



Alamogordo City Commission

NOTICE OF MEETING

Regular Meeting Agenda

April 8, 2025 - 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
Crystal Guthrie District 1
Stephen Burnett District 2
Warren Robinson District 3
Josh Rardin District 4
Mark Tapley District 6

Stephanie Hernandez Acting 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

PRESENTATIONS

1. Purple Up Day For Military Kids Day Proclamation. (Susan Payne, Mayor)

2. Presentation for RFP 2025-001 Operation & Maintenance of the Family Fun Center. (*F Frizzell Jr., Chief Operating Officer for The Inn of the Mountain Gods*)

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.

3. Approve the minutes for the Regular Commission meeting on March 25, 2025. (*Rachel Hughs, City Clerk*)
4. Consider, and act upon, Resolution 2025-06, declaring 523 Delaware 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)**
5. Approve the statements related to the Executive Closed Sessions held on March 25, 2025. (*Rachel Hughs, City Clerk*)
6. Consider, and act upon, approval of Resolution 2025-10 designating the Administrative Manager as the Custodian of Records for the Alamogordo Police Department (Code Enforcement Division) and including the method of destruction of records as witnessed shredding by a bonded destruction vendor. (*David Kunihiro, Chief of Police*) **(Roll Call Vote Required)**
7. Consider, and act upon, the award of RFP 2025-002 Management Services for Microsoft Active Directory Domain, Microsoft Exchange, and Related Products to Better IT Services. (*Evelyn Huff, Finance Director*)

ITEMS REMOVED FROM CONSENT AGENDA

PUBLIC HEARINGS

8. Consider, and act upon, the question of whether or not the Alcoholic Beverage Control Division should grant BW Gas & Convenience Retail, LLC, located at 1300 E. Indian Wells Road, a Transfer of Dispenser Liquor License with Off-Premises Consumption Only from the Allsup's at 100 N. White Sands Blvd., and a request of waiver, as the nearest church is within 300 feet of the proposed premises. (*Rachel Hughs, City Clerk*)

NEW BUSINESS

9. Consider and act upon, Case V-2025-0001(A)-Property owner Amber Leigh Hartman is requesting to be granted a variance to decrease the parking requirement per ordinance from 103 parking spaces to 47 parking spaces at the property located at 3200 N. White Sands Blvd. to service the patrons and employees of the proposed business. (*Stella Rael, City Planner*)
10. Consider and act upon, Case V-2025-0002(A)-The property owner, Murphy Oil USA Inc., is requesting to be granted a variance to decrease the parking requirement per ordinance from 27 parking spaces to 14 parking spaces at the property located at 223 S. White Sands Blvd. (*Stella Rael, City Planner*)
11. Consider, and act upon, the award of RFP 2025-001 Operation & Maintenance of the Family Fun Center to the Inn of the Mountain Gods. (*Stephanie Hernandez, Acting City Manager*)

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

EXECUTIVE SESSION (Roll Call Vote Required)

13. Adjourn into Executive Closed Session in compliance with 10-15-1(H)(2)NMSA (as amended) to discuss: Limited Personnel Matters (City Manager).

ADJOURNMENT

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 03/13/2025

Report No: 1.

Submitted By: Rachel Hughs

Subject: Purple Up Day For Military Kids Day Proclamation. (*Susan Payne, Mayor*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Presentation Only.

Background:

This proclamation encourages a time to celebrate military children for their service, commitment, and sacrifices made alongside their parents in support of the military mission.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 03/31/2025

Report No: 2.

Submitted By:

Subject: Presentation for RFP 2025-001 Operation & Maintenance of the Family Fun Center. (*F Frizzell Jr., Chief Operating Officer for The Inn of the Mountain Gods*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Presentation only.

Background:

- + . Inn of the Mountain Gods
- Proposal for Family Fun Center

Enhancing family experiences and community engagement

RFP No. 2025-001

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Agenda Overview

- Executive Summary
- Recreation and Entertainment Services
- Community Engagement & Marketing Strategy
- Financial Sustainability
- Restaurant Services
- Firm Experience and Qualifications
- Budget and Pricing Strategy
- Financial Stability & Commitment



Proposal Overview



Proposal Introduction

This proposal outlines IMG's plan for the operation and maintenance of the Family Fun Center in Alamogordo.

Experience and Expertise

With over 50 years of experience in hospitality and entertainment, IMG brings valuable knowledge and skills to the project.

Community Connection

IMG's strong community ties and local knowledge make it the ideal partner for maintaining and operating the Family Fun Center.



Recreation and Entertainment Services



Hours of Operation

Monday – Thursday

11:00 AM – 9:00 PM

Friday

11:00 AM – 12:00 AM

Saturday

10:00 AM – 12:00 AM

Sunday

10:00 AM – 9:00 PM



Proposed Enhancements

Bowling Facility Maintenance

Implementing a comprehensive maintenance program for the 24-lane bowling facility ensures a high-quality experience for all guests.

Modern Entertainment Options

Introducing modern entertainment options like VR experiences, interactive sports simulators, and mini escape rooms will attract diverse visitors.

Family-Friendly Environment

Creating dedicated play zones for younger children will promote a family-friendly atmosphere and encourage family visits.

Themed Events and League Play

Organizing weekly themed events and league play will encourage repeat visitation and enhance community engagement.



Operational Excellence

Experienced Management

A dedicated general manager ensures smooth operations and enhances the guest experience at the bowling facility.

Preventative Maintenance

Implementing a comprehensive preventative maintenance program ensures all equipment functions optimally and reduces downtime.

Facility Renovations

Strategic renovations to the facility improve aesthetics and enhance the overall guest experience.

Cleaning Protocols

Daily cleaning and sanitization protocols ensure a safe and hygienic environment for guests.



Community Engagement & Marketing Strategy

Community Benefits

Economic Growth

The Family Fun Center drives local economic growth by attracting visitors and fostering community engagement.

Job Creation

Creation of 35-40 new jobs across various skill levels provides employment opportunities for the community.

Comprehensive Benefits

Employees will receive comprehensive benefits including health insurance and retirement options, enhancing their quality of life.

Career Advancement

Pathways for career advancement through supervisory and management opportunities support professional development.



Local Business Support

Supporting Local Vendors

- Preference is given to local vendors and suppliers when sourcing goods and services to strengthen the community.

Vendor Fairs

- Periodic vendor fairs are organized to identify new local partnership opportunities and promote community engagement.

Cross-Promotional Marketing

- Local businesses engage in cross-promotional marketing to leverage each other's strengths and enhance visibility.



Tourism Development

Targeted Marketing Initiatives

Implementing marketing strategies aimed at attracting visitors from nearby areas like El Paso and Las Cruces to boost local tourism.

Military Collaboration

Working with Holloman Air Force Base to promote local facilities and attractions to military families, enhancing tourism engagement.

Regional Tournaments

Hosting regional tournaments to attract visitors for extended stays, fostering community involvement and tourism growth.

Package Deals

Creating attractive package deals with local hotels and attractions to encourage visitors to spend more during their stay.

Youth & Educational Programs

After-School Initiatives

Development and implementation of a structured after-school program aimed at engaging the community.

Discounted Rates

Providing discounts for all School-sponsored events and field trips

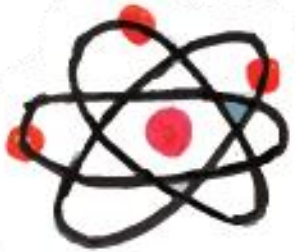
Annual Fundraiser

Organizing an annual fundraiser titled "Bowl for Education" to benefit the Alamogordo Public School, promoting community engagement and support.

Summer Bowling Leagues

Opportunity for youth scholarships





Skills Development

Free Monthly Bowling Clinics
Open to beginners of all ages

Junior Bowling League
Certified youth coaching
available

STEM Education Partnerships
Demonstrating physics
principles through bowling

Hospitality Training Program
For high school students
interested in tourism careers

STEM

Seniors

Senior Engagement

Weekly senior leagues with specialized pricing to include social components.

"Silver Strikers" Morning Program

Includes coffee & pastry social hour

Fun with Grandparents

Grandparent/Grandchild bowling events

Transportation Partnerships

Collaborations with senior centers



Bowlers with Disabilities

Sensory-Friendly Bowling Sessions

Create an environment with modified lighting and sound

Adaptive Equipment

Available for bowlers with physical disabilities

Staff Training

Inclusive customer service practices

Local Disability Organizations

Partner to create regular event





Military Appreciation

Discounts on Recreation Activities

15% discount for active military, veterans, and their families

Quarterly Military Appreciation

Additional discounts during events

Deployment Support Programs

Support for families of deployed service members

Community Engagement & Civic Pride

Community Partnerships

Designated charitable partner program that rotates quarterly.

In-kind Space Donations

For nonprofit fundraisers

Annual 'Community Impact Day'

100% of proceeds donated to local causes

Summer Bowling Leagues

Opportunity for youth scholarships



Marketing Strategy

Innovative Marketing Strategy

The marketing strategy will include a blend of innovative approaches to engage families and attract diverse visitors to the center.

Social Media Outreach

Utilizing social media platforms to connect with families and promote events will be a key component of our strategy.

Community Partnerships

Building partnerships with local organizations and businesses will strengthen community ties and enhance visibility.

In-house Promotions

Offering special promotions and events inside the Family Fun Center will entice families to visit and explore.



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Restaurant Services

Proposed Dining Offerings

Classic Bowling Alley Fare

The menu will feature classic bowling alley favorites like burgers, wings, nachos, and pizza, perfect for casual dining.

Healthy Family-Friendly Options

A selection of healthy and family-friendly options will cater to guests seeking nutritious meals while dining out.

Locally Inspired Dishes

The menu will incorporate locally inspired dishes that reflect the rich culture of Alamogordo, enhancing the dining experience.

Full Cocktail and Beverage Menu

A comprehensive cocktail and beverage menu will align with local liquor license requirements, enhancing guest experience.



Firm Experience and Qualifications ⁺ •



Key Personnel

Experienced Leadership Team

Our leadership team consists of seasoned professionals in hospitality, food & beverage, and entertainment, ensuring effective operations.

Recruitment of General Manager

Upon winning the bid, we will recruit a qualified General Manager with industry experience to oversee daily operations.

Local Area Hiring

We aim to hire locally as part of our staffing plan, supporting the community while ensuring quality service.



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Past Record of Performance and References

Topgolf Swing Suite

A state-of-the-art social experience featuring Topgolf simulator bays and various multi-sport games, perfect for everyone.

Championship Golf Course

Designed by Ted Robinson, this golf course is recognized for its unique design and fast-breaking greens.

Big Game Hunts

Offering diverse hunting options within the Mescalero Apache Reservation, committed to wildlife conservation and engagement.

Apache Eagle Zipline

A thrilling zipline experience over Lake Mescalero, showcasing breathtaking views and adventure.



Financial Sustainability

Affordable Pricing Model

Standard Pricing Rates

The Family Fun Center offers competitive standard rates to ensure accessibility for all families, such as \$4 per game.

Dynamic Pricing Strategy

Our dynamic pricing accommodates different times of the day, offering discounts during off-peak hours to maximize usage.

Family Packages

Special family packages are available, providing significant discounts for group bowling activities, enhancing family fun.

League Discounts

To support community engagement, we offer reduced rates for bowling leagues, encouraging regular attendance.





Revenue Sharing Model

Structured Revenue Sharing

The revenue-sharing model proposes a systematic approach to share a percentage of gross revenue with the City, enhancing collaboration.

Mutual Benefit

This model ensures that both the Family Fun Center and the City benefit financially, promoting sustainability and growth.

Transparency and Affordability

Ensuring transparency in financial dealings helps maintain affordability for patrons while sustaining business operations.

Financial Reporting



Monthly Profit & Loss Reports

These reports track revenue, expenses, and overall financial performance on a monthly basis, ensuring ongoing financial insight.

Quarterly Audited Financial Reports

Quarterly audits ensure accountability and accurate documentation, providing confidence in the financial status of the organization.

Annual Financial Reports

These reports summarize yearly revenue, operational costs, and business growth, encapsulating the organization's financial health.

Daily Sales Reports

Daily sales reports provide real-time sales data and insights, available upon request to support decision-making.



Financial Stability & Commitment



Zero Missed Financial Obligations



Post-2008 Financial Discipline

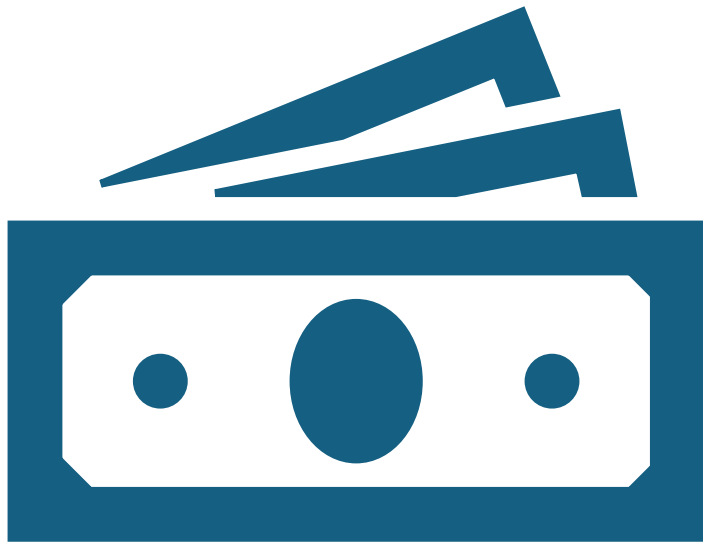
Since the 2008 economic crash, IMG has maintained an impeccable track record of meeting all financial obligations.

Commitment to Stakeholders

IMG's unwavering commitment to stakeholders is demonstrated by its consistent payments, reinforcing trust and reliability.

Impeccable Track Record

IMG has never defaulted on any payments, showcasing their dedication to financial responsibility and stability.



Significant Capital Investments

Over \$100 Million Executed

IMG has executed over \$100 million in capital investments reflecting significant financial commitment and resource allocation.

Large-scale Renovations

The capital investments have included large-scale renovations that improve existing structures and enhance functionality.

New Developments

Investment initiatives also focus on new developments that drive growth and ensure long-term sustainability.

Industry-Leading Resilience

Financial Performance

IMG has consistently surpassed financial expectations, showcasing its strong performance throughout the years.

Resilience Over Challenges

The company demonstrated exceptional resilience during challenging times, adapting to changes effectively.

Record Revenue Figures

Achieving the highest revenue figures in its history reflects IMG's successful strategies and robust market position.



Conclusion

Community Engagement

The Family Fun Center will provide a platform for community interaction and engagement, enhancing local relationships.

Visitor Experiences

Enhanced visitor experiences will be a focus, ensuring memorable activities for families and children alike.

Sustainable Growth

Our proposal aims for sustainable financial growth, benefiting both the center and local economy.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 04/01/2025

Report No: 3.

Submitted By: Rachel Hughs

Subject: Approve the minutes for the Regular Commission meeting on March 25, 2025. *(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 DRAFT MEETING MINUTES
6:30 PM, DONALD E. CARROLL COMMISSION CHAMBERS
March 25, 2025**

**SUSAN PAYNE, MAYOR
SHARON MCDONALD, MAYOR PRO-TEM
CRYSTAL GUTHRIE, COMMISSIONER
STEPHEN BURNETT, COMMISSIONER
WARREN ROBINSON, COMMISSIONER**

**JOSHUA RARDIN, COMMISSIONER
MARK TAPLEY, COMMISSIONER
STEPHANIE HERNANDEZ, ACTING CITY
MANAGER
ASHLEY SMITH, CITY ATTORNEY
RACHEL HUGHS, CITY CLERK**

CALL TO ORDER & ROLL CALL

Mayor Payne called the meeting to order at 6:30 PM. Roll Call was taken by the Deputy City Clerk. Commissioner Burnett was initially absent but present for the Executive Session. Deputy City Clerk Aleshire announced there was a quorum present.

INVOCATION & PLEDGE OF ALLEGIANCE

The Invocation was given by Matt Celoria of Bethel Baptist Church, and the Pledge of Allegiance was led by Mayor Pro-Tem McDonald.

APPROVAL OF AGENDA

**Mayor Pro-Tem McDonald moved to approve.
Commissioner Robinson seconded the motion.
Motion Passed with a vote of 6 - 0 - 0.**

PRESENTATIONS

1. Presentation on potential program to offer income support, case management, and sheltering services to those experiencing homelessness. (Nicole Martinez, Executive Director of Mesilla Valley Community of Hope; Natalie Green, Housing and Neighborhood Revitalization Administrator for the City of Las Cruces)

Ms. Martinez said she was the Executive Director of the Mesilla Valley Community of Hope, which is located in Las Cruces, and would speak about some of the programming and services provided for the unsheltered there. She proceeded to give her presentation.

Commissioner Robinson asked if Ms. Martinez had received bids or calls nationwide asking how they did this. It seems like you have established a workable model. Do you get questions all the time? Ms. Martinez said yes, especially during COVID because we are a non-congregate shelter. While I cannot say it's appropriate for every community, we all have a responsibility to take care of our own in the capacity we have been given. I am happy to share knowledge. I talk to people weekly and have conducted tours with people from different states. I make sure to tell them that if they are going to do some of these things, make sure you have an end to homelessness for people so that it is tied to not only infrastructure but those services and then the housing component as well.

Mayor Payne asked about the success rate for getting people into permanent housing. Ms. Martinez said it depends on your definition of success. I would argue that two hundred and fifty-six people sleeping in my backyard is a measure of success. They are safely in our area and have access to amenities. In terms of housing, that is harder to capture. Overall, we house one thousand five hundred and forty-one people that came to our facility. We would be housing more if we had more housing opportunities. We had hundreds of our apartments bought out by corporations, and we put caps on the number of people we could transition into. We may have someone who leaves Camp Hope and does not get housed but then later gets housed. That does not always get captured in data. Mayor Payne said she understood that the goal is to get them to transition to sheltered. Is there a goal of creating some kind of independence? How long do they get to stay? Are there policies on that? Ms. Martinez said they do not have policies on that. In our last fiscal year, the stay was about seventy-three days. We have flexibility because it is not HUD or government-funded. We have gone back and forth to figure out how to manage something like Camp Hope, which had not been done in our area before. We were trying to figure out if they should stay three or six months, but sometimes that can be arbitrary. Many of those we work with have trauma or mental health issues, so they may take longer. To tell them they are back on the street after three months is doing a disservice to them or the business

owner who now has somebody camped out behind their business. I am willing to take that on as that service provider. We are working towards housing stability and independence. We are transitioning people to housing, but it is not always a direct pipeline from Camp Hope. Mayor Payne said you are not government-funded but receive funds from the city? Ms. Martinez said yes. To clarify, we have a lot of different types of funding, like HUD rental vouchers, VA funding, New Mexico Finance Authority funding, and funding from the City of Las Cruces. The thing that is not funded is Camp Hope. We just use donations. That is the only program that is not. Mayor Payne asked what the annual budget was. Ms. Martinez said it was around \$6,000,000. Mayor Payne asked how much the City of Las Cruces provided of that amount. Ms. Martinez said she would have to look into that, but the most the City of Las Cruces has been contributing was for the Mano y Mano Day Labor program, which we are paying people wages for. There is also the Outreach Program, and they also pay for I believe CDGB funding, of which we get around \$30,000 to be a shelter. They also have discretionary funding, where we staff our person who does social security benefits. They also had ARPA funding and tenet-based rental assistance. A hefty portion of our funding comes from the City of Las Cruces. Mayor Payne asked how many employees there were. Ms. Martinez said she had forty-two employees.

Ms. Green said she was the Neighborhood Revitalization Administrator for the City of Las Cruces and would speak about their housing programs. She proceeded to give her presentation.

Mayor Pro-Tem McDonald said you mentioned you donate land to a person who is building a house, and the average cost is \$250,000. Do you get to see the \$50,000? Ms. Green said that was just an example and housing costs vary. We often work with Habitat for Humanity to help them identify existing parcels in neighborhoods across Las Cruces. They often negotiate with developers. We have seen lots worth around \$25,000, but whatever contribution we make, we want to see a direct benefit pass to the homeowner. When I speak about the Affordable Housing Act, I often say it is a misnomer. It is not that it is cheaper for the developer to build; it is that we either somehow subsidized the rent or cost to the end user. Again, we want to see that the benefit is passed directly to the eligible beneficiary. That is an allowable use in the State of New Mexico and an exemption to the anti-donation clause. There are still some stipulations, like either your city or county has to have an affordable housing plan and a general oversight ordinance. You can use some of your comp plan to support your affordable housing goals. Mayor Pro-Tem McDonald asked what the average cost was to house a person. Ms. Green said for single-family home ownership, it varies. For example, three homes were built between 2020 and 2023. Two of the build costs were \$173,000 and \$171,000. We provided a number of cost deductions, and in that instance, it was \$64,000. The homeowner's actual mortgage at the end of the day was \$108,000. In that case, we did an impact fee reduction, CDBG funding to reduce the land cost, home funding to reduce construction costs, and donations from various suppliers to help cover appliances. Mayor Pro-Tem McDonald asked what the average mortgage cost was. Ms. Green said for Habitat for Humanity, it is typically about \$100,000 that the homeowner has to pay back. To secure our funding and ensure compliance during the affordability period, we file what is essentially a soft second mortgage. It is forgivable over time as long as they remain in their home for fifteen or twenty years. Tierra del Sol has a different model. Their housing costs are higher because they do not have volunteer labor and hire contractors. Our TDS houses cost about \$200,000. We typically subsidize the mortgage by covering a portion of the construction costs, and we see a direct reduction in the sales price. Mayor Pro-Tem McDonald asked if the State funding goes through the New Mexico Finance Authority or Habitat for Humanity. Ms. Green said we fund those two through our federal entitlement programs. We use CDBG and our home funds. We get a direct allocation from the US Department of Housing and Urban Development. The balance state or other communities that are not entitlement, would go directly to the State and ask for those funds. Funding is available for both those programs. There are also a few things out of the Mortgage Finance Authority, which just launched its ZIP Program, which is zero interest and open to private developers. We just launched a zero-interest revolving loan fund, where we lend them money to build the house, and then at the closing table, we get all of our funding back one hundred percent. That helps them build houses faster. Mayor Payne asked if that was just for construction. Ms. Green said yes, just for construction. The client still has to meet the income eligibility, and I believe the construction loans were around nine to ten percent interest, which was incurred during the build. Mayor Payne asked if these were done by private contractors. Ms. Green said some were. Tierra del Sol typically works with a private contractor to construct the houses. They help income-qualify the clients and provide the homeowner counseling. Then, the private developer builds the house, and at the closing table, there are some reductions. Mayor Payne said I am assuming the private developer gets paid to build the house. Ms. Green said yes, they get a developer fee. The last one I saw was about \$6,000 to \$8,000 per house. It is a nominal fee. Habitat is a bit different because they hold their own mortgages, and most of the work is done by volunteers, but their volunteer pool is very small. They only build during the October to April season, so there is a lower capacity for single-family homes. We are working to increase their capacity and find alternative programming. Some of the funds from the legislature are to purchase a single-family subdivision. We will be buying fifty-two lots, and next year, we are going to build out those

fifty-two houses for first-time homebuyers. Our hope is to match it with some of the down payment assistance programming that came out. There were down payments targeting some essential jobs we need in our state, like social workers and medical providers, to help retain that industry in our communities. Mayor Payne asked if that was what the housing was going to be for. Ms. Green said some of the lots will be. There are still low to moderate-income individuals, but they are in specialties we need in the community. They will have to work in the community for a period of time to realize the benefit and get that down payment assistance forgiven. Mayor Pro-Tem McDonald asked about the success rate for financing and finding people to work for Habitat for Humanity. Also, has the multigenerational unit been built? Ms. Green said that one was coming. Some of the older neighborhoods have casitas. You used to be able to do it through a special use permit, but the new zoning code allows folks to just do it by rights with exceptions. You have to have the right setbacks, you have to get a permit, and you have to find the place to build an ADU. We hope to see more of those because our residents can use them as income-producing, or we will see additional housing units come on board.

Mayor Payne asked what entitlement funds were. Ms. Green said entitlement funds are formula funding that local communities automatically get from the federal government based on certain criteria. For the US Department of Housing and Urban Development, our population size has to meet a certain threshold, and then they allocate that funding every single year to us as long as we are in compliance and do all the paperwork. Mayor Payne asked if the population size needed to be larger or smaller. Ms. Green said there are five CDBG entitlements in New Mexico, and I think they need to have fifty thousand or more. They are Albuquerque, Santa Fe, Las Cruces, Rio Rancho, and Farmington. The State gets the rest of the money. Mayor Payne said so Alamogordo could not do something like that. Ms. Green said that as a community, you should demand that they spend some of those funds in Southern New Mexico. For home funds, there are only three participating jurisdictions: Albuquerque, Las Cruces, and the State of New Mexico. You have to have a much larger population. The State holds those funds in a lump sum, and they distribute them. Mayor Payne asked how much the portion mentioned was between the home funds and the entitlement. How much are we talking about? Ms. Green said for the City of Las Cruces, between both funding sources, it is \$1,500,000. It is \$1,000,000 in CDBG and \$500,000 in home funds.

Mayor Payne asked Ms. Martinez how the residential neighbors of the Community of Hope handled that. Are there any problems? Ms. Martinez said it is not always kumbaya. We have been there since the 1990's, so many businesses there came after the Community of Hope was established. We have worked hard to retain the relationships we have with the businesses around us. While many of them are impacted, we are trying to mitigate it. That is part of why the Mano y Mano Day Labor Program has been so important for our community. If a business is being impacted by an unsanctioned encampment, then our outreach team is on it, and the Mano y Mano program is trying to clean it up. We are trying to bring people closer to us so they do not impact the surrounding community. I think it is really important that we are a part of our community. People have said we should move them four miles out of town. However, we need to be near services for people, like bus lines, grocery stores, and healthcare services. It would be a huge disservice if we were doing something where they were not neighbors. Ours is about a mile from downtown, in an industrial part of town. Mayor Payne asked if there were occasions when law enforcement was called and how often that happens. Ms. Martinez said we hardly ever have law enforcement respond to Camp Hope. If we do, it is a last resort. It is typically because we tried to work with someone. We use our security, and the social workers are trained in de-escalation. On the campus as a whole, issues might arise, such as a phone being stolen and law enforcement being called. We have a lot of those calls that will come through or people who have major behavioral health issues. This is where we want them to have them because we have all the safety nets around. I do not have a general number of what the entire Community of Hope's campus calls would look like. I can tell you that for Camp Hope, it is minimal. Mayor Payne said that when calling law enforcement, is mental health a big part of it, or are there other issues? How do you ensure no one brings in weapons or drugs? Do you have a policy? How would you handle that? Is it even an issue? Ms. Martinez said we are on city property, so we are not allowed to have weapons. We use signage, a security guard, and many staff with eyes on it. All the agencies have their own criteria for screening as people are coming in. Camp Hope is very low-barrier, so we are not inspecting people's things unless we have a reason to. There has to be a good reasonable suspicion to go and check on those things. We realize that some of the people we work with have mental health issues. Whether or not they come to the Community of Hope, people like that in our community have housing and safety nets. We also want to treat addiction issues like the disease it is and work with people. We have recovery teams there on the Community of Hope campus. We have been strategic about which partners we should bring in to help address those issues. Mayor Payne asked if there was a shelter as well. Ms. Martinez said the only sheltering we do is through Camp Hope, but the Gospel Rescue Mission is across the street from us. Mayor Payne asked how many shelters were in Las Cruces. Ms. Martinez said there is Camp Hope, the Gospel Rescue Mission, and La Casa, which is a domestic violence shelter. Mayor Payne

said there were only two homeless shelters. Ms. Martinez said yes, the third shelter is specifically for domestic violence.

PUBLIC COMMENT

1. Dave Dooling said he was working with Alamogordo MainStreet to develop a science discovery program proposal. We recently received a \$12,500 grant from Simons Foundation International. We were one of twelve small MainStreet communities in the nation to get this. It runs through August. We will develop a proposal or plan to hold a science festival in the MainStreet district. The shape it will take is to be determined, but we are going to poll community members to find out what they would like to have done. We want this to showcase Alamogordo science students, where they design, build, and execute a project that would then be demonstrated on MainStreet at the festival. If we win in September, it will be a one-year grant running from September 2025 through 2026. We are looking to have the festival in April of next year. We want to beat the heat and pull it off during school. There will be exhibitors, and we will solicit companies to provide STEM exhibits as a part of the project. We will talk to city and county staff members in the next few months to build this out.
2. Scott Frederick said his organization, the US Veterans Motorcycle Club, financially supports Honor Flights and helps coordinate the welcome home. The next local event will be on April 26, 2025, at around 4:00 PM, where we will meet two veterans, Gloria Fernandez and Thomas McKeen, in El Paso. The City of El Paso does an impressive welcome home with hundreds of people and a band. We go meet them on motorcycles. The 49th Wing is supporting us with a van. They will be picked up in El Paso and escorted back. We should be back here around 7:00 PM. Support from local law enforcement and first responders has been phenomenal. The Alamogordo Police Department typically catches us at the city line, and the Alamogordo Fire Department puts up a tower with a flag over New York Avenue. We hope to get Patron's Hall reserved again this year. If not, it will be somewhere else on New York Avenue. Help us welcome them home back to Tularosa.
3. Heather Flodin signed up to speak but declined to do so.

CITY MANAGER'S REPORT

Acting City Manager Hernandez made the following comments:

1. We will be interviewing for the City Attorney position next week. We hope to have somebody in before our current City Attorney, Ashley Smith, leaves.
2. The Fun Center Presentation will be on April 8th in the Commission Chambers. We will advertise it on social media and the jumbotron to inform the public.
3. I will be out of the office from 3/26/2025 to 3/28/2025.

REMARKS AND INQUIRIES BY THE CITY COMMISSION

Commissioner Tapley asked if they got the Department of Finance Authority's signature on the irrigation project. Acting City Manager Hernandez said yes, all five are good to go. All is going well. We have a meeting next week to develop our communication plan so everyone knows where we are at. This will be a big project.

Commissioner Rardin asked for an update on the nearby bridge project. 10th Street being blocked is a major inconvenience. When will it open up on the other end so we only have one detour? Acting City Manager Hernandez said, as mentioned before, that we are going to try to pull that into our floodwater mitigation and have a ditch. A grant initially funded it, so there are some complications. Finance Director Huff said Smith Engineering is working on the drainage model so we can properly size the bridge. When we looked at replacing the bridge instead of just doing the wing walls, it became clear that it was just way too small for what the drainage plan for the Washington Canal should be. We tasked the engineer with looking at the 2019 drainage model and updating it so it is correct. Once they have that, they can tell us we need a ten-year or twenty-five year, and where that fits. The other part is the Department of Transportation grant, which was written just for wing walls and sidewalks. We are in the process of talking with them to see if the change in scope will be approved or if we need to fund this all by ourselves. That is where we are at with the funding and design side. Commissioner Rardin asked if we would go for an RFP on this and go for a new bid. Finance Director Huff said yes. Commissioner Rardin asked if we are going to do a CES. Finance Director Huff said no. Once the design is completed, we will go out for a competitive procurement. Commissioner Rardin asked if it would be around a year before this is done. Finance Director Huff said I would not say a year. The good thing about the design is that it is all DOT standard once we determine the size of the bridge we need. We are talking with the engineer about including an accelerated construction timeline in the competitive bid. Commissioner Rardin asked about the other detour. Will that be another week or two? Acting City Manager Hernandez said about two weeks.

Commissioner Rardin said it has already been closed a week, so is it an additional two weeks? Finance Director Huff said the PSA that went out said one more week.

Mayor Payne said we did the groundbreaking ceremony for the F-4 Project last Wednesday. It was cool to see so many people out there; there were close to one hundred and fifty people. We are excited to get that started. It will be finished somewhere around August.

Mayor Payne said we have a contractor working on one of the bridges who had great things to say about our city. He said he was looking forward to putting down roots here.

Mayor Payne said our next meeting is on April 8th, the Month of the Military Child. Let's support our military and wear purple shirts. I will be making a proclamation about that.

CONSENT AGENDA

- 2. Approve the minutes for the Regular Commission meeting on March 11, 2025. (Rachel Hughs, City Clerk)**
- 3. Consider, and act upon, Resolution 2025-07, requesting approval of the FY 2026 Rates & Fees document at the Alamogordo-White Sands Regional Airport. (Troy Orr, Airport Manager) (Roll call vote required)**
- 4. Consider, and act upon, Resolution 2025-08 requesting written approval from the Local Government Division of the Department of Finance and Administration, State of NM for the revised budget numbers computed as of March 25, 2025. (Evelyn Huff, Finance Director) (Roll Call Vote Required)**
- 5. Consider, and act upon, acceptance of a grant agreement from the New Mexico Department of Finance, in the amount of \$400,000, for transitional housing and shelter facilities for victims of domestic violence in Alamogordo. (Evelyn Huff, Finance Director)**
- 6. Consider, and act upon Resolution 2025-09 establishing a six-month moratorium on new off-premise billboards for the City of Alamogordo. (Stella Rael, City Planner) (Roll Call Vote Required)**

Commissioner Robinson moved to approve.
Commissioner Rardin seconded the motion.
Motion Passed with a vote of 6 - 0 - 0.

ITEMS REMOVED FROM CONSENT AGENDA

None.

NEW BUSINESS

- 7. Consider, and act upon Ordinance 1713 Case Z-2025-0002(A) for first publication of a map amendment to rezone 1537 S. Florida Ave. from R-1 Single Family Dwelling District to C-3 Business District. (Stella Rael, City Planner) (Roll Call Vote Required)**

City Planner Rael gave her presentation, detailed her process, and recommended approval since this request would not be materially detrimental to surrounding property owners or the public. She said it would actually correct the zoning required for a commercial business. The zoning should have been fixed when permits were issued for Alamo Bus Company to place their business. It should not have been in a single-family dwelling district.

Commissioner Tapley moved to approve.
Commissioner Rardin seconded the motion.
Motion Passed with a vote of 6 - 0 - 0.

8. Consider, and act upon Ordinance 1714 Case Z-2024-0007(A) for first publication of a map amendment to rezone 2595 Holly Ave. from MH-1 Manufactured Housing Dwelling District to R-4 Multiple Family Dwelling District.(Stella Rael, City Planner) (Roll Call Vote Required)

City Planner Rael gave her presentation, detailed her process, and recommended approval since this request would not be materially detrimental to surrounding property owners or the public. She said the reason for this request is that the same owner that purchased 2405 and built duplexes there now intends to do the same thing on this parcel. Mayor Payne asked if it was with duplexes on this parcel. City Planner Rael said yes.

Mayor Pro-Tem McDonald asked whether the units would be new or old ones moved onto this property. City Planner Rael said they are new.

Commissioner Guthrie said she would abstain from voting on this.

Commissioner Robinson moved to approve.

Commissioner Rardin seconded the motion.

Motion Passed with a vote of 5 - 0 - 1. Commissioner Crystal Guthrie voted to abstain.

9. Overview of the hiring process for a City Manager, with discussion and possible direction to staff. (Susan L. Payne, Mayor)

Mayor Payne said we initially started the hiring process but then waited the first year in order to seat the Commissioner for District One. As we now have Commissioner Guthrie, we are resuming the hiring process.

Human Resources Director Osborne said the recruitment for the City Manager is not any different from that of a Street Maintenance Laborer. We have a process in our policy, and we follow it. First, we need a vacancy. We received authorization to post and recruit a City Manager. The job description was reviewed prior to posting. The recruitment was open until filled. We received many applications, and there were valid delays in moving forward, as Mayor Payne previously mentioned. At this time, we have a number of applications that have been reviewed and scored by Human Resources. Human Resources takes every application and reviews it based on the job qualifications. After that, it comes down to math. For example, if a job requires a bachelor's degree in public administration, we will look at each application and score it. If they do not have the degree, that would be a zero. If they have the degree, it is a one. If they exceed the requirement, it is a two. While the candidates can be different, the scoring and process have continuity. After they are assessed, each candidate will have a score, and then they can really be compared. Going back to the applications for City Manager, they have been reviewed, scored, and some were made available to the Commission before the holidays. There are now additional applications ready for the Commission's review. Going back to the process, once Human Resources does the screening, we have recommendations for those who meet the qualifications for the position. The supervisor, manager, or director is always offered the opportunity to review every application. They often agree with our assessment and scoring. Sometimes, we miss something they caught. The Commission will have the opportunity to review all applications.

Mayor Payne said let's talk about how we will proceed. Commissioner Rardin said he would like to review what we have. Mayor Payne said she wanted to bring up some concerns. An outside entity spoke with a couple of commissioners and offered to pay for a search firm. Part of the issue is that the same entity spoke with Acting City Manager Hernandez, an applicant who has tried to stay out of it. One of our commissioners has given the impression that she is not being considered. It was brought to my attention that was the impression she got. The entity came and spoke with her, even though she had explained to them that she needed to stay out of it. They gave her the impression that they did not think she was a viable candidate. We do not know that yet, we have to look at all the applications. I called our outside counsel for guidance because I did not know how to proceed. I was advised, and I agree, that I needed to bring this up tonight in the interest of transparency. I am concerned this process has been completely tainted. We may need to consider going out for an RFP and hiring a search firm to start this process. At this point, I am concerned about litigation. I am not comfortable with this. If you decide not to proceed with a search firm, well, I believe this process has been tainted. We are setting ourselves up for potential litigation if we do not do something different.

Commissioner Rardin said the direction of the Commission in December was to hold off until we have the other seat filled. The position was advertised in the newspaper, but it was not advertised in the last one. The direction of the Commission was to leave it open. Once the commissioner was seated, we would review what came in and take a step one way or another. Let's go in and review these to see if there are viable candidates. There are twenty-eight of them. Mayor Payne said she did not have a problem with that. The issue is that a commissioner approached an applicant and gave them the impression they were not a viable candidate. The Sacramento Mountains Foundation offered to pay. Commissioner Rardin said we all knew that. Mayor Payne said she did not. They approached two commissioners, but I knew nothing about it. Commissioner Rardin said I told you. Mayor Payne said you did not tell me who it was. Commissioner Rardin said I told you it was the Sacramento Mountains Foundation. Mayor Payne said the Chair of that Foundation made a visit yesterday, even though an email from our Acting City Manager was sent out that said, "I cannot discuss this with you because I am an applicant." He chose to come over anyway to speak with her and basically almost told her verbatim the same language that one of our commissioners used. I am concerned. I am all about transparency. This process needs to be fair, and in the interest of fairness, we need to consider going out for an RFP. The Sacramento Mountains Foundation has gone as far as getting prices and bids. We are the City. That is our job. It is fine if they want to do that, but how do we demonstrate to the public that we are being fair and transparent? We have an outside entity that says they do not want to be involved, and I believe them, but they are getting bids from search firms. We cannot do that. Does anybody else see a problem with that? It was a red flag for me, and I was uncomfortable when it was first mentioned. I am very uncomfortable now. Commissioner Rardin said the Foundation offered to pay for the head hunter firm but did not offer to pick it. That is up to us. They also offered to pay a supplement of X amount of dollars up to a certain amount to get us to where we could get a very qualified City Manager. The salary. Mayor Payne said that when you make a statement like that, you are already suggesting that one of our applicants is not qualified. Commissioner Rardin said he was not. Mayor Payne said my concern is the impression you are leaving where one of our applicants is not qualified. Commissioner Rardin said he did not know because we had not seen them. We have only seen half of them. Mayor Payne said you previously said they offered to get us a supplement to get us a really qualified applicant. How do we know we do not already have a really qualified applicant? Commissioner Rardin said we may. We will review the additional ones that are here tonight, and if we decide we do not see anything we like, we will hire a firm. Mayor Payne said a commissioner had already made a comment to an applicant suggesting they were not going to be considered. Commissioner Rardin said he did not know which commissioner that was. Mayor Payne said if you want to know which commissioner it was, I will tell you, but the applicant was uncomfortable enough to bring it to my attention. The bigger issue is that the commissioner said it to her, and then the Chair of the Sacramento Mountains Foundation said almost the same thing, word-for-word. The statement was made, "Well, you will be okay in the background" or "You will be okay, right? You will be good even if you do not get it. You will be fine because you like working in the background." I am asking how we prove, in the interest of transparency, that we are not compromised in some way. At this point, we have an issue. Being the Mayor and having to deal with this sucks, and I do not like it. I am super uncomfortable and frustrated. I always say this is why we cannot have nice things. I do not know how to handle this and make it right. I called outside counsel, who said, "You need to say it in a public meeting and on the record." That is what I am doing. Commissioner Rardin said part of the problem is that you are consulting with outside counsel, who is not here and does not hear the whole story. Our attorney is who we should be asking, not outside counsel. My question for our attorney is, would it be safe to go to Executive Session tonight and review our applicants? By the way, someone closed the listing. It was taken out of the newspaper and closed. The direction of the Commission at the time was to leave it open until filled. We are not filled yet, are we? City Attorney Smith said the problem is we already have the potential for a lawsuit because of things that have been said to an applicant. They would have the right and could sue. Commissioner Rardin asked if that was in the event we were to go forward with hiring one of these applicants. City Attorney Smith said they could sue in any event, whether it is reviewed or not. They would have some legal standing if they chose to do that. The big thing is the perception, and it does appear this pool has possibly been tainted. People could perceive it as there has already been a pre-selection, which is something we cannot do. Acting City Manager Hernandez said this was about her. This puts staff in a really awkward position. One of the reasons it is hard is because people are reaching out to me, City Clerk Hughs, Human Resources Director Osborne, City Attorney Smith, and I am over all of them. I feel that staff are maybe uncomfortable, and I suggested we should go out for a headhunting firm for that reason. Staff are so involved in this, and we should not be. Commissioner Rardin said it has put us in a very difficult position with the fact our Acting City Manager is an applicant. You are technically our employee right now. You are the go-to person and the one we are supposed to ask. With my questions, I have tried to go through the City Clerk or City Attorney to leave you out of it because you are involved and in the running. What are we supposed to do? Acting City Manager Hernandez said that is why I said a headhunting firm be the best, or a recruiter. Staff feel like they are betraying me, and there there is an awkwardness. I was uncomfortable with John Wheeler coming to talk to me. I was under the impression he was coming to talk about the City Attorney position.

I can read you the email. I told him that as far as the City Manager position, I cannot talk about that and that he should please send whatever documentation he has to the City Commission, whether it be through email or when they are discussing it on Tuesday. You can come to speak to them directly about that. I told him I had to avoid any perception of conflict of interest or influencing the process. I was uncomfortable with the conversation, and, despite the fact I told him I did not want to have the meeting on that, but I was game on the golf course. It put me in an awkward position, too. I still want what is in the city's best interest and to keep up with what we are doing. I feel it is getting more complicated than needed, and we need to be fair to all candidates. There could be a better candidate than me, and they deserve a fair shot, too. My opinion is that a headhunting firm would be best. Mayor Payne said she was counseling outside the city. Geno Zamora is contracted through the New Mexico Municipal League. Commissioner Rardin said they are to advise our attorneys, not us directly. Acting City Manager Hernandez said we have a contract with him for all city matters. Mayor Payne said he is not only an attorney with decades of municipal league experience but also a city councilman in Santa Fe. I am trying to keep staff out of it, but I do not know what to do. I want to make sure we are following the legal process. Commissioner Rardin asked if we had a contract with Randy Van Vleck, or if he was a contract attorney with us. Acting City Manager Hernandez said no sir, but if you would like us to have one, we could reach out. Commissioner Rardin said he just redid our zoning ordinance for us. Acting City Manager Hernandez said she believed that the contract was closed. Commissioner Rardin said he trusted Randy Van Vleck, who had worked with the League for thirty years. Mayor Payne said she trusted Geno Zamora, who has done work with the Alamogordo Public Schools, us, and other municipalities. Commissioner Rardin said the Commission previously gave direction on this, and we have ten additional applicants. I do not see the harm in looking at them. We already looked at the previous nineteen, and none of us felt we saw anything that popped out at that time. We have held up these other people who applied for about three or four months. We need to quit kicking the can down the road. Mayor Payne said I am not kicking the can down the road. A sitting City Commissioner approached an applicant and gave them the impression that they would not even be considered, and then the Sacramento Mountains Foundation told her the same thing. If I were an applicant, I would not be feeling great. Commissioner Rardin said he did not know which commissioner Mayor Payne was talking about. Mayor Payne said they know who they are, and we cannot prove the whole process was not tainted. I am not comfortable with it. It cannot be the first time in the City of Alamogordo's history that we had an Acting City Manager who was also an applicant for the City Manager. Commissioner Rardin said it pretty much is. Mayor Payne said if it is, we need a lesson learned here. I am sorry you do not trust our attorney, but it is all I have. I am not comfortable with the Sacramento Mountains Foundation picking and choosing which commissioners to talk to about this. Commissioner Rardin said they may be, but that is their right, and they are allowed to talk to us. Mayor Payne said it may be their right, but it is pretty disrespectful. Commissioner Rardin said the outside counsel is getting your side of the story. They may not be getting all the details. I was unaware that John Wheeler met with any of the staff. Mayor Payne said the details are very simple, and it is very cut and dry. Mayor Payne asked Acting City Manager Hernandez if it happened. Acting City Manager Hernandez said yes ma'am. Mayor Payne said I am not trying to be argumentative. I am trying to keep us out of litigation. I want this process to go forward, but I was told this information. Commissioner Rardin asked why the rest of the Commission was not told. Mayor Payne asked why John Wheeler only went to a couple of you. Commissioner Rardin said John Wheeler of the Foundation reached out back in November, and we talked about this. Mayor Payne said you did not tell me it was the Foundation. Commissioner Rardin said he did.

Commissioner Guthrie asked what the process was in deciding where we go from this point, arguments aside. Is this still in our hands? Where does this go from here? Commissioner Rardin said it is in all of our hands. This is the one employee that the staff does not hire. Commissioner Guthrie asked if this was a conversation we discussed and voted on in a meeting or Executive Session. Mayor Payne said we have to do as much publically as possible. Commissioner Rardin said this conversation should have happened behind closed doors. There were allegations made. Mayor Payne said it was not an allegation; it had happened. An allegation is when I think you may have. Commissioner Rardin said we should adjourn into an Executive Session to discuss this. Commissioner Guthrie asked if we needed to make a decision today on how to proceed forward. Commissioner Rardin said no.

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

Mayor Payne tabled this item to be brought back at a later meeting.

EXECUTIVE SESSION (Roll Call Vote Required)

11. Adjourn into Executive Closed Session in compliance with 10-15-1(H)(2)NMSA (as amended) to discuss: Limited Personnel Matters (City Manager).

Deputy City Clerk Aleshire said Commissioner Burnett would attend the session by phone.

Commissioner Rardin moved to adjourn into Executive Session at 8:14 PM.

Commissioner Robinson seconded the motion.

Motion Passed with a vote of 6 - 0 - 0.

ADJOURNMENT

ATTEST:

Mayor Susan Payne

City Clerk Rachel Hughs

(Prepared by Dylan Aleshire, Deputy Clerk)

Approved at the Regular Meeting held on April 8, 2025.

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 03/05/2025

Report No: 4.

Submitted By: Josh Sides

Subject: Consider, and act upon, Resolution 2025-06, declaring 523 Delaware 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: 523 Delaware Ave. is so ruined and dilapidated that it is currently a risk to the public's health and safety.

RESOLUTION NO. 2025-06

A RESOLUTION DECLARING THE BUILDING OR STRUCTURE, OR THE PREMISES LOCATED AT 523 DELAWARE AVENUE, 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 523 Delaware 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 Mrs. Angela Duran , the record owner 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 building or structure 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 _____ 2025.

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

- [Account Search](#)
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Exhibit "1"

Account: R010911

**** Total square footage listed on this page is for all improvements, see account detail for individual square footage.****

Location

~~Account Number~~ R010911

Situs Address 523 DELAWARE AVE

Previous Parcel ID 01-01239

Parcel Sequence

Neighborhood A1 - South Central Alamogordo

Tax Area 01_R

Parcel Number 01N4055094142323

Legal Summary Subd: ALAMO BLOCKS Lot:
13, 14 Block: 19

Appraiser Leah Silva

Owner Information

Owner Name DURAN, ANGELA

In Care Of Name TONY DURAN

Owner Address 1249 WILLOW
LAS CRUCES, NM 88001

Assessment History

Actual (2025 - Residential Cap applied) \$45,125

Primary Taxable \$15,042

Tax Area: 01_R Mill Levy: 25.391000

Type	Actual	Assessed	Acres	SQFT
Residential Land	\$10,812	\$3,604	0.138	
Residential Improvement	\$34,313	\$11,438		1488.000

Transfers

Sale Date

Sale Price

Doc Description

[Deed](#)

[Deed](#)

[Deed](#)

[Tax History](#) (~~Estimated Taxes~~ NOT TO BE
USED TO MAKE PAYMENT)

Images

Tax Year	Taxes	
*2025		\$381.92
2024		\$370.80

* Estimated

- [Map](#)
- [Photo](#)
- [Sketch](#)
- [GIS](#)





Exhibit "2"

Case #: 202401353
Case Date: 08/02/24
Case Type:
Address Number: 523
Street Name: Delaware
Zoning Category: R-3
Commission District: 5
Description: Dilapidated Structure
Complainant Name: Sides
Complainant Phone: 5754394375
Complainant Address: 2010 Oregon Ave.
Responsible Party:
Responsible Party Phone Number: 0
DOB:
ID #:
Property Owners :
Property Owner Phone Number: 0
Reinspection: 08/18/2024
Court case number:
Court Date:
Compliance Inspection :
Certified Mail #:
Citation Number:
Flex Call Number:
Status: Draft Resolution
Assigned To: JOSH SIDES

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
01N4055094142323	523 DELAWARE AVE	Subd: ALAMO BLOCKS Lot: 13, 14 Block: 19	DURAN, ANGELA		C-1

Activities

Date	Activity Type	Description	Employee	Status
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08/02/2024	Inspection	On 08/02/2024, I, Code Enforcement Manager Josh Sides, identified 523 Delaware Ave., Alamogordo, Otero County, New Mexico, as a dilapidated structure.	JOSH SIDES	Non-Compliance
		I conducted an exterior inspection via the public right-of-way and observed numerous violations of the International Property Maintenance Code.		
		I will be mailing the property owner of record according to the Otero County Assessor's Office a letter requesting consent to enter the property to conduct a more thorough inspection.		
Nothing Further.				
03/05/2025	Inspection	On 03/05/2025, I, Code Enforcement Manager Josh Sides, responded to a structure fire per the request of Alamogordo Fire Department (AFD) Fire Chief Ramirez at 523 Delaware, Alamogordo, Otero County, New Mexico.	JOSH SIDES	Non-Compliance
		I learned from Chief Ramirez that a neighbor approached AFD personnel and informed them that the homeless have been seen going in and out of the residence.		
		I was told by AFD Lt. Skaggs that there was an abundance of junk to include shopping carts in the residence that made fire suppression efforts harder. I learned the fire was in the northeast room and quickly spread to the attic. Lt. Skaggs stated the ceiling in the residence was damaged heavily from water, fire, and smoke, and due to this, he would not be conducting his inspection due to safety risks.		
		I took photographs of the exterior of the property and the interior from the doorways as safely as possible. I was unable to conduct a thorough inspection of the interior. Photographs were uploaded to Visual Labs.		
		Due to the risk of collapse of the ceiling, I will draft a resolution to condemn the property in an effort to keep people out of it. I will attempt to work with the property owner to bring the property back into compliance once condemned.		
Nothing Further.				
25A-06707				

Violations

Date	Violation	Description	Notes	Status
08/02/2024	IPMC 304.13 Window, skylight and door frames	Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.		*Open
03/05/2025	IPMC24 109.1 Unsafe conditions.	When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.		*Open
03/05/2025	IPMC24 109.1.1 Unsafe structures.	An unsafe structure is one that is found to be hazardous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is dangerous.		*Open
03/05/2025	IPMC24 109.1.3 Structure unfit for human occupancy.	A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth		*Open

		and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.	
03/05/2025	IPMC24 109.1.5 Hazardous structure or premises.	For the purpose of this code, any structure or premises that has any or all of the conditions or defects described as follows shall be considered to be hazardous: 1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing buildings. 2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress. 3. Any building, structure or portion thereof that is dangerous. 4. The building or structure, or any portion thereof, is clearly unsafe for its use and occupancy. 5. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act. 6. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety. 7. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease. 8. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health. 9. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.	*Open
08/02/2024	IPMC24 302.3 Sidewalks and driveways.	Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.	*Open
08/02/2024	IPMC24 302.9 Defacement of property.	A person shall not willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.	*Open
08/02/2024	IPMC24 304.1 General.	The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.	*Open
08/02/2024	IPMC24 304.1.1 Potentially unsafe conditions.	The following conditions shall be considered to be potentially unsafe, shall be assessed and shall be addressed in compliance with the International Existing Building Code, the International Residential Code or the International Building Code: 1. Structural members have deterioration or distress that appears	*Open

to reduce their load-carrying capacity.

2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations has deterioration or distress that appears to reduce its load-carrying capacity.
3. Structures or components thereof have deterioration or distress that appears to reduce their load-carrying capacity.
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or watertight.
5. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.
6. Exterior walls that are not anchored to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.
7. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects.
8. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of deterioration or fatigue, are not properly anchored or are incapable of supporting all nominal loads and resisting all load effects.
9. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.
10. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.
11. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.
12. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly anchored, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. Where substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted where approved by the code official.

08/02/2024	IPMC24 304.13.1 Glazing.	Glazing materials shall be maintained free from cracks and holes.	*Open
03/05/2025	IPMC24 304.15 Doors.	Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.	*Open
08/02/2024	IPMC24 304.2 Protective treatment.	Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as	*Open

		well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.	
08/02/2024	IPMC24 304.3 Premises identification.	Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).	*Open
03/05/2025	IPMC24 304.4 Structural members.	Structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.	*Open
08/02/2024	IPMC24 304.6 Exterior walls.	Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.	*Open
03/05/2025	IPMC24 304.7 Roofs and drainage.	The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.	*Open
03/05/2025	IPMC24 304.9 Overhang extensions.	Overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.	*Open
03/05/2025	IPMC24 305.1 General.	The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure that they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.	*Open
03/05/2025	IPMC24 305.1.1 Potentially unsafe conditions.	The following conditions shall be considered to be potentially unsafe, shall be assessed and shall be addressed in compliance with the International Existing Building Code, the International Residential Code or the International Building Code: 1. Structural members have deterioration or distress that appears to reduce their load-carrying capacity. 2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations has deterioration or distress that appears to reduce its load-carrying capacity. 3. Structures or components thereof have deterioration or distress that appears to reduce their load-carrying capacity. 4. Stairs, landings, balconies and all similar walking surfaces, including guards and handrails, are not structurally sound, not properly anchored or are anchored with connections not capable of supporting all nominal loads and resisting all load effects. 5. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal	*Open

loads and resisting all load effects.

Exceptions:

1. Where substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted where approved by the code official.

03/05/2025	IPMC24 305.2 Structural members.	Structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.	*Open
03/05/2025	IPMC24 305.3 Interior surfaces.	Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.	*Open
03/05/2025	IPMC24 306.1 General.	The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.	*Open
03/05/2025	IPMC24 306.1.1 Potentially unsafe conditions.	Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be considered to be unsafe and shall be addressed in compliance with the International Existing Building Code, the International Residential Code or the International Building Code: 1. Soils that have been subjected to any of the following conditions: 1.1. Collapse of footing or foundation system. 1.2. Damage to footing, foundation, concrete or other structural element due to soil expansion. 1.3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil. 1.4. Inadequate soil as determined by a geotechnical investigation. 1.5. Where the allowable bearing capacity of the soil is in doubt. 1.6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table. 2. Concrete that has been subjected to any of the following conditions: 2.1. Deterioration. 2.2. Ultimate deformation. 2.3. Fractures. 2.4. Fissures. 2.5. Spalling. 2.6. Exposed reinforcement. 2.7. Detached, dislodged or failing connections. 3. Aluminum that has been subjected to any of the following conditions: 3.1. Deterioration. 3.2. Corrosion. 3.3. Elastic deformation. 3.4. Ultimate deformation. 3.5. Stress or strain cracks. 3.6. Joint fatigue. 3.7. Detached, dislodged or failing connections. 4. Masonry that has been subjected to any of the following conditions: 4.1. Deterioration. 4.2. Ultimate deformation. 4.3. Fractures in masonry or mortar joints. 4.4. Fissures in masonry or mortar joints. 4.5. Spalling. 4.6. Exposed reinforcement. 4.7. Detached, dislodged or failing connections. 5. Steel that has been subjected to any of the following conditions: 5.1. Deterioration.	*Open

- 5.2. Elastic deformation.
- 5.3. Ultimate deformation.
- 5.4. Metal fatigue.
- 5.5. Detached, dislodged or failing connections.
6. Wood that has been subjected to any of the following conditions:
 - 6.1. Ultimate deformation.
 - 6.2. Deterioration.
 - 6.3. Damage from insects, rodents and other vermin.
 - 6.4. Fire damage beyond charring.
 - 6.5. Significant splits and checks.
 - 6.6. Horizontal shear cracks.
 - 6.7. Vertical shear cracks.
 - 6.8. Inadequate support.
 - 6.9. Detached, dislodged or failing connections.
 - 6.10. Excessive cutting and notching.
- Exceptions:
 1. Where substantiated otherwise by an approved method.
 2. Demolition of unsafe conditions shall be permitted where approved by the code official.

03/05/2025	IPMC24 604.3.1 Abatement of electrical hazards associated with water exposure.	The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to water.	*Open
03/05/2025	IPMC24 604.3.1.1 Electrical equipment.	Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the International Building Code. Exceptions: The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement: 1. Enclosed switches, rated not more than 600 volts or less. 2. Busway, rated not more than 600 volts. 3. Panelboards, rated not more than 600 volts. 4. Switchboards, rated not more than 600 volts. 5. Fire pump controllers, rated not more than 600 volts. 6. Manual and magnetic motor controllers. 7. Motor control centers. 8. Alternating current high-voltage circuit breakers. 9. Low-voltage power circuit breakers. 10. Protective relays, meters and current transformers. 11. Low- and medium-voltage switchgear. 12. Liquid-filled transformers. 13. Cast-resin transformers. 14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water. 15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water. 16. Luminaires that are listed as submersible. 17. Motors. 18. Electronic control, signaling and communication equipment.	*Open
03/05/2025	IPMC24 604.3.2 Abatement of electrical hazards associated with fire exposure.	The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to fire.	*Open
03/05/2025	IPMC24 604.3.2.1 Electrical equipment.	Electrical switches, receptacles and fixtures, including furnace, water heating, security system and power distribution circuits,	*Open

that have been exposed to fire, shall be replaced in accordance with the provisions of the International Building Code.

Exception: Electrical switches, receptacles and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

Dilapidated Structure

523 Delaware Ave.



Timeline

523 Delaware Ave.

- On 08/02/2024, the property was identified as dilapidated.
- On 03/05/2025, a fire inside the structure caused significant damage. Partial collapse of the ceiling has occurred, and numerous structural members have significant damage.

International Property Maintenance Code Violations 523 Delaware Ave.

Total of 27 violations of the International Property Maintenance Code.

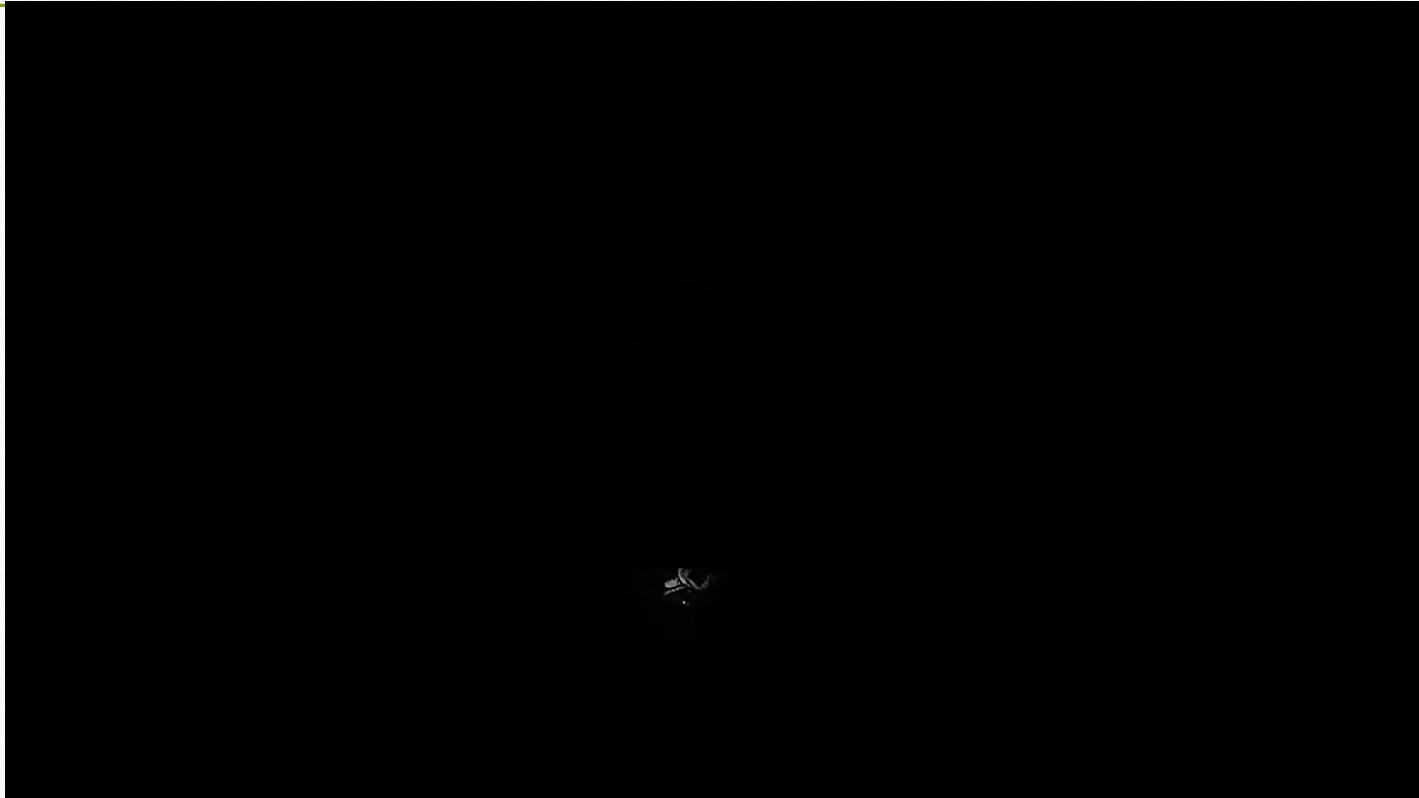
Condition of the Property at 523 Delaware Ave.



Condition of the Property at 523 Delaware Ave.



Condition of the Property at 523 Delaware Ave.



Condition of the Property at 523 Delaware Ave.

Due to the extent of the damage caused by the fire and the fire suppression efforts, a complete interior inspection was not conducted. Photographs and videos were taken from doorways at minimal risk.

The fire was caused by the homeless, as confirmed by the AFD Fire Investigations Unit.

Condemning the property via resolution will keep people from entering the property.

To date, Code Enforcement has been unsuccessful in reaching the listed property owner.

Questions

Josh Sides

Code Enforcement Manager



AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 04/01/2025

Report No: 5.

Submitted By: Rachel Hughs

Subject: Approve the statements related to the Executive Closed Sessions held on March 25, 2025. *(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 April 8, 2025: "The Governing Body of the City of Alamogordo, New Mexico, hereby states that on March 25, 2025, an Executive Closed Session was held, and the matters discussed in the closed meeting were limited discuss only: Limited personnel matters (City Manager).

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 04/01/2025

Report No: 6.

Submitted By: David Kunihiro

Subject: Consider, and act upon, approval of Resolution 2025-10 designating the Administrative Manager as the Custodian of Records for the Alamogordo Police Department (Code Enforcement Division) and including the method of destruction of records as witnessed shredding by a bonded destruction vendor. *(David Kunihiro, Chief of Police)* **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the Resolution.

Background: The Alamogordo Police Department must routinely dispose of obsolete records to maintain an efficient and organized record-keeping system. The Department uses shredding as its method of destruction, and we have 34 boxes from the Code Enforcement division that will be shredded.

RESOLUTION NO. 2025-10

DESIGNATING THE APD ADMINISTRATIVE MANAGER AS THE CUSTODIAN OF RECORDS FOR THE ALAMOGORDO POLICE DEPARTMENT (CODE ENFORCEMENT DIVISION) AND DESIGNATING THE METHOD OF DESTRUCTION OF RECORDS AS WITNESSED SHREDDING BY A BONDED DESTRUCTION VENDOR

WHEREAS, the destruction of obsolete records is necessary for efficient records maintenance by the City of Alamogordo Police Department; and

WHEREAS, in the interest of sound records management principles, the APD Administrative Manager has established procedures for the retention and disposition of municipal records; and

WHEREAS, the City of Alamogordo adopted the New Mexico Municipal Records Retention Schedule on October 13, 2020; and

WHEREAS, the City of Alamogordo Police Department desires to use witnessed shredding by a bonded destruction vendor as the approved method of destruction of records.

NOW, THEREFORE, BE IT RESOLVED: that the APD Administrative Manager is designated as the Custodian of Records, and the Manager, or her designee, is hereby authorized and directed to maintain the program for the department and to apply the retention period assigned by said records retention and disposition schedules to all records and files of the department.

NOW, THEREFORE, BE IT FURTHER RESOLVED: the official method for destruction of records will be designated as witnessed shredding by a bonded destruction vendor and the APD Administrative Manager is authorized to proceed with shredding of approved records.

PASSED, APPROVED AND ADOPTED this 8th day of April, 2025.

CITY OF ALAMOGORDO, NEW MEXICO,
A NEW MEXICO MUNICIPAL CORPORATION

Susan L. Payne, Mayor

ATTEST:

APPROVED AS TO FORM:

Rachel Hughs, City Clerk

Ashley Smith, City Attorney

**FIRST AMENDMENT TO
SUN CITY SHREDDING
SERVICES AGREEMENT**

THIS AMENDMENT is made by and between the City of Alamogordo, New Mexico "City" and Sun City Shredding, "Contractor" who previously entered into a Shredding Services Agreement on July 10, 2023, and both of whom agree to amend said agreement as follows:

RECITALS

The parties desire to amend the Agreement as set forth below.

NOW, THEREFORE, the parties agree as follows:

2. **Compensation.** The City shall pay the Contractor for said services an additional \$280.00 annually as shown on Exhibit "A," exclusive of NMGRT (See Exhibit "A").

This amendment will add the Alamogordo Police Department at 700 Virginia Avenue Alamogordo, NM 88310.

Except as set forth in this Amendment, the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, City and Contractor have executed this Amendment on the date set opposite their signatures.

Sun City Shredding

Date: Aug 4, 2023

By: 
Tyler Cope

CITY OF ALAMOGORDO

Date: Aug 4, 2023

By: David Kunihiro
David Kunihiro
Alamogordo Police Chief

ATTEST:



Rachel Hughes, City Clerk

APPROVED AS TO FORM:


Ashley Smith (Aug 4, 2023 08:40 MDT)

Ashley Smith, City Attorney





STORAGE AND SERVICES AGREEMENT

RECORDS MANAGEMENT

August 2, 2023

September 2023 through August 2024

Alamogordo Police Department
Maria Herndon Administrative Manager
Mherndon@ci.alamogordo.nm.us

1(96) gal bins @ \$70 per ON-SITE service (quarterly) = \$70 per service

Total \$280 annually

One time shred \$7 per box ON-SITE

Odd sized containers may be equated into standard storage containers 1.2 cuft. All our employees are background checked, drug tested, immunized, bonded as of November 1st 2022. We use a scanning software to electronically track to the second in which each unit was emptied/exchanged/checked. This is also helpful for providing certificates of destruction on demand.

Our facility has surveillance inside and out, with security guard in place 365 days a year outside of business hours. We do not share our facility in any capacity with anyone other than the employees of Sun City Shredding.

Material is shredded and commingled into bales which are compressed with 35,000 lbs of force and picked up by a private recycler.

If you have any other questions please feel free to contact me anytime.

Tyler Cope
Sun City Shredding
915-542-1111

Sun City Shredding 1st Amendment

Final Audit Report

2023-08-04

Created:	2023-08-03
By:	Audra Smith (asmith@ci.alamogordo.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbfZHXyCMbcKL88la_YOIKsuDfUxfDUG

"Sun City Shredding 1st Amendment" History

-  Document created by Audra Smith (asmith@ci.alamogordo.nm.us)
2023-08-03 - 9:46:40 PM GMT
-  Document emailed to David Kunihiro (dkunihiro@ci.alamogordo.nm.us) for signature
2023-08-03 - 9:48:14 PM GMT
-  Email viewed by David Kunihiro (dkunihiro@ci.alamogordo.nm.us)
2023-08-04 - 2:34:14 PM GMT
-  Document e-signed by David Kunihiro (dkunihiro@ci.alamogordo.nm.us)
Signature Date: 2023-08-04 - 2:34:34 PM GMT - Time Source: server
-  Document emailed to Ashley Smith (ashsmith@ci.alamogordo.nm.us) for signature
2023-08-04 - 2:34:36 PM GMT
-  Email viewed by Ashley Smith (ashsmith@ci.alamogordo.nm.us)
2023-08-04 - 2:40:22 PM GMT
-  Document e-signed by Ashley Smith (ashsmith@ci.alamogordo.nm.us)
Signature Date: 2023-08-04 - 2:40:56 PM GMT - Time Source: server
-  Document emailed to Tyler Cope (tylercope64@yahoo.com) for signature
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2023-08-04 - 3:29:54 PM GMT
-  Document e-signed by Tyler Cope (tylercope64@yahoo.com)
Signature Date: 2023-08-04 - 3:30:22 PM GMT - Time Source: server
-  Document signing automatically delegated to Dylan Aleshire (daleshire@ci.alamogordo.nm.us) by Rachel Hughs (rhughs@ci.alamogordo.nm.us)
2023-08-04 - 3:30:23 PM GMT



Adobe Acrobat Sign

 Document emailed to Dylan Aleshire (daleshire@ci.alamogordo.nm.us) for signature

2023-08-04 - 3:30:24 PM GMT

 Document emailed to Rachel Hughs (rhughs@ci.alamogordo.nm.us) for signature

2023-08-04 - 3:30:24 PM GMT

 Document e-signed by Rachel Hughs (rhughs@ci.alamogordo.nm.us)

Signature Date: 2023-08-04 - 4:18:27 PM GMT - Time Source: server

 Agreement completed.

2023-08-04 - 4:18:27 PM GMT

CITY OF ALAMOGORDO, NEW MEXICO
 APD, 700 Virginia Avenue
 CODE ENFORCEMENT, 2010 Oregon Ave.
 Alamogordo, NM
 575-439-4300 / 575-439-4320 (fax)
 2025

NOTIFICATION OF RECORDS DESTRUCTION

The following records stored at the Code Enforcement Office have been identified as eligible for destruction according to the Records Retention and Disposition Schedule:

DEPT WHERE RECORD ORIGINATED	DESCRIPTION OF RECORD	DATE OF RECORD	ITEM NO. AUTHORIZING DESTRUCTION	ARCHIVE BOX NUMBER	ELIGIBLE FOR DESTRUCTION	DESTRUCTION DATE
Code Enforcement	Violations Case Files	2011	18.07.012	CE-001	2015	
Code Enforcement	Violations Case Files	2012	18.07.012	CE-002	2016	
Code Enforcement	Violations Case Files	2013	18.07.012	CE-003	2017	
Code Enforcement	Violations Case Files	2014	18.07.012	CE-004	2018	
Code Enforcement	Violations Case Files	2015	18.07.012	CE-005	2019	
Code Enforcement	Violations Case Files	2016	18.07.012	CE-006	2020	
Code Enforcement	Violations Case Files	2017	18.07.012	CE-007	2021	
Code Enforcement	Violations Case Files	2018	18.07.012	CE-008	2022	
Code Enforcement	Violations Case Files	2019	18.07.012	CE-009	2023	
Code Enforcement	Violations Case Files	2020	18.07.012	CE-010	2024	
Code Enforcement	Case File Photographs	2011	18.01.032	CE-011	2015	
Code Enforcement	Case File Photographs	2012	18.01.032	CE-011	2016	
Code Enforcement	Case File Photographs	2013	18.01.032	CE-011	2017	
Code Enforcement	Case File Photographs	2014	18.01.032	CE-012	2018	
Code Enforcement	Case File Photographs	2015	18.01.032	CE-012	2019	
Code Enforcement	Case File Photographs	2016	18.01.032	CE-012	2020	
Code Enforcement	Case File Photographs	2017	18.01.032	CE-012	2021	
Code Enforcement	Case File Photographs	2018	18.01.032	CE-013	2022	
Code Enforcement	Case File Photographs	2019	18.01.032	CE-013	2023	
Code Enforcement	Case File Photographs	2020	18.01.032	CE-013	2024	
Code Enforcement	Violations Case Files	2014	18.07.012	CE-014	2018	
Code Enforcement	Violations Case Files	2015	18.07.012	CE-014	2019	
Code Enforcement	Violations Case Files	2016	18.07.012	CE-014	2020	

Code Enforcement	APS - Code Case Files	2006	18.07.012	CE-015	2010	
Code Enforcement	APS - Code Case Files	2007	18.07.012	CE-015	2011	
Code Enforcement	APS - Code Case Files	2008	18.07.012	CE-015	2012	
Code Enforcement	APS - Code Case Files	2009	18.07.012	CE-016	2013	
Code Enforcement	APS - Code Case Files	2010	18.07.012	CE-016	2014	
Code Enforcement	Keep Alamo Beautiful	2014	18.07.012	CE-017	2018	
Code Enforcement	Keep Alamo Beautiful	2015	18.07.012	CE-017	2019	
Code Enforcement	Keep Alamo Beautiful	2016	18.07.012	CE-017	2020	
Code Enforcement	Keep Alamo Beautiful	2017	18.07.012	CE-017	2021	
Code Enforcement	Keep Alamo Beautiful	2018	18.07.012	CE-017	2022	
Code Enforcement	Keep Alamo Beautiful	2019	18.07.012	CE-017	2023	
Code Enforcement	Graffiti Log	2014	18.07.012	CE-018	2018	
Code Enforcement	Code Vehicle Fuel Logs	2019	18.01.027	CE-018	2023	
Code Enforcement	Code Vehicle Fuel Logs	2020	18.01.027	CE-018	2024	
Code Enforcement	General Fund Sheet	2015	18.03.013	CE-019	2019	
Code Enforcement	General Fund Sheet	2016	18.03.013	CE-019	2020	
Code Enforcement	General Fund Sheet	2017	18.03.013	CE-019	2021	
Code Enforcement	General Fund Sheet	2018	18.03.013	CE-019	2022	
Code Enforcement	Requisition Request Forms	1999	18.03.021	CE-020	2003	
Code Enforcement	Abatement Logs	2015	18.07.012	CE-020	2019	
Code Enforcement	Water Violations	2015	18.07.012	CE-020	2019	
Code Enforcement	Budget Plans	2014	18.03.004	CE-021	2018	
Code Enforcement	Budget Plans	2015	18.03.004	CE-021	2019	
Code Enforcement	Budget Plans	2015	18.03.004	CE-022	2019	
Code Enforcement	Budget Plans	2016	18.03.004	CE-022	2020	
Code Enforcement	Budget Plans	2017	18.03.004	CE-022	2021	
Code Enforcement	Cost Sheets	2015	18.03.004	CE-023	2019	
Code Enforcement	Cost Sheets	2016	18.03.004	CE-023	2020	
Code Enforcement	Purchase Orders	2015	18.03.021	CE-024	2019	
Code Enforcement	Purchase Orders	2018	18.03.021	CE-024	2022	
Code Enforcement	Purchase Orders	2019	18.03.021	CE-024	2023	
Code Enforcement	Invoices	2015	18.03.001	CE-024	2019	
Code Enforcement	Inspection Records	2007	18.07.012	CE-025	2011	
Code Enforcement	Non-Traffic Citation Logs	2011	18.07.012	CE-025	2015	
Code Enforcement	Non-Traffic Citation Logs	2012	18.07.012	CE-025	2016	
Code Enforcement	Non-Traffic Citation Logs	2013	18.07.012	CE-025	2017	
Code Enforcement	Radio Logs	2014	18.01.028	CE-026	2018	
Code Enforcement	Radio Logs	2015	18.01.028	CE-026	2019	
Code Enforcement	Supervisors Abatement Checklist	2018	18.07.012	CE-027	2022	
Code Enforcement	Case Check List	2007	18.07.012	CE-027	2011	

Code Enforcement	Case Check List	2008	18.07.012	CE-027	2012	
Code Enforcement	Contact Communication Sheet	2014	18.07.012	CE-028	2018	
Code Enforcement	Contact Communication Sheet	2015	18.07.012	CE-028	2019	
Code Enforcement	Contact Communication Sheet	2016	18.07.012	CE-028	2020	
Code Enforcement	Contact Communication Sheet	2017	18.07.012	CE-029	2021	
Code Enforcement	Contact Communication Sheet	2018	18.07.012	CE-029	2022	
Code Enforcement	Contact Communication Sheet	2019	18.07.012	CE-029	2023	
Code Enforcement	Dept Personnel List	2019	18.01.002	CE-030	2023	
Code Enforcement	Dept Personnel List	2020	18.01.002	CE-030	2024	
Code Enforcement	Employee Training Logs	2006	18.04.027	CE-031	2010	
Code Enforcement	Employee Training Logs	2007	18.04.027	CE-031	2011	
Code Enforcement	Employee Training Logs	2008	18.04.027	CE-031	2012	
Code Enforcement	Payroll Logs	2016	18.03.018	CE-032	2020	
Code Enforcement	Payroll Logs	2017	18.03.018	CE-032	2021	
Code Enforcement	Payroll Logs	2018	18.03.018	CE-032	2022	
Code Enforcement	Payroll Logs	2019	18.03.018	CE-033	2023	
Code Enforcement	Payroll Logs	2020	18.03.018	CE-033	2024	
Code Enforcement	Safety Training Logs	2017	18.04.027	CE-034	2021	
Code Enforcement	APS - Code Training Logs	2005	18.04.027	CE-034	2009	

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 04/01/2025

Report No: 7.

Submitted By: Barbara Pyeatt

Subject: Consider, and act upon, the award of RFP 2025-002 Management Services for Microsoft Active Directory Domain, Microsoft Exchange, and Related Products to Better IT Services. *(Evelyn Huff, Finance Director)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the award and authorize staff to proceed with the service agreement.

Background: The City of Alamogordo requested proposals to secure a qualified and dedicated partner with proven experience in successfully implementing and managing Microsoft Active Directory Domain, Microsoft Exchange, and related products within multiple environments with varying organizational structures. RFP was advertised on January 25, 2025. One proposal was received on March 4, 2025. The proposal was reviewed and deemed responsive.

The proposal is available for review at the Purchasing Department.

PROPOSAL FOR MANAGEMENT AND SUPPORT
SERVICES FOR MICROSOFT ACTIVE DIRECTORY
DOMAIN, MICROSOFT EXCHANGE, DATA
CENTER HOUSING, INVENTORY CONTROL,
SCADA/RTU SYSTEMS AND RELATED
PRODUCTS



Better IT Services

Response to COA RFP No. 2025-002
February 21, 2025

BITS Proposal Point of Contact:

Kim Kvamme, 520-678-0374, kim@bits.guru
27 Lee Trevino Dr., Lordsburg, NM 88045



Proposal for Management and Support Services
for Microsoft Active Directory Domain, Microsoft
Exchange, Data Center Housing, Inventory
Control, Scada/RTU Systems and Related
Products
for
The City of Alamogordo, NM

Response to RFP No. 2025-002

February 21, 2025

BITS Proposal Point of Contact:

Kim Kvamme, 520-678-0374, kim@bits.guru
27 Lee Trevino Dr., Lordsburg, NM 88045

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Transmittal Letter:

Ms. Pyeatt,

On behalf of Bootheel Enterprises LLC (dba Better IT Services), the prime respondent, and its sister company Better Industrial Technology Services LLC (as a subcontractor to Better IT Services and together known as the BITS Group or BITS), I am delighted to submit our proposal for RFP No. 2025-002 to provide comprehensive Management and Support Services for Microsoft Active Directory Domain, Microsoft Exchange, Data Center Housing, Inventory Control, SCADA/RTU Systems and Related Products for the City of Alamogordo, New Mexico.

BITS has extensive experience and a proven track record in delivering high-quality technology services to municipalities and businesses in New Mexico. As residents of Alamogordo, NM, our team is committed to offering cost-effective, innovative, tailored solutions to meet the City of Alamogordo's unique Information Technology and Industrial Control System needs.

BITS understands the needs of New Mexico's municipalities and how to provide service and support that is both cost-effective and personalized. We care about the success of our client partners and appreciate the trust they place in us to help them serve their citizenry.

We look forward to continuing our relationship with the City of Alamogordo and further showing why BITS is the right partner to help the City of Alamogordo address their technology support needs now and in the future.

Included in this RFP, you will find responses that meet and exceed your requirements. BITS is committed to providing the requested services at the rates proposed and this proposal constitutes a firm and irrevocable offer for the period covered by the contract. Should you need any other information to move this process forward and further validate your decision, please let us know.

Should you need any additional information or clarification, please do not hesitate to contact me.

Thank you for considering our proposal,



Kim J. Kvamme
CEO, Better IT Services and Better Industrial Technology Services (The BITS Group)

Executive Summary:

This is a proposal for Management and Support Services for Microsoft Active Directory Domain, Microsoft Exchange, Data Center Housing, Inventory Control, Scada/RTU Systems and Related Products for the City of Alamogordo, New Mexico (the City), and its subsidiary organizations.

The BITS Group provides “white glove” IT and Industrial Control Systems Infrastructure management services that are tailored to fit the needs of our clients, with extensive experience in:

- Management, maintenance, and administration support for
 - Microsoft Windows Server environments and systems
 - MS Exchange on-prem and cloud-based environments
 - Enterprise wired and wireless networks
- Workstation and desktop deployment, maintenance, and administration
- Audio/visual system design, implementation, and operation
- PLC and RTU installation and programming
- Control System Instrumentation installation and calibration
- SCADA administration and development
- Secure IT inventory storage and IT department officing at our 1301 Oregon Avenue, Alamogordo, NM, facility
- Secure and fault-tolerant data center located at our 1303 Oregon Avenue facility

BITS provides these services with both onsite and remote support personnel using a combination of Online Support Ticketing, 24/7 Call Center Service, and MS Teams for collaboration and communication to provide prompt and accountable service and support for our clients. In addition, our personnel are fully equipped with the necessary tools, training, and service vehicles to deliver IT support that is second to none.

In support of our client’s environment, BITS employs IT Service Management (ITSM) and Information Technology Infrastructure Library (ITILv4) defined industry best practices to deliver high-quality IT services and improve overall efficiency.

BITS also has extensive experience with Project Management and Digital Strategy to ensure technology initiatives are aligned with Client goals and are completed on time and within budget.

This proposal was prepared by Kim Kvamme, CEO of the BITS Group, which is comprised of two sister companies: Better IT Services and Better Industrial Technology Services. All inquiries related to this proposal should be addressed to:

Kim Kvamme
520-678-0374
kim@bits.guru
27 Lee Trevino Dr. Lordsburg, NM 88045

Firm's Experience and Background:

Bootheel Enterprises LLC (dba Better IT Services) was established in May 2005, and is a certified New Mexico veteran resident business with major offices in Lordsburg and Alamogordo, NM. The BITS Group (or BITS) is comprised of Better IT Services along with its sister company Better Industrial Technology Services LLC.

BITS has a proven track record of providing IT consulting, design, implementation, and managed services to local governments, school districts, and businesses within New Mexico and Arizona. BITS provides its clients with support for a diverse array of technologies including:

- Microsoft Active Directory including assessment, design, implementation, improvement, and management
- MS Exchange environments including on-premises and Exchange Online
- Microsoft 365 setup and administration
- Workstation, server, and mobile computer management and repair
- Wired and wireless data network design, implementation, and management
- Radio and telecommunications systems
- Video surveillance systems
- Audio/visual systems and Video Conferencing facilities
- PLC, RTU, instrumentation, and SCADA control systems
- Automation design and implementation

BITS has invested in world-class tools and equipment, a fleet of support vehicles, an industry-leading managed services platform, a 24/7 Service Desk capability, and offices and a data center in Alamogordo to bring expert-level technology services to our rural area.

BITS is a current **Microsoft Silver Partner**, a **MS Office 365 Champion**, a **Verkada Implementation Partner**, a **VTScada Certified Solution Provider**, a **PaperCut Partner**, and is working toward becoming a **Rockwell Automation System Integrator Partner**. BITS has extensive experience managing IT infrastructures for organizations ranging from 1 to 500 users. Proven expertise and capabilities include:

- | | |
|--|---|
| • Active Directory | • Backup & Disaster Recovery onsite and cloud solutions |
| • ADFS | • Cloud Database Migration |
| • Amazon Web Services (AWS) | • Cloud Migration |
| • Advance Threat Protection | • Cloud Voice |
| • Antivirus and Malware Protection | • Consulting and Professional Services |
| • Audio/Visual Systems Design, Implementation, and Operation | • Custom Solution |
| • Azure | • Cyber Security |
| | • Desktop Administration |

- Deployment or Migration
- Education & Training
- Email Encryption
- Enterprise Application Management
- Exchange
- Exchange Migration
- Exchange Online
- Exchange Server
- Firewall Programming and Management (Cisco, Meraki, HP, Fortigate, Ubiquiti)
- MS GCC High
- Hardware
- Hybrid Exchange
- Identity and Access Management
- Information Management
- Information Rights Management
- Intrusion Prevention Systems
- IT Consulting
- Laptop Administration
- Licensing Management
- Managed Services (MSP)
- Manufacturing
- Manufacturing IT Consulting
- Microsoft 365
- Microsoft 365 Business
- Microsoft 365 Enterprise
- Microsoft Teams
- Migration & Deployment
- Multi-Factor Authentication
- Network Infrastructure Management and Design
- Office 365
- One Drive for Business
- Phishing Protection
- Printer and Copier Management
- Project Services
- Remote Monitoring and Administration for Desktops and Servers
- Server Administration (Windows and Linux)
- SharePoint
- Video Surveillance Systems (Bosch, Geovision, Ubiquiti, Verkada, Cisco Meraki)
- Website Development and Management
- Windows
- Windows Server
- Access Control Systems
- Industrial Control Systems
 - PLCs
 - RTUs
 - SCADA
 - Instrumentation
 - Automation Design

Detailed Proposal

1. Upgrading Exchange components

Our company specializes in upgrading Microsoft Exchange components to ensure optimal performance and security. We will assess the existing infrastructure, identify areas for improvement, and implement the latest Exchange updates and patches. This process includes migrating mailboxes, configuring settings, and ensuring compatibility with other systems.

2. Maintaining the Exchange environment

We provide comprehensive maintenance services for the Exchange environment, including regular monitoring, troubleshooting issues, managing backups, and ensuring high availability. Our proactive approach minimizes downtime and enhances the reliability of email services.

3. Providing guidance to City staff to assist in identifying the different components, requirements, and benefits of using Microsoft Teams, SharePoint Online, and Microsoft Security Suite.

Our experts will conduct workshops and training sessions to help City staff understand the components, requirements, and benefits of using Microsoft Teams, SharePoint Online, and the Microsoft Security Suite. We will provide detailed documentation and hands-on demonstrations to ensure seamless adoption and utilization.

4. Upgrading Active Directory components

We will upgrade the Active Directory components to the latest versions, ensuring enhanced security and functionality. This includes reviewing the current setup, optimizing configurations, implementing best practices, and performing necessary migrations.

5. Maintaining the Active Directory environment

Our maintenance services for Active Directory include regular health checks, monitoring for anomalies, applying security patches, and managing user accounts and group policies. We aim to maintain a secure and efficient directory service that supports the City's operational needs. This includes:

- Active Directory User, Group, Site, Domain, and Forest management
- Logon Script authoring, editing, customization, and management
- Group Policy (GPO) authoring, editing, customization, and management
- Distributed Filesystem Namespace configuration, deployment, and management
- Distributed Filesystem Replication configuration, deployment, and management
- BitLocker Disk Encryption configuration, deployment, and management

- Domain Name System (DNS) configuration, deployment, and management
- DHCP (Dynamic Host Configuration Protocol) configuration, deployment, and management
- Windows Update configuration, deployment, management, and automation
- File and Folder security configuration and management
- Active Directory integrated Single Sign-on functionality
- Active Directory integrated Print Services

6. Providing guidance to City staff on multi-factor authentication, single sign-on options, security measures and policies, and identification of correct licensing.

We will guide City staff on multi-factor authentication, single sign-on options, and other security measures and policies. Our Cybersecurity experts provide policy review, audit support, penetration testing, security event handling, and Cybersecurity remediation services. Additionally, we will help identify the correct licensing required for various software and services, ensuring compliance and optimal usage.

7. Server and Workstation Monitoring and Maintenance

Our team will monitor and maintain City servers and workstations, ensuring they run efficiently and securely. This includes regular updates, performance tuning, hardware diagnostics, and responding to any issues promptly to minimize disruptions.

Our Windows Server management services include the configuration, deployment, and maintenance of key features such as:

- Active Directory User, Group, Site, Domain, and Forest
- Logon Script authoring, editing, customization, and management
- Group Policy (GPO) authoring, editing, customization, and management
- Distributed Filesystem Namespace configuration, deployment, and management
- Distributed Filesystem Replication configuration, deployment, and management
- Bitlocker Disk Encryption configuration, deployment, and management
- Domain Name System (DNS) configuration, deployment, and management
- DHCP (Dynamic Host Configuration Protocol) configuration, deployment, and management
- Windows Update configuration, deployment, management, and automation
- Centralized Software configuration, deployment, and management
- System imaging platform implementation and automated end-user device standardization
- File and Folder security configuration and management
- Multi-factor Authentication implementation, deployment, management, and automation
- Remote Access configuration, deployment, management, and automation
- Single Sign-On configuration

- Print Services creation and administration

8. Network Device Monitoring

We will implement a robust monitoring system for network devices such as routers, switches, and firewalls. This helps in the early detection of potential issues, ensuring network stability and performance, and preventing downtime.

Our Network Monitoring services include availability monitoring and configuration control for network-attached devices such as:

- Routers and firewalls/UTM systems
- Managed switches
- VPNs
- Wireless Access Points
- Wireless Bridges (PtP and PtMP)
- Networked printers and copiers
- IP video cameras and NVR appliances

9. Support of End-User Devices and Physical Maintenance of IT devices

Our support services extend to end-user devices, including desktops, laptops, and peripherals. We provide physical maintenance, troubleshooting, and repairs as needed, ensuring all devices function correctly and efficiently.

Support of End-User Devices and Physical Maintenance of IT devices service includes:

- Server and Workstation Functional Monitoring and Maintenance – servers and workstations will be monitored to detect, report, and fix problems before they escalate into downtime, data loss, or expensive repair issues. Some of the items monitored and managed include:
 - Operating System functioning
 - Network Services availability
 - Active Directory functionality
 - Applications monitoring and fixes
 - Critical event logs
 - Server Status
 - System performance data
 - Backup monitoring and administration
 - Patch management
 - Hard Drive integrity checks
 - Service pack installation
 - Temporary file and internet artifact removal
 - Antivirus and Anti-Malware
- MS Office 365 Support
 - License management

- Installation of workstations and desktops
- Configuration support
- Training and mentoring
- MS Teams support, including training, teams and channel creation, and application administration
- SharePoint site creation and support

10. Installation of New Hardware

We will handle the installation of new hardware, from planning and procurement to setup and configuration. Our team ensures that new equipment is integrated seamlessly into the existing infrastructure and is ready for immediate use.

11. Documentation of IT Environment and Inventory of Equipment

We will create comprehensive documentation of the City's IT environment, detailing the architecture, configurations, and processes. Additionally, we will maintain an up-to-date inventory of all IT equipment, facilitating better asset management and planning.

12. Online Trouble Ticketing System

Our online trouble ticketing system allows City staff to report and track IT issues effortlessly. The system ensures that all requests are logged, prioritized, and addressed in a timely manner, improving overall service efficiency and user satisfaction.

- Online Trouble Ticketing System – users will be able to submit a trouble ticket for support directly from their workstation desktop via one of three methods:
 - The BITS trouble ticketing website where users can also view status updates and notes regarding their tickets.
 - A System Tray icon on their desktop
 - Sending an email to help@bits.guru
- Telephonic Ticket Submission Support and Access – users will have free access to telephonic ticket submission support 24/7 via a toll-free number.

13. On-Call Remote Support and Access

The onsite BITS team will be backed up by our Remote Service Desk personnel and our remote IT subject matter experts (SME):

- Service Desk Support: Our Service Desk support team handles support tickets that can be handled remotely and tickets that are elevated to them by the onsite team. These tickets can involve routine maintenance tasks as well as complex problem resolutions. Our support platforms allow remote support to work with end users seamlessly, often providing a faster response and resolution time than onsite personnel.
- IT SMEs: BITS has IT SMEs that cover the range of systems typically found in an enterprise IT environment. These SMEs include:
 - Network Engineers

- Audio/Visual engineers
- Application-specific experts
- System/Solution Architects
- Digital Strategists
- Backup and Disaster Recovery experts
- Program Managers
- GIS experts
- Web Developers

Schedule of Coverage

BITS proposes to provide the **onsite support coverage** during normal City business hours, 7am-5pm NM, with the core hours being 8am-4pm, Monday-Friday, except City holidays.

Remote support will be available Monday through Friday, 7am-5pm NM time, excluding City holidays, with a guaranteed 2-hour response time. After-hours, weekend, and holiday remote support is also provided with a guaranteed 12-hour response time. Emergency security threat events and critical system outages will begin to be remediated within 1 hour of detection and alert regardless of time or day of event.

The schedule of coverage is meant to be flexible and can be adjusted to meet requirements arising from either BITS or the City either as a routine or for special events. The coverage schedule will be approved by BITS management and the City's designated representative and published in a shared MS Teams channel that can be used for communication, documentation storage, and scheduling. This channel will be established by BITS under this proposal.

14. Audio/Visual Support and Technical Guidance

BITS provides Audio/Visual Engineering technical guidance, design work, and configuration. Our services include support for audio-visual equipment used in meetings, presentations, and events. We provide technical guidance, setup assistance, and troubleshooting to ensure smooth and successful operations.

15. Hosting of City of Alamogordo Servers with 24/7 access control and video surveillance

We offer secure and fault-tolerant data center and hosting services for the City's backup servers at our 1303 Oregon Av., Alamogordo, NM, facility, featuring 24/7 access control, video surveillance, redundant internet connections, direct connection to the City's network, and generator backup power system. This ensures that critical data and applications are always protected and accessible, supporting the City's operational needs.

16. SCADA and PLC/RTU Services

BITS offers design, programming and commissioning services for Industrial Control Systems such as SCADA, PLCs, and RTUs:

- a. The BITS group employs expert-level controls and electrical engineers that perform control systems design, control panel design, and system start-up.

- b. Additionally, these BITS team members complete the preparation and review of designs, programming drawings, and schematic plans.
- c. The BITS organization employs skilled field technicians that perform work on control and electrical systems including troubleshooting, repair, and calibration of electrical room equipment, variable frequency drives, starters, relays, overloads, breaker motors, heaters, transformers, capacitors, wiring, PLC input and output cards, and control panels. Additionally, BITS employees are trained in safety procedures and functions.
- d. The BITS organization uses a closed-loop service desk and ticketing system to manage trouble calls. A "closed loop service desk" refers to a service system where a service desk not only resolves client issues but also actively follows up with the client to ensure their problem was successfully addressed, essentially "closing the loop" by confirming satisfaction and using feedback to improve future service; this often involves actively soliciting client feedback after a ticket is resolved and taking action based on that feedback to enhance the overall customer experience. This Service Desk and Ticketing System allows us to meet the requirements for Emergency critical support services:
 - Emergency critical support services within six (6) hours of initial notification by City staff. An emergency critical event is defined as an immediate problem that prevents the process or equipment from running, which may endanger the public's health, safety, or welfare.
 - Emergency non-critical support services within eighteen (18) consecutive hours of initial notification by City staff. An emergency non-critical event is defined as a problem that must be addressed promptly, but that does not present an immediate danger to the public's health, safety, or welfare.
 - Phone number for emergency support service which is monitored twenty-four (24) hours per day, daily.
- e. The BITS organization uses a reliable project management and documentation system through Microsoft Teams which incorporates all Microsoft productivity software into one platform. This allows for closed-loop communications with the customers and BITS staff members. This system allows tracking action items, documenting engineering changes, assigning responsibilities, and meeting deadlines. The system also meets the city's requirements for the following:
 - Documentation of all PLC programming changes, including comments, symbols, and descriptions saved with the logic file. If a program is uploaded, the full documented logic is available to City staff.
 - After PLC programming changes, City staff will provide a file-sharing location where the new or modified PLC program file and a Microsoft Word document indicating the new program or all changes made to the file are uploaded. Uploads shall occur within twenty-four (24) hours of the completion of changes. City staff shall provide input, guidance, and evaluation of the Contractor's work and final review and approval of all work products.

17. Other Provided IT Services

In addition to the services listed above, BITS offers the following IT Services:

- Project and Process Management

- Coordinate with Client leadership and applicable vendors to establish project timelines and deliverable schedules
- Work with Client departments to ensure that Client departments are meeting project deadlines and fulfilling deliverable requirements
- Help Client departments to understand requested deliverables, define business requirements, and document project-related business processes
- Work with Client departments to identify opportunities for business process redesign, organizational change, and policy changes required to achieve project success
- Work with the Client personnel to establish software acceptance testing and oversee the conduct of those tests
- Serve as a responsive point of communication between the vendor and Client teams to ensure the project is not unduly delayed due to communication failures
- Coordinate project meetings as needed or required and communicate meeting schedules to required attendees
- Serve as a “Help Desk” for Client personnel regarding any questions or difficulties related to the project
- Web Application Services
 - Web/Cloud Application User Interface design
 - Web/Cloud Application Data Structure design
 - Web/Cloud Application integration
 - Web/Cloud Application automation
 - Content Management System Support & Administration
 - Webmaster Services
- IT Inventory Storage and Management - BITS will manage the IT inventory for the City at our secure facility located at 1301 Oregon Av, Alamogordo, NM
 - Inventory records are kept and open to audit and review
 - Facility is equipped with video surveillance and access control systems to prevent loss of material

Reference Clients – other than the City of Alamogordo

Hidalgo County, NM

Since 2018, BITS has been designing, implementing, and managing Hidalgo County's information systems including:

- Active Directory
- Exchange via Office 365
- Wired and wireless networking infrastructure including VPNs
- A unified video surveillance system for all County properties
- Enterprise applications support
- GIS system support
- Detention center network, video, and jail management systems

Point of contact: Tisha Green, County Manager – 575-542-9427, tisha.green@hidalgocounty.org

Greenlee County, AZ

Since 2021, BITS has been designing, implementing, and managing Greenlee County's information systems including:

- Active Directory
- Exchange via Office 365
- County-wide wired and wireless networking infrastructure
- A unified video surveillance system for all County properties
- Enterprise applications support
- Business continuity planning and implementation

Point of contact: Derek Rapier, County Administrator, drapier@greenlee.az.gov

Duncan Unified School District, Duncan, AZ

Since 2021, BITS has been designing, implementing, and managing the Duncan Unified School District's information systems including:

- Active Directory
- Exchange Online via Office 365
- Google Enterprise for Education Suite
- Wired and wireless networking infrastructure
- A unified video surveillance system for all offices
- Education application administration
- Learning labs and student laptops and Chromebooks

Point of contact: D. Eldon Merrell, Superintendent, 928-359-2472, merrell@duncanschools.org

Animas Public School District, Animas, NM

Since 2022, BITS has been designing, implementing, and managing the Animas Public School District's information systems including:

- Active Directory
- Exchange Online via Office 365
- Wired and wireless networking infrastructure
- Education application administration
- Learning labs and student laptops

Point of contact: Jeff Gephardt, Superintendent, 575-548-2299, jgephart@animask12.net

Key Personnel

The following BITS personnel will be involved with delivering services to the City:

- **Kim Kvamme** – Digital Strategy and Fractional CIO services
With over 30 years of experience working in the IT industry, including extensive consulting and IT management for Fortune 500 companies. Mr. Kvamme specializes in IT Executive Business Consulting, IT Systems Architecture and Management, Digital Strategy, and RF Network Engineering.

Education: Information Technology, Columbia Southern University

- **Zeaun Zarrieff** – Fractional CTO services and lead IT technologist
A highly skilled and experienced IT professional with over 20 years of experience, and a strong background in Information Technology Management. Proven ability to:
 - lead teams of technology professionals in design, implementation, and support, as well as cybersecurity scenarios and engagements
 - manage client relationships, with client success, stability, and security as key areas of focus
 - design, implement, and support complex technology solutions and integrations
 - implement and manage artificial intelligence models and platforms

Certifications:

- Homeland Security Information Network certified
 - CJIS Security and Privacy certified
 - Microsoft Certified IT Professional
 - Microsoft Certified Enterprise Administrator
 - Microsoft Certified Server Administrator
 - Cisco Certified Network Associate
 - Citrix Certified Administrator
 - A+ Certified Engineer
 - Network+ Certified Engineer
 - Altiris Certified Professional
 - Microsoft Certified Professional: Windows Server
 - Microsoft Certified Professional: Active Directory
 - Microsoft Certified Professional: Network Infrastructure & Configuration
- **Tim Black** – Account Regional IT Manager and lead Onsite IT Technician
Experienced IT professional specializing in device repair, troubleshooting, and enterprise IT administration with over 14 years of experience. Skilled in Active Directory (AD) and Office 365 (O365) administration, managing everything from user accounts to server infrastructure. Hardware specialist for PCs, servers, and network equipment, ensuring optimal performance and security. Currently overseeing the Otero County Regional Office for BITS, managing city-wide networks and leading a team of technicians to maintain IT operations efficiently.
Education: Computer Literacy and Computer Repair & Maintenance, Pima Community College

- **Chris Fuentes** – Senior Onsite IT Technician/Site Manager for COA Utility Department
A skilled and experienced IT professional with over 5 years of experience in the following: AS400 familiar with windows printer setups networked and direct connections, AD Domain Controllers, Back Up Exec software updates, Active Directory Network Folder creations and security groups. VPN configurations. Familiar with server Configurations and installation, and RAID set up. Experience with VTScada server administration and XLreporter. IT Site Manager for COA Utilities Department sites and projects. Experience with MS365 rule settings for Whitelisting and Blacklisting to allow traffic flow and Avanan Rule establishment to allow Traffic to flow with MS365.
Education: Associates Database Development, University of Phoenix
Bachelor of Science Information Technology, University of Phoenix
Certification: Certificate Advanced System Security, University of Phoenix
- **Doug Nielsen** – Senior Onsite IT Technician
A skilled and experienced IT professional known for excelling in customer service and team engagement. With over 8 years of experience in the IT field and 6 years in management, he has proven expertise in IT leadership, repairing and troubleshooting client devices, AD and O365 administration, as well as handling tasks ranging from user accounts to servers. Additionally, he performs network troubleshooting and installs equipment as needed.
- **Nathan Weyandt** – Onsite IT Technician
A skilled IT professional with over 5 years of experience and a strong background in computer repair, diagnosing and repairing hardware and software issues, including OS installations, virus removal, hardware upgrades, and data recovery, while ensuring customer satisfaction through efficient solutions and clear communication.
Education: Information Technology, New Mexico State University Alamogordo
- **David Musial** – Service Desk Manager
With 14 years in the field, David is an information technology professional, teacher, and trainer with proven expertise in being highly consistent while maintaining a reliable ability to problem-solve, provide solutions, and deliver success in fast-paced challenging environments. Recognized for successful goal completion at a national level, experience has included tasks with Active Directory, networking, Visual Studio, SQL server, PowerShell, Microsoft Office, Fiserv Core products, software upgrades, implementations, tier 2 and tier 3 help desk support, project management, and automation of software.
Education: Associate's degree in computer engineering, Rockford Career College
Bachelor of Arts in Education, University of St. Francis
Certification: CompTIA A+
- **Manuel Padilla** – Service Desk Agent
An IT professional with over two years of experience and a strong background in Desktop Support.

- **James LeComte** – Senior Network Engineer
CompTIA and Cisco Certified Network Administrator with over 8 years of experience. His strongest skill sets include:
 - Configuring, maintaining, and monitoring network devices, performance, and resilience for small and large businesses
 - Troubleshooting user network issues, continuously improving systems, and maintaining security and operational stability
 - Tracking timelines and performance metrics, documenting procedures, and reporting progress and risks to leadership Network Administrator:
 - Sole Network Administrator for private and public clients, including SMBs, city government, law enforcement, education, and utilities. Details include Installing network devices, monitoring performance, securing sensitive data and performing capacity planning. Providing technical support and setting up new devices and software. Planning and managing infrastructure upgrades and surging network control and security by adding SSIDs.
 - Simplified planning and maintenance by mapping out network topology and creating a network diagram, facilitating client communications.
 - Implemented DHCP across a municipal client and eight subnets, enabling automatic, scalable, and efficient network management.
 - Ability to scale and improve network performance by upgrading the core switch to a modular version.**Education:** BA, Business Administration
Certifications:
 - Cisco CCNA, Completed 2024,
 - CompTIA A+, Completed 2012,
 - CompTIA Network+, Completed 2022,
 - CompTIA Security+, Completed 2022
- **Jason Clark** – Server and Application Administrator
A highly skilled and experienced IT professional with over 10 years of experience and a strong background as a Tier II NOC Analyst. Skills Include: Microsoft Office (10+ years), Linux (7 years), VMware ESXI 5.5 - 6.7.0 (3 years), Windows 7, Windows 8.1, Windows 10 (10+ years), Windows Server 2003, 2008, 2012, 2016 (10+ years), Mac OSX (5 years), Active Directory and Exchange Microsoft (10+ years), Network Support, and Software Troubleshooting.
Education: Associate of Arts in Information Systems Technology. Great Bay Community College
- **Reagan Bentley** – Webservices and Server Desk Agent
IT Support Specialist with a web design/programming background with specialized training in programs and areas that involve knowledge of adobe and other web design/programming areas.
Education: Bachelors in Studio Art Minor in History, New Mexico State University
- **Mettja Kuna** – GIS Engineer

With skills that can help make all of your maps, graphics, reports, user guides, technical documents, proposals and presentations look professional, clean, and user-friendly, Mettja has a technical background working for many years as a GIS manager for large municipalities, specializing in SQL database administration, custom online mapping applications, and asset management CRM. Mettja has extensive knowledge of ArcGIS Online, including setting up Field Maps, integrating with Make (formerly Integromat), creating custom dashboards, customizing with Arcade, and administering organization AGOL websites.

Mettja is also an award-winning and published cartographer, having won several ESRI User Conference Map Gallery awards, including First Place in a Map Series and Best Overall. Over the years, Mettja has published hundreds of maps and map-related brochures, in addition to, other non-map-related collateral such as product packaging, business cards, brochures, invitations, t-shirts, logos, websites and banners using Adobe Creative Suite (Photoshop, InDesign, and Illustrator).

- **Tirrell Brown – GIS Engineer**

A GIS professional with extensive experience in developing, implementing, and operating ESRI products. Other skills include AutoCAD, Asset Management software, and Data Visualization engines.

- **Gilbert Holguin – Installation Technician**

Fiber Optic and Installation Technician with 20 years of experience in the telecommunications and construction industries. Experienced in troubleshooting and resolving issues with both installation and maintenance of fiber optic systems. A proven leader in the successful implementation of fiber optic networks for clients. Experienced in identifying and resolving problems, taking necessary steps to ensure that projects are completed in a timely and efficient manner. Skills and Experience include:

- Set up service for clients, installing, connecting, testing, or adjusting equipment.
- Installation, maintenance, or repair of audio and visual electronic reception equipment or accessories.
- Measure signal strength at utility poles, using electronic test equipment.
- Inspect and test lines or cables, recording and analyzing test results, to assess transmission characteristics and locate faults or malfunctions.
- Splice cables, using hand tools, epoxy, or mechanical equipment.
- Access specific areas to string lines, or install terminal boxes, auxiliary equipment, or appliances, using bucket trucks, climbing poles or ladders, or entering tunnels, trenches, or crawl spaces.
- Clean or maintain tools or test equipment.
- String cables between structures and lines from poles, towers, or trenches, and pull lines to proper tension.
- Pull up cable by hand from large reels mounted on trucks.
- Lay underground cable directly in trenches, or string it through conduits running through trenches.
- Pull cable through ducts by hand or with winches.
- Dig trenches for underground wires or cables.
- Explain cable service to subscribers after installation and collect any installation fees

- due.
- Place insulation over conductors, or seal splices with moisture-proof covering.
- Compute impedance of wires from poles to houses to determine additional resistance needed for reducing signals to desired levels.
- Install equipment such as amplifiers or repeaters to maintain the strength of communications transmissions.
- **Christopher Pierce** – Installation Technician
Chris is an experienced professional with skills in installing and maintaining electrical equipment and cabling.
- **Charles Butcher** – Senior Project Manager
Results-oriented senior management professional with 40+ years of progressively challenging experience leading highly visible, high-pressure organizations within the private sector. Dynamic leader with a track record of inspiring multidisciplinary, diverse, high-performance work teams. Skilled in project management and sales generation. Skills and Experience include:
 - Corporate Management – 25 years' experience in organizational management holding various positions including CEO, COO, CDO, GM and President.
 - Project Management – Managed hundreds of projects and proficient in various PM tools and software.
 - Financial Management – 30+ years' experience in managing budgets and working with accounting software.
 - Process improvement – 40+ years' experience running process improvement strategies, utilizing various tools including, Taguchi DOE, Kaizen, Ishikawa diagrams, and other brainstorming methods.**Education:** Bachelor of Business Management, Purdue University
- **Ricky Dominguez** – Project Manager and Business Analyst
Ricky is a Program Manager with a background in logistics and material handling both in military and civilian environments.
- **Jason Bench** – Senior Controls Engineer
Jason has over 20 years of technical expertise in the Industrial Controls field. He possesses a wide variety of talents, including programming, electrical systems, and leadership skills including:
 - HMI Development - Ignition, VTScada, Aveva (Wonderware), and various OIT systems
 - PLC Programming - Allen-Bradley and Schneider PLC platforms
 - Troubleshoot electrical and control circuits from schematics
 - Strong Computer skills, hardware and software
 - TCP/IP, Modbus, AC/DC, SNMP, DNP3
 - Mentoring/Training new employees
 - Moderate Python programming and various Raspberry Pi projects
 - Supervisor for the Seymour and BWSC Reverse Osmosis Drinking Water Plant
 - Troubleshoot various AC/DC circuits, SCADA, and mechanical systems

- Create and work within a yearly budget of more than 0.5 million dollars

Education: A.A.S Degree in Telecommunications, Texas State Technical College

A.A.S Degree in Biomedical Instrumentation, Texas State Technical College

Certifications:

- Obtained Ground Water and Wastewater Treatment Operator “C” Licenses from the State of Texas
- ISCET and FCC Certified

- **Jonathan Navarrete** – Senior Controls Engineer

Jonathan is a highly skilled and experienced Industrial Controls Engineer with over eight years of experience and a strong background in Process Automation. Proven ability to the following skills or achievements.

Jonathan has demonstrated significant expertise within the Process Automation and Controls group, collaborating effectively with a multi-disciplinary engineering team. His skills encompass the planning, design, development, installation, and maintenance of complex processing systems for both nuclear and non-nuclear applications.

Serving as a Subject Matter Expert (SME) in multiple control systems at LANL's Plutonium Facilities (PF-4), Jonathan has spearheaded projects critical to Plutonium pit production and Radioisotope Thermoelectric Generator (RTG) manufacturing. He has successfully reversed engineered legacy Allen-Bradley hardware and software, transitioning them to ControlLogix/CompactLogix platforms for enhanced functionality and capabilities. Furthermore, he implemented Ethernet/IP networks to facilitate faster data transmission and communication.

Jonathan's strong foundation in electrical engineering principles has been instrumental in performing calculations and electrical analysis for signals and power within R&D equipment. He has a deep understanding of NEC/NFPA-70 Article 409 electrical codes and safety principles, consistently incorporating these standards into his designs through touch-safe components, short-circuit protection, and proper grounding. His extensive experience in developing electrical schematic design packages using AutoCAD Electrical includes power distribution, custom enclosure layout design, bills of materials (BOMs), and detailed digital and analog signal connections for PLC I/O modules. Beyond his technical proficiency, Jonathan excels in troubleshooting and problem-solving, utilizing a variety of handheld tools such as Fluke multimeters, signal simulators, and temperature simulators to effectively test, debug, and troubleshoot complex systems.

Education:

Master of Business Administration, Project Management. University of Arkansas.

Bachelor of Science in Electronics Engineering Tech. University of Arkansas.

Associate of Science in General Engineering. New Mexico State University

- **Angel Martinez** – Controls Engineer

Experienced controls engineer with 8 years in the automation industry. Skills and Experience include:

- Programming for Allen Bradley, AB, IDEC, Siemens, Redlion, Automation Direct PLCs, Codesys, Others
- Wiring Diagrams

- IEC Standard Panel Design
 - HMI Design
 - System Upgrades
 - IoT SCADA
 - Commissioning Support
 - Troubleshooting
 - UL Compliance
-
- **Rick Dominguez** – lead Instrumentation Technician
A highly skilled and experienced Industrial Controls and Instrumentation professional with over 30 of years of experience, including a background in Electrical Systems, Project Management, and in implementing, constructing, and commissioning plant-wide controls systems.
Skills and Experience include:
 - Electro-mechanical maintenance.
 - Control panel builder for low voltage control systems (600V and below).
 - Installation of process instrumentation to include, flow, pressure, level and others.
 - Project Management for the delivery of systems.
-
- **David Sexton** – Instrumentation Technician
A skilled Industrial Controls professional with over 12 years of experience and a strong background in Integration. Skills and Experience include:
 - Managing work orders and ensuring timely and accurate completion.
 - Providing troubleshooting assistance for various automation systems.
 - Technical support to customers
 - Managed support team for all disciplines of industrial automation and controls
 - Built automation panels and programmed automation systems.
 - Conducted training sessions for plant personnel.
 - Performed installation setup at plants nationwide.**Education:** Associate of Arts in Industrial Maintenance
Certifications:
 - Rockwell Automation Certifications in PLCs, Industrial Controls, Motion Control, SCADA, and Drives
 - Microsoft Certified for Windows NT and Network Essentials
-
- **Justin Gilbert** – Instrumentation Technician
A skilled Electrical and Instrumentation Technician with experience in industrial maintenance, and plant operations management. Proven ability to troubleshoot and maintain complex electrical systems, oversee large-scale operations, and manage teams effectively. Strong background in equipment maintenance, project coordination, and process improvement, with a focus on safety, efficiency, and quality standards.
Skills and Experience include:
 - Electrical & Instrumentation Troubleshooting: Skilled in maintaining motors, control panels, HVAC systems, and MCCs, ensuring compliance with safety protocols and electrical standards.

- Thermal Imaging Diagnostics: Trained in thermal imaging for electrical inspections and identifying system inefficiencies.
- Industrial & Mechanical Maintenance: Skilled in maintaining centrifugal pumps, mixers, HVAC systems, and conveying systems, with experience operating heavy machinery such as forklifts and skid steers.
- Operations & Property Management: Oversaw daily operations, coordinated long-term planning, and ensured regulatory compliance in both industrial and residential settings.
- Project Coordination & Team Leadership: Led teams in preventive maintenance scheduling, vendor coordination, and process improvement initiatives.
- Electrician's Apprentice training

Full resumes for BITS personnel are available upon request as their inclusion here would exceed the page length limitations of this proposal.

Rates

BITS proposes providing the above services to the City of Alamogordo according to the following **Rates+GRT** until June 30, 2026, with an annual rate increase of 5% starting on July 1, 2026:

Additional Services and Labor	Unit	Unit price
AD/Exchange System Admin	Man-hour	\$110
Network Engineer	Man-hour	\$110
Project Manager	Man-hour	\$125
GIS Engineer	Man-hour	\$100
A/V Engineer	Man-hour	\$90
Onsite IT Technician	Man-hour	\$90
Service Desk Agent	Man-hour	\$80
Installation Technician	Man-hour	\$90
Instrumentation Technician	Man-hour	\$125
Controls Engineer	Man-hour	\$150
Senior Controls or Electrical Engineer	Man-hour	\$175

BITS expects no travel costs associated with fulfilling the great majority of these services as the work will be performed by local or remote US-based resources. Occasionally, with the City's agreement, a remote resource may travel to Alamogordo. In these instances, travel will be charged at cost+20% and be aligned with the City's travel expense policy.

Hardware and equipment for projects covered under this proposal, and approved for purchase by the City, will be charged at the rate of cost+20%.

Conclusion

BITS is pleased to provide this proposal to the City of Alamogordo, and we look forward to being your preferred Technology Services provider.

Kim Kvamme
Owner, Better IT Services
520-678-0374
kim@bits.guru
27 Lee Trevino Dr., Lordsburg, NM 88045

SERVICE PROVIDER:

Bootheel Enterprises LLC dba Better IT Services

By: Kim J. Kvamme
CEO, The Bits Group

Required Forms and Addendum

ATTACHMENT 2

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a Contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or local public body during the two (2) years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two (2) year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable Public Official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family Member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the Procurement Process" means the time period commencing with the public notice of the Request for Proposals and ending with the award of the Contract or the cancellation of the Request for Proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective Contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Codes or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract. **"Representative**

of a Prospective Contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contributions(s): _____

Signature

Date

Title

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Kim J. Kravne

CEO

[Signature]
Signature

2/21/2025
Date

ATTCHMENT 3

NON-COLLUSION AFFIDAVIT

STATE OF New Mexico)

County OF Hidalgo)

Kim J. Kvamme (name) being first duly sworn, deposes and says
that he/she is (title) CEO
of (organization) Bootheel Enterprises LLC dba Better IT Services
who submits herewith to the City of Alamogordo, proposal;

That all statements of fact in such proposal are true;

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Alamogordo, or of any bidder of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of proposal, said bidder;

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual of group of individuals, except that City of Alamogordo, or to any person or persons who have a partnership or other financial interests with said bidder in his business.

By: [Signature]

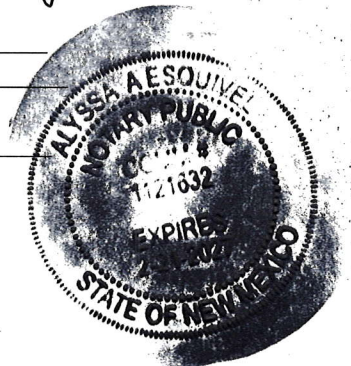
Title: CEO

SUBSCRIBED and sworn to before me this 19th day of February, 2025.

Notary Public: [Signature]

My Commission Expires: 02/21/2027

(Print Name and Title): County Clerk (Alyssa Esquivel)



ATTACHMENT 4

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or Local department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Kim J. Kvamme, CEO



Typed Name & Title of Authorized Representative Signature of Authorized Representative

Date 2/21/2025



City of Alamogordo

Purchasing Office 2600 N. Florida Alamogordo NM 88310 Phone (575)439-4116

February 18, 2025

To: All Bidders

Re: **Addendum No. 1**

**RFP No. 2025-002 Management services for Microsoft active directory Domain
Microsoft Exchange and Related Products**

Each bidder shall acknowledge receipt of this Addendum Number One (1) by including in the Proposal packet. This addendum will not be counted as part of the maximum page limit.

Addendum Number 1 is issued to provide changes and/or clarifications to the above-referenced RFP as per the following:

Question. Will stand alone Proposals for Item 16 SCADA/RTU Services of RFP 2025-002 be accepted?

Answer: Complete addendum #1 attachment for list of services provided.

Question. Can you provide a description of your existing SCADA system? What kind and number of RTUs (PLCs) does your system include? What kind of HMI software is in use? What types of network(s) are in use?

Answer:

47 PLCs made up of:

- Rockwell
 - ControlLogix
 - Logix 5000
 - ControlLogix 5580
 - CompactLogix 5380
 - Optix panels throughout the system

- RSLogix 500
- Optix development software

Primary HMI software is:

- Trihedral VTScada 7 licenses 3 primary and 3 redundant server instances and 1 Vic instance

The system has a separate IT OT system running in parallel at all sites. Sites include:

- 11 wells
- 11 tank
- 11 potable and re;claimed booster pump stations
- 1 lifstation
- 2 surface water plants plus 1 redundant master
- 1 Ro plant
- 1 wastewater plant with 6 plc plus 1 redundant master
- 1 repeater site
- 3 individual metering sites

Future expansion includes 9 Pressure Reducing stations and 7 remote reclaimed metering sites

All other provisions of the Contract Documents shall remain unchanged. This addendum is hereby made part of the Contract Documents. Each bidder shall acknowledge receipt of this Addendum Number One (1) using the attached acknowledgment page and submit with each copy of the proposal (not included in page count).

Thank You,

Barbara Pyeatt
Chief Procurement Officer
bpyeatt@ci.alamogordo.nm.us

RFP 2025-02 Management and Support Services for Microsoft Active Directory Domain, Microsoft Exchange, Data Center housing, Inventory Control, SCADA/RTU Systems and Related Products

It is not a requirement that firms be able to provide all the services outlined below. The services required will vary depending upon the scope of services requested for a particular project

List of Services	Service Offered	Service Not Offered
Network Infrastructure Management	✓	
Cybersecurity & Risk Management	✓	
System Integration	✓	
Cloud Computing & Virtualization	✓	
Data Management & Analytics	✓	
IT Support & Helpdesk Services	✓	
OT System Support - SCADA	✓	
- Programming, Commissioning and Testing SCADA/RTU	✓	
- Global Database Development	✓	
- As Built Development	✓	
- Emergency and Non-emergency SCADA support services	✓	
- Preventative/corrective maintenance	✓	
- PLC troubleshooting, diagnosing, repair and programming	✓	
- HMI and SCADA troubleshooting, diagnosing, programming and configuration	✓	
- SCADA alarm troubleshooting, diagnosing, repair and programming	✓	
- Field equipment calibration	✓	
- Communications troubleshooting, repair and reporting	✓	
- Functional and operational training	✓	
- Historian reporting and trending	✓	
- Emergency critical support services	✓	
- Emergency non-critical support services	✓	
Disaster Recovery & Business Continuity Planning	✓	
Regulatory Compliance Assistance	✓	
Software Development & Integration	✓	
AI & Machine Learning Integration	✓	
IoT Device Management	✓	
Penetration Testing & Ethical Hacking	✓	
Zero Trust Architecture Implementation	✓	
Geospatial & GIS Data Management	✓	
Blockchain for Secure Transactions	✓	
5G & Edge Computing Solution	✓	
Smart Infrastructure & Automation	✓	
Quantum Computing Readiness	✓	
Camera System Design and Installation	✓	
Business Process Efficiency Development Services	✓	
Tyler Technology Consulting Services	✓	

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM NO. 1

**RFP No. 2025-002 Management services for Microsoft active directory Domain
Microsoft Exchange and Related Products**

Received By: Kim J Kvamme

Date Received: 2/19/2025

Business Name: Bootheel Enterprises LLC dba Better IT Services

Name: Kim J Kvamme

Signature: 

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 03/20/2025

Report No: 8.

Submitted By: Rachel Hughs

Subject: Consider, and act upon, the question of whether or not the Alcoholic Beverage Control Division should grant BW Gas & Convenience Retail, LLC, located at 1300 E. Indian Wells Road, a Transfer of Dispenser Liquor License with Off-Premises Consumption Only from the Allsup's at 100 N. White Sands Blvd., and a request of waiver, as the nearest church is within 300 feet of the proposed premises. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Provide staff with direction.

Background:

The Alcohol Beverage Control Division of the NM Regulation and Licensing Department has given this application preliminary approval. In accordance with Section 60-6B-4 NMSA of the Liquor Control Act, the Division must refer the application to the Governing Body for approval or disapproval. This public hearing is for the purpose of considering the application.

The Notice of Public Hearing was published in the Alamogordo Daily News on Tuesday, March 4, 2025, and Tuesday, March 18, 2025. The publications met the State regulations of publishing a notice twice prior to the hearing.

Request for Transfer

The current location of the license is at Allsup's at 100 N. White Sands Blvd.

The applicant, BW Gas & Convenience Retail LLC, is requesting the transfer of Transfer of Dispenser Liquor License with Off-Premises Consumption Only for the location at 1300 E. Indian Wells Road.

Request of Waiver

The applicant is also requesting of waiver from the City of Alamogordo, as the nearest church is within 300 feet of the proposed premises. Calvary Baptist Church is right across the street at 1200 Indian Wells Road.

- The distance from the property line of 1300 E. Indian Wells Road to 1200 Indian Wells Road is under 100 feet. Property line map was provided by GIS.

- The Alcohol Beverage Control Division has a 300-foot rule from a church or school, where the measurements taken shall be the straight line distance from the property line of the licensed premises to the property line of the church or school.
- On March 20, 2025, the City Clerk called the pastor of Calvary Baptist Church to inform him of the Public Hearing regarding the applicant's request to waive the 300-foot rule.

February 17, 2025

Certified Mail No.: 7021 2720 0001 2205 1112

RECEIVED

FEB 24 2025

CITY CLERK

City of Alamogordo

Rachel Hughs
1376 East Ninth Street
Alamogordo, NM 88310

Lic. No. /Appl. No.: **License No. DIS-000089**
Name of Applicant: BW Gas & Convenience Retail, LLC
Doing Business As: Alsups #102338
Proposed Location: 1300 E. Indian Wells Road, Alamogordo, New Mexico 88310

The Director of the Alcoholic Beverage Control Division (ABC) has reviewed the referenced Application and granted **Conditional Preliminary Approval**. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

Notice of the Public Hearing required by the Liquor Control Act **shall be given by the governing body by publishing a notice** of the date, time, and place of the hearing **twice during the 30 days prior to the hearing** in a newspaper of general circulation within the territorial limits of the governing body. **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include:

- (A) Name and address of the Applicant/Licensee;
- (B) The action proposed to be taken;
- (C) The location of the licensed premises.

In addition, if the Local Option District has a website, **the Notice shall also be published on the website.**

While the law states that “within forty-five (45) days after receipt of a Notice from the Alcoholic Beverage Control, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer”, we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement.

With that in mind, when a local governing body receives a liquor license application from ABC, that governing body has a couple of options:

- 1) Hold a hearing on the license application within the statutory time frame of forty-five (45) days, as required by the Liquor Control Act, and comply with all other statutory and regulatory procedures and notify ABC of your decision within thirty (30) days of the hearing;
- 2) Request from ABC an extension of time, past the forty-five (45) days, designating how much additional time will be needed to conduct the hearing in compliance with all statutory and



regulatory procedures. After the extension is granted and the hearing is held, notify ABC of your decision within thirty (30) days of the hearing;

ABC has no preference in the option you choose.

The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made of the hearing.**

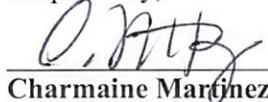
THE APPLICANT IS SEEKING A TRANSFER OF LOCATION OF DISPENSER LIQUOR LICENSE NO. DIS-000089 WITH OFF-PREMISES CONSUMPTION ONLY. APPLICANT IS REQUEST A WAIVER FROM THE CITY OF ALAMOGORDO AS THE NEAREST CHURCH IS WITHIN 300 FEET OF THE PROPOSED PREMISES.

Pursuant to Rule 15.10.32.8 If the proposed licensed premises is within 400 feet of a church or school, and the applicant does not admit the proposed licensed premises is within 300 feet of a church or school, the application must be accompanied by a certified report of a registered engineer or duly licensed surveyor or may obtain a waiver from a local option district governing body for the proposed location. The applicant at this time is seeking a waiver.

Within thirty (30) days after the Public Hearing, the governing body shall notify ABC of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.

If the Governing Body disapproves the issuance or transfer of the license, it shall notify ABC within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to ABC with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,



Charmaine Martinez

Admin Law Judge | Hearing Officer
NM Regulation & Licensing Department
Alcoholic Beverage Control Division
Phone: (505) 795-4942 Fax: (505) 476-4595
Email: Charmaine.Martinez2@rld.nm.gov

Enclosures:

1. Business Information page (*must be signed and returned w/notices of publication*)
2. Copy of Premises Information (2 pages) of the Application
3. Copy of the Zoning Statement
4. Copy of the Floor Plan





Alcoholic Beverage Control Division
Alcohol Location Transfer Intake Application
Application Number: BLA-0000004370



Business Information

Business Information

Business Name: BW GAS & CONVENIENCE RETAIL, LLC Type of Business: Alcohol;Tobacco
Business Structure: Limited Liability Company FEIN: XX-XXX2617
State Tax ID Number: XX-XXXXXX0-00-8
Business Email: bwgas.permits@yesway.com Business Phone: 6824282400

Contact Person Information

Contact Person Name: Gary Gaston Contact Person Phone: 6824282351
Contact Person Email: notices@yesway.com

Business Mailing Address

Mailing Street: 2301 Eagle Parkway Suite 100 Mailing City: Fort Worth
Mailing State: TX Mailing Zip Code: 76177
Mailing Country: US

Local Option District Use Only: Local Governing Body of _____ City, County, Village

Public Hearing held on _____ 20____ Please check one: ☐ Approved ☐ Disapproved

Signature of City/County Official: _____ Title: _____

Alcoholic Beverage Control Division Use Only: ☐ Approved ☐ Disapproved _____

Signed by Director: _____ Date: _____



Alcoholic Beverage Control Division
Alcohol Location Transfer Intake Application
Application Number: BLA-0000004370



Premises Information

License Information

License Number: DIS-000089	License Type: Dispenser
License Expiration Date: 6/30/25	Current License Owner: BW GAS & CONVENIENCE RETAIL, LLC
Current DBA Name: ALLSUP'S #102338	Current Lessee:
Dispenser Type: Full Dispenser	

Current Premises Address

Physical Street: 100 N. WHITE SANDS BLVD.	Physical City: Alamogordo
Physical State: NM	Physical Zip Code: 88310
Physical County: Otero	Local Option District: Alamogordo

Proposed DBA Name

Do you want to change the license DBA Name? No

Proposed Premises Physical Address

Physical Street: 1300 E Indian Wells Rd	Physical City: Alamogordo
Physical Zip Code: 88310	Physical State: New Mexico
Physical County: Otero	

Ownership

The land and building which is proposed to be the licensed premises is: Owned by Applicant
The following information is required to ensure the issuance of a license to this location will not result in the violation of a county or municipal ordinance.

Zoning

Is the proposed premises location zoned? Yes
You will be required to upload "Copy of Zoning Statement" issued by the local municipality or county. If not applicable, you will be required to upload "Copy of Zoning Statement" or Letter from local government to indicate that there is no zoning for the proposed location.
Specify the zone for proposed premises location (example C-1): Unknown at present. Waiting on City to issue Statement.

Distance from nearest School

Name of School: Sierra Elementary School	School Street: 2211 Puerto Rico Ave
School City: Alamogordo	School State: New Mexico
School Zip Code: 88310	School Country: United States
School Distance (in feet): More than 1000	

Specify the shortest direct line distance from the nearest point of the proposed premises to the nearest point of the property line of the school.



Alcoholic Beverage Control Division
Alcohol Location Transfer Intake Application
Application Number: BLA-0000004370



Distance from nearest Church

Name of Church: Calvary Baptist Church
Church City: Alamogordo
Church Zip Code: 88310
Church Distance (in feet): Less than 300

Church Street: 1200 Indian Wells Rd.
Church State: New Mexico
Church Country: United States

Specify the shortest direct line distance from the nearest point of the proposed premises to the nearest point of the property line of the church.

The Liquor Control Act prohibits the issuance of a license to a proposed premises within 300 feet of a church or school. However, a license may be granted for a proposed premises if the applicant has obtained a waiver from the local option district governing body for the proposed premises location.

Premises Information 2

Please specify the appropriate option for the premises that you have specified in the application?

- ☒ A license has never been issued to the location of the proposed premises.
- ☐ A license was once issued to the location of the proposed premises but is no longer being operated at the location.
- ☐ Alcohol operations are currently being performed at the proposed premises by the applicant business.
- ☐ Alcohol operations are currently being performed at the proposed premises by a business other than the applicant business.

Questions

Has the applicant business ever had a liquor license denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing agency in another state or jurisdiction?	No
Has the structure and/or ownership disclosure for the applicant business changed since last reported to the department?	No
Does the applicant business own any (direct/indirect) interest in a liquor license?	Yes

List of Active Business Licenses in Other States

No records to display.

List of Active Business Licenses in New Mexico

License Number: RET-000053	License Type: Retailer	Issuing State: New Mexico
License Number: RET-000037	License Type: Retailer	Issuing State: New Mexico
License Number: RET-000033	License Type: Retailer	Issuing State: New Mexico
License Number: RET-000031	License Type: Retailer	Issuing State: New Mexico
License Number: RET-000027	License Type: Retailer	Issuing State: New Mexico
License Number: RET-000007	License Type: Retailer	Issuing State: New Mexico
License Number: RET-000001	License Type: Retailer	Issuing State: New Mexico



Alcoholic Beverage Control Division
Alcohol Location Transfer Intake Application
Application Number: BLA-0000004370



License Number: DIS-000887	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000883	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000871	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000872	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000868	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000855	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000814	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000789	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000787	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000771	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000766	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000761	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000758	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000759	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000746	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000740	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000741	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000738	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000737	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000705	License Type: Dispenser	Issuing State:New Mexico



Alcoholic Beverage Control Division
Alcohol Location Transfer Intake Application
Application Number: BLA-0000004370



License Number: DIS-000702	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000698	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000681	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000679	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000673	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000651	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000649	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000647	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000633	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000620	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000611	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000596	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000595	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000590	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000589	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000586	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000577	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000573	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000558	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000553	License Type: Dispenser	Issuing State:New Mexico



Alcoholic Beverage Control Division
Alcohol Location Transfer Intake Application
Application Number: BLA-0000004370



License Number: DIS-000544	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000542	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000513	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000508	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000504	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000502	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000485	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000462	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000422	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000415	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000406	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000405	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000394	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000391	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000386	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000350	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000332	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000334	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000321	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000303	License Type: Dispenser	Issuing State:New Mexico



Alcoholic Beverage Control Division
Alcohol Location Transfer Intake Application
Application Number: BLA-0000004370



License Number: DIS-000304	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000297	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000292	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000284	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000280	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000274	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000222	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000209	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000204	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000192	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000180	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000175	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000158	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000155	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000139	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000129	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000119	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000117	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000097	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000092	License Type: Dispenser	Issuing State:New Mexico



Alcoholic Beverage Control Division
Alcohol Location Transfer Intake Application
Application Number: BLA-0000004370



License Number: DIS-000089	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000085	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000056	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000052	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000040	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000031	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000013	License Type: Dispenser	Issuing State:New Mexico
License Number: DIS-000014	License Type: Dispenser	Issuing State:New Mexico



Alcoholic Beverage Control Division
Alcohol Location Transfer Intake Application
Application Number: BLA-0000004370



Payment

Fee Name	Fee Amount
Transfer of Location	200.00
Total Fee Amount:	200.00

Attestation/Oath

Under penalty of perjury, I hereby depose and state that I am the person identified in this application and the information given by me is true and complete to the best of my knowledge and belief. I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my license.

Attestation Signature: Gary Gaston

Date: 12/05/2024



City of Alamogordo

CD-021-2024

November 25, 2024

BW Gas & Convenience Retail, LLC c/o Gary Gaston
2301 Eagle Parkway, STE 100
Fort Worth, TX 76177

RE: 1300 Indian Wells Rd

Dear Mr. Gaston

At your request, we have researched our records and determined the zoning classification of that certain real property, which has the street address of **1300 Indian Wells Rd.** is within the corporate boundaries of the City of Alamogordo. This is written in accordance with the provisions of Section 2-01-030(j) and Section 29-01-010 of the Code of Ordinances of the City of Alamogordo, New Mexico, to provide a Certificate of Zoning Classification regarding the property.

The property at **1300 Indian Wells Rd.** is within the **C-3 Business District** as per the City of Alamogordo Zoning Map, which does not prohibit the sale of alcoholic beverages. Alamogordo Municipal Code Chapter 29, Zoning allows restaurants, wineries, and commercial businesses within this district.

Please contact me if you need more information. Note for a full understanding of what is permitted or prohibited by the Alamogordo Code of Ordinances please refer to the Code in its entirety. The City's website at www.ci.alamogordo.nm.us provides access to the entire Municipal Code. On the City's Home Page click on Government – COA Code of Ordinances.

Sincerely,

Stella Rael CZO
City Planner
1376 E. 9th Street
Alamogordo, NM 88310
575-439-4220 x2
srael@ci.alamogordo.nm.us

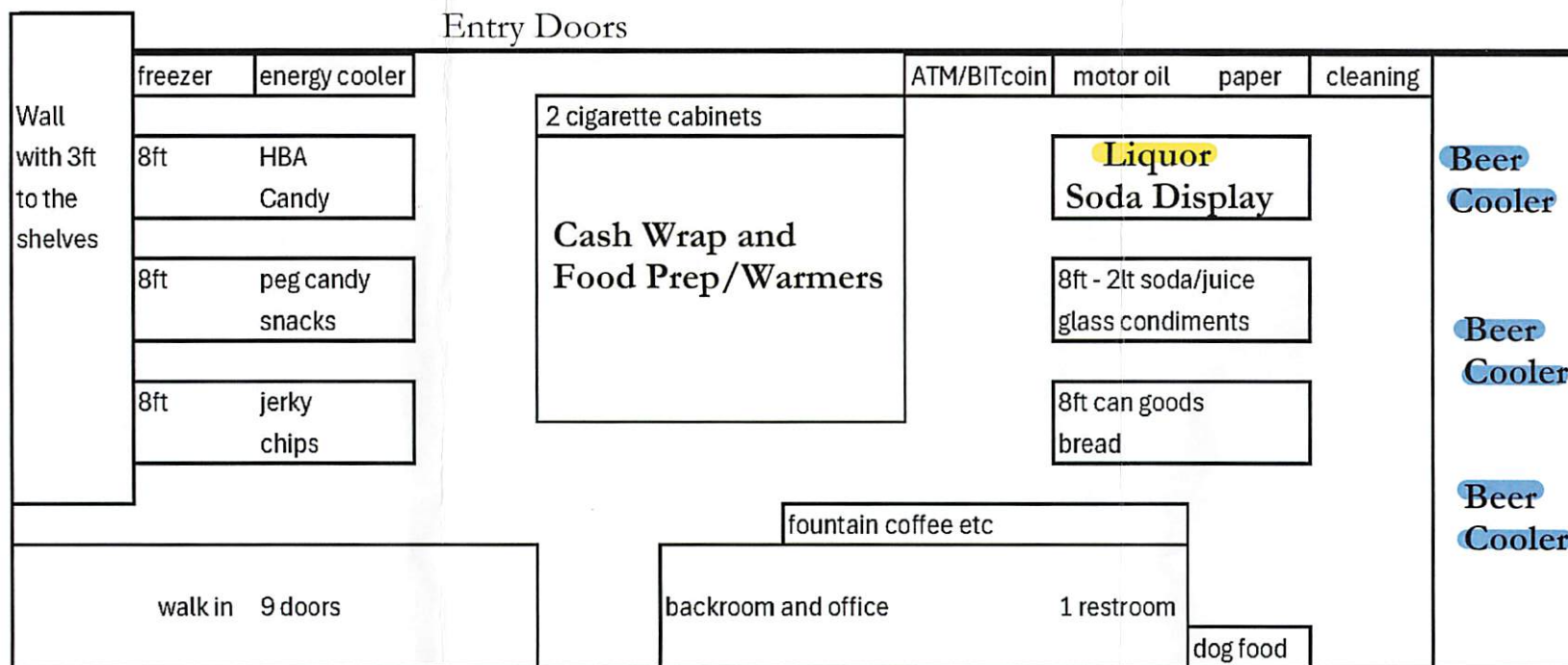


Allsup's Convenience Store #102009

1300 Indian Wells Road, Alamogordo, New Mexico 88310

Corner of Indian Wells Road and Cuba Ave.

Totally Unrestricted 1600 square feet



The purpose of this Hearing is on the question of whether or not the Alcohol Beverage Control Division of the State of New Mexico should grant the applicant BW Gas & Convenience Retail, LLC, Application No. DIS-00089 a Transfer of Dispenser Liquor License with Off-Premises Consumption Only and a request of waiver from the City of Alamogordo, as the nearest church is within 300 feet of the proposed premises. The location is at 1300 E. Indian Wells Road, Alamogordo, NM 88310. The applicant's contact information is Gary Gaston, with the mailing address of 2301 Eagle Parkway Suite 100, Fort Worth, TX, 76177.

The public may speak and submit comments during the Public Hearing. Inquiries regarding this Public Hearing should be directed to City Clerk Hughs at City Hall, at (575) 439-4100, option 6, or by email at rhughs@ci.alamogordo.nm.us.

Date: 2-26-2025

City of Alamogordo, New Mexico

By: Rachel Hughs, City Clerk

Published in the Alamogordo Daily News March 4 & 18, 2025.
#37340

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Alamogordo City Commission will hold a PUBLIC HEARING on Tuesday, April 8, 2025, at 6:30 p.m. during their Regular Commission Meeting at the Donald E. Carroll Commission Chambers in City Hall located at 1376 E. Ninth Street Alamogordo, New Mexico.

Public Notices

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Alamogordo, New Mexico**

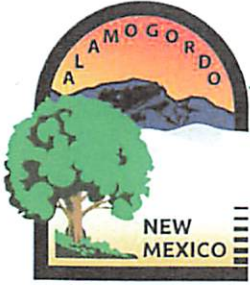
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Date: 2-26-2025

City of Alamogordo, New Mexico

By: Rachel Hughs, City Clerk



City of Alamogordo

OFFICE OF THE CITY CLERK
1376 E. Ninth Street • Alamogordo, NM 88310
(575) 439-4100 • Fax (575) 439-4396

March 4, 2025

VIA CERTIFIED MAIL 7006 3450 0001 8876 9008

BW Gas & Convenience Retail, LLC
Attention: Gary Gaston
2301 Eagle Parkway Suite 100
Fort Worth, TX 76177

Re: Transfer of Dispenser Liquor License and a request of waiver

Mr. Gaston,

The City of Alamogordo will hold the Public Hearing on whether or not the Alcohol Beverage Control Division of the State of New Mexico should grant the applicant BW Gas & Convenience Retail, LLC, Application No. DIS-00089, a Transfer of Dispenser Liquor License with Off-Premises Consumption Only and a request of waiver from the City of Alamogordo, as the nearest church is within 300 feet of the proposed premises. The location is at 1300 E. Indian Wells Road, Alamogordo, NM 88310.

The Public Hearing will be on **Tuesday, April 8, 2025, at 6:30 p.m.** in the Donald E. Carroll Commission Chambers in City Hall, located at 1376 E. Ninth Street, Alamogordo, New Mexico. The Commission may have questions for you; therefore, it is advised that you be present at the public hearing. You may enter through the Southeast doors of City Hall, which open at 6:00 p.m.

If you have any questions, please contact me at (575) 439-4100 option 6 or by email at rhughs@ci.alamogordo.nm.us.

Sincerely,


Rachel Hughs, CMC
City Clerk

City of Alamogordo

OFFICE OF THE CITY CLERK
1376 E. Ninth Street
Alamogordo, NM 88310



7006 3450 0001 8876 9008



quaddient
FIRST-CLASS MAIL
IMI
\$005.54
03/04/2025 ZIP 88310

POSTAGE

3W Gas & Convenience Retail, LLC
Attention: Gary Gaston
2301 Eagle Parkway Suite 100
Fort Worth, TX 76177

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	

Postmark
Here

5.54

3W Gas & Convenience Retail, LLC
Attention: Gary Gaston
2301 Eagle Parkway Suite 100
Fort Worth, TX 76177

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

BW Gas & Convenience Retail, LLC
Attention: Gary Gaston
2301 Eagle Parkway Suite 100
Fort Worth, TX 76177

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent

☒ Addressee

B. Received by (Printed Name)

GARY GASTON

C. Date of Delivery

03-07-25

D. Is delivery address different from item 1?

☐ Yes

If YES, enter delivery address below:

☒ No

3. Service Type

☒ Certified Mail

☐ Express Mail

☐ Registered

☒ Return Receipt for Merchandise

☐ Insured Mail

☐ C.O.D.

4. Restricted Delivery? (Extra Fee)

☐ Yes

2. At
(/)

7006 3450 0001 8876 9008

NM RLD |ALCOHOLIC BEVERAGE CONTROL DIVISION STATUTES & REGULATIONS PERTAINING TO 300 FOOT RULE

NEW MEXICO STATE STATUTES ANNOTATED 1978 COMPILATION

CHAPTER 60 BUSINESS LICENSES

§60-6B-10. LOCATIONS NEAR CHURCH OR SCHOOL; RESTRICTIONS ON LICENSING.

No license shall be issued by the director for the sale of alcoholic beverages at a licensed premises where alcoholic beverages were not sold prior to July 1, 1981 that is within three hundred feet of a church or school. A license may be granted for a proposed licensed premises if the owner or lessee has, prior to establishment of a church or school located within three hundred feet of the proposed licensed premises, applied for, been granted and maintained a valid building permit for the construction or renovation of the proposed licensed premises and has filed on a form prescribed by the director a notice of intention to apply for transfer of a license to the proposed licensed premises. A license may be granted for a proposed licensed premises if a person has obtained a waiver from a local option district governing body for the proposed licensed premises. A license may be granted for a proposed licensed premises if a person has obtained a restaurant A license or a restaurant B license pursuant to Section 60-6A-4 NMSA 1978. For the purposes of this section, all measurements taken in order to determine the location of licensed premises in relation to churches or schools shall be the straight line distance from the property line of the licensed premises to the property line of the church or school. This provision shall not apply to a church that has been designated as a historical site by the cultural properties review committee and that does not have a regular congregation.

NEW MEXICO ALCOHOL CONTROL REGULATIONS – NMAC

TITLE 15 – GAMBLING AND LIQUOR CONTROL

15.10.2.7 Definitions. LL. “School” means:

- (1) a public or private educational institution accredited as such by the state or federal government;
- (2) a discernible building or group of buildings generally recognized as a preschool, kindergarten, elementary, secondary, middle school, junior high, high school or combination thereof; or
- (3) a center for attendance where educational instruction is offered by certified school instructors; a “school” must be located in a zoning area of the local option district that permits schools, but shall not include a home school as defined in Public School Code, or adult career training classes, or facilities used exclusively for daycare services.

15.10.32.8 LOCATION NEAR CHURCH OR SCHOOL:

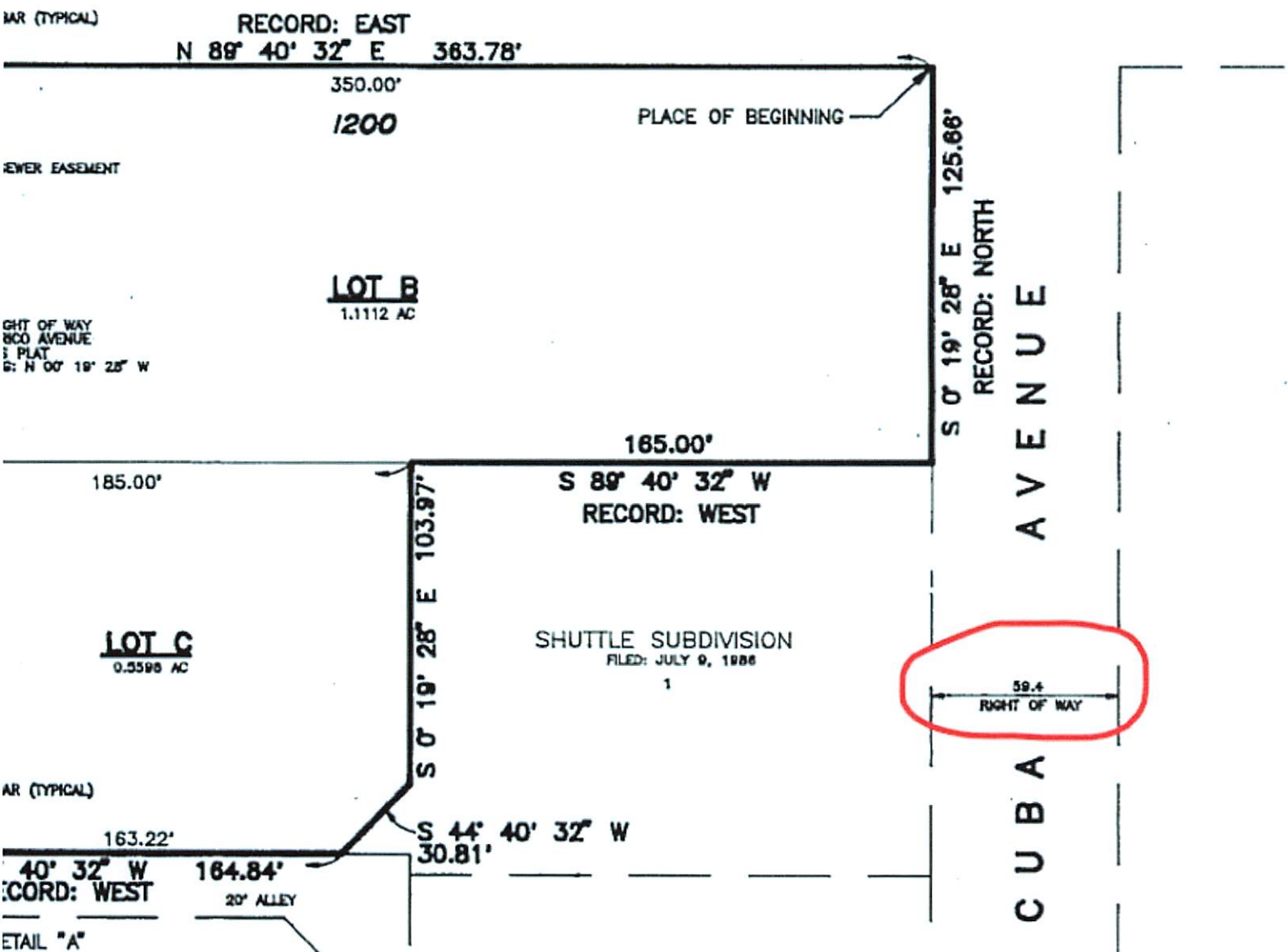
All measurements for the purpose of determining the location of a licensed premises in relation to churches or schools shall be the shortest direct line measurement between the actual limits of the real property of the church or school in which there is regularly conducted church services or educational functions, and the controlled access area of the licensed premises where alcoholic beverages are proposed to be sold. If the proposed licensed premises is within 400 feet of a church or school, and the applicant does not admit the proposed licensed premises is within 300 feet of a church or school, the application must be accompanied by a certified report of a registered engineer or duly licensed surveyor. A license may be granted for a proposed location if a person has obtained a waiver from a local option district governing body for the proposed location.

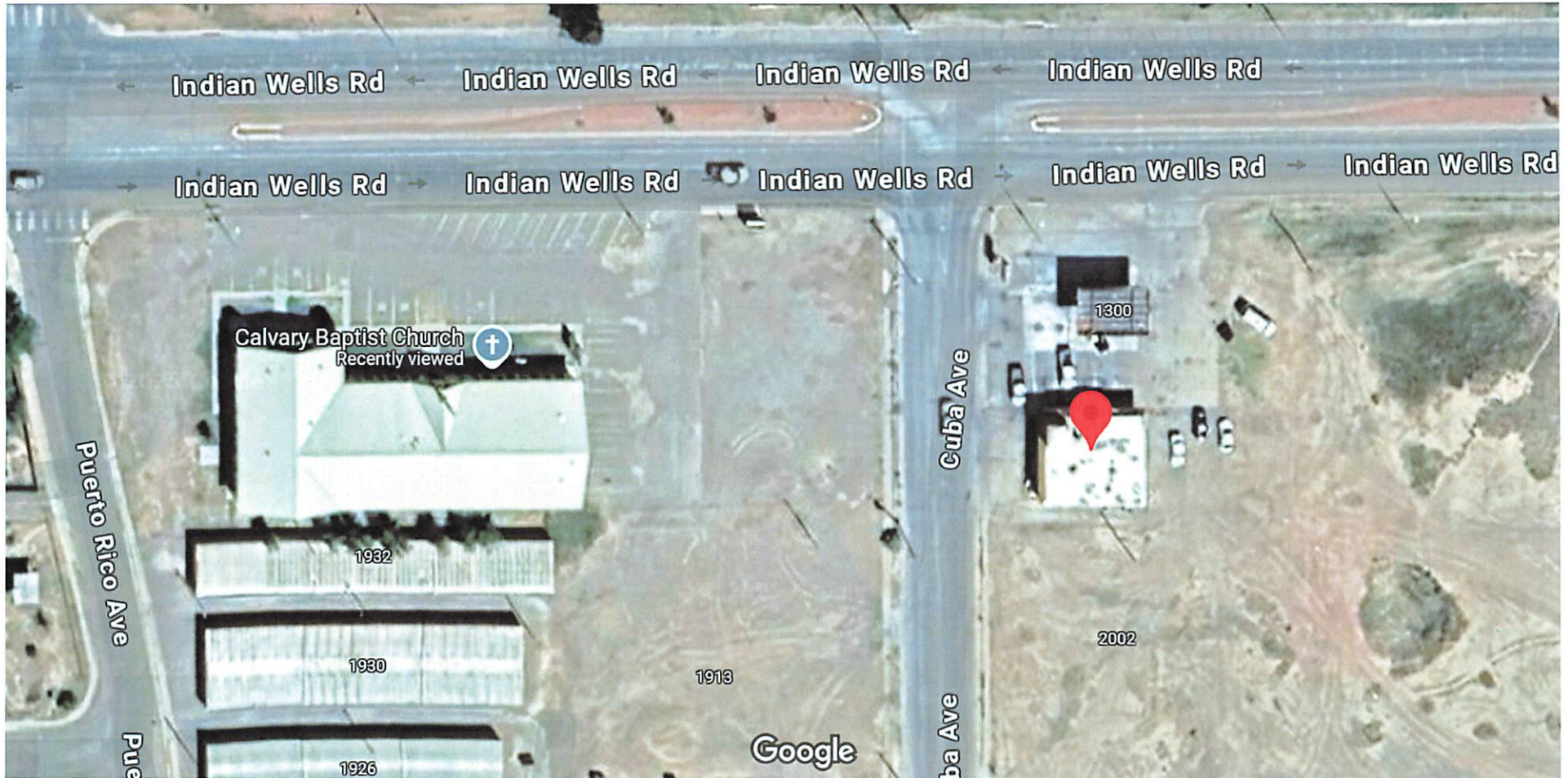
15.10.32.9 PREMISES WHERE ALCOHOL WAS SOLD PRIOR TO 1981:

A. For purposes of transfer and issuance of liquor licenses, a location where alcoholic beverages were sold prior to July 1, 1981, is a location that was licensed for the sale of alcoholic beverages by the division prior to July 1, 1981. For purposes of special dispenser’s permits, a location where alcoholic beverages were sold prior to July 1, 1981, includes church and school property where alcoholic beverages were traditionally sold prior to July 1, 1981, at events, such as annual church fiestas or school fundraisers, even if the premises were not licensed by the division prior to July 1, 1981.

B. If an applicant seeks to have a location approved as a licensed premises where alcoholic beverages were sold prior to July 1, 1981, and if alcoholic beverages have not been sold on the previously licensed premises for a period of 12 months or more, the applicant has the burden of showing the church or school has not detrimentally relied on the lack of sales or closing of the previously licensed premises. An applicant for a special dispenser’s permit on church or school property has the burden of establishing that sales of alcoholic beverages occurred on the church or school property on an annual or other regular basis prior to July 1, 1981.

WELLS ROAD







1300 Indian Wells Rd

to Calvary Baptist Church 1200 Indian Wells Rd

Alamogordo, New Mexico

Google Street View

Apr 2024 [See more dates](#)

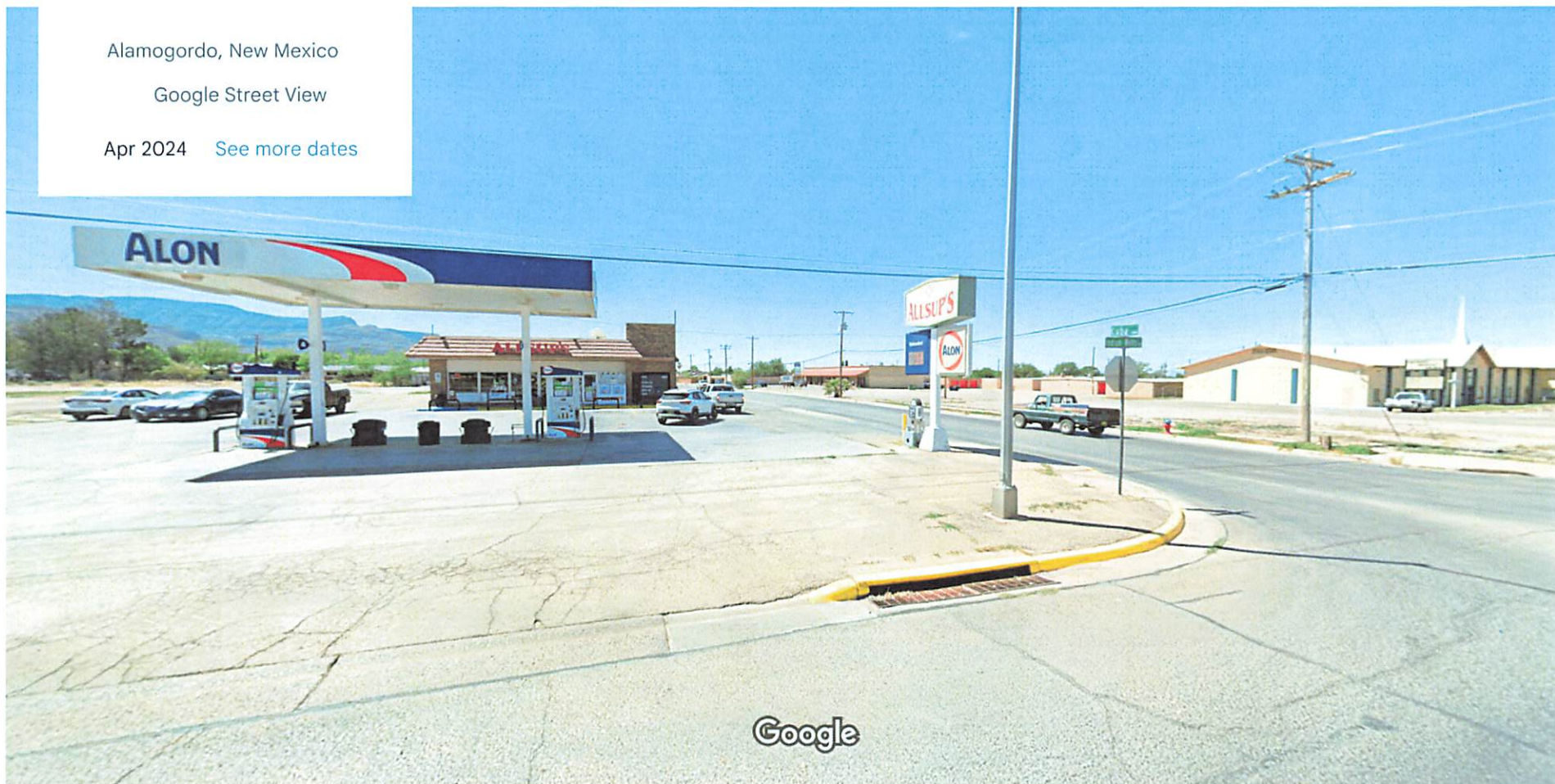
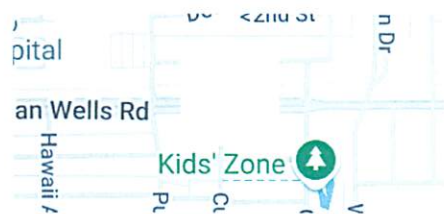


Image capture: Apr 2024 © 2025 Google





AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 04/01/2025

Report No: 9.

Submitted By: Stella Rael

Subject: Consider and act upon, Case V-2025-0001(A)-Property owner Amber Leigh Hartman is requesting to be granted a variance to decrease the parking requirement per ordinance from 103 parking spaces to 47 parking spaces at the property located at 3200 N. White Sands Blvd. to service the patrons and employees of the proposed business. *(Stella Rael, City Planner)*

Fiscal Impact:

Amount Budgeted:

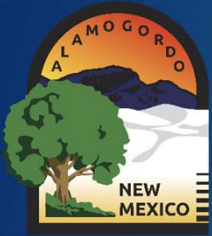
Fund:

Additional Fiscal Impact: N/A

Recommendation: Approve Variance

Background: Consider and act upon, Case V-2025-0001(A)-Property owner Amber Leigh Hartman is requesting to be granted a variance to decrease the parking requirement per ordinance from 103 parking spaces to 47 parking spaces at the property located at 3200 N. White Sands Blvd. to service the patrons and employees of the proposed business.

City of Alamogordo



1

City Commission



V-2025-0001(A)

Stella Rael, City Planner
April 8, 2025

Variance Request Case: V-2025-0001(A)

Request:

The property owner is requesting to be granted a variance to decrease the parking requirement per ordinance from 103 parking spaces to 47 parking spaces. Parking spaces will only service patrons and employees of the proposed business.

Applicants:

Amber Leigh Hartman

3118 University Park Lane

Irving, Texas 75062

3



Est. HEPE, IPO

ZONING MAP

4



V-2025-0001(A)

5

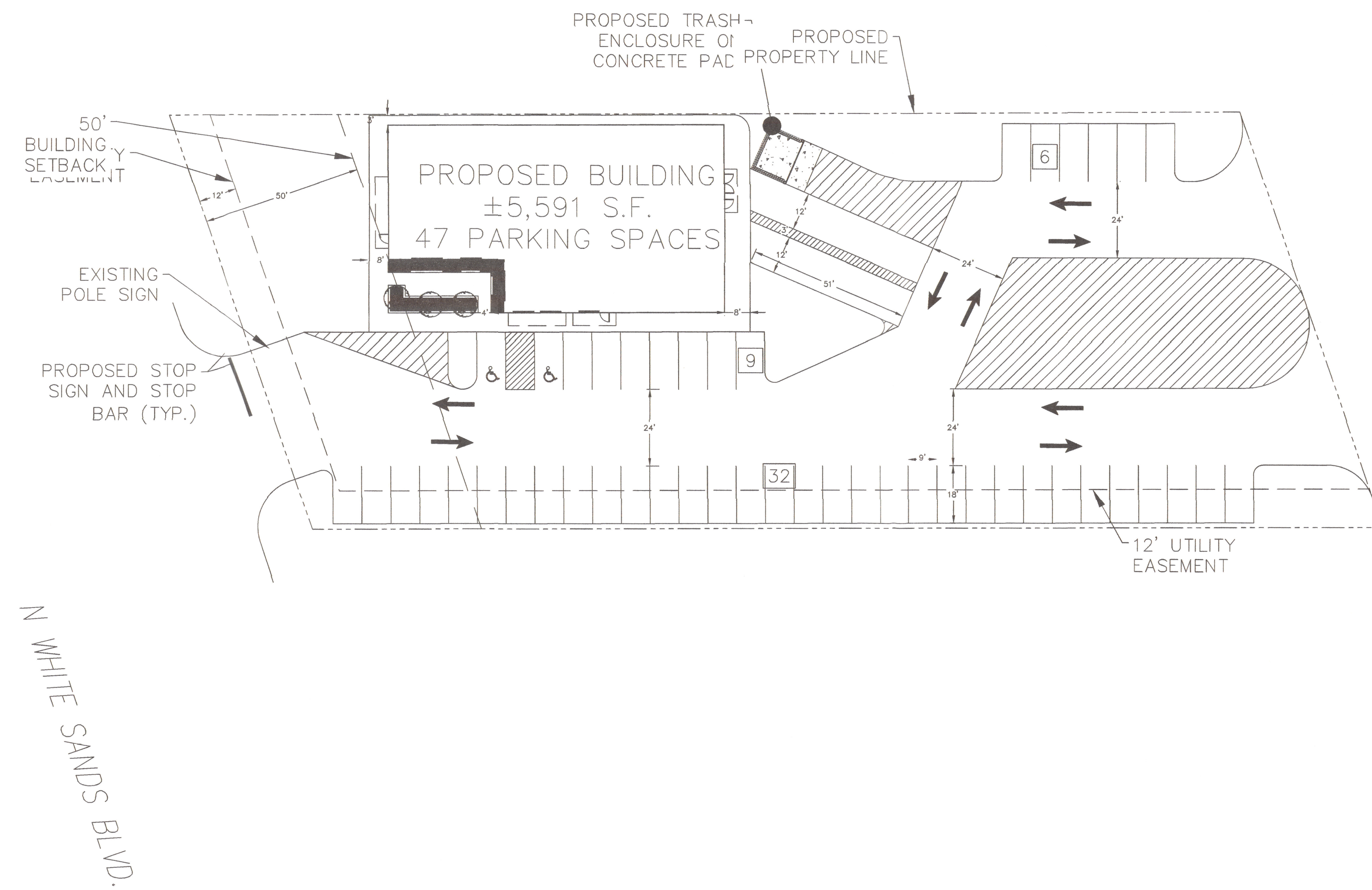
Findings of Fact

- ▶ 1 Case V-2025-0001 (A)- Degrease the parking requirement from 103 parking spaces to 47 parking spaces
- ▶ 2. Public Notice was placed in the Alamogordo Daily News.
- ▶ 2. Four (4) letters were mailed by first class mail to all property owners of record within two hundred (200) feet from the property excluding public right-of-way, of the properties for which the variance is sought.
- ▶ 5. As of April 1, 2025, there have been no letters or phone calls of opposition received.

V-2025-0001 (A)

6

- ▶ This request was presented and reviewed by the Technical Review Committee and staff recommends approval since this request will not be materially detrimental to surrounding property owners or the public



General Notes

No.	Revision/Issue	Date

Firm Name and Address

Project Name and Address

Parachute — UGDC
3200 N White Sands Blvd
Alamogordo, NM
UGDC — Stephen Andrews

Project	Value	Sheet 00
Date	2/21/2025	
Scale	As Noted	

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 04/01/2025

Report No: 10.

Submitted By: Stella Rael

Subject: Consider and act upon, Case V-2025-0002(A)-The property owner, Murphy Oil USA Inc., is requesting to be granted a variance to decrease the parking requirement per ordinance from 27 parking spaces to 14 parking spaces at the property located at 223 S. White Sands Blvd. *(Stella Rael, City Planner)*

Fiscal Impact:

Amount Budgeted:

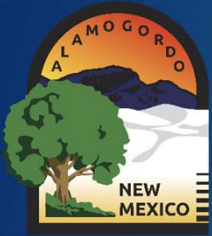
Fund:

Additional Fiscal Impact: N/A

Recommendation: Approve the Variance

Background: Consider and act upon, Case V-2025-0002(A)-The property owner Murphy Oil USA Inc. is requesting to be granted a variance to decrease the parking requirement per ordinance from 27 parking spaces to 14 parking spaces at the property located at 223 S. White Sands Blvd.

City of Alamogordo



1

City Commission



V-2025-0002(A)

Stella Rael, City Planner
April 8, 2025

Variance Request Case: V-2025-0002(A)

Request:

The property owner is requesting to be granted a variance to decrease the parking requirement per ordinance from 27 parking spaces to 14 parking spaces..

Applicants:

Murphy Oil USA INC.

200 E. Peach St.

El Dorado, AR 71730

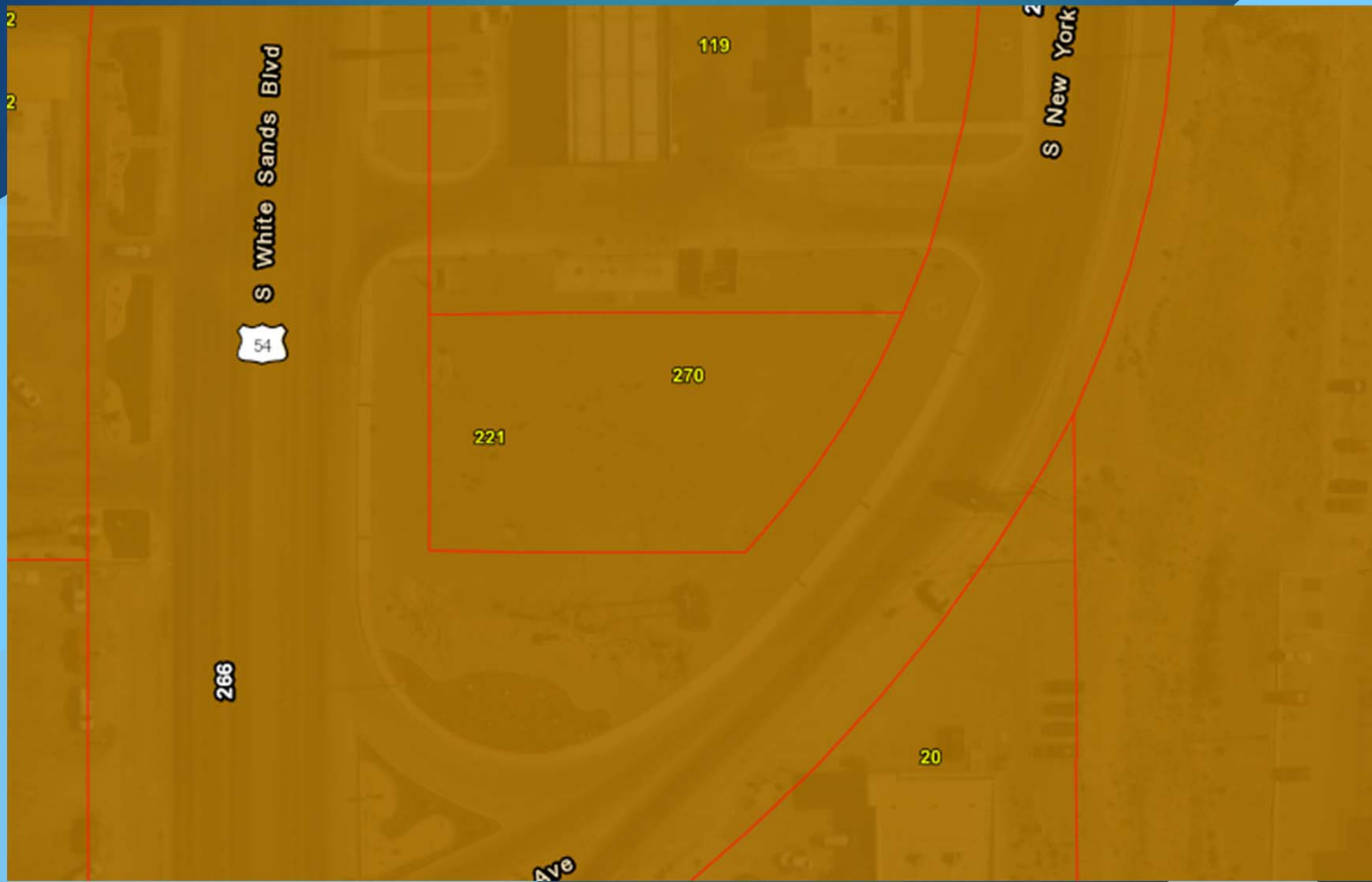
Protest Map

3



ZONING MAP

4



V-2025-0002(A)

5

Findings of Fact

- ▶ 1 Case V-2025-0002(A)- Degrease the parking requirement from 27 parking spaces to 14 parking spaces
- ▶ 2. Public Notice was placed in the Alamogordo Daily News.
- ▶ 2. FIVE (5) letters were mailed by first class mail to all property owners of record within two hundred (200) feet from the property excluding public right-of-way, of the properties for which the variance is sought.
- ▶ 5. As of April 1, 2025, there have been no letters or phone calls of opposition received.

V-2025-0002(A)

6

- ▶ This request was presented and reviewed by the Technical Review Committee and staff recommends approval since this request will not be materially detrimental to surrounding property owners or the public

PAVEMENT DETAILS

THE CONTRACTOR IS RESPONSIBLE FOR PAVEMENT SPECIFICATIONS AS OUTLINED IN THE GEOTECHNICAL REPORT PROJECT JOB #1-40909 PREPARED BY GEOTEST, INC. A COPY OF THIS REPORT CAN BE REQUESTED FROM THE OWNER.

ASPHALT PAVEMENT

2-2" LIFTS AC (3/4" MIX)
6" ABC, COMPACT TO 100%
12" SUB GRADE @ 95%
COMPACTION

STANDARD DUTY ASPHALT DETAIL (AUTO PARKING & DRIVE AISLES)
SCALE: NOT TO SCALE

CONCRETE PAVEMENT SPECS:

HEAVY DUTY- LOADING AREA, DUMPSTER PAD AND APRON:
MINIMUM 7" THICK, CLASS AA PORTLAND CEMENT CONCRETE

STANDARD DUTY
MINIMUM 5" THICK, CLASS AA PORTLAND CEMENT CONCRETE

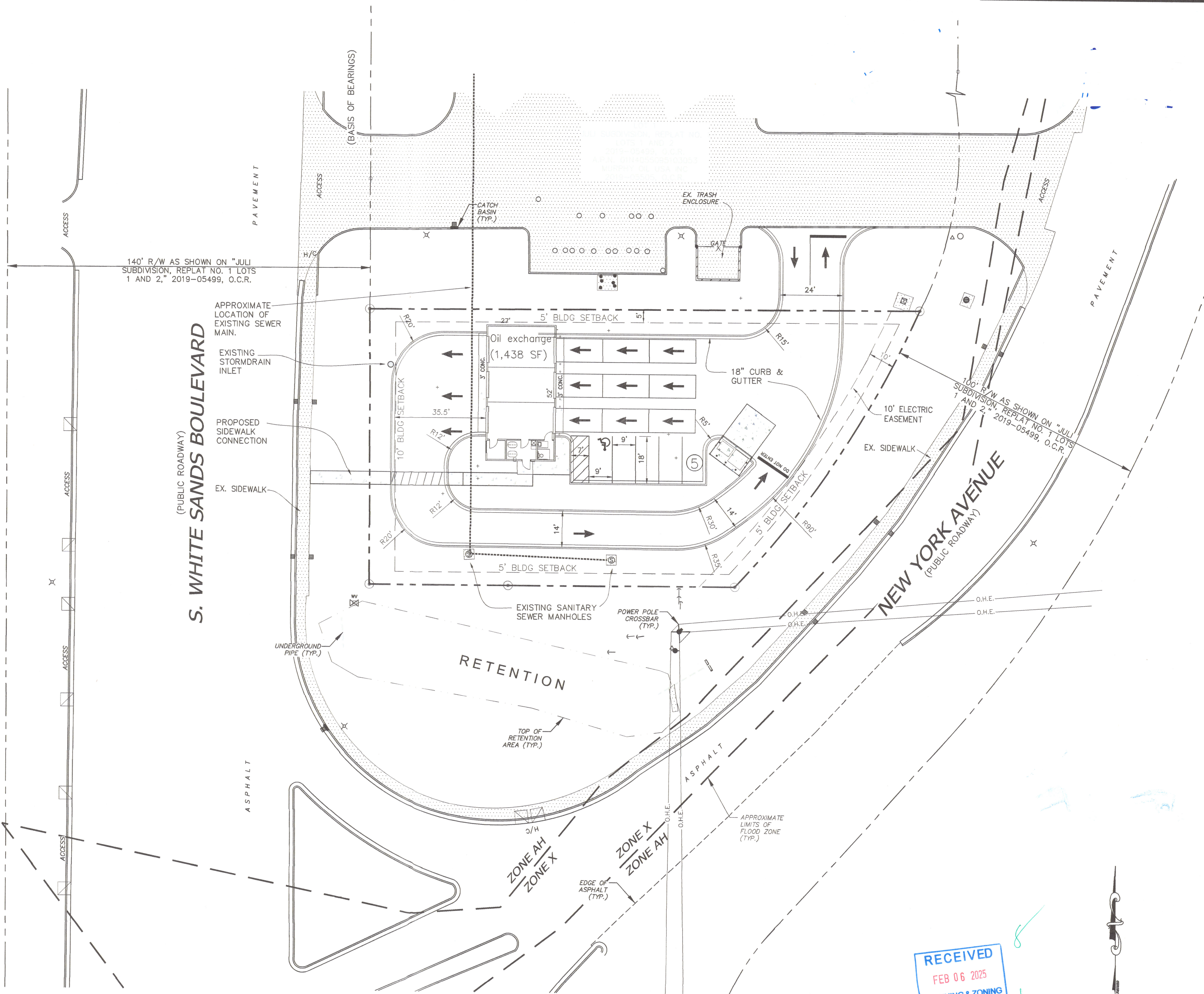
PEDESTRIAN SIDEWALKS:
4" THICKNESS CONCRETE
*FOR ADDITIONAL INFORMATION THE CONTRACTOR SHALL REFER TO GEOTECHNICAL REPORT SECTION 3.8.

HEAVY DUTY AC PAVEMENT

STANDARD DUTY AC PAVEMENT

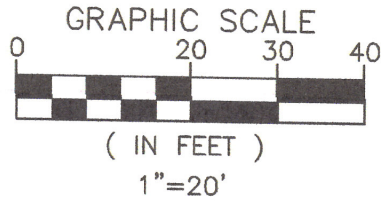
GEOTECHNICAL NOTES:

1. PLEASE REFER TO THE GEOTECHNICAL ENGINEERING REPORT PROVIDED BY GEOTEST (JOB #1-40909) FOR INFORMATION ON SOIL PREPARATION FOR PAVED AREAS AND BUILDING PAD.



RECEIVED
FEB 06 2025
PLANNING & ZONING

Revised



TAKE-5 OIL CHANGE
223 S. WHITE SANDS BLVD.
ALAMOGORDO, NM 88310
STAKING PLAN

DRAWN: pss
APPROVED: pss
DATE:
PROJ#: 25-013
SCALE: AS SHOWN

SHEET
4 OF 8

PETER SEPP SCHOENMAIER
NEW MEXICO
20015
PROFESSIONAL ENGINEER
1-15-25

TIDEWATER
ENGINEERING, INC.
200 PLANTATION CHASE
ST. SIMONS ISLAND, GEORGIA 31522
PHONE (912) 268-2164 EMAIL: pete@tidewatereng.com

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 03/31/2025

Report No: 11.

Submitted By: Barbara Pyeatt

Subject: Consider, and act upon, the award of RFP 2025-001 Operation & Maintenance of the Family Fun Center to the Inn of the Mountain Gods. (*Stephanie Hernandez, Acting City Manager*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the award and authorize staff to proceed with agreement

Background: RFP 2025-001 Scope of work is to seek a qualified firm for a revenue-sharing partnership to manage and operate the Family Entertainment Center. The City aims to provide a budget-friendly recreation facility for citizens while maintaining high-quality services and a sustainable operational model. RFP was advertised on February 8th, 2025. Proposals were due at the Purchasing Department on March 10th, 2025, at 3:00 PM. One proposal was received. The proposal was reviewed and deemed responsive.

Proposals for RFP are available for review at the Purchasing Department

Request For Proposal

RFP No. 2025-001

Operation & Maintenance of Family Fun Center For the City of Alamogordo, New Mexico

Date of Issuance: March 9, 2025

Submission Deadline: March 10, 2025

INN OF THE MOUNTAIN GODS RESORT AND CASINO

Contact Information

Name: Purchasing Department

Attn: Barbara Pyeatt, CPO

Reference: RFP 2025-001 Operation & Maintenance of Family Fun Center

Address: 2600 N Florida Ave. Alamogordo, New Mexico 88310



INN OF THE MOUNTAIN GODS

RESORT & CASINO

287 Carrizo Canyon Rd Mescalero, NM 88340 www.innofthemountaingods.com

Barbara Pyeatt, Chief Procurement Officer City of Alamogordo
Purchasing Department 2600 N. Florida Ave.
Alamogordo, NM 88310

Subject: Proposal for the Operation & Maintenance of the Family Fun Center

Dear Ms. Pyeatt,

Inn of the Mountain Gods (IMG) is pleased to submit this proposal in response to RFP No. 2025-001 for the operation and maintenance of the Family Fun Center. With over 50 years of experience in managing hospitality and entertainment venues, IMG is uniquely positioned to deliver exceptional service and operational excellence for the City of Alamogordo.

Our proposal outlines a comprehensive plan to enhance the Family Fun Center, including the introduction of modern entertainment options, a full-service restaurant, and a robust community engagement strategy. We are committed to creating a vibrant, family-friendly environment that will serve as a cornerstone for community engagement and economic growth.

Acknowledgment of Addendums: We acknowledge receipt of the following amendments to the RFP:

- Addendum No. 2, dated February 26, 2025

Key Elements of Our Proposal:

- **Recreation & Entertainment Enhancements:** Comprehensive maintenance for the 24-lane bowling facility, introduction of modern entertainment options (VR experiences, interactive sports simulators, mini escape rooms), family-friendly environment, and weekly themed events.
- **Restaurant & Beverage Services:** Full-service restaurant with classic and healthy options, competitive pricing, compliance with liquor licensing, and a smoke-free environment.
- **Operational Excellence:** Dedicated General Manager, preventative maintenance program, strategic renovations, and daily cleaning protocols.
- **Community Engagement:** Multi-faceted marketing strategy, special discounts for military families and first responders, youth leagues, school outings, and partnerships with local entities.
- **Financial Sustainability:** Dynamic pricing model, transparent financial reporting, and a projected annual revenue of \$1.2M.

We look forward to the opportunity to partner with the City of Alamogordo and contribute to the community's recreational and economic growth. Should you have any questions or require further information, please do not hesitate to contact me at 575.464.7335 or by email at ffrizzelljr@innofthemountaingods.com

Sincerely,


Frizzell Frizzell Jr.
Chief Operating Officer
Inn of the Mountain Gods

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EXECUTIVE SUMMARY

Inn of the Mountain Gods (IMG) is pleased to present this proposal to the City of Alamogordo for the operation and maintenance of the Family Fun Center. With over 50 years of experience managing hospitality and entertainment venues, IMG offers a unique combination of local expertise, operational excellence, and community connection that positions us as the ideal partner for this endeavor.

Key Elements of Our Proposal:

- Recreation & Entertainment Enhancements:
- Comprehensive maintenance program for the 24-lane bowling facility
- Introduction of modern entertainment options including VR experiences, interactive sports simulators, and mini escape rooms
- Family-friendly environment with dedicated play zones for younger children
- Weekly themed events and league play to encourage repeat visitation

Restaurant & Beverage Services:

- Full-service restaurant featuring classic bowling alley fare alongside healthy options and locally-inspired dishes
- Competitive pricing structure with value combos and happy hour specials
- Strict compliance with all liquor licensing requirements
- Smoke-free environment throughout the facility

Operational Excellence:

- Dedicated General Manager with bowling facility management experience
- Comprehensive preventative maintenance program for all equipment
- Strategic facility renovations to enhance guest experience
- Daily cleaning and sanitization protocols

Community Engagement:

- Multi-faceted marketing strategy leveraging IMG's position as the most followed Resort and Casino in New Mexico
- Special discounts for military families, first responders, and corporate partners
- Youth leagues, school outings, and after-school programs
- Partnerships with local schools, sports teams, and businesses
- Financial Sustainability:
- Dynamic pricing model to maximize lane utilization and accessibility
- Transparent financial reporting with monthly, quarterly, and annual statements
- Competitive pricing strategy balancing affordability with operational sustainability
- Projected annual revenue of \$1.2M with consistent growth targets

Proposed Revenue Sharing Model:

IMG is committed to a transparent and mutually beneficial revenue-sharing arrangement with the City of Alamogordo:

- Bowling Lanes: 3% of gross revenue
- Recreational Activities: 3% of gross revenue
- Restaurant Operations: 3% of gross revenue
- Liquor Sales: 3% of gross revenue

IMG believes this pricing structure will provide a first-class entertainment venue for Alamogordo and Otero County residents while providing a dependable source of income to the City of Alamogordo. IMG brings unmatched local market knowledge, extensive operational experience, and a deep commitment to the Alamogordo community. Our proposal represents not just an operational plan, but a vision for creating a vibrant community hub that will serve residents and attract visitors for years to come. We are prepared to begin implementation immediately upon award, with a target opening date of 60-90 days from contract execution.

Recreation and Entertainment Services

Inn of the Mountain Gods (IMG) has extensive experience managing multi-faceted entertainment venues, restaurants, arcades, and various recreational activities within a high-volume resort and casino environment. Our expertise spans a range of hospitality and entertainment operations, ensuring seamless management, exceptional guest experiences, and efficient facility upkeep.

While IMG does not currently operate a bowling alley, we are fully prepared to acquire the necessary expertise in lane maintenance, machine care, and overall bowling operations. This will be achieved through a dedicated training program and by employing experienced professionals with specialized knowledge in bowling facility management. Our commitment to excellence ensures that all equipment, lanes, and related assets will be maintained to the highest industry standards, providing a top-tier recreational experience for guests.

With a proven track record of successfully managing diverse entertainment and dining outlets, IMG is confident in its ability to operate, enhance, and maintain the Family Fun Center in a manner that aligns with the City of Alamogordo's vision for a vibrant, well-maintained, and engaging community space.

Proposed Recreational Entertainment & Enhancements

IMG is committed to elevating the Family Fun Center into a premier entertainment destination for the Alamogordo community and visitors. IMG has the financial wherewithal to carry out our vision for the Family Fun Center. Our proposal includes exciting new recreational entertainment options, a comprehensive maintenance plan, strategic renovations, and an emphasis on community engagement.

New Recreational Entertainment & Equipment

In addition to maintaining the existing bowling lanes, IMG proposes introducing a diverse mix of entertainment options that appeal to a wide demographic:

- Modernized Arcade Experience – Expanding the arcade with a mix of classic and modern games, including virtual reality (VR) experiences, racing simulators, and competitive e-sports stations.
- Interactive Sports Simulators – Multi-sport simulators featuring virtual Golf, bowling, baseball, and soccer to provide year-round recreational options.
- Mini Escape Rooms – Small-scale escape room experiences that challenge participants with puzzles and team-based problem-solving.
- Glow Bowling & Themed Events – Cosmic bowling nights with LED lighting, themed music, and special event nights for families and young adults.
- Toddler Play Zone – A dedicated soft-play area for young children to engage in safe, age-appropriate activities while families enjoy other amenities.
- Billiards & Lounge Area – A relaxed billiards and foosball area for casual social interactions.

These additions will diversify entertainment offerings, encourage repeat visits, and maximize community engagement.

Equipment & Maintenance Plan

IMG will implement a preventative maintenance program for all recreational equipment, ensuring longevity and optimal performance.

Bowling Lane & Machine Maintenance

- Weekly inspections to maintain pinsetters, ball returns, and scoring systems.
- Partnership with certified bowling lane technicians for high-level maintenance.
- High-quality lane conditioning solutions to maintain consistent play conditions.

Arcade & Interactive Equipment

- On-site technician for routine diagnostics and repairs.
- Quarterly preventive maintenance schedule for all machines.

General Facility Maintenance

- Daily cleaning and sanitization of all touchpoints, seating, and equipment.
- HVAC and lighting system upgrades to improve energy efficiency.

Required Renovations & Facility Upgrades

IMG proposes the following renovations to modernize the facility and enhance guest experiences:

- Bowling Alley Enhancements – Resurfacing lanes, installing interactive scoring kiosks, and upgrading to LED lighting.
- Arcade & Family Entertainment Zone – Creating a seamless layout, thematic décor, and adding private party rooms.
- Dining & Lounge Area – Upgrading seating, modernizing the bar area, and installing high-definition TVs for events.
- Laser Tag - The current Laser tag area is a rather large footprint and we feel it could be better utilized as a multipurpose room for entertainment, group events. This could be achieved through a community survey to see exactly what the regional market would prefer before large scale renovations are performed.

These improvements will ensure the Family Fun Center remains a top-tier community destination.

Proposed Hours of Operation

Day	Hours of Operation
Monday – Thursday	11:00 AM – 9:00 PM
Friday	11:00 AM – 12:00 AM
Saturday	10:00 AM – 12:00 AM
Sunday	10:00 AM – 9:00 PM

Extended hours will be available for special events and holidays, and private event bookings are available outside regular hours.

Restaurant Services

Proposed Dining Offerings

Inn of the Mountain Gods (IMG) will manage a full-service kitchen and bar, offering a diverse menu that features a variety of options:

- Classic bowling alley fare (burgers, wings, nachos, pizza)
- Healthy and family-friendly options
- Locally inspired dishes, incorporating Alamogordo's culture
- Full cocktail and beverage menu, aligning with the City's liquor license requirements

Compliance with Liquor Licensing

IMG will operate under the City's liquor license, ensuring:

- Full compliance with state and federal alcohol regulations
- Proper staff training and certification for responsible alcohol service

Proposed Hours of Operation

Day	Hours of Operation
Monday – Thursday	11:00 AM – 9:00 PM
Friday	11:00 AM – 12:00 AM
Saturday	10:00 AM – 12:00 AM
Sunday	10:00 AM – 9:00 PM

- Extended Hours for Special Events & Holidays
- Private Event Bookings Available Outside Regular Hours

These hours maximize guest accessibility and engagement.

Demonstration of Experience in Operating Food Service Facilities

Inn of the Mountain Gods (IMG) has extensive experience in operating a diverse range of food service facilities, each offering unique dining experiences and high-quality cuisine. Our portfolio includes several well-established outlets, each catering to different tastes and preferences:

Broken Arrow Tap House

- Cuisine and Experience: Broken Arrow Tap House offers a contemporary American gastro pub experience with 70 beers on tap, a full coffee bar, and savory pub dishes for breakfast, lunch, dinner, and late-night dining. The 4,752-square foot space features a bar, dining room, show kitchen, shuffleboard, and coffee bar, all set in an authentic pub atmosphere with reclaimed wood and iron decor.
- Unique Features: The menu adds a twist to traditional items, enhancing the overall dining experience.

Big Game Sports Bar

- Cuisine and Experience: Located inside the Inn of the Mountain Gods Casino, Big Game Sports Bar offers a selection of ice-cold brews, a full bar, and a variety of burgers and sandwiches. The venue is designed for sports enthusiasts, providing a lively atmosphere to watch games and enjoy meals.
- Unique Features: The bar is conveniently located within the casino, making it an ideal spot for guests to take a break and satisfy their hunger.

Wendell's Steakhouse

- **Cuisine and Experience:** Wendell's Steakhouse is our signature dining establishment, known for its fresh seafood, aged steaks, delicately crafted desserts, and an impressive wine list. The restaurant has received the prestigious Wine Spectator's Award of Excellence.
- **Unique Features:** Wendell's offers a comfortable indoor ambiance with spectacular views of Sierra Blanca, the Sacramento Mountains, and Lake Mescalero. Adjacent to the restaurant is Wendell's Lounge, which features delicious appetizers, cocktails, and cozy fireside seating.

Sbarro's and Samurai Sam's

- **Cuisine and Experience:** Sbarro's offers New York-style pizza made with hand-stretched dough, hand-shredded mozzarella cheese, hand-cut toppings, and San Marzano-style tomato sauce. Samurai Sam's provides fresh, healthy Japanese-inspired cuisine, including rice bowls, yakisoba bowls, grilled egg rolls, and crisp fresh salads.
- **Unique Features:** Both outlets are located at The Market at the Mountain, providing guests with quick and delicious dining options.

Scout's Corner and Warshield Tacos

- **Cuisine and Experience:** Scout's Corner Bar features great beers on tap, crafted cocktails, and an impressive wine selection. Warshield Tacos offers a variety of Mexican-inspired dishes, including quesadillas, street tacos, loaded nachos, and fry bread.
- **Unique Features:** These venues provide a casual and relaxed atmosphere for guests to enjoy drinks and food.

Special Events and Promotions

- **Club 49:** IMG hosts comedy and karaoke nights on Thursdays at Club 49, providing entertainment and dining experiences for guests.
- **The Inn of the Mountain Gods** also features a full entertainment and concert schedule, attracting visitors to the resort.

Recognitions

- **Wendell's Steakhouse:** Winner of Wine Spectator's Award of Excellence, highlighting the restaurant's commitment to high-quality cuisine and exceptional dining experiences.

IMG's diverse range of food service facilities demonstrates our ability to manage and operate various dining venues successfully. Our commitment to quality, customer satisfaction, and innovative dining experiences ensures that we can deliver exceptional food service operations at the Family Fun Center.

Community Engagement & Marketing Strategy

Innovative Approaches for Attracting a Diverse Demographic to the Family Fun Center

To attract a diverse demographic to the Family Fun Center, IMG will implement an innovative marketing strategy combining social media outreach, traditional advertising, community partnerships, and in-house promotions.

Anticipated Community Impact

Community Benefits

Inn of the Mountain Gods (IMG) recognizes that the Family Fun Center represents more than just a recreational facility—it serves as a vital community asset that can drive economic growth, foster social connections, and enhance quality of life for Alamogordo residents. Our approach prioritizes meaningful community engagement and delivering tangible benefits across multiple dimensions.

Economic Impact & Job Creation

- Local Employment: Creation of 35-40 new jobs across various skill levels
- Committed Minimum Wage: \$15/hour—exceeding state requirements
- Comprehensive Benefits: Health insurance and retirement options
- Career Advancement: Pathways with supervisory and management opportunities
- Staff Development: Quarterly training programs

Local Business Support

- Preference given to local vendors and suppliers when sourcing goods and services
- Periodic vendor fairs to identify new local partnership opportunities
- Cross-promotional marketing with complementary local businesses

Tourism Development

- Marketing initiatives targeting visitors from El Paso, Las Cruces, and surrounding communities
- Coordination with Holloman Air Force Base to promote the facility to military personnel and their families
- Regional tournament hosting to bring visitors for extended stays
- Package deals with local hotels and attractions to encourage tourism spending

Youth & Educational Programs

- After-School Initiatives: Structured after-school bowling program
- Discounted rates for school-sponsored events and field trips
- Annual "Bowl for Education" fundraiser benefiting Alamogordo Public Schools
- Summer bowling leagues for youth with scholarship opportunities

Skills Development

- Free monthly bowling clinics for beginners of all ages
- Junior bowling league with certified youth coaching
- STEM education partnerships demonstrating physics principles through bowling
- Hospitality training program for high school students interested in tourism careers

Accessibility Programs

- Special morning hours for homeschool families at reduced rates
- Adaptive equipment and programming for children with disabilities

Senior & Special Populations

- Senior Engagement: Weekly senior leagues with specialized pricing and social components
- "Silver Strikers" morning program with coffee and pastry social hour
- Grandparent/grandchild bowling events with special pricing
- Transportation partnerships with senior centers

Inclusive Programming

- Sensory-friendly bowling sessions with modified lighting and sound
- Adaptive equipment available for bowlers with physical disabilities
- Staff training on inclusive customer service practices
- Partnerships with local disability organizations for regular events

Military Appreciation

- 15% discount on recreation activities for active military, veterans, and their families
- Quarterly military appreciation events with additional discounts
- Deployment support programs for families of deployed service members
- Employment preference for military spouses and veterans

Community Engagement & Civic Pride

- Community Partnerships: Designated charitable partner program, rotating quarterly
- In-kind space donations for nonprofit fundraisers
- Annual "Community Impact Day" with 100% of proceeds donated to local causes

Measurable Impact & Accountability

IMG is committed to transparent reporting of our community impact. We will:

- Publish an annual Community Impact Report detailing economic and social contributions
- Establish a Community Advisory Board with diverse local representation to guide programming
- Set yearly impact goals with measurable metrics for success

Through these comprehensive community benefit initiatives, IMG will ensure the Family Fun Center serves as a true community asset that strengthens Alamogordo's social fabric, contributes to economic development, and enhances quality of life for residents of all ages and backgrounds.

Social Media & Digital Marketing

- Targeted Social Media Ads: Use Facebook, Instagram, and TikTok to promote upcoming events, discount nights, and exclusive promotions.
- Engaging Content Creation: Share high-quality photos, event recap videos, and customer testimonials to boost engagement.
- Influencer & Community Collaborations: Partner with local influencers and content creators to showcase the fun atmosphere of the center.
- Geo-Targeted Promotions: Offer exclusive discounts through location-based ads to target nearby residents and tourists.
- Email & SMS Marketing Campaigns: Send monthly newsletters and limited-time offers to a dedicated customer database.

Traditional Marketing & Community Outreach

- Billboard & Print Advertising: Place ads in local newspapers, magazines, and strategically located billboards.
- Radio & TV Partnerships: Partner with local radio stations and TV networks to promote special events and seasonal promotions.

- School & Youth Organization Partnerships: Offer discounted group bookings and fundraiser nights to local schools, sports teams, and youth organizations.
- Corporate & Military Discount Programs: Implement a special discount program for military families, first responders, and corporate partners.
- Event Sponsorships & Local Festivals: Sponsor community events, fairs, and festivals to build brand awareness and increase foot traffic.

In-House Promotions & Loyalty Programs

- Membership & Rewards Program: Create a VIP membership with exclusive discounts, free games, and birthday perks.
- Themed Weekly Promotions: Implement weekly specials such as:
 - Monday Family Night: Discounted bowling & arcade bundles.
 - Tuesday Trivia & Karaoke Nights
 - Thursday Ladies Night & Happy Hour Deals
 - Weekend Glow Bowling Parties
- Referral & Group Discounts: Offer incentives for customers who bring friends or book group events.

This multi-faceted marketing strategy will increase visibility, drive consistent foot traffic, and create a strong community presence, ensuring the Family Fun Center becomes the premier entertainment destination in Alamogordo.

Firm Experience and Qualifications

IMG has decades of experience in:

- Managing high-volume restaurants, entertainment venues, and recreation facilities.
- Implementing operational efficiencies, marketing strategies, and community engagement initiatives.
- Providing an exceptional guest experience while maintaining financial sustainability.

Key Personnel

Our leadership team includes experienced hospitality, food & beverage, and entertainment professionals who will oversee operations and ensure high-quality service. Please see the attached Leadership Bio's. All of which would be involved in operations going forward. If the bid is awarded to IMG, we would immediately recruit for a General Manager (GM) with the necessary experience, certifications and training to oversee day to day operations. This would be in addition to hiring from the local area according to our attached staffing plan.

Past Record of Performance and References

Inn of the Mountain Gods (IMG) has a proven track record of successfully managing and operating a variety of entertainment and recreational facilities. Our experience spans across multiple projects, each showcasing our ability to deliver exceptional service, operational excellence, and community engagement.

Relevant Projects

Topgolf Swing Suite

- Description: Southern New Mexico's first Topgolf Swing Suite, featuring two Topgolf simulator bays with a variety of multi-sport games, including the popular Topgolf Target Game, Zombie Dodgeball, Hockey Shots, Baseball Pitching, Carnival Classic, and more. Located on the 2nd floor of our resort, this state-of-the-art social experience is fun for golfers and non-golfers alike.
- Key Personnel:
 - Frizzell J. Frizzell Jr. – Chief Operating Officer
 - Loren Gallerito – Recreation Division Director
 - Michelle Henson – Director of Information Technology

Inn of the Mountain Gods Resort Championship Golf Course

- Description: A spectacular golf course designed by Ted Robinson, featuring an island fairway and fast-breaking greens. The course has been recognized in Golf Digest's "Top 40 Casino Golf Courses," ranking number 23.
- Key Personnel:
 - Frizzell J. Frizzell Jr. – Chief Operating Officer
 - Loren Gallerito – Recreation Division Director

Mescalero Big Game Hunts

- Description: Offering a variety of hunting options, including elk, bear, and wild bird hunting, within the Mescalero Apache Reservation. The program is committed to building strong and healthy elk herds, ensuring successful hunts for years to come.
- Key Personnel:
 - Frizzell J. Frizzell Jr. – Chief Operating Officer
 - Loren Gallerito – Recreation Division Director

Apache Eagle Zipline

- Description: A high-speed thrill ride over the crystal waters of Lake Mescalero, offering breathtaking views of Inn of the Mountain Gods. The zipline features parallel cables for side-by-side rides.
- Key Personnel:
 - Frizzell J. Frizzell Jr. – Chief Operating Officer
 - Loren Gallerito – Recreation Division Director

Inn of the Mountain Gods Resort and Casino Meeting Facilities

- Description: Over 45,000 square feet of event and meeting facilities, including 15 individual meeting rooms. The resort offers specialized attention from the Group Sales Staff, customized event planning, and exquisite banquet services.
- Key Personnel:
 - Frizzell J. Frizzell Jr. – Chief Operating Officer
 - Loren Gallerito – Recreation Division Director
 - Alan Kirgan – Director of Food & Beverage

References

Reference 1: Good Giant

- Description: Good Giant is an award-winning advertising agency specializing in gaming, hospitality, sports, and entertainment.
 - Contact Person: Jim Bauserman
 - Phone Number: 775.250.5070

Reference 2: Gunderson Consulting Inc.

- Description: Gunderson Consulting Inc. specializes in FF&E (Furniture, Fixtures, and Equipment) consulting services.
 - Contact Person: Christina Nicole, VP-FF&E Division
 - Phone Number: 951.847.0215

Budget and Pricing Strategy for Family Fun Center

Affordable Pricing Model

Ensuring Accessibility and Enjoyment for All

The Family Fun Center is committed to maintaining competitive and family-friendly pricing, ensuring that it remains accessible to all community members. Our strategy includes dynamic pricing to cater to various demographics and maximize lane utilization.

Bowling

- Standard Rates:
- Per Game: \$4.00 per person
- Shoe Rental: \$3.00 per person

Dynamic Pricing:

Peak Hours (Evenings & Weekends): Standard rates apply.

Off-Peak Hours (Weekday Mornings & Afternoons): Offer discounted rates, such as \$2.50 per game, to encourage patronage during slower periods.

Special Promotions:

Family Packages: Bundle deals offering discounts for families, e.g., \$40 for two hours of bowling, including shoe rentals for up to six people.

League Discounts: Reduced rates for league participants to foster community engagement and regular attendance.

Arcade

- Game Pricing: Set at \$1.00 per play, with options for bulk purchase discounts (e.g., \$20 for 25 plays) to encourage extended play and increased spending.

Food & Beverage

Menu Pricing:

Competitive pricing with a focus on value combos, such as a burger, fries, and drink for \$10.00.

Happy Hour Specials:

Discounted prices on select food and beverages during designated hours to boost sales during typically slower periods.

Private Parties & Events

Birthday Party Packages:

Starting at \$150, including two hours of bowling, shoe rentals, a dedicated party area, and a basic food package for up to ten children.

Corporate Events:

Customizable packages with options for catering, private lanes, and team-building activities, priced based on group size and selected amenities.

Revenue Sharing Model

Ensuring Mutual Benefit and Transparency

The Family Fun Center proposes a structured revenue-sharing agreement that aligns with the City's financial expectations. This model ensures mutual benefit and transparency.

Revenue Sharing:

A percentage of monthly gross revenue shared with the City, incentivizing both parties to maximize the center's profitability.

This balanced approach ensures that the Family Fun Center remains affordable for patrons while providing a sustainable revenue stream for both IMG and the City of Alamogordo.

Financial Reporting

Comprehensive Financial Transparency

The Family Fun Center will provide comprehensive financial transparency through:

- Monthly Profit & Loss (P&L) Reports to track revenue, expenses, and overall financial performance.
- Quarterly Audited Financial Reports to ensure accountability and accurate financial documentation.
- Annual Financial Reports summarizing yearly revenue, operational costs, and business growth.
- Daily Sales Reports available upon request to provide real-time sales data and insights.

This structured approach ensures financial clarity and aligns with the City's expectations for financial oversight and revenue-sharing accountability.

Financial Stability & Commitment

Inn of the Mountain Gods (IMG) has demonstrated unwavering financial stability, ensuring consistent contributions to the Mescalero Apache Tribe, its employees, debt holders, and vendors—without interruption—even through economic downturns, political shifts, the COVID-19 pandemic, and natural disasters.

Zero Missed Financial Obligations

Since the national economic crash of 2008, IMG has never defaulted on payments to stakeholders, including multimillion-dollar obligations. This impeccable track record highlights IMG's dedication to financial discipline and reliability.

Significant Capital Investments

Over the years, IMG has successfully executed over \$100 million in capital investments. These large-scale renovations and new developments are a testament to IMG's commitment to ensuring long-term sustainability and growth.

Annual Financial Transparency

IMG consistently delivers audited financials and cash flow projections, maintaining trust and accountability with all stakeholders. This transparency is a cornerstone of IMG's operational philosophy, providing clear insights into its financial health.

Industry-Leading Resilience

Throughout the challenges of the last 14 years, IMG has not only met but exceeded financial expectations. It has recorded the highest revenue figures in its history, demonstrating unparalleled resilience and adaptability in the face of adversity.

Commitment to Operational Success

This level of financial reliability ensures that IMG is uniquely positioned to operate, enhance, and maintain the Family Fun Center. The City of Alamogordo can expect the same financial discipline and commitment that has made IMG a benchmark for operational success in the region. IMG's ability to make investments that other vendors may not have the resources or long-term stability to support further underscores its suitability for this partnership.

In conclusion, IMG's proven financial stability, significant investments, and industry-leading resilience provide a solid foundation for its operations. The City of Alamogordo can trust in IMG's unwavering commitment to excellence and financial soundness, ensuring a successful and profitable partnership for the Family Fun Center.

Conclusion

Inn of the Mountain Gods (IMG) is exceptionally well-positioned to operate, enhance, and maintain the Family Fun Center in alignment with the City of Alamogordo's vision for community engagement and economic development. With a 50-year legacy, IMG has consistently achieved outstanding financial performance, even amidst challenging economic conditions and natural disasters over the last 14 years. This ongoing success underscores their resilient business model, strategic outlook, and strong commitment to the community.

Unlike other operators, IMG is deeply embedded in the community, boasting significant historical and operational connections within Otero and Lincoln County. Their team's stability, tenure, and commitment to local values ensure that every decision made reflects a profound understanding of the unique needs and preferences of Alamogordo's residents. This intrinsic connection enables them to customize services effectively, providing not only entertainment but also fostering a sense of belonging and pride within a facility that embodies the community's spirit.

Additionally, IMG is recognized as the most followed Resort and Casino in New Mexico on social media, a status they intend to leverage to drive business to Rocket City. Their strong brand presence and dedicated customer base offer a considerable marketing advantage. They will harness their extensive digital reach and community reputation to enhance promotional efforts, positioning the Family Fun Center as the premier destination for families, local businesses, and visitors.

Their operational strategy also benefits from unmatched buying power. IMG has established long-term relationships with vendors, allowing them to obtain discounted pricing on maintenance supplies, food and beverage operations, and new recreational equipment—an advantage unattainable by other operators. This cost efficiency enables them to offer competitive pricing for guests, making the Family Fun Center an attractive and high-quality entertainment option.

In an industry characterized by stringent regulations, IMG's rigorous auditing and compliance practices provide essential assurance. They adhere to some of the highest regulatory standards in the casino and entertainment sectors, ensuring that all financial, operational, and safety data is meticulously accurate and thoroughly vetted. This commitment to transparency and accountability allows the City of Alamogordo to have complete confidence in the reliability of their reporting and the integrity of their operations.

In summary, their proposal represents more than just an operational strategy; it reflects a legacy of community engagement, financial resilience, and operational excellence. IMG's unique blend of local roots, extensive operational expertise, and innovative marketing capabilities makes them the ideal partner for the Family Fun Center. They are committed to creating a vibrant, safe, and economically advantageous destination that will serve as a cornerstone for community engagement and growth in Alamogordo for years to come.

A handwritten signature in black ink, appearing to read "Trizzell Frizzell Jr.", with a stylized, cursive script.

Trizzell Frizzell Jr.
COO

Appendices

Appendix A: Detailed Budget Pro Forma

The Detailed Budget Pro Forma provides a comprehensive financial plan, outlining projected revenues, expenses, and capital investments required to operate, enhance, and maintain the Family Fun Center. It includes detailed line items for staffing, marketing, maintenance, and new developments, ensuring a clear understanding of the financial commitments and anticipated returns over the next several years.

Appendix B: Full Staffing Plan

The Full Staffing Plan presents an in-depth overview of the personnel structure necessary to ensure the successful operation of the Family Fun Center. It covers positions ranging from management to front-line staff, detailing roles, responsibilities, and qualifications. This plan emphasizes the importance of hiring locally and fostering a supportive work environment that aligns with the community's values.

Appendix C: Executive Leadership Bios

The Executive Leadership Bios highlight the expertise and experience of the key individuals leading IMG. Each biography provides insights into their professional background, achievements, and contributions to the industry. These leaders' commitment to excellence and community engagement underscores IMG's capability to deliver a successful and vibrant Family Fun Center, ensuring long-term benefits for the City of Alamogordo and its residents.

Appendix D: Full Menu

The Full Menu offers an extensive selection of food and beverage options designed to cater to a wide range of tastes and preferences.

This diverse menu is designed to enhance the guest experience at the Family Fun Center, ensuring that visitors of all ages can enjoy a satisfying meal in a welcoming environment.

Appendix E: Charter (Resolution 21-60)

The 21-60 resolution of the Mescalero Apache Tribal Council was duly adopted and approved on May 26, 2021, during a legally called session of the Tribal Council. The resolution was passed with 5 votes in favor, 0 opposed, 1 abstaining, and 2 absent, establishing a quorum. The majority of the council members voted in favor of this enactment.

This enactment is approved by the President of the Mescalero Apache Tribe under the authority of Article XII, Section 1, of the Revised Constitution.

Robert Gabe Aguilar, President

Ardena Orosco, Secretary

Appendix F: Addendum 2

Key Updates

- POS reports for tracking patronage.
- Daily operational reports and fee payments negotiable.
- Tribal resolution and Charter for Native American preference.
- Vendors can use their POS systems.
- No financial documents from the previous owner; city in litigation.
- City supports marketing with \$2500 for advertising.
- Contractor handles network setup and security.
- Capital improvement fees negotiable.

Bidders must acknowledge receipt of Addendum No. 2 with their proposal.

Appendix A: Detailed Budget Pro Forma

	6 Months 2025	2026	2027
Disc,Coup & Promos	(\$6,000.00)	(\$12,000.00)	(\$15,000.00)
Revenue Food and Beverage	\$1,452,600.00	\$2,905,200.00	\$3,268,000.00
Revenue Bowling	\$345,500.00	\$695,500.00	\$725,500.00
Revenue Arcade & Other	\$205,500.00	\$411,000.00	\$457,500.00
Net Revenue	\$1,997,600.00	\$3,999,700.00	\$4,436,000.00
COS Food & Beverage	\$464,832.00	\$929,664.00	\$1,045,760.00
Revenue Sharing at 3% to City	\$59,928.00	\$119,991.00	\$133,080.00
Cost of Goods Sold	\$524,760.00	\$1,049,655.00	\$1,178,840.00
Employee Appreciation	\$3,200.00	\$7,500.00	\$8,000.00
Employee Meals	\$12,000.00	\$25,000.00	\$30,000.00
Uniforms	\$15,000.00	\$8,000.00	\$12,000.00
FICA	\$43,740.00	\$88,908.00	\$93,210.00
Health Insurance	\$60,000.00	\$122,000.00	\$125,000.00
Other	\$5,000.00	\$10,000.00	\$10,000.00
Benefits	\$138,940.00	\$261,408.00	\$278,210.00
Other Payroll Expenses	\$12,000.00	\$25,000.00	\$30,000.00
Salaries & Wages	\$717,000.00	\$1,434,000.00	\$1,553,500.00
Salaries and Wages	\$729,000.00	\$1,459,000.00	\$1,583,500.00
Salaries and Benefits	\$867,940.00	\$1,720,408.00	\$1,861,710.00
Advertising	\$60,000.00	\$120,000.00	\$125,000.00
Marketing Expense	\$60,000.00	\$120,000.00	\$125,000.00
Cleaning Supplies	\$8,000.00	\$15,000.00	\$17,000.00
Office Supplies	\$3,000.00	\$1,500.00	\$1,500.00
Operating Supplies	\$42,000.00	\$44,000.00	\$52,000.00
Linen/Uniform supply	\$8,000.00	\$8,500.00	\$9,000.00
Supplies Expense	\$61,000.00	\$69,000.00	\$79,500.00
Bank Charges	\$1,500.00	\$1,500.00	\$1,500.00
Credit Card Fees	\$70,000.00	\$78,000.00	\$82,000.00
Legal Fees	\$10,000.00	\$10,000.00	\$10,000.00
Outside Services	\$1,500.00	\$1,500.00	\$1,500.00
Outside Services Expense	\$83,000.00	\$91,000.00	\$95,000.00
Auto Expenses	\$2,000.00	\$3,000.00	\$3,500.00
Travel	\$3,000.00	\$3,000.00	\$3,000.00
Travel Expense	\$5,000.00	\$6,000.00	\$6,500.00
Equipment Lease	\$10,000.00	\$20,000.00	\$28,000.00
Repair and Maintenance	\$42,000.00	\$48,000.00	\$55,000.00
Repairs and Maintance	\$52,000.00	\$68,000.00	\$83,000.00
Expense			
General/Liability Insurance	\$20,000.00	\$21,000.00	\$23,000.00
Insurance Expense	\$20,000.00	\$21,000.00	\$23,000.00

Appendix A: Detailed Budget Pro Forma

Utilities	\$28,000.00	\$56,000.00	\$60,000.00
Satellite/Cable Service	\$30,000.00	\$60,000.00	\$65,000.00
Alarm/Surveillance Expense	\$1,500.00	\$3,000.00	\$3,000.00
Internet/Phone	\$1,700.00	\$3,400.00	\$5,000.00
Utilities Expense	\$61,200.00	\$122,400.00	\$133,000.00
Freight	\$500.00	\$500.00	\$500.00
Reimbursements	\$300.00	\$500.00	\$700.00
Other	\$1,500.00	\$3,000.00	\$3,000.00
Other Expense	\$2,300.00	\$4,000.00	\$4,200.00
Computer Software	\$2,500.00	\$5,000.00	\$5,800.00
Dues/Subscriptions	\$500.00	\$1,000.00	\$1,500.00
Licenses & Permits	\$10,000.00	\$20,000.00	\$20,000.00
FOH Furniture	\$45,000.00	\$15,000.00	\$5,000.00
Other Operating Expense	\$58,000.00	\$41,000.00	\$32,300.00
Total Operating Expense	\$1,934,140.00	\$3,573,871.00	\$3,900,260.00
Operating Income	\$63,460.00	\$425,829.00	\$535,740.00

Full Staffing Plan for the Family Fun Center

This staffing plan ensures efficient operations, high-quality guest service, and financial sustainability while accounting for peak and off-peak hours.

1. Management & Administration

These positions oversee the facility's **day-to-day operations**, ensuring smooth execution of **bowling, food & beverage, and entertainment services**.

Position	# of Staff	Roles & Responsibilities
General Manager	1	Oversees all operations, staffing, financial performance, and compliance.
Operations Manager (Bowling & Arcade)	1	Ensures smooth bowling alley operations, lane maintenance and arcade management.
Food & Beverage Manager	1	Manages kitchen, bar, and restaurant operations. Ensures compliance with food safety regulations.
Event & Marketing Coordinator	1	Plans promotions, birthday parties, tournaments, and community outreach.

◆ **Total Management & Admin: 4 Full-Time Staff**

2. Bowling, Arcade & Recreation Staff

Ensures the bowling lanes, arcade, and entertainment areas operate efficiently.

Position	# of Staff	Roles & Responsibilities
Bowling & Arcade Technicians	3	Maintains 28 bowling lanes, pinsetters, scoring systems, and arcade machines. Performs routine maintenance and troubleshooting.
Bowling Attendants	4 (Rotating)	Assists guests, operates lane assignments, distributes bowling shoes, and ensures a smooth customer experience.
Guest Services (Front Desk & Cashiers)	4 (Rotating)	Handles lane reservations, check-ins, payments, and customer service.

◆ **Total Bowling & Recreation Staff: 11 Staff (Mix of Full & Part-Time)**

Appendix B: Full Staffing Plan

3. Food & Beverage Staff

Manages the **full kitchen, bar, and dining areas**, ensuring efficient service and high-quality food & drinks.

Position	# of Staff	Roles & Responsibilities
Head Chef / Kitchen Manager	1	Oversees kitchen staff, menu execution, food quality, and compliance.
Line Cooks	4 (Rotating)	Prepares food orders, maintains cleanliness, follows food safety protocols.
Dishwashers / Prep Staff	2	Handles dishwashing and assists with food prep.
Bar Supervisor	1	Oversees bar operations, liquor inventory, compliance with alcohol regulations.
Bartenders	3 (Rotating)	Prepares drinks, ensures responsible alcohol service, and maintains cleanliness.
Servers / Food Runners	6 (Rotating)	Serves food and drinks, manages guest orders, and ensures quality service.

◆ **Total Food & Beverage Staff: 17 (Mix of Full & Part-Time)**

4. Maintenance & Housekeeping

Ensures facility cleanliness, maintenance, and safety.

Position	# of Staff	Roles & Responsibilities
Facility Maintenance Technician	2	Handles general repairs, HVAC, plumbing, and facility upkeep.
Custodial / Cleaning Crew	4 (Rotating)	Cleans restrooms, dining areas, and gaming areas. Conducts deep cleaning during off-hours.

◆ **Total Maintenance & Housekeeping: 6 Staff (Mix of Full & Part-Time)**

5. Event & Promotions Team

Handles party bookings, special events, and promotions.

Position	# of Staff	Roles & Responsibilities
Event Coordinator	1	Manages event bookings, birthday parties, and tournaments.
Party Hosts	3 (Rotating)	Ensures smooth party experiences, interacts with guests, and assists with activities.

◆ **Total Event & Promotions Team: 4 Staff (Part-Time & Event-Based)**

Appendix B: Full Staffing Plan

6. Security & Compliance

Ensures guest safety, crowd control, and compliance with liquor laws.

Position	# of Staff	Roles & Responsibilities
Security Officers	2 (Rotating)	Maintains order, handles crowd control, ensures compliance with age restrictions for alcohol service.
Compliance & Safety Officer	1	Ensures OSHA, food safety, and alcohol compliance Policies are followed. Conducts staff safety training.

◆ **Total Security & Compliance: 3 Staff (Rotating Shifts)**

Summary of Total Staffing Plan

Department	Full-Time	Part-Time	Total Staff
Management & Admin	4	0	4
Bowling & Recreation	5	6	11
Food & Beverage	7	10	17
Maintenance & Housekeeping	2	4	6
Event & Promotions	1	3	4
Security & Compliance	1	2	3
Total Staffing Plan	20 Full-Time	25 Part-Time	45 Total Staff

Additional Notes

- Peak Hours (Evenings & Weekends): More part-time staff will be scheduled to accommodate high traffic.
- Slow Hours (Weekday Mornings): Minimal staffing while maintaining operational efficiency.
- Cross-Training: Employees will be cross-trained across departments to ensure flexibility in scheduling and cost efficiency.

Conclusion

This optimized staffing plan ensures that the Family Fun Center will be efficiently operated, well-maintained, and guest-focused, maximizing profitability while providing a top-tier entertainment experience.

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Appendix C: Executive Leadership Bios

Frizzell J. Frizzell Jr. – Chief Operating Officer



Frizzell J. Frizzell Jr. Serves as the Chief Operating Officer of Inn of the Mountain Gods Resort and Casino, Casino Apache, and Ski Apache, bringing over 24 years of experience in the hospitality industry, with 18 years in executive leadership roles. Since becoming COO in 2011, he has played a pivotal role in driving unprecedented financial success and operational growth, leading the company to achieve its best financial results in history.

Under his leadership, Frizzell has supervised over \$100 million in capital expansion projects, overseeing large-scale renovations, facility enhancements, and new developments. His extensive experience in Food & Beverage operations includes managing 10 different F&B outlets over the past 12 years. He has led the design and development of three major dining venues from concept to completion, including: A \$4 million gastropub,

\$5 million food court featuring three franchise restaurants, a bar, and an arcade

Additionally, Frizzell has spearheaded the rebranding and expansion of multiple F&B outlets at Inn of the Mountain Gods, elevating the overall dining experience. His leadership has also contributed to the resort achieving the prestigious AAA Four Diamond Award for the 10th consecutive year in 2025, solidifying its reputation for excellence in hospitality and guest service.

For the Family Fun Center project, Frizzell's extensive experience in large-scale hospitality operations, food and beverage management, and entertainment development makes him uniquely positioned to ensure the success of this venture. His expertise in facility design, financial planning, and operational execution will be instrumental in creating a thriving, community-driven entertainment center that aligns with the City of Alamogordo's vision for economic and recreational growth.

Elena Artiaga – Chief Financial Officer



Elena Artiaga serves as the Chief Financial Officer (CFO) at Inn of the Mountain Gods Resort and Casino, bringing over 17 years of experience in financial and managerial accounting. Since joining the company in 2009 as the Casino Controller, she has played a vital role in financial oversight, strategic planning, and regulatory compliance. In February 2012, she was appointed CFO, where she continues to provide executive financial leadership to the organization.

In her role, Elena ensures that the Management Board, Debt Holders, and Executives receive timely and accurate financial statements and ongoing cash flow projections. She oversees property-wide accounting and finance operations, ensuring compliance with all regulatory reporting agencies and maintaining the integrity of financial reporting structures.

As an enrolled member of the Mescalero Apache Tribe, Elena is deeply committed to economic growth and financial sustainability for the organization and the community. She also serves as Chairman of the Tribe's Benefits Committee, reinforcing her dedication to employee and tribal welfare initiatives.

Elena holds a Bachelor's and Master's Degree in Accountancy from New Mexico State University, as well as an Associate's Degree in Pre-Business. Prior to joining IMGRC, she worked as a governmental accountant for the City of Las Cruces, gaining invaluable experience in public sector financial management.

For the Family Fun Center project, Elena's financial expertise will be essential in developing a sustainable business model, overseeing budgeting and revenue strategies, and ensuring compliance with financial regulations. Her leadership will help establish a strong financial foundation for the Family Fun Center, aligning with the City of Alamogordo's economic goals and community development initiatives.

Appendix C: Executive Leadership Bios

Steven Pawlyshyn – Corporate Director of Human Resources



Steven Pawlyshyn serves as the Corporate Director of Human Resources at Inn of the Mountain Gods Resort and Casino, where he has been an integral part of the leadership team for the past three years. With a diverse and extensive educational background, he holds an Associate in Science, a Bachelor of Science in Biology, an MBA in Integrative Management, and a Juris Doctorate in Law. His 20+ years of industry experience have equipped him with a comprehensive understanding of human resource management and strategic workforce planning.

In his current role, Steven oversees the Human Resources Department and Team Member Child Care, ensuring smooth and efficient operations. As a seasoned HR executive, he specializes in talent acquisition, employment law interpretation, immigration visas, HR analytics, Human Resource Information Systems (HRIS), employee relations, onboarding, payroll, compensation, mergers and acquisitions, benefits, and training. His legal expertise and operational leadership allow him to effectively manage complex HR challenges while ensuring compliance with industry regulations and employment laws.

For the Family Fun Center project, Steven's leadership will be instrumental in building a strong, customer-focused workforce. His expertise in staff planning, onboarding, and training will ensure that the Family Fun Center is operated by a highly skilled and service-oriented team. Additionally, his risk analysis and compliance background will help establish HR policies, safety protocols, and employee engagement initiatives that align with the City of Alamogordo's workforce standards.

Steven's strategic vision and commitment to fostering a positive work environment will support the long-term success of the Family Fun Center, ensuring a well-managed, dynamic, and guest-focused entertainment destination.

Robert A. Kie – Director of Security & Risk Management



Robert A. Kie is a seasoned law enforcement professional with over three decades of experience in security, law enforcement, and risk management. His career began in the United States Air Force (1990-1993) and continued with an extensive tenure at the Bureau of Indian Affairs, where he served as a Police Officer (1994-2003), Sergeant (2003-2006), and Law Enforcement Specialist/Instructor (2006-2023). Currently, he holds the position of Director of Security & Risk Management at Inn of the Mountain Gods Resort and Casino, where he oversees facility security, risk mitigation, and emergency response protocols. As an enrolled member of the Mescalero Apache Tribe and half Laguna Pueblo, Robert brings a deep understanding of community safety, tribal law enforcement, and risk management strategies.

For the Family Fun Center project, Robert's extensive expertise in security operations, emergency preparedness, and risk assessment will be essential in ensuring a safe and secure environment for all guests. His leadership will guide the development of comprehensive safety protocols, staff training programs, and emergency response procedures, aligning with the City of Alamogordo's standards for public safety and operational excellence.

Appendix C: Executive Leadership Bios

Michelle Henson – Director of Information Technology



Michelle Henson serves as the Director of Information Technology at Inn of the Mountain Gods Resort and Casino, bringing over 24 years of experience in the Information Technology (IT) field. For the past 9.5 years, she has led IT operations at Inn of the Mountain Gods, Casino Apache, Ski Apache, and the Mescalero Apache Tribe government offices, ensuring the seamless integration of technology, cybersecurity, and infrastructure development.

Michelle holds a Bachelor of Business Administration in Management Information Systems from Texas Tech University and has built her career across multiple technology-driven leadership roles, including Systems Administrator, Server Administrator, IT Manager, IT Lead Operations Technician, and Research Assistant. Her expertise encompasses system installations, upgrades, cybersecurity protocols, infrastructure development, and compliance management. Michelle holds the Criminal Justice Information Services (CJIS) Level 4 Security Awareness Certification, demonstrating her commitment to high-level cybersecurity standards and compliance.

For the Family Fun Center project, Michelle's leadership in technology integration, security, and digital infrastructure will be instrumental in ensuring seamless IT operations, secure transaction processing, guest Wi-Fi, entertainment technology, and A/V system management. Her strategic approach to IT solutions will support the center's modernization, operational efficiency, and enhanced guest experience, aligning with the City of Alamogordo's expectations for technology-driven entertainment facilities. Michelle currently resides in Alamogordo, NM.

Sherlee Enjady – Director of Finance



Sherlee Enjady serves as the Director of Finance at Inn of the Mountain Gods Resort and Casino, bringing 18 years of experience in financial management and operations. A Mescalero Apache Tribal member, she holds a Bachelor's Degree in Business Administration from New Mexico State University and has played a critical role in overseeing the financial infrastructure of the resort and casino.

In her current role, she manages the Finance Department, which includes Payroll, Purchasing, Receiving, Accounts Payable, Accounts Receivable, Non-Gaming and Gaming Auditors, as well as financial operations at the IMGR&C and Casino Apache Travel Center Cage, Main Bank, and Drop Team. Her expertise spans procurement, vendor payments, general ledger management, gaming and casino financial reporting, budget oversight, and preparation of monthly Profit & Loss statements and financial reports for executive leadership, the Tribal Council, and key stakeholders.

For the Family Fun Center project, Sherlee's extensive financial expertise will be instrumental in ensuring effective budgeting, accurate financial tracking, and compliance with industry financial regulations. Her leadership in financial planning and revenue management will help optimize operations while aligning with the City of Alamogordo's financial expectations.

Her dedication to strong fiscal oversight and operational efficiency ensures that the Family Fun Center will be financially sustainable, transparent, and profitable, supporting its long-term success as a premier community entertainment destination.

Appendix C: Executive Leadership Bios

Loren Gallerito – Recreation Division Director



Loren Gallerito serves as the Recreation Division Director at Inn of the Mountain Gods Resort and Casino, bringing over 23 years of experience working with the Mescalero Apache Tribe in land management, recreation, and tribal administration. His extensive background in public service, facility management, and community development makes him a key leader in overseeing recreational programs and entertainment initiatives.

Loren also served in the United States Marine Corps, where he was stationed at Camp Pendleton, CA. His military experience has shaped his leadership style, emphasizing discipline, teamwork, and goal-oriented project execution.

As Recreation Division Director, Loren plays a vital role in developing and expanding entertainment and recreational opportunities at Inn of the Mountain Gods. His leadership in facility operations, event planning, and team motivation makes him a valuable asset for the Family Fun Center project. His experience ensures that the center will be well-managed, engaging, and aligned with community interests, providing a dynamic entertainment experience for families and guests.

Loren is a graduate of Mescalero Apache High School and ENMU Ruidoso. In his free time, he enjoys fatherhood, fishing, camping, hunting, snowboarding, working with horses, and supporting his children in sports.

Elgin Toclanny – Director of Hotel



Elgin Toclanny serves as the Director of Hotel at Inn of the Mountain Gods Resort and Casino, a role he has held since 2004. With over 35 years of experience in the company, he has developed extensive expertise in hospitality, entertainment, and operational management, making him a key asset in overseeing multi-faceted resort operations.

Throughout his tenure, he has successfully managed both hotel and casino operations, dedicating approximately half of his career to the Hotel Division, where he oversees Front Desk, Resort Services, Housekeeping, Sales & Catering, Guest Services, Retail Outlets, and the Spa. His 16+ years in the Casino sector, primarily in management roles, have given him a deep understanding of high-volume entertainment environments, customer engagement strategies, and revenue optimization.

Elgin's extensive background in guest experience, facility management, and operational efficiency makes him uniquely qualified to oversee customer service initiatives and enhance the Family Fun Center project. His leadership ensures that the facility will operate seamlessly, profitably, and with a focus on exceptional service, aligning with the City of Alamogordo's vision for a thriving community entertainment destination.

In his personal time, Elgin enjoys traveling with his family and playing golf, passions that further reflect his commitment to hospitality and recreation.

Appendix C: Executive Leadership Bios

Alan Kirgan – Director of Food & Beverage



Alan Kirgan serves as the Director of Food & Beverage at Inn of the Mountain Gods Resort & Casino, bringing over 33 years of experience in hospitality and food service operations. For the past 15 years, he has led the Food & Beverage Division, overseeing a diverse portfolio of dining venues, including restaurants, bars, lounges, the food court, banquet operations, special events, and the employee dining room.

Throughout his career, Alan has held various management roles across multiple departments, developing expertise in banquet coordination, casual and fine dining operations, bar management, and high-volume event catering. His leadership ensures that all culinary and beverage services operate with a focus on quality, efficiency, and guest satisfaction.

For the Family Fun Center project, Alan's deep understanding of food service operations, menu development, and high-volume venue management will be instrumental in creating a family-friendly and profitable dining experience. His leadership will ensure that the restaurant and bar offerings are tailored to meet community needs while maintaining financial sustainability. With expertise in bartending, banquet services, and food court operations, Alan will oversee the seamless integration of food and beverage services into the entertainment environment of the Family Fun Center.

In his personal time, Alan enjoys traveling, golfing, and bowling, hobbies that align perfectly with the Family Fun Center's mission to create an engaging and enjoyable guest experience.

Brendan Gochenour – Executive Chef



Brendan Gochenour serves as the Executive Chef at Inn of the Mountain Gods Resort and Casino, bringing 37 years of experience in the hospitality and culinary industry. His expertise spans fine dining, casual dining, and large-scale banquet operations, making him a key leader in delivering exceptional culinary experiences.

Throughout his career, Brendan has been passionate about crafting memorable dining experiences and fostering strong, cohesive teams that uphold the highest standards of service. His leadership extends beyond the kitchen—he has served on various boards, including the NEST Domestic Violence Shelter, and is the founder of The White Apron Society, a nonprofit organization dedicated to culinary education and mentorship. In addition, he has shared his knowledge as a culinary arts instructor at EMNU College, shaping the next generation of chefs. Brendan's dedication to the culinary profession has earned him recognition, including being named Chef of the Year by the White Mountain Chapter of the American Culinary Federation in 1997 and 1998.

For the Family Fun Center project, Brendan's extensive experience in high-volume kitchen operations, menu development, and food service management will be instrumental in establishing a dynamic, family-friendly dining experience. His leadership will ensure that the food and beverage offerings are high-quality, innovative, and tailored to the diverse preferences of guests, supporting the City of Alamogordo's vision for a top-tier entertainment venue.

Appendix C: Executive Leadership Bios

Sarah Kazhe – Director of Marketing



Sarah Kazhe brings over 31 years of experience in hospitality, tourism, and entertainment marketing, making her an integral leader in driving engagement for the Family Fun Center in Alamogordo. As a board member of the Alaska Indian American Native Tourism Association (AIANTA) in the Southwest Region, she has been instrumental in developing destination-based marketing campaigns that highlight regional attractions and unique entertainment experiences.

Sarah specializes in branding, promotions, and event-driven marketing tailored to family-friendly entertainment venues, arcades, and full-service dining establishments. She has spearheaded campaigns that increase community participation and tourism traffic, ensuring that the Family Fun Center becomes a go-to entertainment hub for residents and visitors alike.

Her background in media production, convention services, and hospitality allows her to craft strategic marketing initiatives, leveraging social media, traditional advertising, and partnership-driven promotions. She has produced tourism commercials and appeared on major media outlets, including Good Morning Australia, expanding her expertise in storytelling and audience engagement.

Under her leadership, the marketing team will implement targeted outreach efforts, including social media campaigns, influencer collaborations, and promotional events to ensure the Family Fun Center thrives as a premier destination for recreation and family entertainment.

Jackie D. Blaylock- Director of Engineering and Facilities Maintenance



Jackie D. Blaylock brings over 30 years of experience in construction, maintenance, and utility installations to the Family Fun Center project. With a General Building Contractor's License spanning more than three decades, he has a proven track record in overseeing large-scale infrastructure and facility operations. For the past 12 years, Jackie has been a key leader at Inn of the Mountain Gods Resort and Casino, ensuring that facilities operate efficiently and meet the highest standards of safety and maintenance.

His expertise extends into utility management, as he is a Certified State Water Operator and Wastewater Operator, making him well-versed in the critical operations of water systems, sanitation, and facility sustainability. Jackie has served on multiple New Mexico State Boards, Indian Health Service Construction Boards, and the Otero County Electric

Cooperative Board of Directors, further demonstrating his leadership and commitment to community development.

Among his notable achievements, Jackie was honored as "Utility Director of the Year" by the New Mexico Rural Water Association for his contributions to the Mescalero Apache Tribe Utility Department. Additionally, he played an integral role as Vice President of the Tribe, contributing to the financial restructuring of the Inn of the Mountain Gods Resort, a plan that continues to evolve today. His vision for the future includes ensuring long-term financial stability and excellence in facility operations.

With his extensive background in engineering and facility management, Jackie will oversee the maintenance, safety, and operational efficiency of the Family Fun Center, ensuring a top-tier guest experience for the Alamogordo community.

ROCKET CITY FAMILY FUN CENTER MENU

APPETIZERS

Southwest Nachos – Crispy tortilla
chips loaded with melted cheese, seasoned
ground beef, black beans, jalapeños,
sour cream, and pico de gallo. \$10.99

Wings – Bone- In or boneless wings
tossed in your choice of buffalo, BBQ, or
honey garlic sauce. Served with celery and
ranch dressing. 6 pcs: \$9.99 | 12 pcs: \$16.99

Fried Pickles – Crispy, golden-fried
pickle chips served with a zesty ranch
dipping sauce. \$7.99

Mozzarella Sticks
cheese sticks fried to perfection,
served with marinara sauce. \$8.99

Chili Cheese Fries – Crispy fries
topped with homemade chili, melted ched-
dar cheese, and green onions. \$9.99

SALADS

FLIGHT READY FRESHNESS

The Thunderbolt Chop ✨
Crisp romaine, diced grilled chicken, bacon
crumbles, cherry tomatoes, avocado, blue
cheese, and crispy tortilla strips, all tossed in a
creamy chipotle ranch. \$12.99

The Falcon Fuel Bowl
A power-packed salad with mixed greens,
roasted corn, black beans, cherry tomatoes,
shredded cheddar, and mesquite seasoned
steak strips, drizzled with jalapeño-lime vina-
grette. \$13.99

The Tomahawk Caesar 🦅
Classic Caesar salad with crisp romaine,
shaved Parmesan, house-made croutons, and
a smoky chipotle Caesar dressing.
Add grilled chicken or shrimp for an extra
boost! \$10.99 | +\$3 for Chicken | +\$5 for Shrimp

ENTREES

Rocket City Burger
Half-pound Angus beef patty with lettuce, to-
mato, pickles, and special sauce on a toasted
brioche bun. Served with fries. \$12.99

Alamogordo BBQ Ribs
Slow-cooked, fall-off-the-bone ribs glazed
with a smoky mesquite barbecue sauce.
Served with coleslaw and fries. \$16.99

Chili Cheese Dog
A quarter-pound all-beef hot dog topped
with homemade chili and shredded cheddar
cheese. Served with fries. \$9.99

Green Chile Chicken Enchiladas
Layers of corn tortillas, shredded chicken,
green chile sauce, and melted cheese, served
with rice and beans. \$13.99

Apache Taco
A golden frybread topped with savory ground
beef, beans, lettuce, cheese, tomatoes, and
your choice of green or red chile. A local favor-
ite! \$11.99

Classic Fish & Chips
Hand-battered cod fillets served with crispy
fries and tartar sauce. \$14.99

The Jet Fuel Ribeye 🚀
A 12 oz flame-grilled Ribeye, seasoned with a
bold spice rub and topped with a smoky chi-
potle butter. Served with Baked and sautéed
Asparagus. \$29.99

The Bomber Strip Steak 🛩️
A thick-cut 10 oz New York strip, char-grilled
and finished with a mesquite bourbon glaze.
Served with Baked and sautéed Asparagus.
\$27.99

Sides

French Fries – Crispy, golden fries served with ketchup. \$3.99
Sweet Potato Fries – Lightly seasoned sweet potato fries. \$4.99
Onion Rings – Beer-battered onion rings served with house dipping sauce. \$5.99
Side Salad – Fresh greens, tomatoes, cucumbers, and croutons with your choice of dressing. \$4.99
Mac & Cheese – Creamy, homemade mac & cheese. \$5.99

TOP GUN PIZZERIA

"Fueling the Skies, One Slice at a Time"

The Fighter Jet Feast - \$16.99 / \$3.99 a slice

A high-speed, high-flavor pizza loaded with spicy pepperoni, Italian sausage, jalapeños, red onions, and a drizzle of hot honey for that afterburner kick.

The Stealth Bomber - \$18.99 / \$4.49 a slice

A black-out inspired pizza with crispy crust, black garlic cream sauce, wild mushrooms, black olives, truffle oil, and smoked gouda.

Silent but deadly in flavor!

The Airborne BBQ Special - \$17.99 / \$4.49 a slice

Taking flavors to new heights with diced BBQ chicken, crispy bacon, red onion, roasted corn, and a bourbon BBQ drizzle.

Thunderbird Margherita - \$15.99 / \$3.79 a slice

A classic patriotic pizza - heirloom tomatoes, fresh basil, buffalo mozzarella, and a balsamic glaze drizzle, finished with a sprinkle of blue corn tortilla dust.

The Squadron Pepperoni - \$14.99 / \$3.49 a slice

A bold and classic favorite featuring double-layered crispy pepperoni, mozzarella cheese, and a touch of oregano on a golden-baked crust.

The Wingman Cheese - \$12.99 / \$2.99 a slice

The ultimate backup pizza - a simple yet delicious classic with rich marinara sauce and a gooey blend of mozzarella and provolone.

PARTY PACK MENU

(GREAT FOR BIRTHDAYS AND CELEBRATIONS!)

Bowling Party Pack

Includes 2 hours of bowling, shoe rentals, a large pizza, a pitcher of soda, and arcade tokens for each guest. \$99.99 (up to 6 guests)

Deluxe Party Pack

Includes 2 hours of bowling, shoe rentals, choice of 2 entrees, soft drinks, and a custom birthday cake. \$149.99 (up to 8 guests)

Ultimate Party Pack

Includes 3 hours of bowling, shoe rentals, unlimited soft drinks, choice of 3 entrees, an arcade game card for each guest, and a decorated party area. \$199.99 (up to 10 guests)

BEVERAGES

Soft Drinks

Pepsi, Diet Pepsi, Starry, Dr Pepper, Lemonade, and Iced Tea. \$2.99

Milkshakes

Vanilla, Chocolate, and Strawberry, topped with whipped cream. \$5.99

Fresh Brewed Coffee

Regular or Decaf. \$3.49

Cocktail Menu

Mescalero Mule

A twist on the classic mule, made with vodka, ginger beer, and fresh lime. \$9.99

Blue Sky Margarita

Tequila, blue curaçao, and fresh lime juice served on the rocks. \$10.99

Smokey Desert Old Fashioned

Bourbon, bitters, and orange peel, with a mesquite smoke finish. \$11.99

Organ Mountain Sunset

Tequila, pineapple juice, and grenadine for a perfect southwestern finish. \$9.99

House Sangria

A refreshing blend of red wine, brandy, orange juice, and seasonal fruits. \$8.99

DESSERTS

Churros

Cinnamon sugar dusted churros served with a side of warm chocolate sauce. \$6.99

Funnel Cake Fries

Crispy funnel cake strips dusted with powdered sugar, served with raspberry and chocolate sauce. \$7.99

Fried Ice Cream

Vanilla ice cream coated in a crunchy shell, topped with caramel and whipped cream. \$8.99

Sopapillas

Light and fluffy fry bread drizzled with honey and powdered sugar. \$6.99

**MESCALERO APACHE TRIBE
MESCALERO, NEW MEXICO**

RESOLUTION 21-60

WHEREAS, the Mescalero Apache Tribe, an Indian Tribe organized under the Indian Reorganization Act of June 18, 1934, (25 U.S.C. § 5123), and under its Revised Constitution, has full power to act for the Tribe; and

WHEREAS, the Mescalero Apache Tribal Council has the power to adopt and approve plans of operation to govern the conduct of any business or industry that will further the economic well-being of the members of the Mescalero Apache Tribe, and to undertake any activity of any nature whatsoever, not inconsistent with federal law or the Revised Constitution, designed for the social or economic improvement of the Mescalero Apache people pursuant to Article XI, Section 1 (d) of the Revised Constitution; and

WHEREAS, the Mescalero Apache Tribal Council has the power to regulate its own procedures, including the adoption of bylaws, and to appoint subordinate boards, commissions, committees, Tribal officials and employees not otherwise provided for in the Revised Constitution pursuant to Article XI, Section 1(h) of the Revised Constitution; and

WHEREAS, the Mescalero Apache Tribal Council has the power to establish the principles and policies governing the operation and control of all enterprises of the Mescalero Apache Tribe pursuant to Article XIII, Section 2 of the Revised Constitution; and

WHEREAS, the Mescalero Apache Tribal Council adopted a Charter of the Management Board of the Inn of the Mountain Gods Resort & Casino through Resolution 03-05, 03-28, 03-29 and 04-58; and

WHEREAS, the Mescalero Apache Tribal Council wishes to enact revisions and amendments to the Charter established pursuant to Resolution 03-05, 03-08, 03-29, and 04-58 to ensure that current practice and operation of the Management Board is consistent with the Charter; and

WHEREAS, the Charter allowed the Management Board to adopt Bylaws for the Management Board and the Bylaws were adopted on March 25, 2004 and revised on April 24, 2009; and

WHEREAS, the Mescalero Apache Tribal Council wishes to enact revisions and amendments to the Bylaws, to ensure the Bylaws are consistent with the Charter; and the revisions to the Charter, included herein, require approval of the Mescalero Apache Tribal Council; and

WHEREAS, the Mescalero Apache Tribal Council believes that the revisions and amendments listed herein are in the best interests of the Mescalero Apache Tribe.

NOW, THEREFORE, BE IT RESOLVED that the Mescalero Apache Tribal Council amends and revises the Charter and Bylaws to read as follows:

Appendix E: Charter (Resolution 21-60)

ARTICLE IVREPORTING TO THE MESCALERO APACHE TRIBAL COUNCIL

Upon request of the Mescalero Apache Tribal Council, the Management Board shall make reports and presentations to the Tribal Council.

DATED this 26th day of May, 2021.



Chairperson

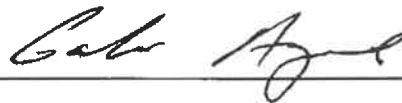


Secretary

RESOLUTION 21-60

CERTIFICATION

The foregoing enactment of the Mescalero Apache Tribal Council is duly adopted and approved on the 26th day of May 2021, at a legally called session of the Mescalero Apache Tribal Council, by a vote of 5 in favor, 0 opposed, 1 abstaining and 2 absent at which a quorum was present and at which a majority of the members voted in favor thereof. This enactment is approved by the President of the Mescalero Apache Tribe under authority of Article XII, Section 1, of the Revised Constitution.



Robert Gabe Aguilar, President



Ardena Orosco, Secretary

Appendix F: Addendum 2



City of Alamogordo

Purchasing Office 2600 N. Florida Alamogordo NM 88310 Phone (575)439-4116

February 26th, 2025

To: All Bidders

Re: Addendum No. 2

RFP No. 2025-001 Operation & Maintenance of Family Fun Center

Each bidder shall acknowledge receipt of this Addendum Number two (2) by including it in the Proposal packet. This addendum will not be counted as part of the maximum page limit.

Addendum Number 2 is issued to provide changes and/or clarifications to the above-referenced RFP as per the following:

Question: Create a monitoring system to show the number of patrons utilizing the bowling alley and the number of patrons utilizing the additional recreational facilities' (pg. 23). Could this simply be reports of covers (i.e. number of meals served) and games sold through the POS units?

Answer: Yes, we would work with the contractor to determine the best way to get the information.

Question: The City is requesting daily statements of cash receipts and daily payments? This requirement is rather unrealistic for any operator. We can easily send a daily report on operations and make monthly payments to the city. Daily payment of fees would be very confusing for both the City and the vendor.

Answer: Terms are negotiable. But would need to be well documented.

Question: In regards to the Native American preference, we do not have a formal Preference certificate that we are aware of from the NM Taxation and Revenue department. (pg. 14) Will a resolution from the Tribe with the formal Charter and Bylaws

Appendix F: Addendum 2

of the company showing the Tribe owns IMGR&C be sufficient in claiming Native American Preference?

Answer: Yes

Question: If chosen, would we be required to utilize the City's current POS system? We prefer to use our current vendor to make reporting much more streamlined.

Answer: No, the vendor could use their own POS.

Question: Can we request the following information as it looks like the revenue sharing percentages are negotiable? This will allow us to

- a. Last 5 years of financial statements including an Income Statement, Balance Sheet and SOCF when the business was in operation (this will help us project potential revenue sharing options)
- b. Last 5 years of insurance premiums for the property
- c. Month end inventory reports for the last year in operation

Answer for a. b. & c.: The previous owner did not provide documents, and we are currently in litigation

Question: Has the Fun Center previously been subject to an annual audit? If so, can we obtain copies of the audit?

Answer: No, the fun center has not been audited that we are aware of

Question: What is the city willing to do to help market this partnership? Will they be spending advertising dollars?

Answer: We will utilize our electronic board, social media, and will put annual money for advertising, dependent upon budget constraints, but would not be more than \$2500 paid advertising. This could be negotiated dependent upon other requests.

Question: Will this partnership include Rocket city being their number one choice for any internal activities and/or meetings? Or even being their number one choice for their other business partners?

Answer: I am not sure if this is referring to the city administration when referring to "their number one choice" But the city does not intend to utilize this as a space for meetings, or require other business partners to use. This can be a negotiable item for an employee appreciation day dependent upon other requested items.

Question: The building has been shut down for some time now and I would believe there would be a need to update compliance inspections with different facilities such as

Appendix F: Addendum 2

fire systems, water systems, grease traps and other requirements we may not be aware of. Will the City have the building in full compliance before occupancy?

Answer: We will have our fire department and codes enforcement do a report to ensure compliance.

Question: Network Infrastructure:

- a. What is the current network topology? Are there any network diagrams available?
- b. Are there any managed network devices in place, or is the network entirely unmanaged?

Answer a & b: Unknown, this would be the responsibility of the contractor

Question: Internet Service & Security:

- a. Who is the current internet provider for the building, and what is the service bandwidth?

Answer: Currently no internet provider

Question: Is there a dedicated firewall in place, or is network security being handled through the Netgear router?

Answer: Unknown, this would be the responsibility of the contractor

Question: Wireless Network:

- a. Is there a wireless network in place?
- b. If so, how many access points are installed, and where are they located?
- c. What models are being used, and what software manages them?

Answer for a,b, and c: Unknown, this would be the responsibility of the contractor

Question: If IMGRC makes capital improvements can all or some of these capital improvements be credited against the fees?

Answer: Due to anti-donations we are unable to waive fees to zero. The city could negotiate a percentage but could not eliminate completely

Question: Are there any "as-built" plans that could be made available?

Answer: See attachment to this addendum.

All other provisions of the Contract Documents shall remain unchanged. This addendum is hereby made part of the Contract Documents. Each bidder shall acknowledge receipt of this Addendum Number two (2) using the attached

Appendix F: Addendum 2

acknowledgment page and submit with each copy of the proposal (not included in page count).

Thank You,

Barbara Pyeatt
Chief Procurement Officer
bpyeatt@ci.alamogordo.nm.us

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM NO. 2

RFP No. 2025-001 Operation & Maintenance of Family Fun Center

Received By: Frizzell Frizzell Jr.

Date Received: 2/26/25

Business Name: Inn of the Mountain Gods

Name: Frizzell J. Frizzell Jr.

Signature: 

ATTACHMENT 2

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a Contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or local public body during the two (2) years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two (2) year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable Public Official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family Member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the Procurement Process” means the time period commencing with the public notice of the Request for Proposals and ending with the award of the Contract or the cancellation of the Request for Proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective Contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Codes or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract. **“Representative of a Prospective Contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By:

No Contributions have been made

Relation to Prospective Contractor:

Name of Applicable Public Official:

Date Contribution(s) Made:

Amount(s) of Contribution(s):

Nature of Contribution(s):

Purpose of Contributions(s):

Signature

03/07/2025

Date

Chief Operating Officer

Title

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or a representative.

Signature

3/7/25
Typ

Date

ATTCHMENT 3

NON-COLLUSION AFFIDAVIT

STATE OF New Mexico)

County OF Otero)

Frizzell J Frizzell Jr (name) being first duly sworn, deposes and says

that he/she is (title) Chief Operating Officer

of (organization) Inn of the Mountain Gods Resort & Casino

who submits herewith to the City of Alamogordo, proposal;

That all statements of fact in such proposal are true;

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Alamogordo, or of any bidder of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of proposal, said bidder;

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual of group of individuals, except that City of Alamogordo, or to any person or persons who have a partnership or other financial interests with said bidder in his business.

By: [Signature]

Title: Chief Operating Officer

SUBSCRIBED and sworn to before me this 7th day of March, 20 25.

Notary Public: Bridgett C. Herrera

My Commission Expires: October 4, 2028

(Print Name and Title): Bridgett C. Herrera Notary Public



BRIDGETT C. HERRERA
STATE OF NEW MEXICO
NOTARY PUBLIC
COMMISSION # 1091722
EXPIRES OCTOBER 4, 2028

ATTACHMENT 4

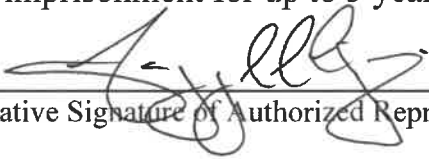
Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or Local department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Frizzell J Frizzell Jr

Typed Name & Title of Authorized Representative  Signature of Authorized Representative

Date

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date: 04/01/2025

Report No: 12.

Submitted By: Beau Dylan Aleshire

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

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Two applications to the Alamogordo Public Library Board were recieved. There is one vacancy on the Board, and staff recommends one appointment to the Board.

One application to the Senior Volunteer Programs Advisory Council was received. There are multiple vacancies on the Council, and staff recommends one appointment to the Council.

Background:

Item was previously tabled by Mayor Payne at the 3/25/2025 Regular Commission Meeting.

Airport Zoning Board

- Two current vacancies. No applications were received.

Alamogordo Public Library Board

- One current vacancy as of 2/28/2025 due to the expired term of Billy Don Childs. Applications by Scott Thompson and Billy Don Childs were received. If Scott Thompson is appointed, this would be his first term. If Billy Don Childs is reappointed, this would be his third term.

Senior Volunteer Programs Advisory Council

- Two current vacancies, plus two additional upcoming vacancies on 3/29/2025. One application by Rebecca Miller was received, whose current term on this Council expires on 3/29/2025. If Rebecca Miller is reappointed, this would be her third term.

Print

Application to Serve on a Board/Committee - Submission #8072

Date Submitted: 12/14/2024



City of
ALAMOGORDO

City of Alamogordo Application to Serve on a City Board/Committee

First Name:*

Scott

Last Name:*

Thompson

Phone Number:*

3603052832

Email Address:*

scott4greens@gmail.com

Physical Address:*

3006 El Dorado

City:*

Alamogordo

State:*

NM

Zip Code:*

88310

Is the above address within City Limits?*

☒ Yes

☐ No

Mailing Address:*

3006 El Dorado

City:*

Alamogordo

State:*

NM

Zip Code:*

88310

Present Employer:*

Retired

Job Title:

Control Systems Engineer

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?Daughter **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:***

Bachelor's degree in Psychology/Business Administration. Founded the Whatcom County Bicycle/Pedestrian Advisory Committee and served for several years as it's Chair.

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

I am a lifetime fan and patron of public libraries. Now that I am retired I would enjoy serving my community by helping to enrich our library and maximize it's usage and appeal to our citizenry.



City of
ALAMOGORDO

RECEIVED

FEB 19 2025

CITY CLERK

Application To Serve On A
City Board/Committee

Name: Billy Don Childs
Phone: 575-415-0370
Email Address: don-childs@hotmail.com
Physical Address: 3211 Fayne Ln, Alamogordo, NM 88310
Is the above address within City limits? Yes ☒ No ☐
Mailing Address: Same
Present Employer: Retired Job Title: _____

Board/Committee you wish to serve on:

First choice: Library
Second choice: _____

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 any Elected Official of the City of Alamogordo?

Yes ☐ No ☒ If so, what is their relation to you? _____

Experience and education relating to the Board/Committee: BA, MBA Central State University
Personnel Director - City of Edmond, OK, Vice President Human Resources -
Financial Federal - Miami, FL,

Please indicate your interest in serving on a City Board/ Committee: Have served on
the board for over 3 years, Frequent library user, Avid Reader,
Library is in my will.

Please return completed application to:

City Clerk's Office
1376 E. Ninth Street
Alamogordo, NM 88310
PHONE: (575) 439-4100
FAX: (575) 439-4396
EMAIL: daleshire@ci.alamogordo.nm.us

Print

Application to Serve on a Board/Committee - Submission #8180

Date Submitted: 2/3/2025



City of
ALAMOGORDO

City of Alamogordo Application to Serve on a City Board/Committee

First Name:*

Rebecca

Last Name:*

Miller

Phone Number:*

5754158636

Email Address:*

rmm1802@gmail.com

Physical Address:*

1802 Crescent Drive

City:*

Alamogordo

State:*

NM

Zip Code:*

88310

Is the above address within City Limits?*

☒ Yes

☐ No

Mailing Address:*

1802 Crescent Drive

City:*

Alamogordo

State:*

NM

Zip Code:*

88310

Present Employer:*

Presbyterian Health Plan

Job Title:

Care Coordinator

Board/Committee you would like to serve on:*

Senior Volunteer Programs Advisory Council



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 have served 2 terms

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

Recently appointment Vice Chair

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 4/8/2025

Report Date:

Report No: 13.

Submitted By:

Subject: Adjourn into Executive Closed Session in compliance with 10-15-1(H)(2)NMSA (as amended) to discuss: Limited Personnel Matters (City Manager).

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Background: