LS	1	\$24,000.00	\$24,000.00	\$48,575.00	\$48,575.00
9	REMOVAL OF SURFACING	SY	377	\$10.00	\$3,770.00	\$29.00	\$10,933.00
10	PEDESTRIAN/ BICYCLE RAILING	LF	61	\$250.00	\$15,250.00	\$130.00	\$7,930.00
11	CONCRETE SIDEWALK 4"	SY	62	\$130.00	\$8,060.00	\$175.00	\$10,850.00
12	CONCRETE VERTICAL CURB AND GUTTER TY	LF	61	\$65.00	\$3,965.00	\$89.00	\$5,429.00
13	TRAFFIC CONTROL MANAGEMENT	LS	1	\$11,500.00	\$11,500.00	\$22,183.00	\$22,183.00
14	MOBILIZATION	LS	1	\$23,000.00	\$23,000.00	\$66,175.00	\$66,175.00
15	TRAFFIC CONTROL DEVICES FOR CONSTRUS	LS	1	\$15,000.00	\$15,000.00	\$14,625.00	\$14,625.00
16	RETROREFLECTORIZED PAINTED MARKINGS	F	3180	\$1.00	\$3,180.00	\$0.65	\$2,067.00
17	RETROREFLECTORIZED PAINTED MARKINGS	LF	580	\$6.00	\$3,480.00	\$13.00	\$7,540.00
18	RETROREFLECTORIZED PAINTED MARKINGS	EA	4	\$150.00	\$600.00	\$225.00	\$900.00
19	RETROREFLECTORIZED PAINTED MARKINGS	EA	2	\$210.00	\$420.00	\$185.00	\$370.00
20	TEMPORARY RETRORELCTORIZED 4"	LF	3600	\$1.00	\$3,600.00	\$0.65	\$2,340.00
21	REMOVAL OF PAVEMENT MARKING	LF	6780	\$1.00	\$6,780.00	\$1.85	\$12,543.00
22	REMOVAL OF PAVEMENT MARKING SYMBOL	EA	6	\$150.00	\$900.00	\$155.00	\$930.00
23	UTILITY CONFLICT ALLOWANCE	ALL	1	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
				Sub-Totals	\$293,855.50	Sub-Totals	\$479,163.00
				NMGRT (8.1875%	\$24,059.42	NMGRT (8.1875%	\$39,231.47
				TOTALS	\$317,914.92	TOTALS	\$518,394.47
				Engineer's Estimate		GENERAL HYDRONICS CONCRETE	

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 7/23/2024

Report Date: 07/12/2024

Report No: 6.

Submitted By: Rachel Hughs

Subject: Consider, and act upon appointing the Mayor as the Voting Delegate for the New Mexico Municipal League's 67th Annual Conference. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Appoint the Mayor as the Voting Delegate.

Background:

The NMML requests every year to appoint a voting delegate for the annual business meeting if someone from our municipality is attending. The voting delegate must be present to cast a vote.

The Mayor is the only elected official on the Commission attending the annual conference.



**MUNICIPAL CLERKS: PLEASE DISTRIBUTE COPIES TO YOUR
ENTIRE GOVERNING BODY**

TO: **MAYORS/GOVERNING BODY MEMBERS**
FROM: A.J. Forte, Executive Director
SUBJECT: **2024 ANNUAL CONFERENCE VOTING DELEGATES**
DATE: July 3, 2024

The 67th Annual Conference of the NM Municipal League will be held August 13th through the 16th in Clovis.

At the Annual Business Meeting on Thursday, August 15th, a President Elect, Vice President, Treasurer, three Directors-at-Large for a 2-Year Term and one Director-at-Large for a 1-Year Term will be elected. Also, the *Annual Statement of Municipal Policy and Annual Resolutions* will be adopted.

Each member municipality in good standing that is registered and attending the Annual Conference shall be entitled to one delegate vote in electing officers, deciding municipal policy and voting upon all other questions at the Annual Business Meeting. A municipality in good standing means that at least one-half of the municipality's current League annual dues must have been paid prior to or at the Conference. The vote of the municipality is cast by the Voting Delegate (or in her/his absence, the Alternate) who is selected by the governing body of the municipality.

The Annual Business Meeting will be conducted in accordance with Robert's Rules of Order Revised, and the Annual Business Meeting Rules and Procedures, which shall govern the actions and deliberations of the League membership assembled in convention. Attached for your information are the *Policy Process Outline and the Annual Business Meeting Rules and Procedures*.

Please place the selection of a Voting Delegate and Alternate on the agenda of your next official governing body meeting. **The Voting Delegate and Alternate must be persons planning to attend the Conference.** Once they are selected, enter the names and titles of the Voting Delegate and Alternate for your municipality and **return this form to the League Office no later than Friday, August 9, 2024.**

This designation form is **not** an official registration form for the Annual Conference for either the Voting Delegate or the Alternate. *Delegates must register for the Conference either online or by form submission.*

Voting Delegates & Alternates must check in with NMML Staff at the Credential's Desk at the Conference.

Municipality:_____

Voting Delegate:_____Title:_____

Alternate:_____Title:_____

Approved By:_____

RETURN BY AUGUST 9, 2024 to:

Jackie Portillo, Support Services Coordinator
NM Municipal League
P.O. Box 846 – Santa Fe, NM 87504
jportillo@nmml.org
Fax: 505-984-1392



ANNUAL CONFERENCE

POLICY PROCESS OUTLINE

and

ANNUAL BUSINESS MEETING

RULES and PROCEDURES

August 15, 2024
Clovis, NM

POLICY PROCESS OUTLINE

PRIOR TO ANNUAL CONFERENCE

1. Policy Committees meet to review previous year's conference Resolutions and Statement of Municipal Policy, as well as newly submitted Resolutions and statements to be added to Policy. Proposed Resolutions or proposed Policy Statement amendments may be submitted by Committee members, member municipalities or League subsections. Committee makes necessary amendments and adopts, rejects, refers to appropriate other committee or (if resolution is not germane to coming session) refers to following year's committee, all by simple majority of votes cast.

Committee prioritizes all Resolutions it adopts (including those staff is directed to draft) as "High," "Medium" or "Low" priority. Committee then ranks all "High" priority Resolutions in descending order, with "1" as highest rank.

Policy Committee recommendations go to the Resolutions Committee.

2. Resolutions Committee meets and reviews proposed Resolutions and proposed Statement of Municipal Policy amendments as submitted by Policy Committees. Additional proposed Resolutions or proposed Policy Statement amendments may be submitted by Committee members, member municipalities or League subsections. Resolutions Committee makes necessary amendments and adopts or rejects by simple majority of votes cast.

Resolutions Committee recommendations, adopted by simple majority of votes cast, go to Annual Business Meeting at the Annual Conference.

LEAGUE ANNUAL CONFERENCE

3. Resolutions Committee meets to consider additional proposed Resolutions or proposed Policy Statement amendments which have not been considered at its pre-conference meeting. Such proposals may be submitted by Committee members, member municipalities or League subsections. The Resolutions Committee adopts or rejects by simple majority of votes cast, any new Resolutions or amended Policy Statement.

Resolutions Committee recommendations go to Annual Business Meeting.

4. The Annual Business Meeting reviews proposed Resolutions and proposed Statement of Municipal Policy amendments submitted by Resolutions Committee. The Annual Business Meeting makes necessary amendments and adopts or rejects by simple majority of votes cast.

Conference Resolutions and the Statement of Municipal Policy adopted by the Annual Business Meeting become the League's official documents for the year ending with the next Annual Business Meeting.

AFTER ANNUAL CONFERENCE

5. At a Fall meeting of the League Board of Directors, the Board reviews the Conference Resolutions and prioritizes them for action in the upcoming legislative session. The Board then selects its top priorities to become the League's primary legislative agenda.

* * * * *

In addition, at a joint meeting of the Boards of Directors of the League and the New Mexico Association of Counties, the two boards select those resolutions of the two associations which they jointly agree deserve joint association support in the legislative session.

ANNUAL BUSINESS MEETING

RULES AND PROCEDURES

1.0 **PRESIDING OFFICER.** The Presiding Officer of the Annual Business Meeting shall be the President who shall call the business meeting to order. If the President is absent from the meeting, the presiding officer will be determined in the following order:

- President-Elect
- Vice-President
- Treasurer
- A member of the Board of Directors selected by the Board.

2.0 **FLOOR RULES.** The Presiding Officer shall control the conduct of the meeting and all floor actions, subject to challenge from delegates or the parliamentarian, if any. The Presiding Officer will take motions and seconds from the floor on matters of business, will recognize the call for the question and ask for the official vote from voting delegates. The Presiding Officer will recognize those parties wishing to address the voting delegates.

The business on the floor shall be directed by the following requirements and guidelines:

2.1 **Quorum.** The presence of credentialed delegates representing a majority of the member cities registered at the Annual Conference shall constitute a quorum.

2.2 **Rules of Order.** Robert's Rules of Order Revised shall govern the conduct of the Business Meeting unless otherwise specified in the New Mexico Municipal League By-Laws or these official rules and procedures.

2.3 **Parliamentarian.** A qualified parliamentarian will be appointed to assist the Presiding Officer and delegates on matters of procedure at all times during the Annual Business Meeting.

3.0 **ACCESS TO THE FLOOR - GENERAL RULES.** Access to the Annual Business Meeting shall be governed by these rules:

3.1 **Separation of Floor from Gallery.** The site of the business meeting shall be divided into a floor section and a gallery section. The floor section shall be further separated into a rostrum and a section for voting delegates and alternates. No one shall be given access to the voting delegates section except as provided by these rules.

3.2 **Delegate and Staff Access to the Floor.** To gain access to the floor, voting delegates or alternates must wear a registration name tag bearing a Delegate or Alternate sticker. Only those staff necessary for conducting the meeting shall be permitted on the floor.

3.3 **News Media Access to the Floor.** Members of the news media may be allowed on the floor at the discretion of the Presiding Officer.

3.4 **Committee Access to the Floor.** Policy committee, task force, or special committee chairpersons and vice-chairpersons, not certified to vote, may be allowed on the floor and may be recognized to speak at the discretion of the Presiding Officer.

3.5 **Delegates, Guests and Observers.** Any Conference delegate will have access to the gallery. Guests and observers may have access to the gallery at the discretion of the Presiding Officer. Conference delegates, guests and observers may be recognized to speak at the discretion of the Presiding Officer.

4.0 **VOTING.** Voting at the Annual Business Meeting shall be governed by the following rules:

- 4.1 **Credentials Committee.** The Credentials Committee shall have the power to determine the right of any municipality to be represented at the Annual Business Meeting of the League.
- 4.2 **Entitlement to Vote.** Each member municipality in good standing, as determined by the Credentials Committee, registered and attending the Annual Conference shall be entitled to one vote by its delegate appointed by its governing body. **Voting by proxy is prohibited. The delegate must be present to cast a vote.**

In the event that a member municipality fails to appoint a delegate, such matter shall be referred to the Presiding Officer of the Annual Business Meeting who may designate a Voting Delegate from that member municipality.

- 4.3 **Method of Voting.** Where there is more than one nominee for office, the voting shall be only by written, printed or typed ballot, and shall be counted by the Canvassing Committee. In the case of the Director-At-Large positions, the candidates receiving the largest plurality shall be elected. All other voting shall be by show of hands or voice vote, except that upon request of one-third of the delegates present, a roll call shall be called upon any question. Upon any vote, a majority of the delegates present, and voting shall prevail, except upon questions which require more than a majority vote under any of the provisions of the By-Laws.

5.0 **ELECTIONS.** Elections for officers of the Municipal League and its Board of Directors shall be governed by these rules: Elections for the following positions shall take place at the Annual Business Meeting: President, (if no President-Elect is currently holding office), President-Elect, Vice-President, Treasurer and expired At-Large Board of Directors seats, including unexpired At-Large Directorships if any.

- 5.1 **Nominating Committee.** In the absence of any declaration of candidacy for a particular office or directorship, the League President shall appoint a Nominating Committee not less than fifty-nine (59) days before the Annual Conference and written notice of such appointment shall be given to all member municipalities. The Nominating Committee shall consist of the President, who shall serve as chair, and two persons from each of the League Districts. No declared candidate for any office or for directorship shall be a member of the Nominating Committee.
- 5.2 **Nominating Committee Meeting.** When necessary, the Nominating Committee will meet not later than twenty-one (21) days prior to the Annual Conference to recommend a candidate for any undeclared office. The Nominating Committee Report shall be sent to all members within five (5) days after the finalization of the Committee Report.
- 5.3 **Nominations from the Floor.** At the Annual Business Meeting, nominations from the floor may be made by any certified voting delegate in attendance, for any office or directorship to be filled.
- 5.4 **Election of Officers and Directors.** Voting shall be conducted as set out in Procedures 4.1, 4.2 and 4.3. The nominee(s) receiving the highest number of votes shall be elected. In the case of the Directorships At-Large positions, the candidates receiving the largest plurality shall be elected.

6.0 **ADOPTION OF THE STATEMENT OF MUNICIPAL POLICY & RESOLUTIONS**

Adoption of the Statement of Municipal Policy and Resolutions as outlined in the Annual Business Meeting preface of this document shall be by a majority of votes cast by the certified voting delegates present and voting.

7.0 **ADJOURNMENT OF THE ANNUAL BUSINESS MEETING**

After the Presiding Officer has determined all business has been concluded, the Annual Business Meeting shall be closed by a motion from the floor. A motion to adjourn requires approval by a voice vote of a majority of those voting delegates present and voting.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 7/23/2024

Report Date: 07/12/2024

Report No: 7.

Submitted By: Josh Sides

Subject: Consider, and act upon, Resolution 2024-49, declaring 123 Railroad Ave. to be so ruined, damaged, and dilapidated that it is a menace to public comfort, health, peace, or safety and ordering its abatement. (*Josh Sides, Code Enforcement Manager*) **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve and order its abatement.

Background: 123 Railroad Ave. is so ruined and dilapidated that it is currently a risk to the public's health and safety.

RESOLUTION NO. 2024-49

A RESOLUTION DECLARING THE BUILDING OR STRUCTURE, OR THE PREMISES LOCATED AT 123 RAILROAD AVE., ALAMOGORDO, OTERO COUNTY, NEW MEXICO, TO BE RUINED, DAMAGED, AND DILAPIDATED TO BE A MENACE TO THE PUBLIC COMFORT, HEALTH, PEACE, OR SAFETY, AND ORDERING ITS ABATEMENT

WHEREAS, the governing body of the City of Alamogordo, New Mexico, finds that there is located within the City a certain building, structure, or premises at 123 Railroad Avenue as more particularly described on the attached Exhibit 1 (the “Property”); and,

WHEREAS, the governing body does further find that the Code Enforcement Manager has investigated the condition of the Property and has found the same to be so ruined, damaged, and dilapidated, or covered with ruins, rubbish, wreckage, or debris, that it constitutes a menace to the public comfort, health, peace or safety so as to warrant abatement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION:

Section 1. That the findings of said Code Enforcement Manager, in regard to the Property, attached hereto as Exhibit 2, are hereby approved and adopted, and that the Property is found to be ruined, damaged, and dilapidated, so as to constitute a menace to the public comfort, health, peace or safety pursuant to Section 3-18-5, NMSA, 1978.

Section 2. That Mr. Ivan N. Juarez, the record owners of the Property, is hereby ordered to commence removal of the building or structure from the Property within ten (10) days after service of a copy of this Resolution, or within said ten (10) day period, file written objection to findings herein with the City Clerk of the City of Alamogordo, asking for a hearing before the City Commission.

Section 3. That if there is a failure of compliance with the provision of Section 2 herein, the City of Alamogordo shall proceed to remove said buildings or structures from the Property and abate said unsafe condition, at the cost and expense of said record, with said cost and expense constituting a lien against the building or structure so removed, and against the Property, as allowed by law.

Section 4. **SEVERABILITY CLAUSE.** If any section, paragraph, sentence, clause, word, or phrase of this resolution is for any reason held to be invalid or unenforceable by any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this resolution. The Commission hereby declares that it would have passed this resolution and each section, paragraph, sentence, clause, word, or phrase thereof, irrespective of any provisions being declared unconstitutional or otherwise invalid.

PASSED, APPROVED AND ADOPTED, this ____ day of _____ 2024.

CITY OF ALAMOGORDO, NEW MEXICO
a New Mexico municipal corporation

By: _____
Susan L. Payne, Mayor

ATTEST:

Rachel Hughs, City Clerk

APPROVED AS TO FORM:

Ashley Smith, City Attorney

Dilapidated Structure

123 Railroad Ave.



Timeline

123 Railroad Ave.

- On 02/16/2024, the Code Enforcement Department was made aware of a potentially dilapidated structure and conducted an investigation.
- On 02/16/2024, a letter was mailed to the property owners requesting consent to inspect the structures further.
- On 05/07/2024, an Administrative Search Warrant was applied for and granted by 12th Judicial District Court Judge Jessen.
- On 05/08/2024, the Administrative Search Warrant was executed.
- On 05/10/2024, a violation letter was mailed certified to the property owners.

Code Violations

123 Railroad Ave.

- There are a total of 44 total violations of the International Property Maintenance Code.

Condition of the Property at 123 Railroad Ave.



Condition of the Property at 123 Railroad Ave.



Condition of the Property at 123 Railroad Ave.



Condition of the Property at 123 Railroad Ave.



Questions

Josh Sides

Code Enforcement Manager

ICC/AACE Certified Code Enforcement Officer













































AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 7/23/2024

Report Date: 07/15/2024

Report No: 8.

Submitted By: Beau Dylan Aleshire

Subject: Appointments to Boards and Committees. (*Susan L. Payne, Mayor*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Three applications were received. Staff recommends one appointment to the Alamogordo Public Library Board, and one appointment to the Parks and Recreation Board.

Background:

Airport Zoning Board

- Two current vacancies. No applications were received.

Alamogordo Public Library Board

- One current vacancy due to the expired term of Cynthia Stevenson. An application by Cynthia Stevenson was received. If reappointed, this would be her 2nd term.

Parks and Recreation Board

- One current vacancy. Applications by Linda Gilliland and Victoria Gailinas were received. If either are appointed, this would be their 1st term.

[Print](#)**Application to Serve on a Board/Committee - Submission #7608****Date Submitted: 7/11/2024****City of
ALAMOGORDO****City of Alamogordo Application to Serve on a City
Board/Committee****First Name:***

Cynthia

Last Name:*

Stevenson

Phone Number:*

5754348218

Email Address:*

csteven98@aol.com

Physical Address:*

1807 Crescent drive

City:*

Alamogordo

State:*

NM

Zip Code:*

88310

Is the above address within City Limits?*

- ☒ Yes
☐ No

Mailing Address:*

1807 Crescent drive

City:*

Alamogordo

State:*

NM

Zip Code:*

88310

Present Employer:*

retired

Job Title:

Board/Committee you would like to serve on:*Public Library Board 

You can only serve on one Board/Committee at a time. If you want to apply for multiple Boards/Committees, you can by submitting multiple forms. If submitting multiple forms, be sure to let us know which Board/Committee you would prefer.

Are you related to anyone who is presently employed by the City of Alamogordo?*

- ☐ Yes
☒ No

If so, what is their relation to you?**Are you related to an Elected Official of the City of Alamogordo?***

- ☐ Yes
☒ No

Is so, what is their relation to you?**Experience and education relating to the Board/Committee:***

I worked in the Library in Aurora Colorado and also overseas in Saudi Arabia. I have also worked in the cataloging department in Colorado.

Please indicate your interest in serving on a City Board/Committee:*

I would like to serve on the Public Library Board. I am an avid reader and feel it is important to have books and media available to the public.

[Print](#)**Application to Serve on a Board/Committee - Submission #7023****Date Submitted:** 3/18/2024**City of
ALAMOGORDO****City of Alamogordo Application to Serve on a City
Board/Committee****First Name:***

Linda

Last Name:*

Gilliland

Phone Number:*

575-430-7651

Email Address:*

gilli@beyondbb.com

Physical Address:*

3023 Los Robles

City:*

Alamogordo

State:*

NM

Zip Code:*

88310

Is the above address within City Limits?*

- ☒ Yes
☐ No

Mailing Address:*

3023 Los Robles

City:*

Alamogordo

State:*

NM

Zip Code:*

88310

Present Employer:*

APS

Job Title:

substitute teacher

Board/Committee you would like to serve on (1st choice):*

Parks & Recreation Board

**Are you related to anyone who is presently employed by the City of Alamogordo?***☐ Yes☒ No**Board/Committee you would like to serve on (2nd choice):**

-- Select One --

**If so, what is their relation to you?****Are you related to an Elected Official of the City of Alamogordo?***☐ Yes☒ No**Is so, what is their relation to you?****Experience and education relating to the Board/Committee:***

I spent many years in different countries and US cities, including Alamogordo, volunteering for youth sports programs. I was AHS Head Tennis Coach for over 12 years, am an active member of ATA and have been for more than 35 years. I was one of the original 5 member committee spearheading the original Kids' Kingdom Park and followed it through the entire building of it, etc.

Please indicate your interest in serving on a City Board/Committee:*

I continue to be an active outdoors person and not only participating in sporting activities, but hike and bike the community and the surrounding areas.

[Print](#)**Application to Serve on a Board/Committee - Submission #7612****Date Submitted: 7/12/2024****City of
ALAMOGORDO****City of Alamogordo Application to Serve on a City
Board/Committee****First Name:***

Victoria

Last Name:*

Gailinas

Phone Number:*

3155325056

Email Address:*

victoriag@iHeartCorp.com

Physical Address:*

602 S FLORIDA AVE TRLR 1154

City:*

ALAMOGORDO

State:*

NM

Zip Code:*

88310

Is the above address within City Limits?*

- ☒ Yes
☐ No

Mailing Address:*

602 S Florida Ave TRLR #1154

City:*

Alamogordo

State:*

NM

Zip Code:*

88310

Present Employer:*

iHeart Corp

Job Title:

COO

Board/Committee you would like to serve on:*

Parks & Recreation Board 

You can only serve on one Board/Committee at a time. If you want to apply for multiple Boards/Committees, you can by submitting multiple forms. If submitting multiple forms, be sure to let us know which Board/Committee you would prefer.

Are you related to anyone who is presently employed by the City of Alamogordo?*

☐ Yes
☒ No

If so, what is their relation to you?

Are you related to an Elected Official of the City of Alamogordo?*

☐ Yes
☒ No

Is so, what is their relation to you?

Experience and education relating to the Board/Committee:*

30+ years creating and executing, city-wide events

Please indicate your interest in serving on a City Board/Committee:*

Parks and Recreation Board



Victoria Usherwood Gailinas

CONTACT INFORMATION

PHONE/TEXT

315.532.5056

EMAIL

wesmny@gmail.com

SOCIAL MEDIA

<https://www.linkedin.com/in/victoriagailinas/>

Summary of Qualifications

My background is as a thirty-year professional entrepreneur, with a successful business start-up, management and marketing career. I possess a proven track record in capacity-building with both for-profit and non for-profit entities. My experience includes a full scope of related responsibilities, which includes fund development, marketing, project management, process design as well as real estate (acquisition & renovations for commercial and residential). Additionally, I have served as CEO and COO to more than seven, uniquely different business entities. I have strong leadership skills and can manage many departments simultaneously. While interacting at all levels of each entity, I have been responsible for successful strategic planning, creating revenue streams, fund development, and donor development/retention. I am accomplished in donor-centric Customer Relation Management software, website development, and have excellent communication skills. I use an accountability matrix for the operations office metrics (deliverables) in order to continually track progress. I have the unique ability to recruit, develop manage and retain key volunteers through programs that offer continual recognition and praise.

Additional Significant Skills

- Creating Signature fundraising & PR events
- Website development & content creator
- Create press releases and other communications
- Social Media Content Creator
- Expert in branding/marketing
- Proficient Graphic Designer
- Proficient in MS Word/Excel

Employment History

iHeart Corp

2012 – present

FOUNDER, COO, Senior Director of Communications

Executive Director at iHeartOswego – Community Organization

The iHeart Corp is a media, brand marketing and business consulting company. iHeartOswego and iHeartOswego.com are web-based, good-news media and online community calendar serving the greater Oswego County communities. All services are free to the public and are funded through the iHeartCorp.

My specific responsibilities were to create/develop the below:

- Create the business model, organization structure and three streams of revenue. (advertising, marketing programs, website builds), including:
- Build the company policies, procedures, and code of conduct.
- Develop job descriptions, hire employees, train staff, orchestrate weekly company meetings, create team building exercises.
- Create branding graphics and logo for clients and our own companies.
- Create new marketing programs.
- Institute CRM system for client base tracking of sales, resales & email blasts.
- Website design and development for iHeart Corp and iHeartOswego.com.
- Create proposals, create and make presentations to prospective clients., donors.
- Create all press releases, handle all community relations and outreach for our companies.
- Develop, maintain and analyze metrics for social media sites and all advertising, for effectiveness.
- Oversee and direct all volunteers photographers, volunteers, employees, and consultants.



iHeart Corp Client Work

2012 - Present

iHeart Corp clients often hire us to jump start their branding, fundraising or structure. Success in these accomplishments involve a full array of the following responsibilities:

- Create annual giving programs and signature events for nonprofit clients.
- Create regular PR events and manage their social media outlets.
- Create all press releases, handle all client and community relations.
- Review and publish client articles and press releases on iHeartOswego.com
- Develop sustainable marketing programs for the clients to execute.
- Build company policies, procedures, and code of conduct.
- Create a pricing structure for products or services.
- Meet on a regular basis to review goals for their company.
- Design the company website that best suits their marketing efforts
- Create all graphic posters, literature, business cards, letterhead, advertising, logos, etc.
- Ensure all branding consistency.

Contracted Services

Pizza Villa Expansion

2019 - Present

Resource Project Manager

Pizza Villa Expansion in Oswego, N.Y.

Project Management for local business expansion. Worked directly with management to assure a successful expansion through the following initiatives:

- Create a business plan for all aspects of the expansion.
- Identify building locations, submit an offer through RE agency.
- Secure all contractors working with the General Contractor.
- Complete and execute all financial applications.
- Meet with Oswego Community Development, IDA (Industrial Development Agency), WDI (Workforce Development Institute) among others, in order to secure grants and financing.
- Create a new logo and branding.
- Create marketing materials (graphics, mailers, fliers, all advertising)
- Oversee entire project

2016 - 2019

Annual signature events I have created specifically for the each client:

- Maple Weekends at Red Schoolhouse Maple Farm – Fulton, NY

Created in 2016 - 2020

Event created and executed annually specifically for client

The purpose of the annual event is to create awareness regarding the local maple product producers. In addition to their annual Pancake Breakfasts, we created a Maple Cook-off, provided entertainment like strolling musicians, kids crafts, Easter egg hunts, maple tours, Cooking with Maple, "Foodie Experience" demonstrations, etc. The cook-off was offered to local bakers, restaurants, anyone using a commercial kitchen. The event runs annually for two weekends typically in March, before Easter weekend. Contracted position, annually.

- Black and White Masquerade Ball

Created in 2018

Contracted to create and develop Signature Event.

Created for Wellhouse Ministries as their annual signature fundraiser for the Anthony House (Residential Home for the terminally ill) building fund. Dinner, dancing, LIVE auction and entertainment.

Created all aspects of the event and executed. A successful event and repeated every year since.

More upon request, such as: Christmas Parade, Falloween, City Easter Egg Hunt, Bake it to Make it, etc.



Contracted Services cont.

- USOswego

Created in 2015

A Veteran's free entertainment program in Oswego, consisting of two parts.

First, the USOswego Veteran's Day breakfast, free to all active duty and veterans of Oswego County.

Partnering with community businesses, we provide an all-you-can-eat brunch featuring local products like pure maple syrup, etc. all locally sourced.

The second part is a USO-style variety stage show, complete with decade/era commercials, songs and dances of their day. I performed all needed fundraising aspects (letters of appeal, sponsor follow up, program design, program ad sales, poster design and all graphics for the event.

Partnering with a local producer who collaborated on the show style then directed, while I produced the event. All proceeds are donated to (varied) veteran service programs. The program was handed off to a local organization to continue on.

Company GWD

1998 – 2012

CO-FOUNDER, Director of Marketing & Sales

The Company GWD, a website development company that was merged with the iHeart Corp in 2013

- Create the business model, structure and three streams of revenue. (advertising, marketing programs, website builds)
- Build the company policies, procedures, and code of conduct.
- Develop job descriptions, hire employees, train staff, orchestrate weekly company meetings, create team building exercises.
- Create branding graphics and logo for clients and our own companies.
- Create new marketing programs.
- Institute CRM system (Sugar CRM) for client base tracking of sales, resales & email blasts.
- Create proposals, build and make presentations to prospective clients., donors.
- Create all press releases, handle all community relations and outreach for our companies.
- Create (and maintain) all social media sites for our company (starting in 2008).
- Analyze all metrics of social media/print advertising for effectiveness.

Previous Business Ventures/Employment

1974-1998

- 1994 - 1998: Prospects Unlimited, Founder/CEO. Created consultant company as a hyper-local telemarketing business, designed to increase the clients current base of business by 80%
- 1987 - 1994: New York Life Insurance Company, CA: Licensed Life and health Insurance Agent, CFP, Series 6 licensing.
- 1981 - 1984: Realty World Real Estate- Agent for residential and commercial real estate sales
- 1974 - 1984: Pizza Pub Oswego. Worked as employee, Manager in 1976, Bought shop in 1979 and sold business in 1984.

Education and Certifications

- New York Life Insurance, CA.: Certified Series 6 (securities) license 1991
- New York Life Insurance, CA.: Certified Financial Planner course 1990
- New York Life Insurance, CA.: Insurance Products Certification 1987
- Merced College, Merced, CA.: Bachelor's Degree in Business Admin. w/Human Services Minor, 1990
- Dale Carnegie Course, Communications and Human Relations: 1991, CA
- NY State: Real Estate 45 Hours Continuing Education, bi-annually: 1983, 1985
- Real Estate Sales Course, Syracuse, NY: Certification, 1982
- Dale Carnegie Course, Sales: Certification 1981, NY
- NY Real Estate License Course: Completed May 1981



ADDENDUM

Founded 501(c)3 Organizations, Volunteer Positions & Special Appointments

Oswego County Habitat For Humanity

2019 - 2023

Vice President of Oswego County Habitat for Humanity. Chairperson for Marketing, Fund Development and Communications.

- Part of a cohesive team of five experts in their field (The Executive Board of Directors), brought together in order to restructure/resurrect a long standing, county-wide organization.
- Help create affiliate calendar with reports due to Habitat for Humanity International, fund development events for annual tithing (HFH International), operations, building capacity milestones
- Recruit new committee volunteers
- Developing Fundraising events and meeting with collaborators
- Create Affiliate Operations Manual (in progress)
- Help locate and apply for funding (grants) and create fundraisers to bolster the affiliate during initial revitalization
- Help apply for funding for an Executive Director position
- Help locate and acquire property for new home builds/renovations
- Serving as operations' on-point person (answering calls, emails, etc.) and communication on the affiliates behalf
- Exploring HFH International's resources in order to build relationships within HFHI, reaching out to other affiliates to build network resources for our local affiliate

Business Mentoring

2016 - Present

Mentor to Small Business Owners

Weekly instruction and monitoring of new business owners or established owners, instruct on business development and progress metrics.

- Assess current business viability and practices.
- Created the business structure and organizational chart.
- Create job descriptions and title definitions.
- Identify current deficiencies in pricing/service charges, marketing programs, budgets, workload division, company policies, finances, tax collections, etc.
- Instruct owner on course corrections.
- Discuss and agree upon courses of action and delegation of duties.
- Find resources for client.
- Create and maintain branding.
- Create marketing materials (graphics, mailers, fliers, all advertising).
- Create (with the client) a five-year plan that will allow for sustainability and stability of the current business model.

Granite State Sheltie Rescue

2000 - 2017

Member, President, CEO/Executive Director

Breed Specific Rescue Organization

- Created forms for adoption & surrender
- Created volunteer contracts
- Responsible for Foster parenting training
- Created and maintained organizational website
- Active in fostering, transportation and home-checks
- Created/maintained database for donors
- Create/execute annual giving campaigns
- Produce Annual reports and newsletters
- Schedule appearances, fundraisers and PR events
- Create community partnerships
- Recruit, train, oversee and direct all volunteers
- Work with BOD on strategic planning
- Responsible for capacity building



Founded 501(c)3 Organizations, Volunteer Positions & Special Appointments Cont.

2020 - Present

Greater Mexico Chamber of Commerce - Advisor, member

Seek out new businesses in order to help guide them to proper resources for business help and support.

Schedule and perform Ribbon Cuttings for new or expanded businesses, departments, etc. Help with event productions.

2019 - Present

Chairperson of Ambassadors for the Greater Oswego Fulton Chamber of Commerce

Seek out new businesses in order to help guide them to proper resources for business help and support.

Schedule and perform Ribbon Cuttings for new or expanded businesses, departments, etc.

2017 - Present

Representing the NY State Maple Producers Association at the New York State Fair

Perform the "Cooking with Maple" demonstrations on Maple Day at the NYS Fair

2017 - Present

Representing the NY State Maple Producers Association at the New York State Fair

Perform the "Cooking with Maple" demonstrations on Maple Day at the NYS Fair

Founder

Roller Derby Leagues (2-3 teams per league)

2010 - Oz Roller Girls Roller Derby - Oswego, NY

See below for efforts in creation of leagues

Founder

Roller Derby Leagues (2-3 teams per league)

2008 - Monadnock Region Roller Derby - Peterborough, NH

See below for efforts in creation of leagues

Founder

Roller Derby Leagues (2-3 teams per league)

2007 - ManchVegasRoller Girls - Manchester, NH

See below for efforts in creation of leagues

- Created the business model, structure and three streams of revenue. (bouts, sponsorships & merchandising channels)
- Build the League policies, procedures, and code of conduct.
- Write BOD descriptions and position requirements.
- Train skaters in 501(c)3 operations
- Recruit and train skaters, train referee staff, conduct weekly league meetings, create team building exercises.
- Create branding graphics and logo for the league and each team.
- Design posters, bout programs, uniforms and swag items for merchandise sales.
- Produce 6-8 home "bouts" (competitive games) per season, arrange for team accommodations.
- Attend WFTDA (Women's Flat Track Derby Association training).
- Create new marketing programs (flat track roller derby was relatively unknown then).
- Institute CRM system (Sugar CRM) for client base tracking of sales, resales & email blasts.
- Create sponsor programs and gather annual sponsors for the league.
- Create all press releases, handle all community relations and outreach for the leagues.
- Create (and maintain) all social media sites for our company (starting in 2008).
- Design and build website for league with ticket sales portal.
- Analyze all metrics of social media/print advertising for effectiveness.