



# Alamogordo City Commission

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## NOTICE OF MEETING

### Addendum to

### Regular Meeting Agenda

**Tuesday, December 3, 2013 – 7:00 pm**  
**City Hall, City Commission Chambers**  
**1376 E. Ninth St.**

- Robert Rentschler** .....Mayor, District 3
- Jason Baldwin**.....Mayor Pro-Tem, District 1
- Nadia Sikes** ..... District 2
- Josh Rardin** ..... District 4
- Al Hernandez**..... District 5
- James Talbert** ..... District 6
- Susie Galea** ..... District 7
  
- Jim Stahle** ..... City Manager
- Stephen Thies** ..... City Attorney
- Renee Cantin** ..... City Clerk

*In accordance with Section 10-15-1.D, NMSA 1978 (2010 Cumulative Supplement), this agenda has been posted on the bulletin board located in the east/west lobby of the City Hall and in the glass case located outside a 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 575-439-4205.*

### Addendum to Regular Meeting Agenda

#### NEW BUSINESS

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- A-1. Discussion, and possible action, regarding directing staff to work with Otero County on the consolidation of the Public Safety Answering Points (PSAP). (Robert Rentschler, Mayor)**

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

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**Meeting Date:** January 14, 2014      **Report Date:** January 8, 2014      **Report No:** A-1

**Submitted By:** Robert Rentschler      **Approved For Agenda:** 

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**Subject:** Discussion, and Possible Action, regarding directing staff to work with Otero County on the consolidation of the Public Safety Answering Points (PSAP)

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**Recommendation:** Direct Staff to proceed

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**Background:** Mayor Rentschler requested that this item be placed on the agenda

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**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk  Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_



# Alamogordo City Commission

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## NOTICE OF MEETING

### Regular Meeting Agenda

**January 14, 2014 – 7:00 pm**  
**City Hall, City Commission Chambers**  
**1376 E. Ninth St.**

- Robert Rentschler** .....Mayor, District 3
- Jason Baldwin**.....Mayor Pro-Tem, District 1
- Nadia Sikes** .....District 2
- Josh Rardin** .....District 4
- Al Hernandez**.....District 5
- James Talbert** ..... District 6
- Susie Galea** .....District 7
  
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#### CALL TO ORDER & ROLL CALL

*Announce the presence of a Quorum.*

#### INVOCATION & PLEDGE OF ALLEGIANCE

#### APPROVAL OF AGENDA

#### PRESENTATIONS

- 1. Presentation related to an update on projects and activities at the White Sands Regional Airport.**  
*(Duke Prewitt, Airport Manager)*

#### PUBLIC COMMENT

*Residents must sign up with the City Clerk to address the City Commission. Comments are limited to 3 Minutes, and there will be a maximum of 21 Minutes allowed for Public Comment.*

#### CONSENT AGENDA (Roll Call Vote Required for Items No. 3, 4, 5, 6 & 7)

*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.*

2. **Approve Minutes of the December 17, 2013 Regular Meeting of the Alamogordo City Commission.** *(Renee Cantin, City Clerk)*
3. **Approve the final publication of Ordinance No. 1458 amending Section 8-01-170 of the Code of Ordinances to allow for administrative approval of Temporary Activity Structure Permits. [Roll call vote required]** *(Stephen Thies, City Attorney)*
4. **Approve the final publication of Ordinance No. 1459 amending certain Sections of Chapter 28 the Code of Ordinances Concerning Water, Sewer and Reclaimed Water Rates and a schedule for review of rates. [Roll call vote required]** *(Renee Cantin, City Clerk)*
5. **Approve Resolution No. 2014-01 determining Reasonable Notice of Meetings of the Governing Body. (Open Meetings Act Resolution) [Roll call vote required]** *(Renee Cantin, City Clerk)*
6. **Approve Resolution No. 2014-02 approving a grant application to USDA - US Forest Service for the collaborative forest restoration program, in the amount of \$120,000. [Roll call vote required]** *(Ken Johnson, Finance Director)*
7. **Approve Resolution No. 2014-03 accepting the New Mexico Fire Protection Grant Award in the Amount of \$100,000 from the New Mexico Public Regulatory Commission – State Fire Marshall Division for the purchase of fire personnel protection equipment and self contained breathing apparatus equipment. [Roll call vote required]** *(Ruben Segura Grant Coordinator and Mikel Ward, Fire Chief)*
8. **Approve the award of RFP 2013-011 for the "Fixed Route Transportation Services" Agreement to Zia Therapy Center, Inc.** *(Barbara Pyeatt, Purchasing Manager)*
9. **Approve Change Order No. 2, to Hunt Engineering L.L.C., related to Intersection Improvements First Street and Washington Avenue in an amount not to exceed \$5,811.75, including NMGRT.** *(Edward Balderrama, Project Manager)*

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#### ITEMS REMOVED FROM CONSENT AGENDA

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#### NEW BUSINESS

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10. **Discussion, and possible action related to the Tenth St. Water Tower.** *(Eugene Downer, Requestor)*
11. **Consider, and act upon, a request to increase hourly pay rate for the position of Judicial Clerk assigned to the Municipal Court Department.** *(Steve Lee, Municipal Judge)*
12. **Consider, and act upon, a request to fill the Municipal Court Bailiff position, to be assigned to the Municipal Court Department.** *(Steve Lee, Municipal Judge)*
13. **Consider, and act upon, a request to fill the Firefighter position, to be assigned to the Fire Department.** *(Mikel Ward, Fire Chief)*
14. **Consider, and act upon, a request to fill a Police Officer position, to be assigned to the Police Department.** *(Robert Duncan, Police Chief)*
15. **Consider, and act upon, approving to reconsider taking all budgeted positions to the Commission for approval.** *(Susie Galea, Commissioner)*
16. **Discussion, and possible action, related to directing staff to work with the Alamogordo Public School Board and local Non-Profits to work towards preparing a Youth Master Plan.** *(Susie Galea, Commissioner)*
17. **Discussion, and possible action, to obtain through the Air Force Museum in Dayton, Ohio an F-4 Aircraft for static display in the City of Alamogordo.** *(Jim Talbert, City Commissioner)*

18. **Consider, and act upon, the purchase of an 8,085 square foot tract and a 999 square foot construction easement both in the Northeast ¼ of the Northwest ¼, Section 29, T16S, R10 E, NMPM.** *(Stephen Thies, City Attorney)*
19. **Consider, and act upon, the purchase of a 10,534 square foot tract and a 1,450 square foot construction easement both in Lot 2, Replat A, Block 144, Kemper Addition.** *(Stephen Thies, City Attorney)*
20. **Appointments to Boards & Committees.** *(Robert Rentschler, Mayor)*

PUBLIC COMMENT *(Continued if needed)*

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CITY MANAGER'S REPORT

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REMARKS AND INQUIRIES BY THE CITY COMMISSION

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EXECUTIVE SESSION *(Roll Call Vote Required)*

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*Adjourn into Closed Session in compliance with Section 10-15-1.H, NMSA 1978 (2010 Cumulative Supplement), to discuss:*

- **Collective Bargaining Negotiations (APSOA)**
- **Sale or Disposition of Real Property (A 1.3 acre tract located in the NE 1/4 of the NW 1/4, Section 29, T16S, R 10 E)**
- **Sale or Disposition of Real Property (Parts of Lots 6 & 7, Block 14, Haynes Addition)**

ADJOURNMENT

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# AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

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**Meeting Date:** January 14, 2014 **Report Date:** December, 26, 2013 **Report No:** 1

**Submitted By:** Matt Mc Neile *mm*

**Approved For Agenda:** *[Signature]*

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**Subject:** Presentation/Update on projects and activities at the White Sands Regional Airport

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**Fiscal Impact:**

Amount Budgeted: N/A

Fund: N/A

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**Recommendation:** Presentation

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**Background:** Mr. Duke Prewitt, Airport Manager is providing an update on projects and activities at the White Sands Regional Airport.

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**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk *RC* Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager *[Signature]*

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

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**Meeting Date:** January 14, 2014      **Report Date:** December 30, 2013      **Report No:** 2

**Submitted By:** Reneé Cantin  
City Clerk      **Approved For Agenda:** 

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**Subject:** Approve Minutes of the December 17, 2013 Regular Meeting of the Alamogordo City Commission.

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**Recommendation:** Approve the Minutes.

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**Background:** This action is required by the NM Open Meetings Act.

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**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk RC Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

**CITY OF ALAMOGORDO, NEW MEXICO  
CITY COMMISSION REGULAR MEETING MINUTES  
7:00 P.M., COMMISSION CHAMBERS  
DECEMBER 17, 2013**

**ROBERT RENTSCHLER, MAYOR  
NADIA SIKES, COMMISSIONER  
JOSH RARDIN, COMMISSIONER  
AL HERNANDEZ, COMMISSIONER  
JIM TALBERT, COMMISSIONER**

**JASON BALDWIN, MAYOR PRO-TEM  
SUSIE GALEA, COMMISSIONER  
JIM STAHL, CITY MANAGER  
STEPHEN THIES, CITY ATTORNEY  
RENEE CANTIN, CITY CLERK**

**CALL TO ORDER, ROLL CALL, INVOCATION & PLEDGE OF ALLEGIANCE**

Mayor Rentschler called the meeting to order at 7:00 p.m. Roll Call was taken by the City Clerk. Clerk Cantin announced there was a quorum present. Invocation was given by Pastor James Forney and the Pledge of Allegiance was led by Mayor Pro-Tem Baldwin.

**APPROVAL OF AGENDA**

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

**PRESENTATIONS**

1. **Presentation of Proclamations for Miss Alamogordo/Miss Otero County Day; one Proclamation for Miss Alamogordo/Miss Otero County Outstanding Teen Day; and one Proclamation to Alexis Duprey, for Miss New Mexico Day. (Robert Rentschler, Mayor)**

Mayor Rentschler presented proclamations to Miss Alamogordo Outstanding Teen Raini O'Conner and Miss Otero County Outstanding Teen Ryleigh Murphy, Miss Alamogordo Brandi Blair and Miss Otero County Kristen Schrader, and Miss New Mexico Alexis Duprey.

**PUBLIC COMMENT**

None

**CONSENT AGENDA** (Roll Call Vote Required for items No. 5 & 6)

2. **Approve Minutes of the December 3, 2013 Regular Meeting of the Alamogordo City Commission. (Renee Cantin, City Clerk)**
3. **Approve statement related to the Executive Session of December 3, 2013. (Renee Cantin, City Clerk)**
4. **Approve the Lodger's Tax Expenditures for Tourism & Travel. (Jan Wafful, CS Admin. Assistant)**
5. **Approve the final publication of Ordinance No. 1456 amending the official zoning map of the City of Alamogordo, changing the classification of a certain tract of land commonly known as 1300 Indian Wells Boulevard from its present designation and zoning district of MH-1 Manufactured Housing District to C-3 Business District. [Roll call vote required] (Renee Cantin, City Clerk)**
6. **Approve the final publication of Ordinance No. 1457 amending Section 2-13-040 of the Code of Ordinances pertaining to the creation of a Central Purchasing Office. [Roll call vote required] (Renee Cantin, City Clerk)**

7. **Approve the award of RFQ No. 2013-05 for Engineering and Design Services for the 1-MGD Interim Brackish Water Reverse Osmosis Plant project, to CDM Smith, Inc. in the amount of \$1,188,318.46, including NMGR. (Bob Johnson, Contract Coordinator)**

Commissioner Talbert moved to approve items # 2, 3, 4, 5, 6, 7 of the consent calendar. Mayor Pro-Tem Baldwin seconded the motion. Roll call was taken for items #5 & 6. Motion carried with a vote of 7-0-0.

### **ITEMS REMOVED FROM CONSENT AGENDA**

8. **Consider, and act upon, a request to fill the Golf Course Irrigation Specialist position, to be assigned to the Community Services Department. (Matt McNeile, Assistant City Manager)**

Assistant City Manager McNeile presented the item. He told the Commission this position is self explanatory. It was budgeted and the person who was in this position transferred to the Water Utility Department.

Commissioner Hernandez moved to approve the item. Commissioner Talbert seconded the motion. Motion carried with a vote of 7-0-0.

9. **Consider, and act upon, a request to fill the Regular Full Time Library Clerk position, to be assigned to the Community Services Department at the Alamogordo Public Library. (Matt McNeile, Assistant City Manager)**

Assistant City Manager McNeile presented the item. He said there were three full-time library clerks and this particular employee was a long-term employee who had retired in August and had leave that was paid out. We have advertised the position, conducted interviews, have selected a candidate and with your approval we will offer the job with the expected hire date to be around January 6, 2013. This position has been budgeted and approved.

Commissioner Hernandez moved to approve the item. Mayor Pro-Tem Baldwin seconded the motion. Motion carried with a vote of 7-0-0.

Mayor Pro-Tem Baldwin asked to move items 13 and 14 up so Assistant City Manager McNeile could continue. Mayor Rentschler agreed.

13. **Consider, and act upon a request to fill the Senior Center Program Aide/Driver position, to be assigned to the Alamo Senior Center/Community Services Department. (Matt McNeile, Assistant City Manager)**

Assistant City Manager McNeile said it was for an Aide/Driver who would be assigned to the Senior Center. This position helps to transport homebound seniors to the store, doctor's office and other locations. This person will mainly drive a van but will drive the bus when the driver is absent. This is another instance of an employee retiring and the position is approved and budgeted. We are hoping to fill it by late March, 2014 and would like to begin the process of advertising and recruiting now.

Commissioner Rardin moved to approve the item. Commissioner Sikes seconded the motion. Motion carried with a vote of 7-0-0.

14. **Consider, and act upon a request to fill the Parks Laborer position, to be assigned to the Community Services- Parks Department. (Matt McNeile, Assistant City Manager)**

Assistant City Manager McNeile explained there were seven full-time Park Laborers and the

employee in this particular position transferred to Public Works. It is a crucial position in our Parks Maintenance area that became vacant in mid-November and we would like to hire at the beginning of the year.

**Commissioner Hernandez moved to approve the item. Commissioner Rardin seconded the motion. Motion carried with a vote of 7-0-0.**

**10. Consider, and act upon, a request to fill the Paralegal position, to be assigned to the Legal Department. (Stephen Thies, City Attorney)**

City Attorney Thies told the Commission he would like their permission to fill the position of Paralegal/Legal Assistant. His office is a small office with three individuals and each of them are very important to keep the department operating. The current incumbent will be retiring at the end of this month. He said he had sufficient money to hire someone as soon as he was able to recruit.

**Commissioner Talbert moved to approve the item. Commissioner Hernandez seconded the motion. Motion carried with a vote of 7-0-0.**

**11. Consider, and act upon, a request to promote a Police Lieutenant and a Police Sergeant; and eliminate a Police Officer position by replacing this position with an Administrative Assistant/Inventory Clerk to be assigned to the Alamogordo Police Department. (Robert Duncan, Police Chief)**

Police Chief Duncan addressed the Commission concerning this position. He said there would be a lieutenant retiring at the end of the year and one of the PD sergeants would be picked to fill the position. This would mean one of his officers would be promoted to the vacated sergeant position. He asked for permission to change the vacant police officer position to that of Administrative Assistant/Inventory Clerk. This person would assist his Administrative Manager who would probably be leaving in August and this would give the person time to train before the Manager left.

**Commissioner Hernandez moved to approve the item. Commissioner Talbert seconded the motion.**

Mayor Pro-Tem Baldwin clarified whether the Administrative Assistant would be or would possibly be leaving in August. Police Chief Duncan said this person handles his entire budget and she just informed him that she would probably be leaving. He said he lost a position to the Fire Department that he was going to use to help her. In order for him to create a new position, he was willing to give up a police officer position and it would be a cost savings of over \$30,000.00.

Commissioner Hernandez said he spoke to the City Manager last week. One of the things he would like to discuss is the selection process for sergeant and lieutenant. When Interim City Manager Bob Carter was here he told us who had been promoted and that was his choice since he was City Manager at the time. Police Chief Duncan told him when he was first appointed he looked at every policy in the department and one policy is currently in the process of being changed. He wanted to change how the department promotes both sergeants and lieutenants. He wanted to be taken out of the process and there would no longer be three top candidates. He wanted the person to be promoted based upon merit. There would be a written exam and a full-blown assessment based upon their qualifications and what they know, not who they know. The assessors would be from outside of the agency and test scores would be evaluated by both the Human Resource Manager and by himself. This is a complete change of the process and he noted he would not know who the top three candidates are. Whoever had the top score would be the sergeant and become the lieutenant thus making it a fair and unbiased process. Commissioner Hernandez said he wanted to bring this up in order to let everyone know of the new process, and he expressed his appreciation for this. In the past, it had been hard to promote because the officers were not ready, but now they are working on getting the next person in line trained. Police Chief Duncan noted this was a team effort.

Mayor Rentschler asked the Police Chief about the position lost to the Fire Department. Police Chief Duncan said there was a frozen position that was moved over there and that's how he lost it. Mayor Rentschler said they had also lost about six positions and it was done willingly. The reason the Commission was calling people forward concerning new positions was to keep from creating any new positions that City simply could not afford at this point. He was curious if the Police Chief was asking to use one of the positions that went to the Fire Department. If he was trying to use that position to create another position, he didn't think it was something the Commission was willing to do. The split was made and you no longer have those positions.

Police Chief Duncan said the Police Department was going from 65 officers to 64 officers and he wanted to use that position for this Administrative position. Mayor Rentschler clarified the new Administrative position would not be one of those lost to the Fire Department and Police Chief Duncan confirmed this.

Human Resource Manager Josselyn told the Commission the position Police Chief Duncan lost to the Fire Department was the Administrative position. There was a frozen Administrative position in the PD that they asked to be unfrozen during last year's Budget Hearings, but it was not approved. It was approved to move the Administrative position to the FD so they would have it for the new division. She said Police Chief Duncan is not proposing to use one of the positions that were moved to the FD. He is proposing to eliminate a current budgeted police officer position and replace it with an administrative person, saving the City \$30,000.00. The position would cover administrative tasks and duties that need to be taken care of.

**Mayor Rentschler called for a vote. Motion carried with a vote of 7-0-0.**

**12. Consider, and act upon a request to fill the Accounts Payable position, to be assigned to the Finance Department.** *(Kenneth Johnson, Finance Director)*

Finance Director Johnson presented his item. He noted he wanted to fill this position and it was included in the current budget. They had paid out for about 90 hours to an individual who had decided to resign. There are two positions in the budget, of which one is unfilled and they would like to begin the process to fill it.

Commissioner Rardin asked if it was someone who had been with us for a long time or someone who had just been hired. Finance Director Johnson said this person had just had her six month evaluation with the City. Commissioner Rardin verified it would be her position that would be filled.

Commissioner Galea asked Human Resource Manager Josselyn how much staff time was involved in preparing agenda reports for each of these seven positions on the agenda tonight. Human Resource Manager Josselyn told her it depended on each position and the circumstances. Some take longer than others, but to put one of these together takes about eight staff members and as long as six to eight hours to get all the information together and have everything approved. Then there would be the time involved for the Commissioners to review the item. Commissioner Galea commented that would be about 40 hours of work that the Commission just went through in 20 minutes. She appreciated all the work involved.

Mayor Rentschler mentioned to Commissioner Galea this did not pertain to this agenda item and she could put this concern on an upcoming meeting agenda. She remarked this new level of bureaucracy he had created to defend positions does pertain to this agenda item. He felt her concerns were not addressing this particular item.

Commissioner Galea asked how much time had been used to fill the Accounts Payable position. Human Resource Manager Josselyn said the position was vacated on September 12, 2013. If we had not been required to go through this process it probably would have already been posted. She estimated this process delays recruitment three weeks. Commissioner Galea said it was hard to deal with a missing person for one day, but now we are dealing with three weeks and that is a reduced

level of services to our citizens. She felt we do not trust our City Manager or our people whom we hired.

Commissioner Rardin said he signed his name to the Budget and we are down \$620,000.00 for this last report from yesterday. He felt it necessary for them to go through this process of approval/disapproval. We are all liable for the Budget.

Commissioner Galea remarked we are now talking about budgets and if we are not going to trust the City Manager..... Mayor Rentschler interrupted to repeat she could put this on another meeting agenda. She told him he had not called Commissioner Rardin out of order when he began talking about budgets. Mayor Rentschler told her he was about to do so but he didn't talk for very long. He told both Commissioners they could put this discussion on the next agenda.

**Commissioner Galea moved to approve this item. Commissioner Sikes seconded the motion. Motion carried with a vote of 7-0-0.**

### **UNFINISHED BUSINESS**

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- 15. Consider, and act upon, approving the amendment to the Rules of Conduct. (Jim Stahle, City Manager and Renee Cantin, City Clerk)**

City Manager Stahle told the Commissioners this item was requested by Commissioner Rardin and we put together an option for you to consider. There isn't a lot of amendment and if you look at the material you will see the highlighted changes. He directed their attention to Section 5.a). This used to state, 'The City Clerk shall consult with the City Manager and Mayor in the preparation of the Agenda.' The change is to strike 'and Mayor'. Another highlighted part of section 5.c) is to simply add 'By majority vote Commissioners can remove items from the agenda.' Another is Rule 7 to add, 'Upon the availability of the full audio digital recording of the meetings, the minutes may be prepared in an Action item version with minimal discussion.' This would save a lot of writing time because if we have recordings of meetings for people to access, it wouldn't be necessary to write detailed minutes.

**Commissioner Talbert moved to approve the amendment to the Rules of Conduct. Commissioner Rardin seconded the motion.**

Commissioner Sikes asked for clarification on Rule 7 by asking how long we would have to retain the digital recording. City Manager Stahle said forever. City Clerk Cantin told them the State statute says audio recordings may be destroyed after the minutes are approved, but we are submitting we would keep them if we could go away from the exhaustive minute format. She said previously the City Commission decided to keep cassette tapes four years and then we went to destroying the tapes after the minutes were approved. We are working on posting the audio minutes on our website and as soon as this is accomplished we are requesting to go to more of the summary form of minutes. This wouldn't be completely summary, but would be as stated in this change – 'Action item version with minimal discussion'.

City Manager Stahle said this is modernizing the efforts in the Clerk's Office and putting their skills to better use. Writing up detailed minutes when we keep a recording of the meeting doesn't make any sense. We will have the actions recorded forever but with modern technology we can afford the community as well as yourselves the opportunity to listen to the minutes. You should be able to go on-line to any item on an agenda and pull up the conversation to listen to. He noted the sentence says 'may' and not 'shall'.

Commissioner Rardin asked the City Clerk if the new software she uses automatically prints the minutes. She told him it is not voice activated recording. He then asked her how long we would keep these recordings on a data base in City Hall. Ultimately, she hoped to have one CD of an entire meeting with the agenda, agenda book, minutes of the meeting and the audio. We will redo the City website to make the audio minutes accessible on the website.

Mayor Pro-Tem Baldwin wanted to remind everyone they had talked about this quite extensively a few months ago. Some of the citizens said they appreciated the exhaustive minutes to read through. He was fine with this change, but reminded everyone again they had discussed this in April. He thought some citizens wanted to keep the printed, exhaustive minutes. Commissioner Galea agreed that was the discussion but at the time there weren't any digital minutes available to the public. The exhaustive minutes were requested, but if the full, digitalized minutes were provided on the website, that would be sufficient.

Mayor Pro-Tem Baldwin said the change states, 'Upon the availability..' and that sums it up. When it is completely ready to go we can make the final decision. City Clerk Cantin said it is ready to go and we simply don't have the final version set the way we want and posted on the website. Mayor Pro-Tem Baldwin said it sounds like it's kind of ready to go.

City Manager Stahle said if someone wants a section actually typed up, we can still do that. More importantly, we had 8-tracks, then cassette tapes, then CD's and now digital recording. How will we be able to access these digital minutes in the years to come? He suspected digital recording will be around for a long time. The bigger challenge will be that we have equipment available for the public so they can access that information. Minutes are the most important tool we have to find the history on a case. We can always type up a detailed set of minutes if requested and it would save an incredible amount of time to not type up the minutes of every single meeting.

Commissioner Rardin asked if there would be any computer issues like when we changed the email system and we lost emails. Would we have a backup copy of the audio minutes? City Clerk Cantin said yes, we will. Commissioner Rardin said he was old-fashioned and wanted to have a hard copy to read. He mentioned he had researched minutes recently and had to go back to 1910 to find information. They had it on file in the Clerk's office that he could read.

Mr. Paul Sanchez from the audience addressed the Commission saying he was one of the opponents of going to summary minutes the way it was discussed a few months ago. From what he heard from the City Clerk and City Manager, if the software was such where we could go to a specific point in the minutes in order to find information, he thought that would be a great idea. He would be interested in getting away from the written minutes because it takes an immense amount of time to prepare. His concern was that we don't move to summary minutes before the software is in place. He remarked it is presently very difficult to get an audio cassette recording of a meeting. The CD as the City Clerk described it would be the hard copy Commissioner Rardin was concerned about.

Mr. Bob Wood asked in what format the audio would be available. Would it be MP3 and would it be downloadable? City Clerk Cantin said it would be downloadable and in MP3.

Helen Wood asked how clear the audio would be. She noted the County Commission has theirs digitized and in video and she can't hear a word they are saying. It is very garbled. Some of the past City Commission meeting minutes have had 'unintelligible' where the person typing the minutes was unable to understand. Will we have this with the digital audio?

City Manager Stahle said that was a big concern. That is why we have the microphones and make sure everyone speaks into them. He stated this recording system is pretty good when used correctly. Ms. Wood told him if it is clear, she could see no reason not to go to it. She went on to say the County audio/video is completely inaudible. Mayor Rentschler agreed but felt the Staff has been able to understand the vast majority of what we say. We are reminded on occasion by the Clerk to talk into the microphone.

City Clerk Cantin noted this new system is completely different from the cassette tapes and invited anyone to come by the office to listen. She went on to say the speaker system is fairly new and very good. Mayor Rentschler hoped we could have a voice activated system in the future, also.

Commissioner Sikes asked if this would require a change in protocol during a commission meeting whereby we would have to identify ourselves. Currently the person transcribing knows who the

speakers are. It may be incumbent upon the Mayor or whoever is chairing a meeting to identify who is speaking before they speak in order for the digitalized minutes to be interpreted by anyone who listens to the audio. Mayor Rentschler said that is the normal course of events for each speaker to be identified before speaking.

Mayor Rentschler discussed taking out Rule 5.a). He felt the person who would be leading the meeting should have some input in the preparation of the agenda. He would like to see 'and Mayor' left in this rule. Commissioner Hernandez didn't have a problem with that because Rule 5.c) addresses that issue as far as removing an item. Mayor Rentschler said at some point in time someone felt the mayor would have veto power over an item coming on an agenda, but that isn't what it says at all. It says 'consult with'.

Commissioner Rardin admitted he had asked for that to be put in there but after reading over the rules again he did not have a problem with it. Any Commissioner can ask for an item to be put on there and if the Commission as a whole wants to remove it at the meeting it is possible. The Mayor has to run the meeting so the Mayor should have some say in the order of the agenda. Other than that, they cannot dictate what is or isn't on the agenda.

Mayor Rentschler asked if that was an amendment. Commissioner Rardin asked to have that added back in. City Manager Stahle said you need to make a motion to amend the original motion to approve as is.

**Commissioner Rardin moved to approve amending 5.a) to include 'and Mayor'. Commissioner Sikes seconded the motion. Motion carried by a vote of 7-0-0.**

**Mayor Rentschler called for a vote on passing the Rules of Conduct with the amendment. Motion carried with a vote of 7-0-0.**

## **NEW BUSINESS**

**16. Consider, and act upon, the first publication of Ordinance No. 1459 amending certain Sections of Chapter 28 the Code of Ordinances Concerning Water, Sewer and Reclaimed Water Rates and a schedule for review of rates. (Stephen Thies, City Attorney; Armando Ortega, Customer Services Manager; and Brian Cesar, Public Works Director)**

City Attorney Thies told the Commission the City Staff has been looking at the water and sewer rates to see if they need to be raised. City Code currently provides that we are to present the recommended water rates 90 days prior to submission of the Annual Budget. We considered this might not be the best time to do it since it is during the holidays and prior to an election. We propose to amend the current City Code to provide that the water/sewer rate changes would be recommended in conjunction with the presentation of the Budget. That would allow you a better opportunity to decide whether we have a financial need to raise water/sewer rates. Staff is requesting you approve this ordinance for first publication.

Commissioner Galea said the new ordinance would be a delay to strike the 90 day rule prior to the Budget. If we delay it five or six months it would be like a continuing resolution. She felt we should do what's right by the people and not be political. She asked Customer Service Manager Ortega to come up for some questions. She said last year they had approved an elevated rate structure and she asked him to help her remember the details.

Customer Service Manager Ortega remarked when the water rate increase had been proposed for 2012 & 2013, we brought two rates to consider. Some considerations were future Capital Projects and also future operational needs. One of the operational needs was the ONM Operational Maintenance on the new Wastewater Treatment Plant in 2017. He said the escalator Commissioner Galea is talking about is that when we brought the Commission our projections, we explained there would be some costs associated with the Wastewater Treatment Plant in 2017 and we didn't want all

that cost to be put on the taxpayers all at once. We wanted to do an escalator and bring the ONM up through 2017. That is what Commissioner Galea is referring to.

Mayor Rentschler asked if there would be a delay in the implementation if we don't review them at this point. Customer Service Manager Ortega said there are two parts to this. We review our projections to our actuals and we discuss whether the current rates are enough to take care of all the operational needs. He and Public Works Director Cesar have been working closely together and will have some cost savings in our operations that Public Works Director Cesar feels will take care of that downfall for these few months; for not implementing the rates in February. If we don't implement the rates in February we would lose four months of rates. Mayor Rentschler asked what that cost would be and Customer Service Manager Ortega told him about \$55,000.00.

Public Works Director Cesar told the Commission they had looked at the Water/Sewer Budget (Fund 81) and with the loss of Bonito Lake he had to increase the electrical costs for potential pumping. To make up the \$55,000.00 deficit, we will be using a portion of the money budgeted in the electrical line item for pumping wells. Not implementing the rate increase at this time will not impact our ongoing operations.

Commissioner Galea understood not implementing the rate increase now would not be an impact because of the \$55,000.00 cushion, but if we were to increase rates if necessary, that cushion would still remain. She then asked Public Works Director Cesar about the ongoing projects such as Snake Tank and Bonito Lake. She said we have in the past often borrowed from DFA, and she wondered if they had more or less money for us to borrow than they had in the past. Public Works Director Cesar said there are fewer projects being approved for funding. She asked if we need to fund these future projects in our rate structure versus using DFA for financing. Public Works Director Cesar said we are looking for our Desalination Project to possibly use Fund 49 and Fund 81 as a source of money instead of going for the Water Trust Board or Finance Authority. Commissioner Galea said our rate structure is dependent on our future water projects, and Public Works Director Cesar said when we bring our rate proposal to Commission during the Budget cycle, we will be bringing a budget that includes all the ICIP projects the Commission recently approved, all our future Desalination projects and Wastewater Treatment Plant upgrades, etc. that will all be incorporated into the new rate structure.

Mayor Rentschler commented to Public Works Director Cesar that the Wastewater Treatment Plant just had a 2 Megawatt Solar System brought on and we should see a significant amount of savings. Has that been incorporated into the current budget? Public Works Director Cesar told him it will be incorporated into next fiscal year's budget. Mayor Rentschler asked if we are already seeing a savings from that and the Public Works Director said we will begin to see savings. It went on line 2.5-3 weeks ago. Mayor Rentschler said we should see our electrical rates drop in half there. He said this is another place we may have more room to alleviate our citizens of some of this for a little bit longer. Public Works Director Cesar agreed.

Commissioner Talbert commented that in looking at the wording, it seems all we are asking is to change when we look at the rates, not the implementation date. All the change says is 'in conjunction with' instead of '90 days prior'. It does not change the implementation date.

City Manager Stahle said it simply says let's look at our rates when we deal with our budget so you get a better picture of your capital needs and operating needs. In section 1, you will determine when the new rates if any go into affect in the ordinance that approves whatever rate you approve. Whatever rate is in your future, you must decide when you want to make it applicable.

Commissioner Galea understood waiting until the Budget Cycle. She felt by prolonging this an additional amount of time would cost \$50,000, and that cushion could remain there. She didn't feel that should be prolonged and didn't want to approve this ordinance.

Mayor Rentschler saw it as not taxing the citizens until they needed to be taxed. We wouldn't be passing a tax in advance because we might need it. Commissioner Galea replied she wasn't talking about taxing anyone, she was talking about rate increases/decreases depending on our future. Mayor Rentschler stated he saw it the exact same way; taxing the citizen whether it was Gross Receipts taxes or something else. Commissioner Galea said we have to drink water and flush toilets. Mayor Rentschler said it was the same situation because you think we might lose this or we might need this, so we need to do it now; whereas if we have more information during Budget time we can make a more educated decision. Commissioner Galea said we have all that information now – costs of projects, water deficit rates structure as it is now, what money will need to be used for future projects. It is costing the taxpayers \$55,000.00 to delay this. Mayor Rentschler felt we were allowing the taxpayers to keep \$55,000.00. They went back and forth on this further.

Commissioner Hernandez asked if the increase was needed today. City Manager Stahle said the current ordinance says the City Manager shall review the above rates annually and make a recommendation. His recommendation was not to raise the rates at this time. He said he would come back to them during the Budget Cycle for consideration of rate increases. He recommended approving this ordinance as prepared.

Commissioner Rardin said you are basically asking to prolong this until about March or April of next year and then you will look at the rates prior to the Budget Hearings in May. City Manager Stahle said that was correct. Commissioner Rardin said if we don't need to start collecting the money now then why not wait until March, April or May of next year. He asked what the increase might be. City Manager Stahle said it depends on a lot of things. One is recapture of future construction; if you want to start implementing rates that would include the replacement program of our Capital Projects, it will be a lot higher. It depends on a lot of things, but it will be a substantial increase. When it comes to water rates he wanted to make sure we had ferreted through all the Budget material before making a recommendation, and he wasn't ready for that. Commissioner Rardin said we had an increase of \$.46 or \$.64 a few years ago and we had a lot of constituents upset over that. He felt we should give the City Manager time to look it over and have it ready for the next Budget Hearing in May.

Commissioner Galea said just to redirect, the City Manager said there would need to be a rate increase that is suggested to the Commission for the next fiscal year's budget, and she felt if we don't raise the rates now instead of later, it will cause us to raise the rates more. She felt that by raising them now we would save money for the taxpayers further down the road. Last year it cost the average household \$2.00-\$5.00 per month and she knew it was a lot of money. If we want to have a prosperous future, we need to raise the rates now instead of down the road.

**Mayor Pro-Tem Baldwin moved to approve the first publication of Ordinance No. 1459 amending certain Sections of Chapter 28 the Code of Ordinances Concerning Water, Sewer and Reclaimed Water Rates and a schedule for review of rates. Commissioner Rardin seconded the motion.**

Commissioner Hernandez stated for some it may be the difference between continuing to live independently in regular housing or moving into Public Housing. He wanted to make sure when we raise rates it is what is needed. He had asked the City Manager and he said no.

Mayor Rentschler added one more thing. When he was recently in Santa Fe and talking to the State Engineer, he told him that in Alamogordo we have been punishing our citizens for a long time in the name of water conservation with the 5-Tier System. Could we look at a 3-Tier System and allow a little more water in the first tier and ramp up from there. If we could sell more water we might be able to stave off some of this rate increase. He also told the State Engineer that when he was a kid there was a lot more green grass. Now we have xeriscaping at best and people who park on their lawns at worst. Those of us who keep our grass green pay dearly for it. He wanted the City to look at this and the rate structure.

**Motion carried with a vote of 5-2-0. Commissioner Hernandez and Commissioner Galea voted nay.**

Commissioner Galea stated her reason for voting nay was because the City Manager clearly stated there would be a proposal for a rate increase, and she wasn't in favor of continuing resolutions.

**17. Receive report on current collection practices for unpaid utility accounts. (Stephen Thies, City Attorney)**

City Attorney Thies reported this was put on the agenda at the request of a landlord who had recently received a utility bill that one of his tenants had incurred. The specific complaint was the time it took for the City to bill him for the tenant bill; it was a little over one year. Our current policy is a combined effort of Utility Billing and the Legal Department. When a tenant moves out and leaves an unpaid utility account, the utility deposit will be applied to the account and if there is any remaining balance the tenant will be billed. If that amount is not paid by a certain time, we either turn it over to a collection agency or file a lien against the property. City Attorney Thies referred to two State statutes that applied to the collection practices. The first allows us to charge a security deposit and the second which allows us to hold the landlord responsible for utility charges unless the landlord comes to City Hall to report he will not be responsible for it. We currently require a \$210.00 security deposit instead of the \$140.00 security deposit when the landlord submits such a notice. He referred to a spreadsheet of the utility liens that had been filed over the years. There is \$48,259.44 unpaid on this list. Any over four years old are difficult to collect.

Mayor Rentschler said this list shows there are fewer filings every year and asked if that was because of better collection policies or a result of us not filing a lien. Customer Service Manager Ortega said we actually have brought some of this to the City Council. He had been informed the Commission did not want to file liens for anything under \$200.00 because the administrative fee attached was \$200.00. Thus, we try to work the accounts as long as we can and we try to use our collection agency. Part of the delay was because we were going through an RFP process to get a new collection processor and that took a long time. We have a new collection person hired and we are working diligently to get these caught up. We sent a letter to one of the homeowners and he was not in agreement with our policy. He got a water bill from 2010. The tenant was first notified and then the homeowner, and that account was not sent to the collection agency. We are here today to discuss that policy. Our current policy is to hold the accounts for four years and then write them off. He had discussed this with Commissioner Rardin and he wanted to present some ideas on how to process these accounts.

Commissioner Rardin remarked one of his constituents was in the audience and he had talked to several others who had rentals around Alamogordo. He could see their side when they get a letter in the mail stating a lien will be filed for an outstanding bill almost four years old. Commissioner Rardin felt the homeowner needed to be notified within a month or two of an outstanding bill. In this particular case, if the homeowner wanted to take the renter to court over the bill the judge would ask him why he waited almost four years to do this. He referred to the list of liens, and City Attorney Thies said these were all water bills and none were abatement liens. Commissioner Rardin said there are about 100 on this list and all but about 12 or 15 are not collectable now. He suggested writing those off and from now on doing a better job of notifying the property owners when a renter moves out without paying their water bill. The landlord needs to be notified when the renter is notified.

Customer Service Manager Ortega said in four years we have knocked down our write-offs from \$36,000.00 to \$12,000.00. Last year our write-offs were close to \$12,000.00 so he felt our current policy is working. There was a time when some of these were overlooked and Customer Service Manager Ortega took responsibility for that, but he said they have been working diligently on this. We are hitting them really hard and are responding to all in a timely manner, so he commented the Commissioners may be getting calls. There is one collections clerk working all these accounts and there is a lot of work involved. There will be a lapse in time because it is not an easy job going after these folks.

Commissioner Talbert asked Customer Service Manager Ortega what the current policy was. Customer Service Manager Ortega told him was to give the terminated account 30 days to pay their bill. Commissioner Talbert said a landlord has to return a deposit within a certain amount of time and can't hold on to it for four years. Customer Service Manager Ortega said we have spoken to and work with all the property managers within the City. They contact us to determine if the account has been terminated and whether there is a balance in order to ascertain what amount should be deducted from the security deposit. Commissioner Talbert said a lot of them are not property managers; they are individuals who do not live in Alamogordo and it would seem reasonable to contact these people before they give back any deposits.

Mayor Pro-Tem Baldwin said that brings up another question of whose responsibility it is. It is the landlords, correct? Customer Service Manager Ortega said that is correct. Mayor Pro-Tem Baldwin said most landlords/property managers have a deposit for this, correct? Customer Service Manager Ortega agreed. Mayor Pro-Tem Baldwin said the process should be for the property owner to check with you. Customer Service Manager Ortega said most do and we receive calls on a daily basis. Mayor Pro-Tem Baldwin noted this is before us to decide what to do and we are to decide whether to change our policies or not. This isn't the first conversation we've had on this, whether it be utilities or weed abatement. The process seems to be working the majority of the time, and Customer Service Manager Ortega agreed. There have been several reasons why we let some of these go so long, but we do not have an excuse for it now and are staying on top of all. Mr. Ortega said he is working on them as well as the Codes Department in order to get everything caught up.

Mayor Pro-Tem Baldwin asked about the amount written off and his total budget collected on a yearly basis. Customer Service Manager Ortega said that amount was over \$9 million dollars. Mayor Pro-Tem Baldwin felt the process was probably working well if \$12,000.00 was all we had to write off.

Commissioner Galea agreed with Mayor Pro-Tem Baldwin and felt the owners of these homes are business owners and there is always a risk that comes with owning and running a business. She asked Customer Service Manager Ortega if there was a faster way to turn off the water for those who do not pay their bills. Customer Service Manager Ortega said our current ordinance allows them to go two months past due, and at that point we can terminate them and send a final bill. In total, it takes about three months. When we go to the network reading system, it will allow us to read all the meters in three days. At that point, we are going to try and bill them all within those three days and that will change the game because we will be more aggressive in collecting from these people. He said if he was a homeowner he would have been upset to receive a bill from 2010. He understood why the gentleman was upset and he has apologized and stated they will do a better job. He said they were open to any direction the Commission might give.

Commissioner Hernandez asked Customer Service Manager Ortega how he handled someone who hadn't paid a bill moving to another location and whether they could open a new account. Customer Service Manager Ortega told him the first thing we do is ask the customer if they had ever had service with the City of Alamogordo. When they sign the application we look up the name in our records. Commissioner Hernandez asked how they do it if someone uses another name. Customer Service Manager Ortega said the current ordinance does not require that, but it will be one of our recommendations. If we had brought the rates to you tonight, the new ordinance would have more specific language concerning lease agreements and the requirement to bring that agreement when they sign up for water.

Commissioner Hernandez said we don't know when the lease is broken and so the landlord may have already returned the deposit. They will have to call the City. Customer Service Manager Ortega said we have to be careful because it is a public record, so not just anyone can call and get the information. Commissioner Hernandez said it is easy to get around by using someone else to sign up for water. There are a lot of loopholes there. Customer Service Manager Ortega said he would get with the City Attorney to add the statement that a lease agreement will be required when signing up for water. We do require a purchase agreement or some proof they have purchased the home.

Commissioner Rardin said the constituent he had talked to mentioned running an individual's credit, but he didn't know how much that would cost for us to do this. In this case the lady had moved out and gone to a different town. She had not come in to cancel her service so the City kept billing. Someone moved in about two months later and Commissioner Rardin wondered why Utility Billing had not notified the owner there was an outstanding bill. Customer Service Manager Ortega told him if it was processed correctly the owner would have been notified. They would have been notified 40 days after it was billed. Commissioner Rardin said it sounded like Utility Billing had everything under control. Customer Service Manager Ortega said any homeowner may come in and file an Owner Waiver Form that would dismiss them from any responsibility for an unpaid water bill. It increases the deposit but it takes the responsibility from them. Commissioner Rardin said that protects that landlord but causes the deposit to go up. Customer Service Manager Ortega said we have talked to homeowners and some were reluctant to do this, but when they did they said it did not affect them either way.

Mayor Rentschler asked how soon he expected the Electronic Read system to be online. Customer Service Manager Ortega told him the City Attorney is currently in contract negotiations with the person who won the RFP. We are hoping to get started at the beginning of next year and within six months we should have a total install.

Mr. Harv Hamilton told the Commission he has some rentals. He had paid a 10 year old water bill. When he had asked if there was any bill outstanding he had been told they could not release that information to him. He wanted to know how to do this when you are just a 'little guy' who didn't understand the system. Customer Service Manager Ortega told him if you bring in proof you are the homeowner, we will require you to do a Public Records Request. Otherwise, you can go to the City Clerk's office right away and then I will get it to you.

Mayor Rentschler remarked this is only for discussion tonight and no action will be taken.

Customer Service Manager Ortega apologized to Mr. LeFevre again and stated they would do a better job from now on.

**18. Consider, and act upon, submitting a proposal to support constructing a local State Veterans Cemetery, including a letter of support. (Susie Galea, Commissioner)**

Commissioner Galea reported Governor Martinez had visited at the VFW a number of months ago with Secretary Hale of the Department of Veteran Services. There is a program where the Federal VA has funding for states for three VA mini-cemeteries. They have targeted Alamogordo for one sight since we are 80 miles from the nearest VA cemetery and we have over 8,000 veterans in Otero County. She would like to discuss this and hopefully direct City Staff to work with Secretary Hale for the identification of a Veteran's Cemetery. It would not cost the City any money to construct it because it would all be funded through the VA. She said there were a number of veterans who preferred Ft. Stanton in Lincoln County for a cemetery location, also.

Commissioner Talbert asked if the fees she proposed were on airport property. Commissioner Galea didn't propose any property. She said our Staff has identified the airport property location as a good location in order to meet VA requirements. Commissioner Galea had considered a mountainous location by the Space Museum, but VA requires it to be on flat land. Commissioner Talbert asked if the property identified in the agenda report was within Airport property. Commissioner Galea said City Planner South could answer that. City Planner South said it was on Airport property and was the parcel on the northeast corner of the Airport property just inside the fence. It was the parcel looked at by PNM for their Sun Field in the past. It is 160 acres, and Commissioner Galea said they only needed 4-5 acres. City Planner South said 4-5 acres is the minimum and it can be more than that. The idea of building on mountainous property would not satisfy the tech. standards for a Federal cemetery. Commissioner Galea noted Ft. Stanton does not meet the criteria.

Commissioner Rardin is not against this, but he would like to see if we have any parcels within the City limits. He didn't think there would be room for the Airport to expand if they used that property. City Planner South said we looked at many places that were city owned. This application would have to be sent to the State by the end of this year. Commissioner Rardin asked if a location would have to be on the application and City Planner South said yes. He would have to have a detailed cost estimate and so would have to include the price of buying land, if needed. One other parcel considered was due south of the Sewer Plant, but they didn't feel it would be a desirable location. Commissioner Rardin said if the cemetery was in the middle of town than visitors to the cemetery might be more likely to stay and spend their money. City Planner South agreed that would be ideal, but we don't have that situation.

Commissioner Talbert asked if it would be possible to move the western boundaries of the Airport. Mayor Rentschler remarked this parcel was 160 acres and they are only asking to allocate 4-5 acres. Commissioner Talbert said the western boundary bothered him. He said they could not extend the runway approach to one of the runways because it is too close to the mountains. The overrun is there and we don't want to lose that. City Planner South said that in his previous experience working with airports, having a cemetery in an overrun area is something the FAA is moderately comfortable with. Commissioner Talbert said Carrizozo has that situation.

Commissioner Sikes said she felt some pressure since we had to have it done before the end of the year. She had talked to some veterans who had retired here and not taken into consideration the fact we don't have a veteran's cemetery. They did not seem to be concerned about it. She felt it was nice to have but we do have veteran's cemeteries in the State, and she asked how much it would cost to maintain it. Commissioner Galea told her that because this is a joint venture between the State and the VA, the State will maintain it and there will be no cost to the City at all.

Commissioner Rardin asked City Planner South if we have access to this piece of property by the Airport. City Planner South said there is a street running directly along the north boundary, Airport Road, so the access would be there. Commissioner Rardin asked about using the southeast corner of the 160 acres and whether we would have to build a road. City Planner South said that would be included in the cost of the cemetery construction and would not be considered a city street. He went on to say that in addition to the slope issues in the area, it is also a requirement that the cemetery be green and not xeriscaped. Thus, we would need recycled water and we have that in this area.

Commissioner Hernandez made a point on the importance of communication. He noted we have only 2.5 weeks to do this, but the letter was written almost two months ago. He felt if we had communicated better and had more time we might have found a more suitable area. He agreed with Commissioner Rardin about having it in a nicer location, such as South Scenic or the west side. Commissioner Galea apologized for this. When the letter arrived she was out of town at the Southwest Defense Alliance and with the holidays it wasn't brought to the Commission before this meeting.

Mr. Paul Sanchez said he was opposed to this idea because on a yearly or bi-yearly basis the area veteran's groups take a trip to Ft. Stanton to maintain that historic cemetery property. He knows veterans who have been requesting the State and Federal agencies to make Ft. Stanton a national cemetery and they want to be buried there. He stated he was very involved with military funerals and didn't feel a VA cemetery here in Alamogordo was a priority to any veteran he had spoken to. He said something came up during tonight's discussion that he felt was unintentional, but had offended him. It was the comments concerning a cemetery in town generating the economy. He said a veteran's cemetery is not a tourist attraction. In his experience with the Lincoln/Otero Veteran's Leadership Council he found they were opposed to this idea. To his knowledge, he said there was only one person that is in favor of this idea and that is Commissioner Galea. He felt the money should go toward Ft. Stanton since it is an existing, historic veteran's cemetery. He felt the Ft. Stanton location was massively supported by our local veteran's groups.

Commissioner Galea said Paul Sanchez' comments were a lie. She was not the only one wanting this cemetery. Commander Croft of HAFB is in favor of it and many veterans here are in favor of it. She agreed Ft. Stanton was a historical cemetery and on the VA list at #70, she thought, and that would be a long wait. She remarked the slopes do not meet the requirements and Secretary Hale identified Alamogordo because of the large amount of military retirees. She felt having a cemetery here would be less of a burden for loved ones. Las Cruces veterans would also come here instead of El Paso because they would want to rest in the State from which they served.

Mr. Paul Sanchez commented he had said 'to his knowledge' Commissioner Galea was the only one, so he took offense to her comment that he had lied.

Commissioner Hernandez said the letter dated November 8<sup>th</sup> and received November 14<sup>th</sup> by the City Clerk could have been given to the City Manager and maybe we could have had more time to research it.

**Commissioner Galea moved to approve submitting a proposal to support constructing a local State Veterans Cemetery, including a letter of support. Commissioner Talbert seconded the motion. Motion carried with a vote of 6-1-0. Commissioner Sikes voted nay.**

**19. Appointment of Boards & Committees. (Robert Rentschler, Mayor)**

Mayor Rentschler made no appointments.

**PUBLIC COMMENT**

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None

**CITY MANAGER'S REPORT**

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1) City Manager Stahle mentioned a meeting he had had earlier today. He, Mayor Rentschler and Commissioner Rardin met with some staff and members of the US Army Corps of Engineers. We sent a letter to the Feds some months ago asking them to take another look at the Dry Canyon Wash and the Tays/Holcolm Wash and try to combine them. In today's meeting, it was made clear that if that was the case we would risk any efforts to resolve the flooding from Dry Canyon and would cost us considerably more. On that basis, he would send a letter to the Corps requesting they not combine the Tays/Holcolm Wash area with the Dry Canyon Wash area. Instead of a 25/75 cost split for the improvements to Dry Canyon it might go as high as 50/50, so we don't want to put that at risk. We will have to look at the Tays/Holcolm area separately, but we can do that in the future.

**REMARKS AND INQUIRIES BY THE CITY COMMISSION**

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**Commissioner Rardin commented on the following:**

1) Commissioner Rardin said he had not received a GRT report in two months. They used to get a number of reports every month but haven't for a while. One came from the State yesterday and according to the State website, we are down \$620,000.00. The State report comes out on the 15<sup>th</sup> of the month and we should have our report within a day or two following that. He also questioned why we are down 6% and Ruidoso up 10%. He didn't see anything going on up there that wasn't also going on down here.

City Manager Stahle said the State report came out on the 15<sup>th</sup> and today is the 17<sup>th</sup>. He said when we get them we want to put a report in your box that isn't duplicating that report and we will do so in a timely basis. Commissioner Rardin said he shouldn't have to get on the website to do this, it should be forwarded to the Commissioners. The Tax and Revenue report doesn't have how it was dispersed, it just says whether we are up or down. The report we used to get told us where it was coming from and the last one had that information. It is important for us to see that so we know where we are.

2) He said there was a structure fire down the street from his house and they contained the fire to the attic and it wasn't a total loss. He said since Fire Chief Ward has been here they have learned how to put a fire out.

**Commissioner Hernandez commented on the following:**

1) Commissioner Hernandez expressed he appreciated the improved communication from the City Manager's office. It has been helpful, and it can still be improved, but it is important that we communicate to him and him to us.

2) He wished everyone a Merry Christmas.

**Mayor Pro-Tem Baldwin commented on the following:**

1) Mayor Pro-Tem Baldwin thanked the City Staff for putting on the get-together today and for all the decorations around City Hall. He wished everyone a Merry Christmas.

**Commissioner Galea commented on the following:**

1) Commissioner Galea said she had attended the Arms Meeting on December 10<sup>th</sup>, which is a regional military meeting. They have a BRAC criteria key they are looking at for the region and she wanted consensus from the Commission for the City Manager to utilize staff to answer some of their questions concerning infrastructure in order for our information to be utilized in the regional analysis. No one was opposed to that.

2) She attended the Joint Land Use Study meeting (JLUS) on December 11<sup>th</sup> and Susan Flores from the Otero County Commission was there, also. We are winding down with the JLUS and Public Comment. The report should be out by January and then Public Comment will be allowed for four weeks after that. There are a number of residents from the Weed Community who were frustrated because they thought their voices weren't being heard or responded to promptly. There is a Comment Matrix being used to review all the comments and this will be printed in the document for all to see. There will be highlighted areas that show how Public Comment is addressed. There will be an additional Public Comment meeting with Weed and when it occurs she asked that more Commissioners attend that meeting. Their concerns are use of Public Land which they want to use for Solar and Wind energy.

3) She said the City has an opportunity to have an Open House and reception at the Golf Course in recognition of the Sun Country Golf Association 2013 Golf Club of the Year Award. A number of us have complained of the subsidy we use to keep the Golf Course running and if we had more users of the course, we would have less of a subsidy to pay. She would like the City Staff to work with the Chamber and OCEDC to do this. Commissioner Rardin asked how much it would cost. Mayor Rentschler asked when it would need to be and she asked Mayor Pro-Tem Baldwin. Mayor Pro-Tem Baldwin said if you really want to show it off at its best, it should be in the spring-time or early summer. He said the sooner the better and he thanked her for wanting to do this. He said we would incur some of the cost because it is our golf course, our restaurant and our management. Commissioner Galea asked if anyone objected to the City Manager working with staff and Mike Espiritu and the Chamber to put this together. No one objected.

4) She said all the City Staff had worked hard to decorate for Christmas. She said Rosanne Garcia from the Senior Center and Mary Scott from Public Works are retiring.

5) She wished everyone a Merry Christmas.

6) PNM will be at the Expo in January addressing energy efficiency and their push to incentivise transitioning from swamp coolers to energy-efficient AC units.

**Commissioner Sikes commented on the following:**

1) Commissioner Sikes said she also wanted to thank City Staff for all their support during the year and helping us put on entertaining Commission meetings. She thanked the Police and Fire Departments, too. She thanked everyone for the event in the lobby and all the holiday decorations. She remarked they would be judging those displays on Friday and knew everyone had put in a lot of time and effort during their breaks. She wished everyone a Merry Christmas.

**Mayor Rentschler commented on the following:**

1) Mayor Rentschler met with State Engineer Scott Vigil on December 6<sup>th</sup> and Secretary of the

Environment Flint. We were apprehensive when we went there, but after we reported on what Alamogordo had done concerning water over the last 20 years, where the Desalination Project had come from and all the other projects and programs we have, they told us our Desalination Project was at the top of projects and the Governor is looking at funding these projects. We stand a good chance of getting our Desalination Plant completely funded. It was an outstanding meeting.

2) He was in Santa Fe again on December 11<sup>th</sup> to meet with the Governor and to thank her for the help on the Desalination Project. He invited her to attend a Groundbreaking for the Snake Tank Well Field sometime in early January.

3) He spoke to the Governor about the Hold Harmless Tax. He explained about how the Hold Harmless will work in the County and why the City Commission elected not to do that.

4) He had received a call from a constituent saying there wasn't a baby swing at Alameda Park. He spoke with Assistant City Manager McNeile and thought there would be one there soon.

5) He attended the Christmas Tree Lighting that was arranged by Commissioner Galea and it was done very nicely. He hoped it would be done again next year.

6) Mayor Rentschler participated and was a judge in the Christmas Parade. It was outstanding.

7) He will record a Christmas & New Year's message for one of the radio stations.

8) On Dec. 16<sup>th</sup>, the DFA Secretary called him about PSAP. We have gone without the tax money we all pay on our cell phones for 12 years now and that is well over \$1 million dollars lost. We will have a meeting on January 8<sup>th</sup>, with the DFA Secretary to work out what will happen with these PSAP funds.

9) He met with Ron Darnell, PNM Vice-President about their extension policy. If you have a swamp cooler and want to go to refrigerated air it costs you maybe \$3,000.00-\$4,000.00 additional to pay for the upgrade of the transformer that feeds your house. They got it through the PRC without any trouble and are now looking to do something further to incentivize us to go to refrigerated air. This is good for Alamogordo since we are trying to use less water.

10) He mentioned the meeting the City Manager had spoken of with Michael Martinez from the US Corps of Engineers. It was an interesting meeting.

11) Mayor Rentschler thanked HR for decorating the foyer, Megan Wade for decorating the big tree, Renee for putting together tonight's Open House and all City Staff for all they do for the Commission and the citizens of Alamogordo.

12) He wished everyone a Merry Christmas and Happy New Year.

13) He reminded everyone the Commission Meetings go back to the second and fourth Tuesdays of the month and he hoped to see everyone here on January 14, 2014.

## **ADJOURNMENT**

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**Commissioner Rardin moved to adjourn at 9:18 p.m. Commissioner Sikes seconded the motion. Motion carried with a vote of 7-0-0.**

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Mayor Robert Rentschler

ATTEST:

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City Clerk Reneé L. Cantin

*(Prepared by Nancy Jacobs, Deputy Clerk)*

*Approved at the Regular Meeting held on January 14, 2014.*

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

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**Meeting Date:** January 14, 2014      **Report Date:** December 30, 2013      **Report No:** 3

**Submitted By:** Reneé Cantin  
City Clerk      **Approved For Agenda:** 

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**Subject:** Consider, and act upon, the final publication of Ordinance No. 1458 amending Section 8-01-170 of the Code of Ordinances to allow for administrative approval of Temporary Activity Structure Permits.

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**Fiscal Impact:** NA  
**Amount Budgeted:** NA  
**Fund:** NA

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**Recommendation:** Approve the Ordinance for final publication. **[Roll call vote required]**

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**Background:** At the Regular Meeting of December 3, 2013, the City Commission approved the Ordinance for first publication. A summary of the Ordinance was published in the *Alamogordo Daily News* on Sunday, December 8<sup>th</sup>, 2013. If approved for final adoption, the summary will be published a second time on Sunday, January 19<sup>th</sup>, 2014 and will be effective January 24<sup>th</sup>, 2014.

**The following information was provided by Stephen Thies, City Attorney at the time it was brought for first publication:** Attached is an ordinance which allows for the administrative approval of temporary activity structures. This amendment was requested by Commissioner Rardin due to the frequency which this routine matter comes before the Commission.

Although a quick review of the ordinance leaves the impression that it is a significant rewrite, the reason for such an impression is that the current code section for temporary structures is being moved to a different chapter and added to the section of the City Code which allows for special use permits. Other than that move, very little change has been made to the current ordinance other than to add the provisions that allow for administrative approval.

You should view the attached ordinance as a short-term fix. Long-term, the code provisions allowing for both special events and temporary structures need to be revised in conjunction with a more comprehensive review and rewrite of the zoning ordinance. Staff request approval of Ordinance No. 1459 for first publication.

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**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk RC Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

## ORDINANCE NO. 1458

### AMENDMENT REPEALING SECTION 8-01-170 OF CHAPTER 8 OF THE ALAMOGORDO CODE OF ORDINANCES, AND AMENDING SECTION 29-01-090 OF CHAPTER 29 OF THE ALAMOGORDO CODE OF ORDINANCES

**BE IT ORDAINED** by the City Commission of the City of Alamogordo as follows:

**SECTION ONE.** Section 8-01-170, Temporary Structures, of Chapter 8 of the *Alamogordo Code of Ordinances* is hereby repealed.

**SECTION TWO.** Section 29-01-090 of Chapter 29 of the *Alamogordo Code of Ordinances* is hereby amended to read as follows:

29-01-090. – Regulation of Special Events and Temporary Activity Structures.

(a) *Purpose and Intent.* It is the purpose and intent of these temporary use regulations to establish procedures for permitting certain types of temporary activities. The intent is to prevent the creation of any nuisance or annoyance to the occupants of or visitors to adjacent buildings or premises while avoiding lengthy or costly approval procedures.

(b) *Special Event Definition:* A Special Event includes but is not limited to carnivals, circuses, fairs, festivals, animal displays, amusement rides, flea markets, farmer's markets, special events promoting local agricultural products, promotions, Christmas tree sales, retail sale of fireworks, special sales events, neighborhood parties, and similar public assemblies on public or private property.

(c) *Temporary Activity Structure Definition:* Temporary activity structures are those structures, facilities, or uses that occur on a seasonal or sporadic basis and involve the processing and/or sale of commodities, or are needed in conjunction with a special event.

(d) A special event permit may be issued to authorize a Special Event within all zoning districts of the City.

- (1) **Eligibility.** A Special Event permit may be administratively issued if:
- i. The requested special event does not exceed a total of ten (10) days (to include set-up and dismantling);
  - ii. The event occurs only once in any twelve-month period;
  - iii. The special event is conducted either in an existing permanent building or outside, without the use of any temporary structures, unless a temporary activity structure is obtained;
  - iv. All owners of the property where the event is to held sign the application; and

v. The granting of the requested special event permit will not be detrimental to the surrounding properties or in conflict with any other codes.

(2) Submission requirements. The applicant is required to submit to the City the following:

- i. Completed application form together with support documentation; and
- ii. Applicable fees in accordance with section 2-01-030(i) of this Code.

(3) Procedure.

- i. Within two (2) weeks of receiving the application and all required materials, the planning division will make an initial determination of eligibility for administrative approval. If the proposal is ineligible, the planning division will promptly notify the applicant that the full special event permit procedure is required. If the proposal is facially eligible for administrative approval, the planning division will publish notice of the proposal in a newspaper of general circulation in the city. Notice of the proposed special event permit shall also be mailed by first class mail to the owners, as shown by the records of the county treasurer, of land within the area for which the special event permit is requested and of land within two hundred (200) feet of the area for which the special event permit is requested exclusive of streets, alleys and other public rights-of-way.
- ii. At least seven (7) days after publication and notification, if no protests are received from adjacent or abutting property owners or if total protests equal less than ten (10) percent of the land within the protest area, the planning division will forward the proposal to the city manager with staff comments and recommendations. Within two (2) weeks of receiving the application, the city manager will determine whether the special event permit is approved or should be diverted to the city commission for public hearing.
- iii. Should the city manager direct the special event permit application to the city commission for public hearing, the planning division shall notify the applicant and place the item on the next available city commission agenda, after publication and notification. The applicant will then be required to reimburse the city for the cost of republication and re-notification of the proposed action.
- iv. If the city manager approves the administrative special event permit, he shall sign the application signing approval by the city. He may require such additional conditions as will, in his judgment, secure substantially the objectives of the district regulations and shall forward it to the city clerk for filing with the county clerk, in accordance with standard city procedures. The city manager will advise the city commission, in writing, of all administrative special event permits granted and any conditions imposed. If the applicant disagrees with the conditions set by the city manager the applicant may appeal to the city commission.

v. If protests are received from adjacent or abutting property owners or total ten (10) percent or more of the land within the protest area, the special event permit application shall be referred to the city commission for public hearing. The applicant will then be required to reimburse the city for the cost of re-publication and re-notification of the proposed action.

(e) A permit for a temporary activity structure may be issued to authorize a Temporary Activity Structure, such as stands, tents, canopies and other similar structures, to be located within all zoning districts of the City.

(1) Exemptions. The following do not require a permit for a temporary activity structure:

- i. Any trailer, mobile housing unit or recreational vehicle as defined in section 25-01-010 of this Code;
- ii. An accessory structure used solely for storage which lacks indoor plumbing but which otherwise complies with the New Mexico Building Code;
- iii. A structure from which merchandise or services are not offered for sale to the general public and which is under one hundred (100) square feet in area; provided, any such structure erected after May 24, 1985 shall be securely anchored to resist movement due to wind, flood or other factors;
- iv. A structure from which merchandise or services are sold or offered for sale to the general public and which is under one hundred (100) square feet in area provided that:
  - a. The structure is open for business within two (2) weeks of its placement on subject property; and
  - b. The structure is removed from subject property within two (2) weeks of the discontinuance of the sale of merchandise or services to the public or within six (6) months after its placement on the property, whichever is less.
- v. A structure displayed for sale purposes only when securely anchored to resist movement due to wind, flood or other factors;
- vi. A structure erected on property owned by the city, including the county fairgrounds;
- vii. A structure used as a construction office at a site where construction work is being carried on;
- viii. A structure which complies with the New Mexico Commercial Building Code, except for attachment to a foundation, used for instruction at a school; and
- ix. A structure which is equal to or greater than one hundred (100) square feet in area and which is erected for the purpose of conducting a special promotion of a like business in conjunction with and adjacent to the building duly licensed by and operating within the city limits provided that the structure is erected only once during any three-month period, that the structure remains no longer than a period of eighteen (18) consecutive

days, to include three (3) weekends, that prior written approval from the city manager is obtained together with such conditions as the city manager may require, that a city building permit is obtained, and that the structure is adequately secured to the ground so as to resist movement caused by wind, flood or other factors. Extensions shall only be by special permit as specified in subsection (b) of this section. The applicant shall be responsible for maintaining the property in a clean and orderly manner. If the applicant fails to clean the property the city manager shall contract for the correction of the accumulation of trash or order its correction by the city at the expense of the applicant or owner of the property. Such action by the city may jeopardize the approval of future permits.

(2) Submission requirements. The applicant is required to submit to the City the following:

- (i) Completed application form together with support documentation; and
- (ii) Applicable fees in accordance with section 2-01-030(i) of this Code.

(3) Prior Determinations for Temporary Activity Structure Permit Approval.

The City Manager shall only approve an application for a Temporary Activity Structure Permit, if all of the following findings can be made:

- i. The proposed temporary use will be compatible with adjacent uses and will not adversely affect the surrounding neighborhood by means of odor, noise, dust, or other nuisance.
- ii. Increased traffic caused by the temporary activity structure will not adversely affect the surrounding neighborhood or City at large.
- iii. The proposed Temporary Activity Structure is consistent with all City regulations and codes.

(4) Conditions of Approval. The City Manager may impose such conditions on a temporary activity structure as are necessary to meet the purposes of this chapter and protect the public health, safety and welfare and adjacent uses. Conditions which may be imposed include, but are not limited to:

- i. Setbacks and open space requirements.
- ii. Parking and circulation.
- iii. Fences, walls or other screening.
- iv. Signs.
- v. Vehicular and pedestrian ingress and egress.
- vi. Property maintenance during the course of the activity.
- vii. Control of illumination, noise, odor, vibration or other nuisances.
- viii. Hours of operations.

(f) Appeal of Administrative Review Decision. Any person who is dissatisfied with the decision of the City Manager may appeal that decision to the City Commission in accordance with section 20-02-090 of this Code.

**SECTION 3. EFFECTIVE DATE.** This Ordinance shall take effect five days after publication by title and general summary.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**CITY OF ALAMOGORDO, NEW MEXICO**  
a New Mexico municipal corporation

By: \_\_\_\_\_  
Robert Rentschler, Mayor

**ATTEST:**

\_\_\_\_\_  
Reneé L. Cantin, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Stephen P. Thies, City Attorney

First Publication Approval: 12/03/2013  
First Publication: 12/08/2013  
Final Publication Approval: 01/14/2014  
Final Publication: 01/19/2014  
Effective Date: 01/24/2014

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

**Meeting Date:** January 14, 2014      **Report Date:** December 30, 2013      **Report No:** 4

**Submitted By:** Renee Cantin  
City Clerk      **Approved For Agenda:** 

**Subject:**      **Consider, and act upon, the final publication of Ordinance No. 1459 amending certain Sections of Chapter 28 the Code of Ordinances Concerning Water, Sewer and Reclaimed Water Rates and a schedule for review of rates.**

**Fiscal Impact:**      NA  
**Amount Budgeted:**      NA  
**Fund:**      NA

**Recommendation:**      **Approve the Ordinance for final publication. [Roll call vote required]**

**Background:**      At the Regular Meeting of December 17, 2013, the City Commission approved the Ordinance for first publication. A summary of the Ordinance was published in the *Alamogordo Daily News* on Sunday, December 22<sup>nd</sup>, 2013. If approved for final adoption, the summary will be published a second time on Sunday, January 19<sup>th</sup>, 2014 and will be effective January 24<sup>th</sup>, 2014.

**The following information was provided by Stephen Thies, City Attorney at the time it was brought for first publication:** Current City Code provides that the City Manager shall annually review water and sewer rates and make recommendations on any changes to the current rates at least 90 days prior to the submission of the annual budget. Staff has been reviewing the current rates for any possible increases. During that process, the timing for submitting proposed rate increases was questioned. A different time other than during the holidays was thought to be more appropriate. Attached for the Commission's consideration is an amendment to existing City Code which would require rate changes to be submitted in conjunction with the annual budget.

Staff request approval of Ordinance No. 1459 for first publication.

**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk RC Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

## ORDINANCE NO. 1459

### AMENDING CHAPTER 28 OF THE CODE OF ORDINANCES OF THE CITY OF ALAMOGORDO, NEW MEXICO, TO CHANGE WHEN UTILITY RATE CHANGES SHOULD BE PRESENTED TO THE CITY COMMISSION

**WHEREAS**, the City Commission desires to amend Chapter 28 of the Code of Ordinances to change when water and sewer rate changes must be presented to the City Commission.

**NOW, THEREFORE, BE IT ORDAINED** by the City Commission of the City of Alamogordo as follows:

**Section 1.** That the last paragraph of Section 28-02-100 – Service charge – Charges, of the Code of Ordinances of the City of Alamogordo, New Mexico, be amended to read as follows:

The city manager shall review the above rates annually and make recommendations for any changes to the city commission in conjunction with the submission of the annual budget. Any changes shall be implemented by a duly approved ordinance setting forth the amended rates.

**Section 2.** That Section 28-03-080 – Rates, of the Code of Ordinances of the City of Alamogordo, New Mexico, be amended to read as follows:

Users outside the city limits: For all users of the municipal water supply which are located outside the city limits of the city, the rate shall be two (2) times the monthly customer and commodity charge.

Thereafter, on February 1 of each year, the charge/rate shall be increased by the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average for the month of June (Index base period: December 1996=100), unless said charge/rate is modified by subsequent resolution.

The city manager shall review the above rates annually and make recommendations for any changes to the city commission in conjunction with the submission of the annual budget. Any changes shall be effected by a duly approved ordinance setting forth the amended rates.

**Section 3.** The provisions of this ordinance are intended to be severable and, should any portion herein be declared null, void, or of not effect, it is the intention of the City Commission that the remainder of the ordinance shall remain in full effect as if the voided portion had not been enacted.

**SECTION 4. EFFECTIVE DATE.** This ordinance shall take effect upon its adoption and publication.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2014

CITY OF ALAMOGORDO, NEW MEXICO  
a New Mexico municipal corporation

By: \_\_\_\_\_  
Robert Rentschler, Mayor

ATTEST:

\_\_\_\_\_  
Reneé L. Cantin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephen P. Thies, City Attorney

First Publication Approval: 12/17/2013  
First Publication: 12/22/2013  
Final Publication Approval: 01/14/2014  
Final Publication: 01/19/2014  
Effective Date: 01/24/2014

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

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**Meeting Date:** January 14, 2014      **Report Date:** December 30, 2013      **Report No:** 5

**Submitted By:** Reneé Cantin  
City Clerk      **Approved For Agenda:**  \_\_\_\_\_

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**Subject:** Resolution 2014-01 determining reasonable notice of meetings of the Alamogordo City Commission (Open Meetings Act).

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**Recommendation:** Approve the Resolution. **[Roll call vote required]**

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**Background:** The Open Meetings Act requires each public body to establish its notice provisions annually. This Resolution accomplishes that requirement. There is a new state law passed at last year's session which requires the final agenda to be posted thirty six (36) hours prior to the meeting. The previous requirement was 24 hours.

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**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk  \_\_\_\_\_ Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

**RESOLUTION NO. 2014-01**

**RESOLUTION DETERMINING REASONABLE NOTICE  
OF MEETINGS OF THE GOVERNING BODY OF THE CITY OF  
ALAMOGORDO, NEW MEXICO (ALAMOGORDO CITY COMMISSION)**

**WHEREAS**, the State of New Mexico has determined that the formation of public policy and the conduct of business by vote shall be conducted in meetings which are open to the public, as set forth in Section 10-15-1 NMSA 1978 (As Amended); and

**WHEREAS**, reasonable notice of the time and place of any meeting of a public body is necessary to carry out the policy set forth above; and

**WHEREAS**, in those limited instances in which meetings of this Alamogordo City Commission may be closed to the public, the law and the public business also require reasonable notice to the public of the time and place of such meeting; and

**WHEREAS**, Section 10-15-1 NMSA 1978 (As Amended) requires each public body to determine at least annually what notice shall be reasonable when applied to the public body.

**NOW, THEREFORE, BE IT RESOLVED** by the Alamogordo City Commission of the City of Alamogordo, New Mexico, that reasonable time for giving notice of meetings is:

**REGULAR MEETINGS:** Notice shall be given at least five (5) days in advance of any regular meeting.

**SPECIAL MEETINGS:** Notice shall be given at least twenty-four (24) hours in advance of any special meeting.

**EMERGENCY MEETINGS:** Notice shall be given at least three (3) hours in advance of any meeting considering emergency matters involving a clear and present danger to the health, welfare, or safety of the citizens of the City of Alamogordo.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that reasonable manner for giving notice of meetings shall be:

**REGULAR MEETINGS:** Notices of the date, time, and place of such meeting shall be posted in at least two conspicuous places in or about the City Hall Building, Alamogordo, New Mexico, at least five (5) days prior to the meeting, or by publication [as that term is defined in Section 3-1-2(J) NMSA 1978 (As Amended) of notice of date, time, and place of meeting at least five (5) days prior to the meeting. An agenda containing a list of specific items of business to be discussed or transacted at the meeting, or information about how an agenda may be obtained, shall be posted in at least two conspicuous places in or about the City Hall Building, Alamogordo, New Mexico, at least **thirty six (36) hours** prior to the meeting. Proof of notice shall be accomplished by executing and filing in the official minutes of the Commission, a certificate by the Municipal Clerk attesting to posting in compliance herewith or by the publisher of the publishing newspaper attesting to publication in compliance herewith. Notice shall be provided to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that submit a written request for such notice.

**SPECIAL AND EMERGENCY MEETINGS:** Notices of the date, time, and place of the meeting shall be posted in at least two conspicuous places in or about the City Hall Building, Alamogordo, New Mexico, at least twenty-four (24) hours prior to the meeting for a Special Meeting, and at least three (3) hours prior to the meeting for an Emergency Meeting. Proof of notice shall be accomplished by executing and filing in the official minutes of the Commission, a certificate by the Municipal Clerk attesting to posting in compliance herewith. Notice shall be provided to broadcast stations licensed by the

Federal Communications Commission and newspapers of general circulation that submit a written request for such notice.

It is expressly allowed by rule of the Alamogordo City Commission that a member or members may participate in a meeting of the Commission by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend in person. Each member participating by conference telephone must be identifiable when speaking, all Commission members must be able to hear each other and members of the public attending the meeting must be able to hear any Commissioner who speaks.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of January, 2014.

ALAMOGORDO CITY COMMISSION

By \_\_\_\_\_  
Robert Rentschler, Mayor

ATTEST:

\_\_\_\_\_  
Reneé L. Cantin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephen P. Thies, City Attorney

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

**Meeting Date:** January 14, 2014      **Report Date:** December 26, 2013      **Report No:** 6

**Submitted By:** Kenneth L. Johnson      **Approved For Agenda:**   
Finance Director 

**Subject:** Consider, and act upon, Resolution No. 2014-02 approving a grant application to the USAA – US Forest Service for the collaboration forest restoration program in the amount of \$120,000.

**Fiscal Impact:**      \$30,000 City Match (In-kind)  
**Amount Budgeted:** N/A  
**Fund:**      To be determined

**Recommendation:** Approve Resolution No. 2014-02.

**Background:** In November 2013, city staff from Public Works and the Finance Departments met with representatives from the US Forest Service to discuss funding opportunities for a forest restoration project in the west section of the Lincoln National Forest better known as the Marushi/Springer Area that would allow the City of Alamogordo the opportunity to remove small diameter trees on easements and City owned property, in a collaborative effort with other local, county, state, and federal entities. This project would reduce the threat of large, high-intensity wildfires, insect infestation, and disease; as well as, improve ecosystem functioning and enhance biodiversity. Most importantly, this project will help promote healthy watersheds, for which the city relies on as a source of potable water.

However, before the City can pursue the implementation of the forest restoration project, the City must first conduct an environmental (NEPA) impact study of the project area. In order to achieve this objective, staff is requesting the approval of this resolution which provides staff the authorization to submit a competitive planning grant application to the US Forest Service. The total amount of the project will be \$150,000.00 of which \$30,000 will be the 20 percent match requirement in the form of city in-kind services, and \$120,000 for contractual services from an environmental firm to conduct the NEPA study.

**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk  \_\_\_\_\_ Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance  \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

## RESOLUTION NO. 2014-02

**A RESOLUTION OF THE COMMISSION CITY OF ALAMOGORDO, NEW MEXICO APPROVING THE SUBMISSION OF A COLLABORATIVE FOREST RESTORATION PROGRAM (PLANNING) GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE – US FOREST SERVICE IN THE AMOUNT OF \$120,000; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CHIEF EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY OF ALAMOGORDO'S PARTICIPATION IN THE COLLABORATIVE FOREST RESTORATION PROGRAM.**

**WHEREAS**, the need exists for the City of Alamogordo to collaborate with other local, county, state, tribal and federal entities to promote healthy watersheds, reduce threat of large, high-intensity wildfires, insect infestation, and disease; improve ecosystem functioning and enhance biodiversity by reducing the density of small diameter trees; improve communication and joint problem solving; improve use of, or add value to, small diameter trees; encourage sustainable communities and sustainable forest through collaborative partnerships; and develop, demonstrate, and evaluate ecologically sound forest restoration techniques; and

**WHEREAS**, City of Alamogordo, in cooperation with other stakeholders, wishes to submit a Collaborative Forest Restoration Program (CFRP) planning grant application to the United States Department of Agriculture – US Forest Service to conduct an Environmental Impact Study (NEPA) in order to then pursue a CFRP implementation grant; and,

**WHEREAS**, a CFRP implementation grant will assist the City of Alamogordo to restore city owned forest public land by removing the density of small diameter trees which will help reduce the threat of large, high-intensity wildfires, insect infestation, and disease, improving ecosystem functioning and enhancing biodiversity, which will also lead to healthier watersheds; and,

**WHEREAS**, The City of Alamogordo recognizes that healthier watersheds generally lead to a greater yield of high-quality water, which it is essential to the City's own survival and quality of life, since it relies on these watersheds to provide potable water to its citizens; and,

**WHEREAS**, the City Commission finds that there is a significant need to undertake the project and determines that it meets the requirements of the Collaborative Forest Restoration Program; and,

**WHEREAS**, the City Commission commits a twenty (20) percent local match through in-kind (personnel) services in order to apply for the Collaborative Forest Restoration Grant Program.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF  
THE CITY OF ALAMOGORDO, NEW MEXICO, THAT**

**Section 1.** The City of Alamogordo is hereby authorized to prepare and submit a Collaborative Forest Restoration Program (CFRP) planning grant application; and,

**Section 2.** The City Commission directs and designates the City Manager as the City of Alamogordo Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City of Alamogordo's participation in the Collaborative Forest Restoration Program.

**Section 3.** The City of Alamogordo officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution.

**Section 4.** The application is for \$120,000 of grant funds to carry out the project.

**Section 5.** That it be further stated that the City of Alamogordo is committing \$30,000 in personnel services from its General Fund as in-kind services towards the planning activities of this project.

PASSED APPROVED AND ADOPTED this \_\_\_\_\_ of \_\_\_\_\_ 2014.

CITY OF ALAMOGORDO, NEW MEXICO  
A New Mexico Municipal Corporation

\_\_\_\_\_  
Robert Rentschler, Mayor

ATTEST:

\_\_\_\_\_  
Renee L. Cantin, City Clerk

APPROVED AS TO FORM;

\_\_\_\_\_  
Stephen P. Thies, City Attorney

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

**Meeting Date:** January 14, 2014      **Report Date:** December 31, 2013      **Report No:** 7

**Submitted By:** Mikel Ward      **Approved For Agenda:**   
Fire Chief

**Subject:** Consider and approve Resolution No. 2014-03 accepting the New Mexico Fire Protection Grant Award in the Amount of \$100,000 from the New Mexico Public Regulatory Commission – State Fire Marshall Division; authorizing the city manager to act as the municipality's chief executive officer and authorized representative; and directing that these funds be utilized in accordance with the Fire Protection Grant application objectives and program requirements.

**Fiscal Impact:** \$25,004.60  
**Amount Budgeted:** City of Alamogordo matching budget funds \$25,004 (20% of approved Grant)  
**Fund:** 033-0000-317.16-13

**Recommendation:** Approve the Resolution. **[Roll call vote required]**

**Background:** On August 26, 2013 the City Commissioned authorized staff to submit the Fire Protection Grant application to the New Mexico Public Regulatory Commission – Fire Marshall Division for the purchase of fire personnel protection equipment and self contained breathing apparatus.

Subsequently, on November 7, 2013 the New Mexico Public Regulatory Commission – Fire Marshall Division notified the City of Alamogordo that it was awarded the requested grant application amount of \$100,000. The City of Alamogordo pledged \$25,004.60 as a local match contribution which has been budgeted in this fiscal year.

Approval of this resolution will authorize city personnel to proceed with the execution of the grant award.

**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk RC Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance    Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

**RESOLUTION NO. 2014-03**

**A RESOLUTION OF THE COMMISSION OF THE CITY OF ALAMOGORDO, NEW MEXICO, ACCEPTING THE NEW MEXICO FIRE PROTECTION GRANT AWARD IN THE AMOUNT OF \$100,000 FROM THE NEW MEXICO PUBLIC REGULATION COMMISSION – STATE FIRE MARSHAL DIVISION; AUTHORIZING THE CITY MANAGER TO ACT AS THE MUNICIPALITY’S CHIEF EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE; AND DIRECTING THAT THESE FUNDS BE UTILIZED IN ACCORDANCE WITH THE FIRE PROTECTION GRANT APPLICATION OBJECTIVES AND PROGRAM REQUIREMENTS.**

**WHEREAS**, on August 26, 2013 the Commission of the City of Alamogordo approved an application to the New Mexico Public Regulatory Commission – State Fire Marshall Division for the 2014 competitive Fire Protection Grant Funding Cycle; and,

**WHEREAS**, the City of Alamogordo requested \$100,000 in the Fire Protection Grant application, pledging a local match commitment of \$25,004.60 (slightly over 20%), for the purchase of standard compliant Firefighting Personal Protection Equipment and Self Contained Breathing Apparatus; and;

**WHEREAS**, On November 7, 2013 the City of Alamogordo was notified by the New Mexico Public Regulatory Commission - State Fire Marshall Division that it was awarded the Fire Protection Grant in the amount of \$100,000; and,

**WHEREAS**, the Commission finds that this grant award will assist the City of Alamogordo supply its fire fighting personnel with much needed fire fighting equipment to assist the City of Alamogordo provide adequate fire protection services to the community; and,

**NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ALAMOGORDO, NEW MEXICO, that**

1. The City of Alamogordo hereby accepts the grant award and is authorized to make use of these funds in accordance with the grant application objectives and program requirements.
2. The Commission directs the City Manager, as the Chief Executive Officer and Authorized Representative, to act in all matters in connection with the execution of the Fire Protection Grant Funds.
3. The City of Alamogordo officials and staff are directed to do any and all acts necessary to effectively carry out the intent of this resolution.

**PASSED, ADOPTED, AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

CITY OF ALAMOGORDO, NEW MEXICO  
A New Mexico municipal corporation

\_\_\_\_\_  
Robert Rentschler, Mayor

ATTEST:

\_\_\_\_\_  
Reneé L. Cantin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephen P. Thies, City Attorney

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

**Meeting Date:** January 14, 2014      **Report Date:** December 27, 2013      **Report No:** 8

**Submitted By:** Barbara Pyeatt, Purchasing Manager      **Approved For Agenda:**   
Stephen P. Thies, City Attorney

**Subject:** Consider, and act upon, proposed Contract for Public Transportation Services with Zia Therapy Center, Inc. (RFP No. 2013-011).

**Fiscal Impact:** \$109,989.20  
**Amount Budgeted:** \$110,000.00 (from Fund 4)  
**Fund:** General Fund (F011) 

**Recommendation:** Approve contract for Public Transportation Services with Zia Therapy Center, Inc.

• **Background:** During last spring's budget hearing the Commission was advised that it was necessary to request proposals for certain previously funded services if the payments being made to the service provider were in excess of \$50,000 per fiscal year. The transportation services being provided by Zia Therapy Center was one such services. Consequently, on September 22, 2013, RFP No. 2013-011 was advertised on September 22, 2013 in the Alamogordo Daily News seeking proposals for the provision of transportation services. Any service provider wishing to be considered needed to submit a proposal no later than October 16, 2013. When no proposals were received by the established deadline, the request for proposals was subsequently re-advertised on October 27, 2013. This time one responsive proposal was received from Zia Therapy Center Inc. Zia's proposal was evaluated and determined to meet all published criteria.

In its proposal, Zia requests payments during its fiscal year (which coincides with the Federal fiscal year) in the amount of \$109,989.20. Payment would be as follows:

- (1) \$14,411.20 for administrative expenses (see Attachment 12, page 1)
- (2) \$85,578.00 for operating expenses (see Attachment 12, page 2)
- Subtotal: \$99,989.20
- (3) \$10,000.00 for the Alamogordo to Las Cruces Transportation Services
- Total: \$109,989.20

The Commission budgeted \$110,000 in FY2014 for these services. \$100,000 was budgeted for the fixed route services while the other \$10,000 was appropriated for the Alamogordo to Las

**Reviewed By:**

City Attorney  City Clerk  Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance  Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works  Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

Cruces route (the Pilot Program). The Commission approved the continued payments for the Pilot Program contingent upon Zia raising the fare by \$1.00.

In past fiscal years Fund 44 (the Transportation Fund) was used to pay for these transportation services. Since the FY2014 budget was approved by the Commission, it was determined that Fund 44 cannot be used to pay for transportation services. Instead, payment will need to be made from the general fund.

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**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk \_\_\_\_\_ Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

## CONTRACT FOR PUBLIC TRANSPORTATION SERVICES

THIS AGREEMENT is entered into by the CITY OF ALAMOGORDO, NEW MEXICO, a New Mexico municipal corporation (the "City"), having offices at 1376 East Ninth Street, Alamogordo, NM 88310 and Zia Therapy Center, Inc., a New Mexico non-profit corporation (the "Contractor") having offices at 900 First Street, Alamogordo, New Mexico.

In consideration of the promises and agreements set forth, the City and contractor agree:

1. **Scope and Description of Services:** Contractor will perform in a timely fashion for the benefit of the City the following public transportation service as described in Exhibit A on the days and hours identified. The equipment to be provided by the Contractor will be sufficient to provide the required service.

Contractor shall at all times maintain vehicles in good mechanical condition in conformity with all applicable safety regulations, and will keep all vehicles in clean condition, subject to inspection by City at all times. The Contractor warrants that it now has and will continue to have during the term of this agreement, all necessary licenses, certification, or other documents required by any governmental agency, federal, state, or local, which authorize or empower the operation of subject service.

Contractor will utilize drivers for this service who are properly qualified and lawfully licensed for the service provided in the vehicles used, and have received appropriate safety training. Drivers shall display proper courtesy toward passengers and maintain a neat and clean appearance.

Contractor shall display appropriate signs designating route and/or service area.

2. **Terms of payment for services:** The City shall pay to Contractor, as full payment for all services to be performed by Contractor pursuant to this agreement, a maximum compensation of \$109,989.20 during the Initial Term as hereafter described. Compensation for the Fixed Route services, as described in Exhibit A, shall not exceed the sum of \$99,989.20 during the Initial Term. Contractor shall invoice the City of Alamogordo monthly for an amount equal to fifty percent (50%) of operating expenses during the Initial Term, plus twenty percent (20%) of administrative costs during that same period. Terms are net 30 days. Compensation for the Pilot Program, as described in Exhibit A, shall be \$10,000 during the Initial Term. As a condition of receiving this payment, Contractor shall provide sufficient proof that the fares for the Pilot Program have been increased by \$1.00 over the one-way fare (\$2.00 for the round trip fare) charged to riders of this route during Contractor's fiscal year that ended on September 30, 2013. Payment is further conditioned upon receipt by Contractor of funds from the New Mexico Department of Transportation for the Pilot Program. Payment for the Fixed Route services in any Extended Term, as hereinafter defined, is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations

between the parties from year to year pursuant to Paragraph 1, Scope of Work. Contractor acknowledges and agrees that the City is under no obligation to provide any further funding to the Contractor for the Pilot Program beyond the expiration of the Initial Term.

**3. Effective Date/Term:** The initial term of this agreement will commence when both parties have signed it (the "Commencement Date"). The date this agreement is signed by the second party to sign it (as indicated by the date associated with that party's signature) will be deemed the date of this agreement. If a party signs but fails to date a signature, the date that the other party receives the signing party's signature will be deemed to be the date that the signing party signed this agreement. This Agreement shall terminate on September 30, 2014 (the "Initial Term"), unless otherwise terminated pursuant to the provisions contained herein. The City may extend the term of this contract by a preliminary written notice to the Consultant of its intent to extend at least 60 days before the contract expires for an additional one (1) year period ("Extended Term"). The preliminary notice does not commit the City to an extension. If the City exercises this option, the extended contract shall be considered to include this option provision. The total duration of this contract, including the exercise of any options under this clause, shall not exceed eight (8) years if the Agreement is more than \$50,000 (per fiscal year), as set forth in Section 2-13-200 of the City Purchasing Ordinance.

**4. Contract Documents:** Each of the following described Contract Documents, copies of which are attached or incorporated by reference, form a part of this Agreement:

Exhibit A: Certificate of Insurance

Exhibit B: The response to RFP No. 2013-011 received from the Contractor, dated November 5, 2013 (*to the extent that the terms do not contradict or conflict with the terms and conditions of this contract*)

**5. Amendments:** Both City and Contractor shall have the option to implement minor route changes upon thirty (30) days written notice to the other party. Service changes, requiring additional compensation will be implemented following written agreement by both parties as to proper compensation to be paid to Contractor. Similarly, both parties shall have the option to reduce service after written agreement by both parties.

With the exception of the above, this Agreement constitutes the entire agreement between the parties. Any proposed change in this Agreement shall be submitted to the City for its prior approval. No modification, addition, deletion, etc., to this Agreement shall be effective unless and until such changes are reduced to writing and executed by the authorized officers of each party.

**6. Reports:** Contractor shall submit quarterly reports to the city showing the vehicles used, the passengers carried, the vehicle days and hours of service and miles traveled, total vehicle mileage, revenue collected, maintenance costs, operating and

Administrative costs as well as costs and operating costs per passenger trip, per vehicle hour and per vehicle mile, as well as passengers per vehicle mile and administrative costs as a percentage of total costs. Reports similar to those currently provided to Contractors grantee will be acceptable. Contractor shall supply the City with a copy of it's annual audit, within thirty (30) days of acceptance of said audit by the Contractor's Board of Directors. In addition, the City of Alamogordo shall have the right, on thirty (30) days notice to inspect and/or audit the books and records of the Contractor regarding this contract.

**7. Agreement:** This Agreement shall be binding upon, and inure to the benefit of, the respective successors, assigns, heirs, and personal representatives of the City and Contractor. Any successor to Contractor's rights under this Agreement must be approved by the City. Any successor will be required to accede to all of the terms, conditions and requirements of this Agreement as a condition precedent to succession. Assignment of any portion of the work by subcontract must be approved in advance by the City, in writing.

**8. Insurance:** Contractor shall carry and keep in force business auto liability insurance covering the use, maintenance and operation of its vehicles in amounts not less than the following:

\$1,000,000 combined single limit of liability each occurrence for Bodily Injury Liability and Property Damage Liability.

Upon execution of this agreement Contractor shall present certificates of insurance coverage. Contractor shall have City named as an additional insured on its policies.

Contractor shall assume liability for, and hold harmless the city and City's successors, assigns, officers, directors, employees and agents from any liabilities, obligations, losses, damages, claims, or costs, incurred by or asserted against City, resulting from any of the following: the failure of Contractor to operate service in conformance with law; the violation by the Contractor of any of the provisions of this Agreement; any act or failure to act by any officer, director, employee or agent of the Contractor; any injury to any person, loss of life, or loss or destruction of property arising out of or relating to operation of the bus services. This does not apply if the loss claimed is caused by the negligence or other act or failure to act of the City or it's employees, or agents. The City will promptly notify Contractor in writing of any claim or liability which the City believes to be covered under this paragraph. The City shall tender and Contractor shall promptly accept tender of defense in connection with any claim or liability which Contractor has agreed in writing that, based on the face of the claim or liability, City is entitled to indemnification under this paragraph; provided, however, that City shall be kept informed of the status of the proceeding, shall be promptly furnished with copies of all documents filed or served by plaintiffs, and shall be furnished in advance with copies of all documents proposed to be filed or served on its behalf by defense counsel. In the event that Contractor, within thirty (30) days after receipt of notice from City of a claim or liability which City believes to be covered under this

paragraph, fails to advise City in writing that the Contractor agrees that City is entitled to indemnification under this paragraph, based on the face of such claim, City may retain its own counsel and present its own defense in connection with such claim or liability. The City, without first obtaining approval of the contractor, shall not settle or compromise any claim, suit, action or proceeding in respect to which the Contractor has agreed in writing that City is entitled to indemnification under this paragraph. Notwithstanding anything in this Agreement to the contrary, the indemnities contained in this paragraph shall survive termination of this Agreement.

**10. Non-collusion:** Contractor warrants and represents that it has not paid nor agreed to pay any bonus, commission, fee or gratuity to any employee or official of the City or to any other Contractor for the purpose of obtaining this Agreement.

**11. Conflict of Interests:** Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. Contractor certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-17 NMSA 1978, regarding contracting with a public officer or public employee have been followed.

**12. Appropriations:** Notwithstanding any other provisions in this Agreement, the terms of this Agreement are contingent upon the City Commission of the City of Alamogordo making the appropriations necessary for the performance of this Agreement. If sufficient appropriations and authorizations are not made by the City Commission, this Agreement may be terminated at the end of the City's then current fiscal year upon written notice given by the City to the Contractor. Such event shall not constitute an event of default. All payment obligations of the City and all of its interest in this Agreement will cease upon the date of termination. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

**13. Notices:** All notices required pursuant to this Agreement shall be in writing and shall be served upon the parties at the address listed in this Agreement. Delivery to an officer authorized to receive notices or the mailing of the notice by registered mail, return receipt requested, shall be sufficient service.

**14. Governing Laws:** This Agreement shall be interpreted under and governed by the laws of the State of New Mexico.

**15. Compliance with Laws:** Contractor agrees to comply with all applicable statutes, ordinances and regulations of the United States, the State of New Mexico and the City of Alamogordo. Any contract executed in violation of the terms and condition of the purchasing regulations of the City shall be null and void as to the City.

**16. Civil Rights Requirements:**

16.1. Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

16.2. Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In

addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

**17. Headings:** The section headings of this Agreement are for convenience and reference only and in no way define, limit, or describe the scope or intent of this Agreement.

CITY OF ALAMOGORDO, NEW MEXICO  
a New Mexico municipal corporation

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Robert Rentschler, Mayor

ATTEST:

\_\_\_\_\_  
Reneé L. Cantin, City Clerk

ZIA THERAPY CENTER, INC.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephen P. Thies, City Attorney

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

**Meeting Date:** January 14, 2014    **Report Date:** December 31, 2013    **Report No:** 9

**Submitted By:** Edward Balderrama    **Approved For Agenda:**   
Project Manager

**Subject:** Consider, and act upon, Change Order No. 2, to Hunt Engineering, L.L.C. Related to Washington Avenue / First Street Alignment, in an amount not to exceed \$5, 811.75, Including NMGRT.

**Fiscal Impact:**        \$5,811.75  
**Amount Budgeted:** \$54,922  
**Fund:**                    109-8903-430.57-43        (Project Number EN1301)

**Recommendation:**        Approve, Change Order No. 2, to Hunt Engineering, L.L.C. Related to Washington Avenue / First Street Alignment, in an amount not to exceed \$5, 811.75, Including NMGRT.

**Background:** The project involves the planning and design of re-aligning Washington Avenue at the intersection of First Street, the extension of Washington Avenue south to the proposed new elementary school and a feasibility study from the southern limits of the proposed project south to Ocotillo Drive.

Change order No. 1, was executed on December 12, 2013. The scope of work included the evaluation and impact to the proposed Project with the existing signalized intersections located at Cuba Avenue and First Street and Canyon Road and First Street.

Change Order No. 2, is for additional design services. The alignment selected by staff required the extension of the existing concrete box culvert and channel work.

**Reviewed By:**

Assistant City Manager \_\_\_\_\_ City Attorney \_\_\_\_\_ City Clerk  Community Development \_\_\_\_\_  
Community Services \_\_\_\_\_ Engineering  Finance  Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_  
Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_ Public Works  Purchasing \_\_\_\_\_

**CONTRACT CHANGE ORDER**  
**CHANGE ORDER NO. 2**

**Washington Avenue / First Street Alignment**  
**EN1301**

**DATE:**           **January 3, 2013**

**CONTRACTOR:**     Hunt Engineering L.L.C.  
                          P.O. Box 1595  
                          Alamogordo, NM 88311

**OWNER:**            City of Alamogordo  
                          1376 E. Ninth Street  
                          Alamogordo, NM 88310

**THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENTS:**

1.     Reason Code 3C: The alignment selected by staff required the extension of the existing concrete box culvert and channel work. The cost for this change would be \$5,400.00, excludes NMGRT.

**REVISED CONTRACT AMOUNT**

1. Original Contract Amount .....	\$ 125,370.00*
2. Total Contract Amount Including Previously Approved Change Orders.....	\$ 137,738.35*
3. Amount of this Change Order (Increase) .....	\$ 5,400.00*
4. Total Revised Contract Amount To Date.....	\$ 143,138.35*
5. Original Contract Completion Date .....	December 24, 2013
6. New Completion Date Due to this Change Order.....	January 10, 2014

\* excludes New Mexico Gross Receipts Tax.

The work covered by this order shall be performed under the same terms and conditions as that included in the original contract.

**CHANGE ORDER ACCEPTED AND APPROVED:**

BY: Dean Hunt  
Consultant

1/3/14  
Date

**CHANGE ORDER RECOMMENDED:**

BY: [Signature]  
Engineer

1/3/14  
Date

**CHANGE ORDER APPROVED BY MAYOR:**

BY: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date



# Hunt Engineering, L.L.C.

December 7, 2013

City of Alamogordo  
1376 East Ninth Street  
Alamogordo, NM

Attn: Edward Balderrama, Project Manager

Re: Intersection Improvements  
First and Washington Avenue Improvements Project  
EN 1301

Dear Mr. Balderrama,

As we have discussed previously, during the original scoping meeting on May 16, 2013 a specific discussion was held as to the alignment for Washington Avenue. At that time it was represented to Hunt Engineering, LLC that there would be no alignment changes to Washington Avenue north of First Street. The City's plan at that time was to acquire the Odd Fellows property and swing the portion of Washington, south of First Street, over to align with Washington Avenue north of First Street. Based on the City's representation Hunt Engineering LLC prepared a proposal to accomplish the work.

Subsequent to the execution of the contract the City declared that it was considering alignment options north of First Street. The change in the original scope was significant enough that it resulted in a 35 day delay in the project and the preparation of numerous alignment options north of First Street. Hunt Engineering, in good faith, prepared exhibits for the City so that they could be presented to upper management and the City Commission. At that time Hunt Engineering preformed the work without requesting additional compensation.

The alignment eventually selected, required the extension of a box which was not included in the scope of work as originally conceived. While Hunt Engineering will continue to honor its' good faith effort that it put forth in preparing the alignment exhibits it is now incurring additional expense in the design of the extension of the box culvert and the associated channel work. In order to accommodate the City's request for realignment, Hunt Engineering had to re-mobilize the surveyor to survey the outlet characteristics of the existing box culvert, the pedestrian bridge and the downstream characteristics of the existing channel from the box culvert to the McKinley Channel. In addition to the cost of the additional survey work the change from the original scope required the inclusion of fifteen additional sheets in the plans.

As an additional good faith effort towards the completion of the project and due to the critical nature of the Project schedule Hunt Engineering negotiated with surveyor to acquire the additional information at the same rate as the parcel surveys used to acquire the right-of-way Hunt Engineering LLC is requesting

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HUNT ENGINEERING, LLC

an adjustment in the original fee of \$5,400.00 to cover the added expenses and liability caused by the change in the original scope.

If you have any questions concerning this request, need addition information or would like to meet to discuss the matter please do not hesitate to contact me at 575-430-8112

Sincerely,

A handwritten signature in cursive script that reads "Dean Hunt". The signature is written in black ink and is positioned above the typed name.

Dean Hunt, P.E.

President

Hunt Engineering, LLC

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

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**Meeting Date:** January 14, 2014      **Report Date:** December 31, 2013      **Report No:** 10

**Submitted By:** Eugene Downer      **Approved For Agenda:** 

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**Subject:**      Discussion, and possible action related to the Tenth St. Water Tower.

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**Recommendation:**      None.

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**Background:** Eugene Downer has requested to report to the Commission on the Tenth St. Water Tower. The Agenda Request Form is attached.

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**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk RC Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_



**City of Alamogordo City Commission Meeting**

**AGENDA REQUEST FORM**

Date: 12.3.13

**Date of Meeting:**

~~DEC 17 2013~~

**Name:**

Eugene Downer

**Address:**

500 Raven Lane

Alamogordo ZIP 88310

**Phone Number:**

575 202 6773

**E-Mail Address:**

eugenedownerdowner@yahoo.com

**Item requested will be for: (Please check one)**

Information only



Action Item

Discussion/Action

Public Hearing



Report

Other: \_\_\_\_\_

**Brief description of topic to be discussed:**

**Please attach one original of any documents pertaining to the topic -**

**We do not allow handouts at the meeting**

10TH ST. WATER TOWER

Signature: \_\_\_\_\_

Eugene Downer

**Please return to:**

**Renee Cantin, CMC, City Clerk  
City of Alamogordo  
1376 E. 9<sup>th</sup> Street  
Alamogordo, NM 88310**

**Phone: (575) 439-4205**

**Fax: (575) 439-4396**

**E-mail: [rcantin@ci.alamogordo.nm.us](mailto:rcantin@ci.alamogordo.nm.us)**

# AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

**Meeting Date:** January 14, 2014      **Report Date:** December 24, 2013 **Report No:** 11

**Submitted By:** Steven O. Lee,      **Approved For Agenda:**   
Municipal Court Judge

**Subject:** Consider, and act upon a request to increase salary of Christina Shatzer from \$13.19 to \$14.19

**Fiscal Year Salary Budget:** \$27,652  
**Fiscal Year Benefit Budget:** \$23,490  
**Total FY Position Budget:** \$51,142

**Hiring Annual Salary Range:** \$14.19 per hour/\$29,515 annually  
**Pay Grade/Annual Salary Range:** \$14.19 per hour

**Fiscal Impact:** None the amount is within the amount budgeted for FY14

**Funding Source:** General Government/Judicial; 027-1201-412.20-02

**Position Vacant Date:** N/A  
**Expected Hire Date:** Currently in this position

**Recommendation:** Approve request to increase hourly pay rate for the position of Judicial Clerk

## Recruitment Justification:

Municipal Court would like to increase the pay rate for Christina Shatzer, Judicial Clerk. Christina Shatzer has taken on several other duties since the time of hire. Since our previous Court Administrator resignation and other clerks have been promoted within our department. Christina Shatzer did not get promoted within the department, but has taken on other duties that would have been completed by other clerks. She completes assigned tasks timely and always willing to provide a helping hand to whomever needs assistance.

**Reviewed By:** **\*\*ATTACH CURRENT JOB DESCRIPTION\*\***

City Attorney \_\_\_\_\_ City Clerk RC Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel HS Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

# AGENDA REPORT

CITY OF ALAMOGORDO  
CITY COMMISSION

Meeting Date: January 14, 2014 Report Date: December 24, 2013 Report No: 12

Submitted By: Steven O. Lee, Municipal Court Judge Approved For Agenda: 

Subject: Consider, and act upon a request to fill the Court Bailiff/Process Server position, to be assigned to the Municipal Court Department

Fiscal Year Salary Budget: \$35,936  
Fiscal Year Benefit Budget: \$17,841  
Total FY Position Budget: \$53,777

Hiring Annual Salary Range: \$15.00 per hour/\$31,200 annually  
Pay Grade/Annual Salary Range: Proposed Employment Service Contract

Fiscal Impact: Fiscal cost savings for FY14 is \$11,678

Funding Source: Municipal Court Corrections/027-2901-427

Position Vacant Date: Employee Retired December 1, 2013; Pay out vacant date is 01/08/2014  
Expected Hire Date: February 3, 2014

Recommendation: Approve request to fill the position of Court Bailiff/Process Server under an external employment service

## Recruitment Justification:

Municipal Court would like to fill our position with a highly-trained, qualified previous employee. Our court bailiff retired effective December 1, 2013. We would like to regain his experienced employment through an external employment service. Our court bailiff is an essential requirement to have our court run both smoothly and safely. Bailiffs ensure that everyone can proceed through trials and other court proceedings peacefully and with the required decorum. Our bailiff should also be a Certified Language Specialist. We have several Spanish-speaking defendants that appear for court proceedings.

Job description is attached.

Reviewed By: **\*\*ATTACH CURRENT JOB DESCRIPTION\*\***

City Attorney \_\_\_\_\_ City Clerk RC Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel 12 Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

**CITY OF ALAMOGORDO  
JOB DESCRIPTION**

**COURT BAILIFF/PROCESS SERVER**

**FLSA STATUS:** Non-exempt

**POSITION SUMMARY:**

Serves as Bailiff for the Municipal Court, serves subpoenas and summonses, and provides clerical and administrative support to the Judicial Branch of Municipal Government.

**ORGANIZATIONAL RELATIONSHIPS:**

- Reports to:** Municipal Judge
- Directs:** Prisoners, and/or temporary employees as assigned

**PRIMARY DUTIES AND RESPONSIBILITIES:** (May not include all duties performed)

- Transports prisoners to and from the Otero County Detention Center and Municipal Court
- Maintain security/control of prisoners and defendants during arraignments and trial proceedings
- Provides security to spectators, participants, support personnel and judge
- Searches the courtroom for illegal/hazardous items prior to proceedings
- Operates metal detectors, other similar devices designed for the detention of weapons, and media equipment in the courtroom
- Exercises independent judgment in deciding course of action to handle difficult and emergency situations without assistance
- Takes custody of persons sentenced
- Controls emotionally/physically ill persons
- Coordinates arrests with Alamogordo Department of Public Safety
- Maintains order, decorum, and security during Court proceedings
- Monitors and prepares the courtroom for arraignments and trial proceedings, including setting up Courtroom signage and barriers
- Assists the Municipal Judge and Court Staff during arraignments and trial proceedings, including transferring documents and evidence from defendants to the Court Staff and vice versa
- Answers and responds to inquiries and questions from the public regarding the Municipal Court's policies and procedures
- Locates individuals to be served using various methods including, but not limited to telephone directories, utility records, school records of individual's children, government records (i.e.

property records, tax records, drivers license records, etc.), and through individuals who may know their whereabouts

- Delivers and serves subpoenas and criminal summonses for trial and arraignment proceedings
- Answers questions from individuals served regarding court policies and procedures relative to the document served
- Keeps accurate, detailed records on documents served, including date, time, and place. If necessary, records why documents were unable to be served
- Delivers and acquires daily paperwork to and from various agencies to include DPS each morning
- Assists the Court Staff and performs related duties and responsibilities

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Security and self-defense techniques
- Legal and proper procedures for serving legal documents
- Geography of local area
- Effective record keeping methods
- Communicate effectively both in writing and orally (bilingual English/Spanish OR English/German preferred)
- Establish and maintain effective working relationships with the public, coworkers, and other agencies
- Physically restrain and control attendants
- Locate specific addresses accordingly
- Interpret City's ordinances, policies and procedures
- Operate general office equipment including a computer using standard word processing and database software
- Work effectively and efficiently without constant supervision
- Make quick decisions based on sound, personal judgment
- Perform well in stressful situations
- Must attend training as required by the Municipal Judge

### **WORKING CONDITIONS**

- Works in office, field, and hazardous exposure environments
- Must be able to tolerate inclement weather conditions
- Must be able stand for long periods of time while Court is in session
- The job has the hazard of dealing with people who are potentially dangerous or violent and resistant to Court orders

**QUALIFICATIONS:**

***Required:***

- Graduation from high school or equivalent
- At least one year of experience coordinating and monitoring programs with security or peace officer experience preferred
- Must have and maintain a valid NM driver's license with a satisfactory driving record for the City of Alamogordo

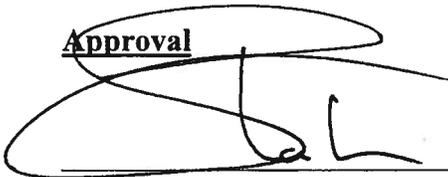
***Preferred:***

- Certified Language Specialist

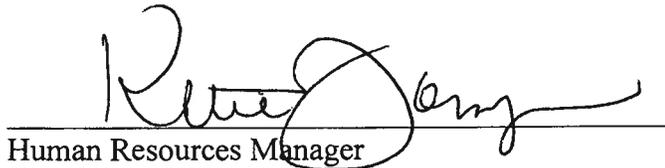
**History Summary**

November 2013 – Reformatted Job description and took out Community Service Coordinator duties

**Approval**



\_\_\_\_\_  
Municipal Judge



\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

12/23/13  
\_\_\_\_\_  
Date

# AGENDA REPORT

CITY OF ALAMOGORDO  
CITY COMMISSION

Meeting Date: January 14, 2014 Report Date: December 31, 2013 Report No: 13

Submitted By: Mikel Ward, Fire Chief Approved For Agenda: 

Subject: Consider, and act upon a request to fill one (1) Firefighter position, to be assigned to the Fire Department.

Fiscal Year Salary Budget: \$28,807  
Fiscal Year Benefit Budget: \$23,170  
Total FY Position Budget: \$51,977

Hiring Annual Salary Range: \$28,807  
Pay Grade/Annual Salary Range: (FFT) \$28,121 - \$37,315

Funding Source: General: 011-4204421

Position Vacant Date: November 24, 2013  
Expected Hire Date: February 17, 2014

Recommendation: Approve the request to fill one (1) Firefighter Position.

### Recruitment Justification:

This position is a FY14 approved budgeted position. This position was vacated by an employee who transferred back to the public works division within the City of Alamogordo.

This Firefighter position is a necessary position in the Fire Department. This position serves as the operational staff for emergency responses to fires, rescues, and other emergency situations. This position increases the Fire Department's ability to meet minimal staffing requirements for ISO, and to oversee and facilitate necessary training requirements for ISO.

The Fire Department currently has 5 staffed fire stations, covered by 3 shifts of staffing. Currently there are only 18 budgeted positions for fire suppression response divided over three shifts; 6 per shift covering 5 stations. Minimal staffing is a requirement for the application and continued receipt of State Fire Protection funds, which account for 25% of the total Fire Department budget. This funding provides most of the non-salary and benefit needs of the department.

Reviewed By: **\*\*ATTACH CURRENT JOB DESCRIPTION\*\***

City Attorney \_\_\_\_\_ City Clerk RC Assistant City Manager \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Police Chief \_\_\_\_\_ Fire Chief me  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ City Engineer \_\_\_\_\_ Human Resources JH

This position was vacated as of November 24, 2013. Based on the projected recruitment process timeline of six weeks, it is projected that this position will be filled no earlier than February 17, 2014. This results in six pay periods of vacancy for this position, resulting in a projected vacancy savings of \$11,995.

Staff recommends approval of this request to fill one Firefighter Position.

CITY OF ALAMOGORDO  
POSITION DESCRIPTION

**FIREFIGHTER**

**Summary of Position**

This position provides a range of services designed to protect the lives and property of the citizens of the City of Alamogordo and Otero County from adverse effects of fires, accidents, and exposure to dangerous conditions created by either man or nature. This position will be responsible for performing suppression and rescue activities as well as operating fire apparatus and other equipment in response to emergency alarms for fire protection, extrication, HAZMAT, technical and airport rescue, and other emergencies.

**Organizational Relationships**

**Reports to:** Fire Lieutenant

**Directs:** This is a non-supervisory position.

**Other:** Has regular contact with other city departments, the general public, civic groups, and outside agencies and departments concerned with fire suppression and prevention.

**Examples of Essential Work Duties**

*(May include but are not limited to the following)*

Respond to alarms and perform fire suppression, fire protection, extrication and rescue duties, including fire fighting, ventilation, salvage work, and utilizing various methods and tools including but not limited to; hose lines, nozzles, ladders, power tools, and extinguishers.

Respond to incidents involving technical or specialized rescue and mitigation operations including hazardous materials incident response, airport rescue firefighting incident response, technical rescue incident response, and natural disasters.

Drive and operate fire apparatus and fire equipment in a safe manner, and in accordance with department policies.

Conduct training of/with department personnel, surrounding department personnel, other agency employees, and the public.

Conduct fire inspections, fire prevention programs, fire protection equipment training, and educational and informational programs through the media, schools, civic groups, businesses, and the general public;

Inspect, inventory, and maintain the condition of fire equipment, apparatus, station, and grounds including but not limited to: equipment servicing, minor repairs, extensive clean up, painting, yard work, and other general facility maintenance;

Assist in performing scheduled testing of the city's fire hydrants, fire hoses, pumping equipment, ladders, self contained breathing apparatus, cascade system, air monitoring equipment, gas detectors and department vehicles, etc;

Assist in investigations of fire scenes to determine origin, cause, and damage caused by fire;

Record, prepare, and file required reports on all fire department incidents, inspections, code violations, and origin and cause reports.

Assist in maintaining and recording fire records and associated documents, including firefighter training, equipment maintenance, fire hydrant flow rates, fire inspections, public education on fire prevention, comprehensive reports documenting the situation at the scene, orders received, and other information deemed pertinent.

Responds to emergency calls during and outside of normal work hours, as required.

Perform related duties and responsibilities as required.

**Other Important Duties\***

Position requires some heavy lifting, climbing, crawling, standing/squatting/kneeling for extended periods of time, may require moving firefighting equipment, stretchers, human bodies both alive and deceased, and other various items at fire scenes as necessary.

### **Work Environment**

Performs tasks requiring: strength and stamina, such as lifting and moving equipment and objects; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling; ascending and descending stairs and ladders; work both inside and outside with exposure to extreme weather conditions, odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; frequent exposure to hazardous atmospheres and dangerous environments to perform firefighting and rescue operations; frequent hand and arm motion; hand and finger dexterity sufficient to use small tools; turning and bending neck; corrected or uncorrected vision sufficient to read gauges, documents and street maps; the ability to communicate verbally, including the ability to hear and distinguish various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments; the usage of personal protective equipment (PPE) appropriate for job assignments; safely operating apparatus and other equipment in all traffic conditions.

### **Required Knowledge, Skills, and Abilities**

*Knowledge of:* principles and practices of fire prevention and suppression; building codes; fire codes; fire sprinkler and alarm systems; current firefighting tactics and strategies; department policies and procedures; use and maintenance of fire and EMS equipment and apparatus; hazardous materials storage and disposal techniques and procedures; city geography; city and county response routes, procedures, and practice; fire hazards; and firefighting resources, such as personnel, equipment, water supply, and communication; incident management sufficient to perform basic incident command until relieved; technical skills including safety, fitness, firefighting, EMS, and special operations.

*Skill/Ability to:* work rotating shifts, year round, in increments of up to 24 hours; work evenings, weekends, and holidays; work hold over shifts, and mandatory calls back to duty; withstand extreme temperature for moderate periods of time; carry heavy loads up and down stairways and ladders; establish effective working relationships with co-workers, local law enforcement personnel, the general public, civic groups, and local and state officials; demonstrate proficiency in both oral and written communication; maintain records and complete reports; read and understand blueprints; and maintain appropriate necessary certifications, and a valid New Mexico driver's license applicable to job responsibilities, and good driving record; demonstrate and maintain physical endurance, agility, dexterity, and strength necessary to perform required duties; develop self-discipline with an increasing level of commitment, motivation, responsibility, accountability, self-esteem and respect;

### **Education**

High school diploma, or equivalent; Firefighter I; HAZMAT Awareness and Operations; current CPR Card; ICS 100; and required NIMS training; or any other combination of education and training that demonstrates a minimum level of firefighting knowledge sufficient for emergency response, must have completed Alamogordo Fire Department new-cadet academy prior to promotion/hire as a firefighter.

Must also possess and maintain a valid New Mexico class E or A driver's license with a good driving record acceptable to the City of Alamogordo and its Insurance carrier.

### **Experience:**

A minimum of one (1) year professional or three (3) years volunteer fire service experience.

Any combination of education and/or experience that provides the necessary knowledge, skills, and abilities.

### **Other:**

Must be a United States citizen, or legal permanent resident; must be at least 18 years of age; Must successfully pass firefighting physical agility testing, written testing, medical exam and drug screening test that meet physical requirements set forth by NFPA 1582 guidelines, and thorough background investigation; must not have any felony convictions, domestic violence or DWI convictions, or any other convictions for crimes indicating lack of character or moral turpitude.

**History Summary:**

1/10/13 - Newly implemented position due to organization/re-organization of Fire Department.

12/19/2013 – Changed hours language from “24 hours on duty 48 hours off or 48 hours on duty/96 hours off with the possibility of a flex schedule” to above written language. This will leave vague enough that schedule changes could be made without job description having to be re-written and distributed.

**Approval:**

Michael Ward Fire Chief

Fire Chief

19 DEC 13

Date

Kevin Jones

Human Resource Manager

12/20/13

Date

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

**Meeting Date:** January 14, 2014      **Report Date:** December 31, 2013      **Report No:** 14

**Submitted By:** Robert Duncan  
Police Chief      **Approved For Agenda:** 

**Subject:** Consider, and act upon a request to fill an open Police Officer position, to be assigned to the Alamogordo Police Department.

**Fiscal Year Salary Budget:** \$36,418  
**Fiscal Year Benefit Budget:** \$25,334  
**Total FY Position Budget:** \$61,752

**Funding Source:** General Fund (0114104)

**Position Vacant Date:** December 30, 2013  
**Expected Hire Date:** January 30, 2014

**Recommendation:** Approve request to fill the open position of a Police Officer

**Recruitment Justification:** The Alamogordo Police Department is requesting to replace and hire a Police Officer. On December 27, 2013, one of our certified officers resigned. This position is necessary for our department to maintain our staffing level and is a currently budgeted for FY14.

This position is responsible for the safety and good order of the community through enforcement of the constitution and laws of the United States of America, State of New Mexico, the ordinances of the City of Alamogordo, and established police regulations.

We are requesting to start the hiring process and hire a new Police Officer.

**Reviewed By: \*\*ATTACH CURRENT JOB DESCRIPTION\*\***

City Attorney \_\_\_\_\_ City Clerk RC Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel W Public Safety W  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

CITY OF ALAMOGORDO  
POSITION DESCRIPTION

**POLICE OFFICER**

**Summary of Position**

The Police Officer has general Police responsibility necessary for the safety and good order of the community through enforcement of the constitution and laws of the United States of America, State of New Mexico, the ordinances of the City of Alamogordo, and established police regulations.

**Organizational Relationships**

**Reports to:** Directly responsible to assigned Sergeant as outlined in the Alamogordo Police Department (APD) Rules and Regulations.

**Directs:** This is a non-supervisory position.

**Other:** Has frequent contact with school staff and students, judges, attorneys, various court staff personnel, department personnel, other city personnel, social workers, churches, hospitals, local community organizations, probation officers, other law enforcement agencies, and the general public.

**Examples of Work**

**Essential Duties\***

Responds to police emergency, non-emergency and routine calls; patrols City, arrests criminal suspects, issues citations, serves warrants, subpoenas, civil papers, and other legal documents promptly and accurately;

Patrols City with emphasis on traffic safety, assisting public (stranded motorists, providing directions, providing aid to those in danger of physical harm), answering complaints, safeguarding property, and enforcing laws and ordinances;

Identifies criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings to testify and provide expert opinion; makes court appearances relating to traffic violations and citations;

Participates in daily meetings and briefings to disseminate information regarding current operational status; shares information and documents with other divisions within the department and with other law enforcement agencies;

Prepares law enforcement, and traffic, incident/crash reports; completes paperwork and necessary reports associated with offenses and arrests; enters data into the computer system

Possess a good knowledge of City geography, physical conditions, street names, numbers, locations, and other matters affecting response to a call for service;

Performs vehicle, personnel, and property identification checks;

Assists in planning and implementation of activities involving department training;

Investigates crimes including: securing crime scene, performing surveillance, preparing required documentation, collecting evidence and questioning witnesses and victims; investigating crashes and traffic complaints;

Provides security and escort during special events, funerals, parades, fairs, and wide loads;

Facilitate the movement of vehicular and pedestrian traffic and maintains current knowledge of traffic control devices and traffic related ordinances;

Conducts special enforcement programs, including directing DWI interdictions, implementing specific patrol techniques, and inspecting seat belt usages and regulation compliance; develops, implements, coordinates and educates community organizations and the general public regarding hazardous materials; and reviews various community relations programs through schools, the media, publications, and public appearances;

Conducts all levels of crime prevention, including identifying crime locations and type, and executing crime prevention tactics and programs;

Responds to, participates in, and trains for aircraft emergencies, personnel rescue and evacuation;

Conducts prisoner transport to courts and detention facilities;

Conducts preliminary first aid and CPR procedures prior to EMS arrival;

Conducts mediation for landlord/tenant, domestic relation, and customer/retailer disputes;

Maintains current knowledge and training on firearms, radars, breathalyzers, and law enforcement ordinances and procedures;

Maintains vehicles, weapons, equipment and the building, in a professional, functional, and presentable condition; performs minor department facility, vehicle, and equipment repairs;

Contributes to a high quality work culture through participation in training and mentoring to develop skills, including safety related training and skills;

Provides excellent customer service to ensure high operational and service standards are met and maintained for the Citizens of Alamogordo.

**Other Important Duties\***

Assists with community relations projects including the implementation of programs that increase public awareness of police operations and procedures;

Provides safety and security services and related functions at various public and private schools as outlined in APD Rules and Regulations;

Provides station duties including: receiving walk in calls and citizen inquiries; security of the records area; coordination of the Intoxilyzer Key Operators; coordinates with other departmental components and other agencies regarding court appearance and CYFD referrals;

Assists City ambulance contractor in lifting and moving patients and renders first aid to injured persons;

Responsible for Professional Standards outlined in the Canon of Ethics;

May participate on special assignments as designated by Alamogordo Police Chief;

May provide courtroom security; and

Performs such other related duties as may be assigned.

### **Required Knowledge, Skills, and Abilities**

*Knowledge of:* criminal and civil law; departmental rules and regulations; investigation and crime prevention methods; identification records processes and procedures; and first aid and cardiopulmonary resuscitation procedures.

*Skill/Ability to:* safely use vehicles, firearms, and specialized equipment; operate a computer to prepare records and reports; apply criminal investigative techniques; operate intoxilyzer; control traffic and accident scenes; establish and maintain effective working relationships with other law enforcement agencies, city attorneys office, other departmental employees, community and school organizations, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records or reports; and maintain appropriate necessary certifications.

### **Experience and Education**

Ability to obtain certification from the New Mexico Law Enforcement Academy within one year of employment; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **Certificates and Licenses Required**

Basic Law Enforcement Officer Certification issued by the New Mexico Department of Public Safety Training and Recruiting Division.

### **Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regular exposure to uncooperative, hostile, or violent persons. Exposure to injured or ill persons. May be required to use defensive tactics and weapons. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds when moving police equipment, stretchers and bodies, and various items at accident scenes. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

### **History Summary**

February 2008 – Removed EEOC, FLSA, Pay Group, and Class Number from heading for consistency with current position description format. Included *History Summary* and *Work Environment*. Simplified summary of position by using language established in the APD Rules and Regulations. Used established APD Rules and Regulations for consistency of language in *Examples of Work*. Included standard language for customer service and training.

10/30/2013

Page 3 of 4

\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

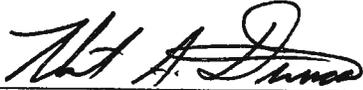
This job description does not take into account potential reasonable accommodations.

Clarified Fire Fighter I training requirement.

February 2013 – Updated job description by removing the fire fighting duties and related language.

October 2013 – removed references to Department of Public Safety and replaced with Alamogordo Police Department. Changed title from Public Safety Officer to Police officer. Removed one reference to fire, that was missed during last review. Minor changes to essential and other important duties.

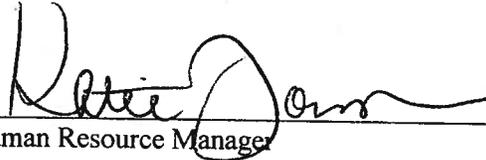
**Approval**



\_\_\_\_\_  
Police Chief

10/31/13

\_\_\_\_\_  
Date



\_\_\_\_\_  
Human Resource Manager

10/31/13

\_\_\_\_\_  
Date

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

---

**Meeting Date:** January 14, 2014      **Report Date:** December 30, 2013      **Report No:** 15

**Submitted By:** Susie Galea  
Commissioner      **Approved For Agenda:** 

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**Subject:** Consider, and act upon, approving to reconsider taking all budgeted positions to the Commission for approval.

---

**Fiscal Impact:**  
Amount Budgeted:  
Fund:

---

**Recommendation:** Discuss and reconsider this policy.

---

**Background:** After two previous City Commission meetings, no action has been needed to prevent a job opening from being filled. As a result of the new policy to bring job openings to the Commission verses the normal protocol of the city manager's review, it has cost more than 60 hours of staff time that they have not been able to use toward normal operations, and it has delayed the hiring process by 2 weeks to 2 months.

As I voted in favor of measure to test Mayor Rentschler's theory of fiscal responsibility, I have found that this new policy has cost the tax payers more money and reduction in services when needed staff have been limited due to the hiring delay created by this new policy.

I request that the Commission discuss and reconsider this policy. I request that the Commission instead give specific direction to the city manager of protocols relating to when to or when not to give approval to fill a vacancy amongst the city departments.

---

**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk RC Assistant City Manager \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Police Chief \_\_\_\_\_ Fire Chief \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ City Engineer \_\_\_\_\_ Human Resources \_\_\_\_\_

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

---

**Meeting Date:** January 14, 2014      **Report Date:** December 30, 2013      **Report No:** 16

**Submitted By:** Susie Galea  
Commissioner      **Approved For Agenda:** 

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**Subject:** Discussion, and possible action, related to directing staff to work with the Alamogordo Public School Board and local Non-Profits to work towards preparing a Youth Master Plan.

---

**Fiscal Impact:**  
Amount Budgeted:  
Fund:

---

**Recommendation:** Direct staff to work toward a Master Plan for future adoption.

---

**Background:** I would like to use the attached Youth Comprehensive Plan by Caldwell, ID as a model the City of Alamogordo could potentially use toward our own Youth Comprehensive Plan for Alamogordo, NM. Reference link:

[http://city.cityofcaldwell.com/file\\_depot/0-10000000/10000-20000/13986/folder/84287/2012+-+YouthMasterPlan.pdf](http://city.cityofcaldwell.com/file_depot/0-10000000/10000-20000/13986/folder/84287/2012+-+YouthMasterPlan.pdf)

The areas addressed in the master plan can be, but not limited to, the following: Safety, Out-of-school time, health and wellness, education and workforce readiness, community involvement, and communication and relationships.

I request discussion with the City Commission to provide staff with direction to work toward a master plan for our future adoption by the City Commission. The City staff will need to work with, but are not limited to work with, the Alamogordo school board and school officials, non-profit organizations in the city providing youth services, local Health and Human Services, and former documents from the Mayor's Youth Advisory Council.

Many of the areas that will be addressed by the master plan are already being addressed in our community in a tactical manner. By adopting a Youth Master Plan, the City, as a whole will have a strategic alliance with all services provided to youth as we work together toward providing a better quality of life for youth, which will sponsor future economic development.

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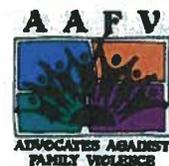
**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk  Assistant City Manager \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Police Chief \_\_\_\_\_ Fire Chief \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ City Engineer \_\_\_\_\_ Human Resources \_\_\_\_\_



# CALDWELL YOUTH MASTER PLAN

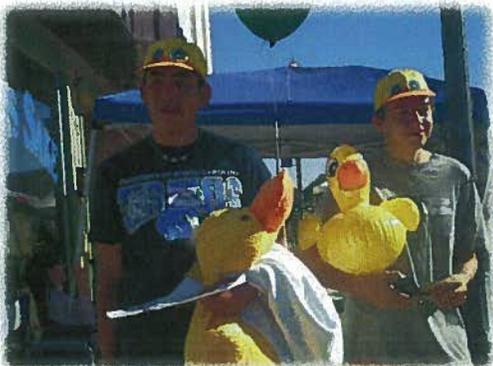
ADOPTED NOVEMBER 7, 2011



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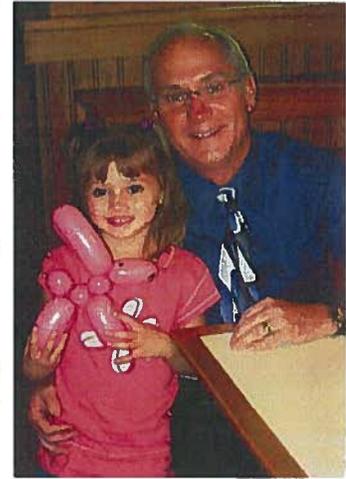


## **VISION STATEMENT**

Our vision for the City of Caldwell is to provide a safe, healthy and service-oriented community for our children. We believe that by emphasizing these qualities, we can help them develop the necessary skills to become responsible, conscientious adults and succeed as the future leaders in the community.

## LETTER FROM THE MAYOR

I have had the privilege of serving the City of Caldwell and this wonderful community for nearly 20 years. In that time, I have learned that the single most important unit in society is family. Youth and families are the cornerstone to building a successful community and when families thrive, the community, city, state and nation do as well. Investing in human capital is the key to providing a safe and successful community, this all begins with the families and most importantly our youth. Ensuring the success of the community in the future means investing in our youth today.



The Caldwell Youth Master Plan is a commitment from myself and other leaders to not only ensure the safety, health and happiness of our children today, but also to teach the generation that will lead our community in the future to be good citizens and leaders. This plan is something that I feel passionately about and I need not look any farther than the face of my own granddaughter to be reminded of the importance of following through with the promises illustrated within the Youth Master Plan.

It has been nearly a year long process for drafting this plan and I would like to thank all of the staff, students, parents and community partners who devoted their time and efforts to developing these 12 pledges that will serve thousands of children and youth throughout the City of Caldwell. As we move forward I would like to reiterate that this document is not an end, but only the beginning in our efforts to better serve our youth and provide a brighter future for Caldwell.

Garret Nancolas  
Mayor, City of Caldwell, Idaho

## LETTER FROM THE SUPERINTENDENT

My goal in Caldwell is to increase student achievement, and the Caldwell Youth Master Plan is another tool to accomplish that goal. The Caldwell School District's staff and students are on the road of continuous improvement. Our students are performing better than ever. Graduation numbers and teacher retention at both are at an all-time high. We have plans and programs in place that will increase the rate at which Caldwell graduates go on to college or professional or technical training programs. Kids in Caldwell are understanding that their opportunities after high school are endless. Eradication of generational poverty is very possible in Caldwell, and we can do that if we all work together and invest in the education of children.



The Caldwell School District has shown dramatic improvements over the last six years. Our success comes from employing highly effective teachers and building principals with the leadership capacity to help us strive forward. Our success also comes from having wonderful students, parents and community partners who consistently support our schools.

The Youth Master Plan is just more proof that the community bonds together to support children. We promise to be a key partner as we continue developing and implementing this community plan.

I find this plan exciting and an opportunity that I will embrace. We can make our educational system better in Caldwell. Better for kids and parents, better for teachers and better for the future of the City of Caldwell.

My commitment to you is that I will continue to do whatever it takes to find the best solutions for the kids and the community of Caldwell. I will work diligently with the Mayor and all partners who created the Youth Master Plan, which is a wonderful beginning to building and sustaining community relationships that benefit our kids and our future.

Roger Quarles  
Superintendent, Caldwell School District

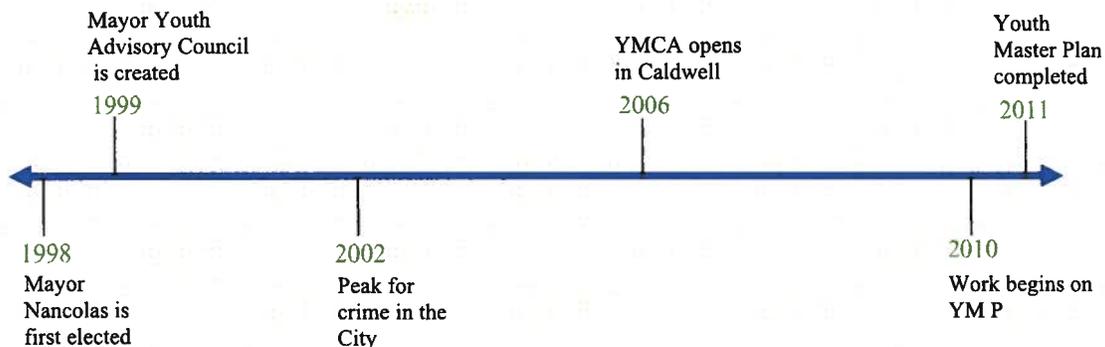
## TIMELINE LEADING TO YOUTH MASTER

Writing and implementing a Youth Master Plan is only the latest step in a very long and dedicated process to improving the lives of youth in the City of Caldwell. Mayor Nancolas, the city, school district and the devoted parents and community leaders have been actively working towards this goal for over a decade.

Mayor Nancolas has been passionate about community involvement since he was first elected in 1998. He created a tradition of visiting local high schools to teach government to students and discovered that students felt disenfranchised from the local government and were uninformed about the City. Mayor Nancolas determined that if the City of Caldwell wanted to strengthen the youth of the community, a program was needed to facilitate that type of activity. The Mayor's Youth Advisory Council was created in 1998 and it has flourished over the past 12 years. There are currently more than 40 high school students from three different area high schools that are actively involved in the group.

High school students are not the only ones of concern to the mayor and City. The focus has settled on making the quality of life for all of the children and youth in Caldwell second to none. In 2006, the Caldwell YMCA opened, filling a need for safe and healthy programs for children and young adults of all ages. In addition, Mayor Nancolas has worked tirelessly with the Caldwell Police Department to address gang violence and provide a safe community for children grow up. These efforts have paid off and in 2010, Caldwell experienced record low crime rates. The police have also begun working to strengthen the DARE/PAL program to keep kids active and away from drugs.

While the City of Caldwell has come a long way in creating a safe and happy environment for the younger members of the community, it is important to remember that we can always improve. It was in that spirit that in 2010, Mayor Nancolas met with the superintendent of the Caldwell School District, Roger Quarles, and they decided that it was necessary to develop a Youth Master Plan to ensure that the city and schools continue to improve in education and services to the youth.



## PLANNING PROCESS

In September 2010, the City of Caldwell, in partnership with the Caldwell School District and under the direction of Mayor Garret L. Nancolas and Superintendent Roger Quarles, began the process of developing a Youth Master Plan. The goal was to pinpoint the greatest challenges facing the youth ages 0-21 in Caldwell and form a plan for how to address these issues by improving services and opportunities that are provided to the young people in the community.

A youth coalition made up of a diverse group of volunteers from the public and private sectors as well as non-profit and student leaders, convened to lead the planning process. First, an advisory panel was formed and met in September to develop an outline for how the project would most effectively be accomplished. The consensus from the first advisory panel meeting was that community feedback and involvement would be critical to the success of the plan so surveys were developed for the children and adults.

In October, with the help of the Caldwell School District, over one thousand surveys were distributed to parents and students at the elementary, middle and high schools. The advisory group met and discussed the results of the surveys and offered advice and recommendations for the issues that were of most concern to the community.

Sub-committees led by college students were formed to discuss the results of the surveys and suggestions offered by the advisory panel. The students brainstormed and came up with the most effective solutions for their peers as well as the younger children in the community. The subcommittees prepared their recommendations and took them to the advisory panel for approval.

The coalition then prepared the plan based off of the findings of the surveys and the recommendations provided by the subcommittees. In April 2011, the plan was presented to city council in a public workshop. Finally, it was submitted to city council and the school board for approval.



# MEET THE YOUTH COALITION



**Lourdes Matsumoto**  
Executive Assistant to the Mayor  
City of Caldwell



**Jennifer Swindell**  
Information Director  
Caldwell School District



**Erin Mullen**  
RN  
Syringa Middle School



**Nancy Randall**  
RN  
Caldwell School District



**Melinda Allgood**  
Fire Prevention Officer  
Caldwell Fire Department



**Donna Shines**  
Executive Director  
The Mentoring Network



**Kim Ivacek**  
Executive Director  
Hopes Door



**Stephanie Larson**  
Development Coordinator  
Hope's Door



**Barbara Burri**  
WIC Coordinator  
Southwest District Health



**Mark Pemble**  
Caldwell Young Professionals



**Scott Pemble**  
West Valley Medical Center



**Ariel Foster**



**Jessica Perez**  
Student  
College of Idaho



**Chelsee Moore**  
Student  
College of Idaho



**Morgan Bow**  
Student  
College of Idaho



**Susan Miller**  
Administrative Assistant to Mayor  
City of Caldwell



**Heidi Olsen**  
Student  
Caldwell High School



**Mikayla Solis**  
Student  
Caldwell High School



**Sydney Wise**  
Student  
Vallivue High School



**Allison White**  
Student  
Caldwell High School

# MEET THE YOUTH COALITION



**Elizabeth Anzaldua**  
Workforce Consultant  
Idaho Department of Labor



**Sandee Garcia**  
Workforce Consultant  
Idaho Department of Labor



**Scott Curtis**  
Branch Director  
Caldwell YMCA

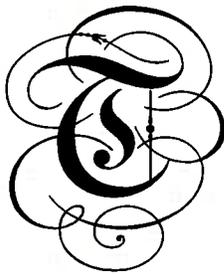
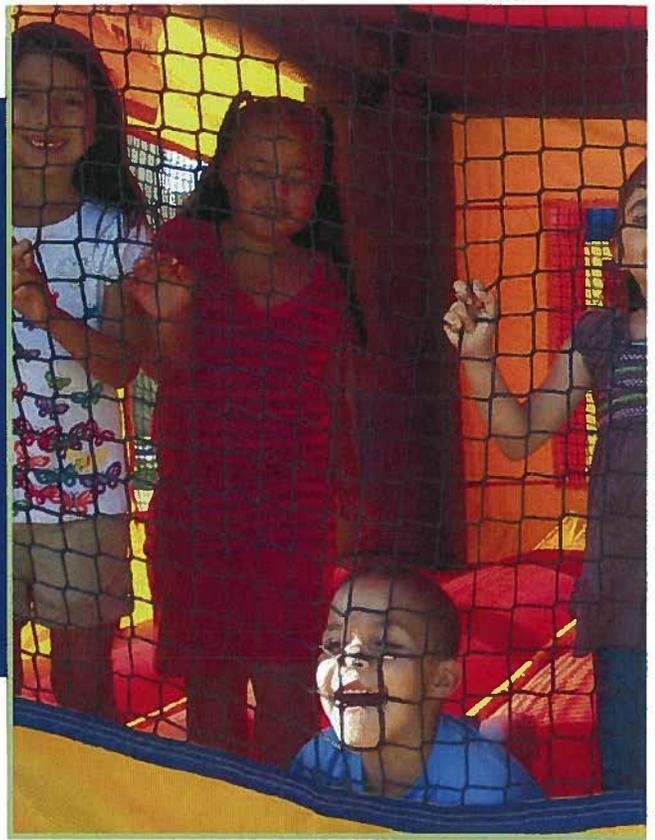


**Kent Noethe**  
Youth Director  
Caldwell YMCA



*City of Caldwell*

# YOUTH MASTER PLAN

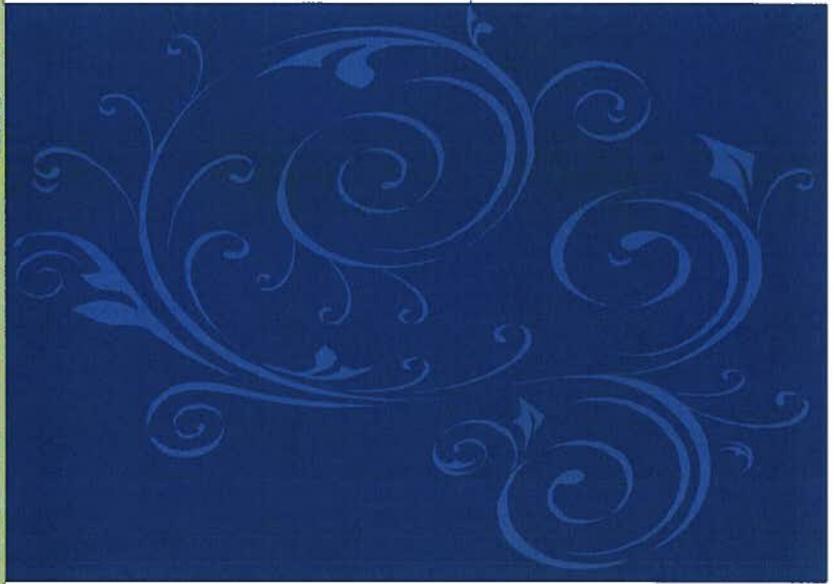
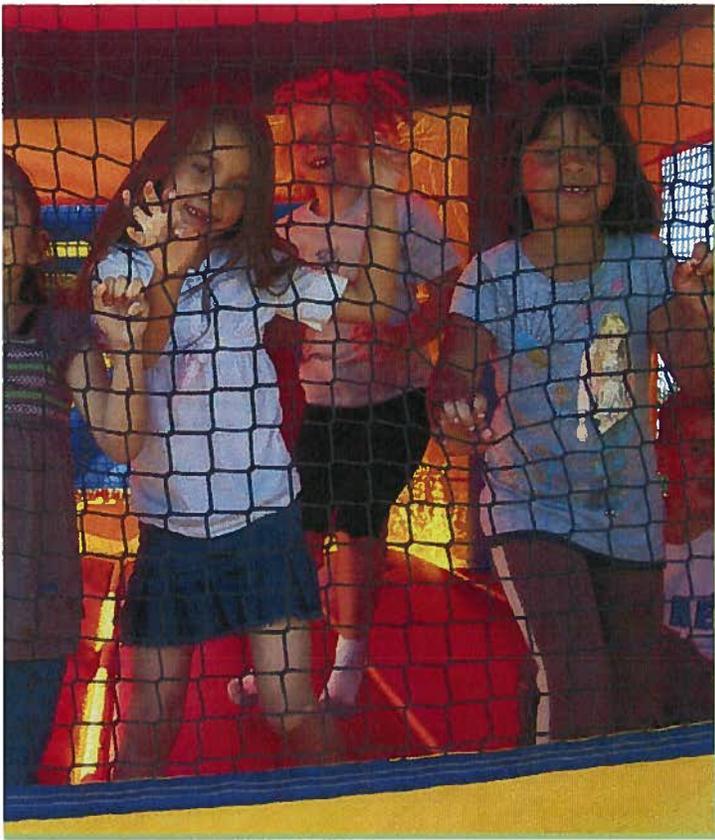


The City of Caldwell is committed to improving the lives of our youth and children. This Youth Master Plan is the next step in a long process of re-examining and restating our commitment to the next generation of healthy and productive citizens. Under the direction of Mayor Garret Nancolas and in partnership with the Caldwell School District and numerous volunteers this plan was created as a guide for how to continue moving forward with our promises to the children, youth and families in our community.

Mayor Nancolas and Superintendent Roger Quarles, of the Caldwell School District have dedicated time and resources to improving the lives and education of the children in Caldwell. Caldwell's Youth Master Plan empowers Caldwell youth and sets a standard for holding community leaders accountable to our youth.

After all of the hard work that was put into crafting this plan, it is important to remember that it is to be thought of as a means and not the end. This plan is not the answer to any problems or issues that we have seen but rather a guide for how to continue to improve the lives of the children of Caldwell. The promises that are made to in this document are goals that we wish to achieve for our youth.

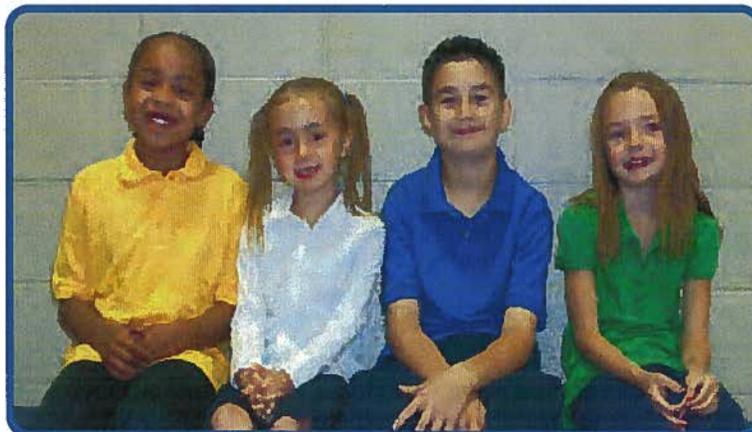
Greatness can not be achieved by limiting our efforts and expectations. The Caldwell Youth Master Plan is a step in raising the bar for both the leaders in the community and the youth themselves.

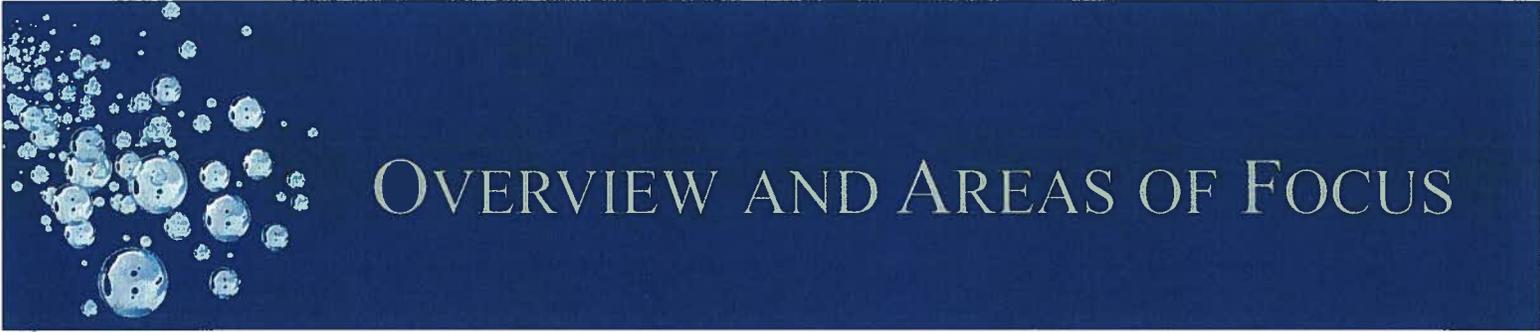


Most importantly, this plan is for the youth. As the leaders and educators in the City we are held accountable to our children to follow through with the promises that we have made to them. We encourage the youth to use this plan to make sure that we are following through with the promises that we have make to them.

*"The first duty to children is to make them happy. If you have not made them so, you have wronged them. No other good they may get can make up for that"*

*- Charles Buxton*





# OVERVIEW AND AREAS OF FOCUS

## OVERVIEW



When taking on a project like the Youth Master Plan it is easy to have the urge to want to tackle every problem all at once. In the planning process it was important to understand that this plan is not the answer to all of the problems that are currently facing the children and youth in the City of Caldwell, but rather a roadmap for how to better educate them and guide them into making good choices. There are so many issues that need to be addressed but the first step to managing the issues was to break each issue into the overall category that can and should be addressed. After much discussion the coalition broke the issues into five main categories that we felt were the foundations of a safe and happy community; safety, out-of-school time, health and wellness, education and workforce readiness and community involvement.

After examining the results of the surveys that were sent out to the community, the coalition determined which category each issue and concern fell under. Sub-committees were created to specifically address each category and the issues within them. The sub-committees, chaired by College of Idaho students, then met to discuss the findings and proposed ideas for how to best address the underlying issues. The sub-committees submitted their final proposals for how the City and school district could improve many of the wonderful programs that are already in place and some new ideas that would help reach more teens and younger students.

The following are the pledges that we are making to better improve the lives of children, youth and teens throughout the City of Caldwell. By working towards these goals we aim to make Caldwell the safest, healthiest and happiest place for kids and young adults to live.





### SAFETY

Security and peace of mind for both youth and parents that mental, emotional and physical violence will not be tolerated and resources will be available to help those in need.

### OUT - OF - SCHOOL TIME

Time when parents are at work but there is no school are the most likely for children and teens to get into trouble. Providing more fun and educational opportunities minimizes the time youth have to be bored and make bad decisions.

### HEALTH AND WELLNESS

This is something that affects every member of the community. By increasing fitness and nutrition awareness the youth in our community will have the best opportunity to enjoy being a kid. These values will carry into adulthood and make for an overall healthier community.

### EDUCATION AND WORKFORCE READINESS

Caldwell is taking on the task of becoming a leader in producing a generation of better educated and better prepared citizens who will lead our City, State and country in the global economy.

### COMMUNITY INVOLVEMENT

Caldwell is rich with civically responsible individuals who continually give back to the community. The City will continue this tradition by teaching our youth the importance of giving back and serving in their community.

### COMMUNICATION & RELATIONSHIPS

In the age of high tech gadgets, cell phones and the internet, it is easy for youth to forget or neglect the importance of building relationships and interpersonal communication skills that are imperative to succeeding in the workforce. We will teach our youth to go back to the basics of proper etiquette and building personal relationships.

*“There is  
always one  
moment in  
childhood  
when the  
door opens  
and lets the  
future in.”*

*- Deepak Chopra*

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# CHILDREN AND YOUNG ADULTS WILL BE PROTECTED FROM BULLYING AND ABUSE FROM ADULTS AND PEERS.

## SURVEY RESULTS

- Anti-bullying classes or programs were suggested from every group of survey respondents elementary school students to parents.
- Only 17% of high school and elementary school students do not feel like they have a supportive adult to go to for help.
- 22% of parents think the City needs to provide a greater police presence and do more to cut down on gang violence. While that number has reduced dramatically in recent years, nearly 1/4 of the population still fear gangs.
- Suggestions from parents on how to improve the health and safety of the lives of the children in Caldwell included the following comments:
  - “Zero tolerance does not stop bullying.”
  - “ We need more prevention programs like Rachel’s Challenge”
  - “There is a ‘mean girls’ problem in our high schools, we need mediators.”
  - “We need better security around school bus stops.”



### \* CURRENT PROGRAMS:

JUVENILE FIRE SETTER INTERVENTION PROGRAM - CALDWELL FIRE DEPARTMENT  
SART - SEXUAL ASSAULT RESPONSE TEAM  
HOPE’S DOOR CLASSES - CHILDREN’S SUPPORT GROUP, TEEN CLASSES,

### GOALS:

- Increase the bullying awareness campaigns in schools. Make awareness an ongoing program throughout the year.
- Provide classes and programs to demonstrate how to react when witnessing acts of bullying.
- Increase police patrol of bus stops and off-campus social gathering places.
- Increase opportunities for counseling and mentors for those who have been victims of bullying or abuse.
- Implement a zero tolerance for hazing policy in schools and colleges.
- Increase awareness and training for teachers and staff on how to identify and approach victims of bullying.



\* for more information on programs please see appendix

# CHILDREN AND YOUTH WILL HAVE SAFE PLACES TO GATHER WHERE THEY CAN LEARN, GROW AND ACCESS EDUCATIONAL RESOURCES.

## SURVEY RESULTS



- 47% of High school respondents had concerns about their safety out of school.
- 84% of parents had concerns for the safety of their children.
- 69% of high school respondents said that they do not feel like their opinions always matter to adults.
- 53% of high school respondents and 53% of elementary school respondents reported that they are currently not involved in any kind of after school or extracurricular activity.
- 17% of high school and elementary school students do not feel like they have a supportive adult to go to for help and/or advice.

**\*CURRENT PROGRAMS:**  
STATION TOURS - CALDWELL FIRE DEPARTMENT  
YMCA  
C.A.T.C.H.  
HOPE'S DOOR CLASSES - CHILDRENS SUPPORT GROUP,  
AAFV HOUSING

## GOALS:

- Increase awareness of PAL and other police sponsored activities.
- Encourage all citizens to know their neighbor for the safety and protection of the families and children in the community.
- Increase education, beginning in elementary school, on the negative and dangerous risks associated with gang culture.
- Increase awareness of the variety of safe places and activities available to children and youth.
- Implement a phone system that issues automated phone calls to parents alerting them of school closures and any other important updates.



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# CHILDREN AND YOUNG ADULTS WILL BE AWARE OF ANY AFTER SCHOOL OPPORTUNITIES.

## SURVEY RESULTS

- 53% of high school respondents are not involved in any after school activities.
- 36% of high school respondents indicated they would like to be involved in an after school activity.
- 15% of high school respondents indicated that they wanted to participate in an after school activity that the city or school already offers.
- 72% of 4th and 5th grade respondents are not involved in any after school activities.
- 88% of 4th and 5th graders who are not involved in an after school activity would like to be.
- 11% of parents indicated that they had no knowledge of After-School opportunities or that there were not enough after-school programs for their children.
- 64% of parents said there are not currently enough after-school activities for their kids.



### \* CURRENT PROGRAMS:

YMCA  
CALDWELL SCHOOL DISTRICT AFTER-SCHOOL PROGRAMS  
CALDWELL PUBLIC LIBRARY



### GOALS:

- Increase distribution of information on out-of-school opportunities to students and parents.
- Expand programs to incorporate more of the students' interests.
- Increase involvement of volunteers, mentors, parents and teachers in out-of-school activities.
- Increase extra-curricular activities for elementary and middle school students.

\* for more information on programs please see appendix

# CHILDREN AND YOUTH WILL BE PROVIDED WITH A MEANS OF TRANSPORTATION TO PARTICIPATE IN OUT-OF-SCHOOL ACTIVITIES

## SURVEY RESULTS

- 11% of parents reported that transportation was an issue when it came to their children participating in after school activities.
- 22% of parents indicated that more after school programs and more affordable transportation to and from those activities was necessary to make Caldwell safer for their children.
- 88% of 4th and 5th graders who are not involved in an after school activity would like to be.
- 15% of high school respondents indicated that they wanted to participate in an after school activity that the city or school already offers.



**\* CURRENT PROGRAMS:**

YMCA	CALDWELL BUS COMPANY
VALLEY REGIONAL TRANSIT	CALDWELL PARKS AND RECREATION DEPARTMENT

## GOALS:

- Increase awareness of free transportation options to and from YMCA.
- Develop an option for transporting students home from extra-curricular activities and events.
- Increase public transportation options.
- Provide more and safer bike and walking paths for pedestrians and cyclists.

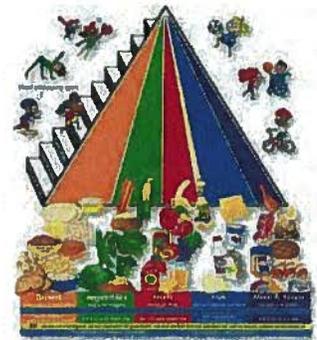


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# PARENTS AND CHILDREN WILL BE EDUCATED ON NUTRITION AND HEALTHY FOOD OPTIONS.

## SURVEY RESULTS

- 40% of high School respondents indicated that their school never or only sometimes served healthy lunches and snacks.
- 11% of Caldwell High School students and 21% of Vallivue High School students said that they did not feel there were enough healthy lunch and snack options.
- 9% of elementary school respondents felt that there are not enough choices or variety in their healthy lunch options.
- All age groups indicated that they would like a vegetarian option added to the school lunch menu.
- 27% of parent respondents said that lack of access to healthy food was their greatest concern for the health of their children.
- Only 8% of parents surveyed ranked the overall health of the youth in Caldwell as the healthiest they could be.



### \* CURRENT PROGRAMS:

BIKE ROUTES MASTER PLAN

WIC

PHYSICAL ACTIVITY AND NUTRITION PROGRAM

TOBACCO PREVENTION PROGRAM

### GOALS:

- Increase “marketing” of healthy programs and classes available for youth and young parents.
- Incorporate more fitness and nutrition education in school curriculums, beginning in elementary school.
- Develop a community garden to promote healthy eating and nutrition education.
- Increase educational opportunities for classes for young parents on how to shop for healthier food for infants and children.



\* for more information on programs please see appendix

## CHILDREN AND YOUNG ADULTS WILL HAVE ACCESS TO HEALTHY FOOD, ACTIVE LIFESTYLE CHOICES, AND PROTECTION AGAINST PREVENTABLE

### SURVEY RESULTS

- 27% of parent respondents said that lack of access to healthy food was their greatest concern for the health of their children.
- 16% of high school respondents said that exercising was their favorite part of after-school activities.
- 40% of high school respondents indicated that on a weekly basis, they exercised only minimally to not all (0-4 hours).
- 34% of elementary school respondents indicated that on a weekly basis, they exercised minimally to not at all (0-4 hours).
- 40% of high school respondents indicated that they watched five or more hours of television a week.
- 45% of elementary school respondents said they watched five or more hours of television a week.



### \* CURRENT PROGRAMS:

IMMUNIZATION PROGRAM  
FAMILY PLANNING  
DENTAL HEALTH

YMCA  
CHIP  
WIC

### GOALS:

- Provide more options for cost-effective transportation to and from the YMCA, Southwest District Health, the hospital, pool and parks.
- Replace traditional vending machines with healthy snack vending machines.
- Implement a bike program throughout the city providing everyone with access to a bike.
- Increase education on healthy lifestyle choices beginning in middle school.



# CHILDREN WILL BE ENCOURAGED TO PURSUE POST-SECONDARY EDUCATIONAL OPPORTUNITIES.

## SURVEY RESULTS

- 82% of high school respondents said that they had plans to attend college, a trade school or join the military after high school but only 23% of high school graduates actually go on to continue their education.
- When asked what they wanted to be when they grew up, 58% of students indicated they wanted to go into a profession that requires a college degree.
- 21% of high school respondents said that they were motivated to do well in school by the idea of having a better quality of life than they had growing up.
- 11% of high school respondents indicated that college and scholarships motivated them to do well in school.
- 57% of parents surveyed said that they did not know or disagreed with that the schools and community are doing an excellent job of encouraging high school students to continue their education.



**\* CURRENT PROGRAMS:**

THE MENTORING NETWORK	YMCA
CALDWELL SCHOOL DISTRICT	DEPARTMENT OF LABOR - YOUTH PROGRAMS
VALLIVUE SCHOOL DISTRICT	



## GOALS:

- Provide training sessions for high school students on the college entrance process.
- Increase the number of college tours given to elementary school students.
- Increase awareness and information distributed to high school students on all post-secondary options including military and trade school.
- Develop programs and classes to teach financial responsibility and budgeting to high school students.
- Increase college prep classes during grades 9-12.

\* for more information on programs please see appendix

# YOUNG ADULTS WILL BE TAUGHT BASIC JOB SKILLS AND PREPARED TO BE PRODUCTIVE MEMBERS OF THE WORKFORCE

## SURVEY RESULTS

- 73% of parents surveyed said that they either did not know or disagreed with the idea that high school and college students are being adequately prepared for the workforce.
- When asked how well the City and schools were preparing them for college or the workforce, 71% of high school students indicated that they were only kind of or not at all prepared.
- 13% of high school respondents indicated that they plan to begin their careers right after high school.
- When asked which class or after school activity they would like their school to offer, 11% of high school students said they would like a prep class to help with current schoolwork, college prep and basic life skills (balancing checkbooks, putting together a resume, sex ed., etc.)



### \* CURRENT PROGRAMS:

MAYOR'S YOUTH ADVISORY COUNCIL  
DEPARTMENT OF LABOR YOUTH ACTIVITIES

GO ON CHALLENGE  
FAFSA DAY  
THE MENTORING NETWORK

## GOALS:

- Provide opportunities for students to obtain training in resume writing and basic job skills.
- Provide more opportunities for internships for high school and college students.
- Implement job shadowing program for middle school students.
- Provide young parents with training and child care options while they conduct job searches.



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# CHILDREN AND YOUNG ADULTS WILL BE AWARE OF AND ENCOURAGED TO PARTICIPATE IN VOLUNTEER OPPORTUNITIES.

## SURVEY RESULTS

- 33% of high school students and 33% of elementary school students said that they never volunteered in their community.
- 39% of high school respondents said that they only volunteered once or twice a year.
- 72% of parents indicated that they volunteered minimally to not at all.
- 26% of the parents indicated that the reason they did not volunteer more was due to a lack of awareness for opportunities
- When asked which program(s) they would like offered at school, the second most popular answer among high school students was community service.



### \* CURRENT PROGRAMS:

WEST VALLEY MEDICAL CENTER -  
UNION VOLUNTEER PROGRAM  
YMCA  
CATCH

HOPES DOOR VOLUNTEER PROGRAM  
MAYOR'S YOUTH ADVISORY COUNCIL



### GOALS:

- Increase emphasis on the importance of civic involvement by providing more opportunities to students and parents
- Increase the distribution of information regarding existing volunteer opportunities.
- Create a volunteer pool through which non-profits can seek and obtain volunteers easily and more quickly than through the current methods.
- Increase overall community awareness of service opportunities.

\* for more information on programs please see appendix

## CHILDREN WILL BE GIVEN AN ACTIVE VOICE IN THE COMMUNITY AND HAVE THE OPPORTUNITY TO LEARN ABOUT DECISION AND POLICY MAKING.

### SURVEY RESULTS

- 69% of high school respondents said they felt like their opinion either did not matter or only sometimes mattered to adults.
- 29% of elementary school students felt their opinion mattered only sometimes or not at all.
- 17% of high school and elementary school students do not feel like they have a supportive adult in their life.
- 15% of high school students and 29% of elementary school students indicated that their favorite thing about after school activities was “learning new things”.
- When asked what they wanted to be when they grew up, 12% of elementary school students chose a profession in some form of government.



#### \* CURRENT PROGRAMS:

MAYOR'S YOUTH ADVISORY COUNCIL  
YMCA  
CALDWELL SCHOOL DISTRICT

CALDWELL YOUNG PROFESSIONALS  
GOVERNMENT CLASSES TAUGHT BY MAYOR



#### GOALS:

- Increase opportunities for youth representation on boards and commissions.
- Implement a polling system for youth to weigh in on youth related issues.
- Improve the methods by which information on current events is distributed to students.



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# CHILDREN AND YOUNG ADULTS WILL BE EDUCATED ON PROPER SOCIAL ETIQUETTE TO HELP THEM SUCCEED IN THE WORKFORCE AND COMMUNITY.

## SURVEY RESULTS

- 18% of high school students and 10% of elementary school students did not know of or did not have a supportive role model in their lives.
- 20% of high school students said that they would like to be offered more prep, writing or language classes to help them in a future career.
- Less than 1/3 of high school students who were surveyed feel that they are being adequately prepared for college and the workforce.
- 33% of high school students never do any form of community service where they have to interact with other members of the community.



### \* CURRENT PROGRAMS:

DEPARTMENT OF LABOR - YOUTH EMPLOYMENT  
GUIDE  
SCOUTS  
YMCA

THE MENTORING NETWORK  
MAYOR'S YOUTH ADVISORY COUNCIL



### GOALS:

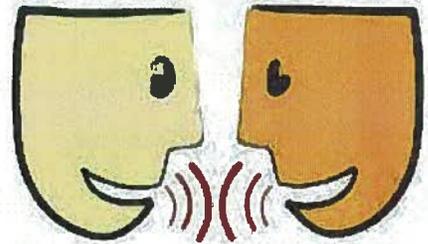
- Increase emphasis on the importance of manners and civility in our overall community.
- Develop educational opportunities for parents on how to teach and enforce social etiquette with their children.
- Place a greater emphasis on the etiquette of technology, social networks and social media in schools.
- Increase individuals using the, core values, respect yourself, others and the places you are and take responsibility for your actions when using technology, social networks and social media.

\* for more information on programs please see appendix

## YOUTH WILL BE TAUGHT AND ENCOURAGED TO USE VARIOUS FORMS OF COMMUNICATION IN ORDER TO VOICE THEIR OPINIONS RESPECTFULLY AND CONFRONT AND RESOLVE PERSONAL AND SOCIAL ISSUES.

### SURVEY RESULTS

- 69% of high school students indicated that they never or only sometimes felt that their opinion mattered to adults.
- Only 27% of parents surveyed believe that high school and college students are being adequately prepared for the workforce.
- Less than 1/3 of high school students who were surveyed feel that they are being adequately prepared for college and the workforce.
- 45% of 4th and 5th graders who responded to the survey spend more than 5 hours a week just watching TV.



#### \* CURRENT PROGRAMS:

THE MENTORING NETWORK  
SCHOOLS  
MAYOR'S YOUTH COMMITTEE

SCOUTS  
SCHOOL-BASED WORK PROGRAMS  
HOPE'S DOOR CLASSES - CHILDRENS  
SUPPORT GROUP, TEEN CLASSES



### GOALS:

- Implement school communications, relationship building and conflict resolution classes or learning opportunities
- Increase the ability of youth to handle conflicts and resolve differences as they develop and maintain great relationships.
- Increase opportunities for diversity training for youth (and adults) in our community.
- Increase opportunities for sexual harassment training for youth and adults.

# SUMMARY OF 12 PROMISES

Quick summary of the  
*12* promises to the youth of Caldwell, Idaho.

SAFETY

EDUCATION AND  
WORKFORCE READINESS

OUT - OF - SCHOOL  
TIME

COMMUNITY  
INVOLVEMENT

HEALTH AND  
WELLNESS

COMMUNICATION &  
RELATIONSHIPS

P R O M I S E S	1. Children and young adults will be protected from bullying and abuse from adults and peers.	2. Children and youth will have safe places to gather where they can learn, grow and access educational resources	3. Children and young adults will be aware of any after-school opportunities.	4. Children and youth will be provided with a means of transportation to participate in out-of-school activities.
G O A L S	Increase bullying awareness campaigns in schools. Make awareness an ongoing program throughout the year.	Increase awareness of PAL and other police sponsored activities.	Increase distribution of information on out-of-school opportunities to students and parents.	Increase awareness of free transportation options to the YMCA
G O A L S	Provide classes and programs to demonstrate how to react when witnessing acts of bullying.	Encourage all citizens to know their neighbors for the safety and protection of families and children.	Expand programs to incorporate more of the students' interests.	Develop an option for transporting students home from extra-curricular activities and events.
G O A L S	Increase police patrol of bus stops and off-campus social gathering places.	Increase education starting in elementary school, on the negative and dangerous risks associated with gang culture.	Increase involvement of volunteers, mentors, parents and teachers in out-of-school activities.	Increase public transportation options.
G O A L S	Increase opportunities for counseling and mentoring for those who have been victims of abuse or bullying.	Increase awareness of the variety of safe places and activities available to children and youth.	Increase extra-curricular activities available to elementary and middle school students.	Provide more and safer bike and walking paths for pedestrians and cyclists.
G O A L S	Implement a zero tolerance for hazing policy.	Implement a phone system that issues automated calls to parents alerting them to school closures and other important updates.		
G O A L S	Increase awareness and training for teachers and staff on how to identify and approach victims of bullying.			

P R O M I S E S	5. Parents and Children will be educated on nutrition and healthy food options.	6. Children and young adults will have access to healthy food, active lifestyle choices and protection against preventable diseases.	7. Children will be encouraged to pursue post-secondary educational opportunities.	8. Young adults will be taught basic job skills and prepared to be productive members of the workforce.
G O A L	Increase “marketing” of healthy programs and classes available for youth and young parents.	Provide more options for cost-effective transportation to and from the YMCA, Southwest District Health, the hospital, pool and parks.	Provide more training sessions for high school students on the college entrance process.	Provide opportunities for students to obtain training in resume writing and basic job skills.
G O A L	Incorporate more fitness and nutrition education in school curriculums beginning in elementary school.	Replace traditional vending machines with healthy snack vending machines.	Increase the number of college tours given to elementary school students.	Provide more opportunities for internships for high school and college students.
G O A L	Develop a community garden to promote healthy eating and nutrition education.	Implement bike program for the city providing everyone has access to a bike.	Increase awareness and information distributed to high school students on all post-secondary options including military and trade school.	Implement a job shadowing program for middle school students
G O A L	Increase educational opportunities or classes for young parents on how to shop for healthier food for infants and children.	Increase education on healthy lifestyle choices beginning in middle school.	Develop programs and classes to teach financial responsibility and budgeting to high school students.	Provide young parents with training a child care options while they are conducting a job search
G O A L			Increase college prep classes during grades 9-12.	

P R O M I S E S	9. Children and young adults will be aware of and encouraged to participate in volunteer opportunities.	10. Children will be given an active voice in the community and have the opportunity to learn about decision and policy making	11. Children and young adults will be educated on proper social etiquette to help them succeed in the workforce and community.	12. Youth will be taught and encouraged to use various forms of communication in order to voice their opinions respectfully and confront and resolve personal and social issues.
G O A L	Increase emphasis on the importance of civic involvement by providing more opportunities to students and parents.	Increase opportunities for youth representation on boards and commissions.	Increase emphasis on the importance of manners and civility in the community.	Implement school communications, relationship building and conflict resolution classes or learning opportunities.
G O A L	Increase the distribution of information regarding existing volunteer opportunities.	Implement a polling system for youth to weigh in on youth related issues.	Develop educational opportunities for parents on how to teach and enforce social etiquette with their children.	Increase the ability of youth to handle conflicts and resolve difference as they develop and maintain great relationships.
G O A L	Create a volunteer pool through which non-profits can seek and obtain volunteers easily and more quickly than through the current methods.	Improve the methods by which information on current events is distributed to students.	Place a greater emphasis on the etiquette of technology, social networks and social media in schools.	Increase opportunities for diversity training and for youth (and adults) in our community
G O A L	Increase overall community awareness of service opportunities.		Increase individuals using the core values, respect yourself, others and the places you are and take responsibility for your actions when using technology.	Increase opportunities for sexual harassment training for youth and adults.



# APPENDICES

## 1. SURVEYS

- A. 4TH AND 5TH GRADE
- B. CALDWELL HIGH SCHOOL
- C. VALLIVUE HIGH SCHOOL
- D. MIDDLE SCHOOL PARENTS

32  
34  
36  
38

## 2. LIST OF PROGRAMS/SERVICES

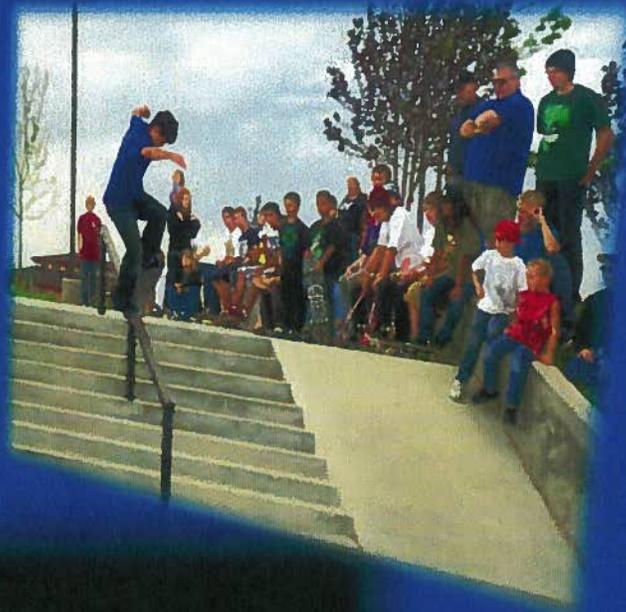
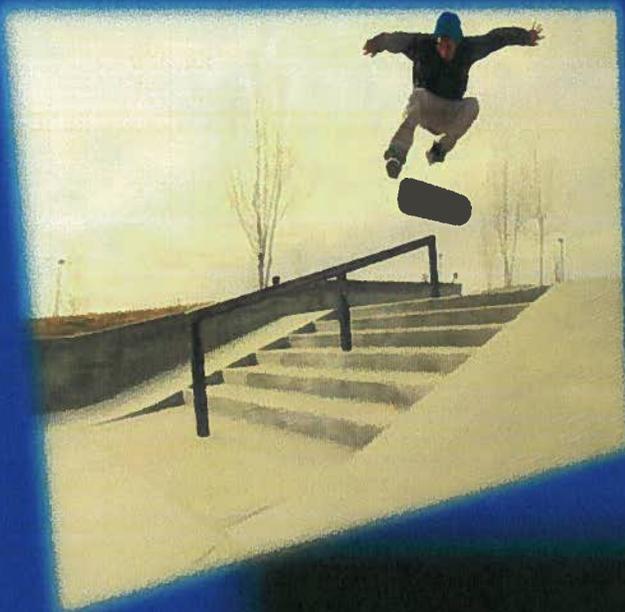
40

## 3. BIKE ROUTES MAP

44



# PIPEDREAM SKATE PARK



# ELEMENTARY SCHOOL SURVEYS

1. On a scale of 1 to 3, how safe do you feel in the community you live in? (circle one)  
1 =60%      2 =37%      3 =3%  
safe            kind of safe      not safe
2. Do you feel like your opinion matters to adults?  
YES=71%    NO=22%    Only Sometimes=7%
3. I have a supportive adult (teacher, coach, boss, parent, sibling, etc.) who I can turn to for help and advice:  
Yes=90%  
No=3%  
I don't know=7%
4. Are you involved in an afterschool program? If yes, which one(s)? See Attached  
YES=28%    NO=72%
5. What after school program would you like offered? See Attached
6. What is your favorite part of after-school programs?  
Friends =39%  
Competing or Performing =19%  
Exercising =13%  
Learning new things =29%
7. Does your school offer healthy lunch and snack options?  
YES=87%\*    NO=4%      Don't know=9%    \*comments were yes but there are no choices/variety
8. How much do you exercise in a week?  
0-4 hours =34%  
5-8 hours =39%  
More than 8 hours =27%
9. How much TV do you watch in a week?  
0-4 hours =55%  
5-8 hours =27%  
More than 8 hours =18%
10. How often do you volunteer in your community?  
Never =33%  
Once or twice a year =26%  
As often as I can =41%
11. What do you want to be when you grow up? See Attached
12. What do you like about school? See Attached

# ELEMENTARY SCHOOL SURVEYS

## ANSWERS TO QUESTION #4:

CHEER x2  
SOFTBALL  
MARTIAL ARTS  
GIRLS ON THE RUN  
SOCCER x4  
BASEBALL  
VOLLEYBALL x2  
YMCA x3  
BASKETBALL x5  
TENNIS  
DANCE  
21<sup>ST</sup> CENTURY x10  
FOOTBALL x6  
SWIMMING  
GIRL/BOY SCOUTS x2  
CHURCH ACTIVITIES  
PATHFINDERS  
TOTAL = 43  
CHEERLEADING x2  
TOTAL = 142  
\*MOST COMMON ANSWERS

## ANSWERS TO QUESTION #5

ART/DRAWING CLASS x13  
BASEBALL x4  
BASKETBALL x11  
SWIMMING x8  
COOKING CLASS  
P.E.-LIKE CLASS  
GIRLS ON THE RUN  
NONE/DON'T LIKE STAYING AFTER SCHOOL x34  
YMCA x5  
DON'T KNOW x6  
DANCE x3  
KARATE  
GYMNASTICS x5  
SINGING x4  
SKYDIVING  
BE A SECRET AGENT  
GOLF  
21<sup>ST</sup> CENTURY x14  
SOCCER x7  
GUITAR  
BOOK CLUB  
FOOTBALL x10  
TENNIS x2  
VOLLEYBALL x4  
BOXING



# CALDWELL HIGH SCHOOL SURVEY

1. On a scale of 1 to 3, how safe do you feel in the community you live in? (circle one)  
1 = 40%      2 = 50%      3 = 10%  
safe            kind of safe      not safe
2. Do you feel like your opinion matters to adults?  
YES = 24%    NO = 47%    Only Sometimes = 29%
3. I have a supportive adult (teacher, coach, boss, parent, sibling, etc.) who I can turn to for help and advice:  
Yes = 81%  
No = 7%  
I don't know = 12%
4. Are you involved in an afterschool program? If yes, which one(s)?  
YES = 47%    NO = 53%
5. Which after school programs would you like offered?  
SEE ATTACHED
6. What is your favorite part of after-school programs?  
Friends = 44%  
Competing or Performing = 22%  
Exercising = 16%  
Learning new things = 18%
7. Does your school offer healthy lunch and snack options?  
YES = 62%    NO = 27%    Don't Know/Sometimes = 11%  
\*\*Complaints that there are not enough options
8. How much do you exercise on a weekly basis?  
0-4 hours = 47%  
5-8 hours = 34%  
More than 8 hours = 19%
9. How much TV do you watch on a weekly basis?  
0-4 hours = 55%  
5-8 hours = 31%  
More than 8 hours = 14%
10. How often do you volunteer in your community?  
Never = 31%  
Once or twice a year = 49%  
More often than twice a year = 20%
11. What do you plan to do after high school?  
SEE ATTACHED
12. What motivates you to do well in school?  
SEE ATTACHED
13. How well has the City and School prepared you for college or the workforce?  
1 = 20%      2 = 58%      3 = 22%  
Very            kind of            not very well

# CALDWELL HIGH SCHOOL SURVEY

## CALDWELL

### ANSWERS TO #4

BPA (x3)  
BASKETBALL (x9)  
VOLLEYBALL (x3)  
TRIO (x2)  
CHEERLEADING (x5)  
RODEO  
GUITAR  
DEBATE (x2)  
FOOTBALL (x6)  
MYAC (x6)  
DRILL TEAM (x4)  
TENNIS (x4)  
YOGA (x2)  
CROSS COUNTRY (x2)  
TRACK (x5)  
BASEBALL (x4)  
LACROSSE  
21<sup>ST</sup> CENTURY  
SOCCER (x3)  
GOLF  
FHLA (x2)  
BAND (x5)  
STUDENT COUNCIL (x5)  
COMMUNITY SERVICE (x3)  
DECA (x2)  
NHS  
DANCE  
SOFTBALL  
DRIVERS ED

### ANSWERS TO #5

VIDEO GAME MAKING (x4)  
TUTORING (x2)  
MENS VOLLEYBALL (x3)  
COLLEGE PREP CLASS (x2)  
LIFE SKILLS (x4)  
ARCHERY (x3)  
ART (x2)  
PE/RECREATIONAL SPORTS  
FRENCH CLUB  
PHOTOGRAPHY  
I DON'T WANT TO STAY AFTER SCHOOL  
BOOK CLUB (x2)  
SOCCER

BOXING  
COMMUNITY SERVICE  
JAZZ BAND  
COOKING  
YOGA (x3)  
MORE ADV. SCIENCE  
KNITTING  
CRIMINAL JUSTICE  
TRAP SHOOTING (x3)  
BASEBALL  
PING PONG  
MUSIC  
GOLF  
GOVERNMENT

### ANSWERS TO #11

I DON'T KNOW (x11)  
COLLEGE (x119)  
COLLEGE FOOTBALL  
MILITARY (x7)  
SHORT CAREER  
WORK (x2)  
LIVE A NORMAL LIFE  
COMMUNITY COLLEGE  
MOVE OUT OF STATE  
START A FAMILY (x2)  
TRADE SCHOOL (x5)  
ART SCHOOL (x4)  
TAKE A YEAR OFF (x2)  
START MY CAREER (x4)  
\* MOST COMMON ANSWERS

### ANSWERS TO #12

WANT TO PASS  
I WANT BETTER THAN MY FAMILY HAD (x3)  
GRADUATION (x4)  
PARENTS AND FAMILY (x45)  
MYSELF AND MY FUTURE (x28)  
I DON'T KNOW (x5)  
NOTHING (x7)  
FRIENDS (x16)  
TEACHERS (x6)  
SCHOLARSHIPS (x6)  
MY CHILD  
REWARDS/PRAISE (x8)  
KNOWING I CAN MAKE A DIFFERENCE (x3)  
GETTING A GOOD JOB (x6)  
GOING TO COLLEGE (x20)  
SPORTS (x6)  
GIRLS (x2)  
MOVING AWAY  
LEARNING (x2)  
AVOIDING ALTERNATIVE SCHOOL  
\* MOST COMMON ANSWERS



# VALLIVUE HIGH SCHOOL SURVEY

1. On a scale of 1 to 3, how safe do you feel in the community you live in? (circle one)  
1 = 62%      2 = 34%      3 = 5%  
safe            kind of safe      not safe
2. Do you feel like your opinion matters to adults?  
YES=36%      NO=39%      Only Sometimes=25%
3. I have a supportive adult (teacher, coach, boss, parent, sibling, etc.) who I can turn to for help and advice:  
Yes = 83%  
No = 9%  
I don't know = 8%
4. Are you involved in an afterschool program? If yes, which one(s)?  
YES=47% NO=53%
5. Which after school programs would you like offered?  
SEE ATTACHED
6. What is your favorite part of after-school programs?  
Friends = 44%  
Competing or Performing = 28%  
Exercising = 16%  
Learning new things = 12%
7. Does your school offer healthy lunch and snack options?  
YES = 58%      NO=21%      Don't Know/Sometimes = 21%  
\*\*Complaints that there are no vegetarian options
8. How much do you exercise on a weekly basis?  
0-4 hours = 36%  
5-8 hours = 37%  
More than 8 hours = 27%
9. How much TV do you watch on a weekly basis?  
0-4 hours = 64%  
5-8 hours = 21%  
More than 8 hours = 15%
10. How often do you volunteer in your community?  
Never = 35%  
Once or twice a year = 32%  
More often than twice a year = 33%
11. What do you plan to do after high school?  
SEE ATTACHED
12. What motivates you to do well in school?  
SEE ATTACHED
13. How well has the City and School prepared you for college or the workforce?  
1 = 35%      2 = 56%      3 = 9%  
Very            kind of            not very well

# VALLIVUE HIGH SCHOOL SURVEY

## VALLIVUE

### Answers to #4

4-H  
 CROSS COUNTRY (X3)  
 SOFTBALL (X6)  
 DANCE (X4)  
 FOOTBALL (X11)  
 BASKETBALL (X14)  
 BASEBALL (X12)  
 BAND (X16)  
 SOCCER (X7)  
 WRESTLING (X4)  
 DRAMA (X6)  
 BOXING (X2)  
 LACROSSE (X6)  
 TENNIS (X6)  
 COMMUNITY SERVICE (X2)  
 MARTIAL ARTS  
 PHILOSOPHY CLUB  
 CHOIR (X4)  
 GLEE CLUB  
 FHLA (X7)  
 CHEERLEADING (2)  
 WORK (X4)  
 NHS (X2)  
 SKI TEAM  
 TRACK  
 MYAC  
 MUSIC LESSONS  
 BPA  
 VOLLEYBALL

### ANSWERS TO #5

DANCE  
 BOXING (X2)  
 CREATIVE WRITING (X2)  
 MENS VOLLEYBALL (X3)  
 SWIM TEAM (X2)  
 SELF DEFENSE/MARTIAL ARTS  
 CLASS (X8)  
 POWDER PUFF FOOTBALL  
 DRAWING  
 WEIGHT LIFTING  
 URBAN MUSIC (X2)  
 GYMNASTICS/TUMBLING (X2)  
 SEX ED (X3)  
 PHOTOGRAPHY  
 FENCING (X2)

OPEN GYM  
 PING PONG (X4)  
 CYCLING (X2)  
 OUTDOORSMAN CLUB (X4)  
 MORE BUSINESS CLASSES  
 CURLING  
 BASKETBALL (X5)  
 BOOK CLUB (X2)  
 SIGN LANGUAGE  
 ART (X5)  
 HOT ROD/MOTOCROSS CLUB  
 (X3)  
 NIGHT CLASSES  
 FLAG TEAM  
 COMPUTER PROGRAMS  
 SOCCER  
 FALCON FOCUS (X2)  
 FOOTBALL  
 PROGRAM TO HELP TEENS  
 WITH EMOTIONAL  
 ISSUES  
 SOFTBALL  
 CHOIR  
 MORE NON-SPORTS RELATED  
 PROGRAMS  
 BOXING  
 ENVIRONMENTAL AWARENESS  
 RODEO 8  
 NETWORKING  
 RECREATIONAL SPORTS  
 (KICKBALL/DODGEBALL) (X3)  
 SKATEBOARDING

### \*MOST COMMON ANSWERS

### ANSWERS TO #11

COLLEGE (X155)  
 COMMUNITY COLLEGE (X2)  
 I DON'T KNOW (X8)  
 MILITARY (X20)  
 GET A JOB (X15)  
 GO ON A CHURCH MISSION (X5)  
 START MY OWN BUSINESS  
 START MY CAREER (X15)  
 GO TO TRADE SCHOOL (X7)  
 NOTHING (X2)  
 START A FAMILY (X5)  
 MOVE

### ANSWERS TO #12

GETTING OUT OF MY HOUSE (X3)  
 MY PARENTS/FAMILY (X61)  
 MYSELF/MY FUTURE (X60)  
 NOTHING (X7)  
 JOB (X10)  
 GRADUATING (X13)  
 PRAISE/REWARDS (X8)  
 GIRLFRIEND/BOYFRIEND (X13)  
 GOOD GRADES (X9)  
 COLLEGE (X16)  
 FRIENDS (X14)  
 TEACHERS (X4)  
 HAVING BETTER THAN MY FAMILY  
 (X4)  
 SPORTS (X16)  
 MONEY (X7)  
 I DON'T KNOW (X5)  
 SCHOLARSHIPS (X8)  
 THE MILITARY (X3)  
 CHURCH  
 MY CHILD (X2)  
 FEAR (X2)  
 MATH  
 MOVE AWAY (X3)  
 TO LEARN (X5)

### \* MOST COMMON ANSWERS



## PARENTS SURVEY

1. Which of the following most closely defines how you feel about the safety of your children in Caldwell?  
I never worry about their safety = 16%  
I have some concerns for their safety. = 76%  
I am very concerned with the safety of the youth in Caldwell = 8%
2. What would make Caldwell a safer place for children?  
See attached
3. Which most closely defines how you feel about the after-school opportunities?  
There are plenty of programs = 11%  
There are some programs = 59%  
There are very few programs. = 22%  
There are no programs. = 8%
4. How many hours a month do you volunteer in the community  
0-2 = 72%  
3-6 = 14%  
More than 6 = 14%
5. What keeps you from volunteering or volunteering more often?  
Time = 74%  
Awareness of opportunities = 26%
6. Are there enough after-school activities for your kids?  
YES = 36% NO=64%
7. On a scale of 1 to 5, with 1 being the unhealthiest and 10 being the healthiest, rate the overall health of the youth in the community (0-21 yrs old).  

1	2	3	4	5
5%	17%	45%	25%	8%
8. What is your greatest concern for the health of your children?  
Lack of exercise = 32%  
Lack of access to healthy food = 27%  
Drug and alcohol abuse = 41%
9. The schools and community are doing an excellent job of encouraging high school students (grades 9-12) to continue their education.  
Agree = 43%  
Disagree = 24%  
Don't know = 33%
10. High school and college students are being adequately prepared for the workforce  
Agree = 27%  
Disagree = 32%  
Don't know = 41%

# PARENTS SURVEY

## ANSWERS TO QUESTION #2

MORE SIDEWALKS/BETTER CROSSWALKS

STRONGER FAMILIES

IT IS PRETTY NICE

MORE COMMUNITY INVOLVEMENT ON SAFETY ISSUES AND SOLUTIONS X2

TRANSPORTATION TO THE YMCA

BETTER PUBLIC TRANSPORTATION OPTIONS

CUT DOWN ON GANGS X6

MORE AFTER-SCHOOL PROGRAMS TO KEEP KIDS BUSY X2

MORE SAFE PLACES FOR KIDS TO GO LIKE THE MOVIE THEATRE

BETTER BEHAVIOR POLICIES IN SCHOOLS, MEDIATION. (MEAN GIRLS PROBLEMS IN HIGH SCHOOL)

BULLIES X2

MORE AFFORDABLE/FREE PROGRAMS FOR KIDS

LIMIT THE NUMBER OF SEX OFFENDERS THAT CAN LIVE HERE

MORE POLICE PRESENCE X2

ALL SCHOOLS SHOULD IMPLEMENT UNIFORMS

BETTER LIGHTING- SOME PARKS ARE SCARY

MORE LIGHTS BY SOME OF THE BUS STOPS (FLORIDA AND POLORIS)

MORE PARENT INVOLVEMENT

## ADDITIONAL COMMENTS:

NOT ENOUGH VARIETY IN AFTER-SCHOOL PROGRAMS

I HAVE NO KNOWLEDGE OF AFTER-SCHOOL OPPORTUNITIES AND TRANSPORTATION IS AN ISSUE

THE NEIGHBORS DO DRUGS

OTHER THAN THE YMCA, I AM NOT AWARE OF ANY OTHER AFTER SCHOOL ACTIVITIES.

THE AFTER SCHOOL ACTIVITIES THAT I KNOW OF COST MONEY AND WE CAN'T AFFORD IT.

I AM NOT AWARE OF ANY AFTER SCHOOL PROGRAMS AT MIDDLE SCHOOL LEVEL-ONLY IN THE HIGH SCHOOLS

ZERO TOLERANCE DOES NOT STOP BULLY ISSUES, WE NEED MORE PREVENTION PROGRAMS LIKE RACHEL'S CHALLENGE

IF YOU HAVE A FAIR INCOME YOU CANNOT GET TUTORING

OUTSIDE OF SPORTS THERE ARE NO OPTIONS FOR AFTER-SCHOOL ACTIVITIES

NO DRESS CODE PLEASE

I DISAGREE WITH THE ELEMENTARY SCHOOL DRESS CODE. IT IS NOT AFFORDABLE AND I CANNOT FIND CLOTHES IT IS RIDICULOUS.



## LIST OF PROGRAMS AND SERVICES OFFERED IN CALDWELL

**Tobacco Cessation:** Southwest District Health offers free classes to help individuals stop smoking or chewing tobacco! Classes focus on youth and pregnant women but are available to all Idaho citizens interested in breaking the nicotine addiction. Contact 455-5321

**Tobacco Prevention:** The primary goal of the Tobacco Prevention Program is to reduce the use of tobacco products by residents, thereby reducing tobacco-related disease, disability, and death. Major programmatic emphasis is on the delivery of a no-tobacco use message and adoption of tobacco free policies to protect children, adolescents, and young adults. Contact 455-5321

**Physical Activity and Nutrition:** The Physical Activity and Nutrition Program focus is to help Idahoans live a healthier life by promoting the benefits of physical activity and healthy foods in both schools and within our community. Contact 455-5332

**Adolescent Pregnancy Prevention:** The Adolescent Pregnancy Prevention (APP) program provides sexual health education and education on how to avoid risk taking types of behavior. The program uses "Reducing the Risk." curriculum which is taught by health district staff in local schools. Contact 455-5321

**Skin Cancer Prevention:** Skin cancer is the most common of all cancer types, the good news is that you can do a lot to protect yourself and your family from skin cancer. Southwest District Health educates about sun protection for children of all ages, but also educates parents and caregivers not to use sunscreen on babies under the age of 6 months through the "No Sun for Babies" program! Contact 455-5321

**Immunization:** The primary goal of the Immunization Program is to ensure the complete and timely vaccination of all children and to prevent the occurrence of vaccine-preventable diseases. Contact 455-5345

**Family Planning:** Focuses on increasing community awareness and educating adolescents and adults about the importance of making informed decisions. Services include physical exams, counseling, pap smears, contraceptives, natural family planning, community education and referrals. Contact 455-5345

**Dental Health:** Provides dental hygiene services such as teeth cleaning, sealants, fluoride treatments and education for CHIP or Medicaid enrolled pregnant women and their children. Contact 455-5345

**WIC (Supplemental Nutrition Program for Women, Infants, and Children):** Provides nutrition evaluation, education and access to nutritious foods for qualifying pregnant and postpartum women and children from birth to age 5. Breastfeeding education and support is also offered to all pregnant and breastfeeding women. Contact 455-5330

**Smoke Detector Program -** Free walk through of home for fire hazards, smoke detector check and if needed replaced batteries and install smoke detectors and discuss EDITH (Exit Drills In The Home). Contact 455-4701

**Car Seat Program** - Caldwell Fire Department provides infant, toddler and child car seats to the public. Licensed car seat technicians ensure that the car seat is appropriate for the child and show the parents how to install appropriately. This service is provided by a grant at no cost to the City. The fire department does request a donation of \$20 that is returned to the program but if the customer cannot afford to donate they are not turned away. Contact 455-4701

**Coats for Kids** - Annual Coats for kids drive to provide local Salvation Army with coats for residents in our community. In addition to the coats, the Caldwell Fire Department collects hats, gloves, scarves and other warm weather clothing. Contact 455-4701

**Fill The Boot** - Caldwell Fire Department holds an annual MDA (Muscular Dystrophy Association). Firefighters stand on the street corners and collect money for MDA. This is a nationwide event.

**Station Tours** - Caldwell Fire Department provides station tours to help educate the public on fire equipment, how firefighters are prepared for any type of call and what it is like to be a firefighter along with safety issues. This is a way to interact with the public on fire safety issues affecting our community.

**October Fire Prevention Month** - The entire month is dedicated to public education in schools. Firefighters visit every schools grades 2-5 and teach EDITH (Exit Drills In The Home), which covers, two ways out, smoke detectors, stay low and go, get out stay out, safe meeting place and call 9-1-1.

**Juvenile Firesetter Intervention Program** - Our certified firefighters provide early identification and intervention of at-risk youth and provide education to the at-risk youth and their parents to help them understand potential consequences of their actions.

**Pre-schools/Daycare Center Fire/Life Safety Public Education Presentations** - CFD provides age appropriate presentations to children as well as provide employee reviews of their SOP's, fire drills, practice and documentation and review of fire extinguisher use.

**Department of Labor** provides youth activities that include, handouts given to students with information on, General Information, Five Steps to Getting a Job, Free Email Sign-up sheet, Youth Employment Guide for registration purposes. Soft skills such as public speaking and ethics are taught and hands on computer access provides students with the ability to conduct free email setup, job search, example resume and create, generic applications, cover letters and transferable skills

**Hope's Door Shelter:** A 25-bedroom shelter for women and children located in Caldwell, ID. Hope's Door provides shelter and support for survivors of relationship violence and sexual assault. Call Advocates Against Family Violence for more information call 208-459-6279

**Court Advocacy:** Providing moral support for victims of domestic violence, sexual assault, and stalking through the criminal justice system. Call 208-459-6279

**AAFV Housing:** This program provides housing to meet the low-income housing needs of our community and insure a continued, safe environment for families. AAFV gives "local preferences" for this housing and may offer housing to applicants who meet the local preference requirements before all other applicants on the list.

# LIST OF PROGRAMS AND SERVICES OFFERED IN CALDWELL

**SART (Sexual Assault Response Team):** This coalition of Sexual Assault nurse examiners, rape victim advocates, law enforcement officers, emergency room staff, and prosecuting attorneys was developed to coordinate the community's response to sexual assault. This team provides support to survivors as they progress through the healthcare and justice system. Call Advocates Against Family Violence for more information. Call 208-459-6279

**Transitional Housing:** This program offers housing and childcare assistance to women and children that are victims of domestic violence. Call Advocates Against Family Violence for more information call 208-459-6279

**Hope's Door Classes:** Men's Domestic Violence (English and Spanish), Men's Sexual Assault Group, Safety Planning Class, Women's Healthy Relationships, Life Skills, Sexual Assault Support Group, Self-Esteem Boundaries, Anger Management, Parenting Skills, Civil Protection Orientation, Teen Healthy Relationships, Teen Anger Management, Children's Support Group, Men's Offender Intervention and Treatment PHASE I and PHASE II and Women's Offender Intervention and Treatment PHASE I and PHASE II. Call Advocates Against Family Violence for more information 208-459-6279.

## PROGRAMS OFFERED THROUGH THE Y IN CALDWELL

- **After School Program:** Licensed child care for ages 5-12, Monday through Friday 3 pm to 6:30 pm. Offers healthy snack, daily activity hour, and daily homework/tutoring hour. All day programs also offered on non-school days from 6:30 am to 6:30 pm.
- **Guided Discovery Preschool:** Licensed preschool ages 3-5, Monday through Friday 9 am to 12 pm. Offers healthy snack, hands-on group learning, and daily activities. **(2-day and 3-day Programs offered)**
- **Spring Break Camps:** Variety of camps offered: Sports, cheerleading, arts, junior lifeguard, swim, science, dance, rock climbing, busy bee, and traditional day camps.
- **Kids Night Out:** Monthly overnight at the Y for kids ages 5-11, offers activities like swimming, dodgeball, rock climbing, bounce house. Dinner and movies provided.
- **Teen Night:** A monthly program held on Saturday nights providing activities after hours for teens 13-18. Offers a variety of gym activities, swimming, pool tables, ping pong, foosball, dance competitions, sumo wrestling, gaming tournaments and more.
- **Teen Leaders Club:** Free for members and non-members. Meets on Thursday nights to enhance leadership skills and serving the community.
  
- **Go On Program:** Free for members and non-members. Quarterly meetings and workshops for high school students, their parents, and anyone else looking for information on college choices, and life after high school.
- **Swim Team:** Ages 6-18.
- **Swim Lessons:** Ages 6 months-adult.
- **Trim Kids Program:** 12 week program offered to kids ages 8-18 and their families to help focus on living healthier, active lives.
- **Junior Swim Instructor:** Free for members and non-members. Kids ages 12-15 can volunteer their time to receive the training and experience necessary to become great swim instructors.
- **Canyon County Classic:** One-mile race held in Caldwell for kids ages 0-13 and their parents.
- **Horsethief Reservoir Resident Camps:** Week-long summer camps held at Horsethief Reservoir for kids ages 7-17.
- **AAU Basketball:** Offered to boys and girls 8<sup>th</sup> and 9<sup>th</sup> grade in Ada, Canyon, and Gem Counties to pro-

vide a competitive basketball experience.

- Climbing Wall: Offers open climb and climbing games for kids.
- Climbing 101: Four-week class offered to kids ages 6-13 to learn the basics of indoor and outdoor climbing.
- Belay Certification: One-hour course offered to individuals age 14+ to learn basic safety principles and proper belay technique. Children under 14 cannot belay and must be under direct supervision while at the climbing wall.
- Youth Strength Training: Youth ages 10-14 learn to work out safely and have fun. After completing this course, participants have access to cardio and strength training areas without supervision.
- Variety of youth fitness programs and classes: yoga for kids, youth fitness lab and personal training.
- Martial arts: High energy and positive class consisting of kickboxing, karate, and Jiu-jitsu. Includes holiday parties, outdoor activities, and parent involvement. Classes offered for ages 4-18.
- Volunteering: Offered for ages 14+ in all departments.

**Partnerships:**

With 21<sup>st</sup> Century Grants in Caldwell, Middleton, and Homedale  
Big Brothers/Big Sisters  
Boys and Girls Club Snack Program

**CALDWELL SCHOOL DISTRICT**

TRIO

Upward Bound

PSAT

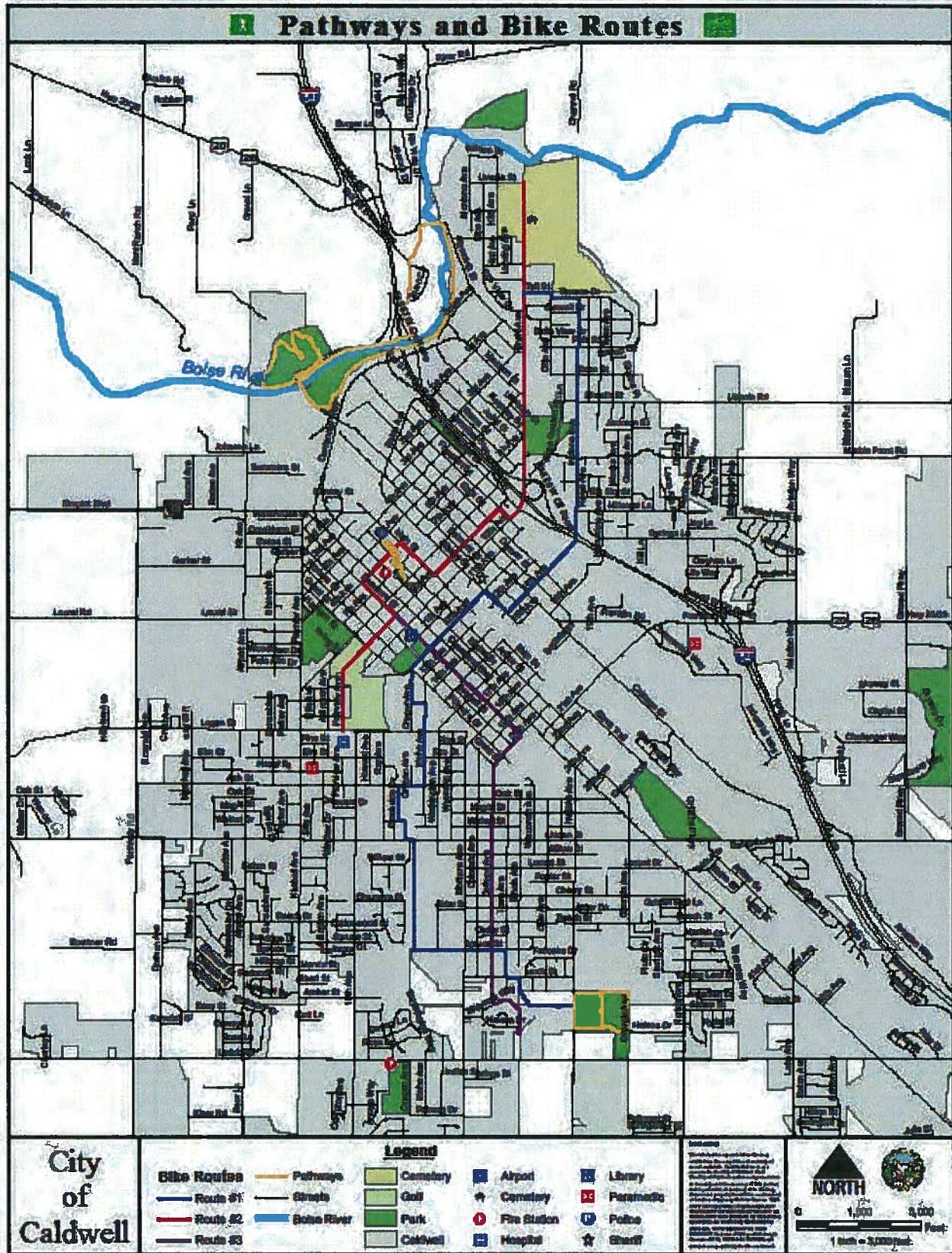
PLAN test (given to all 10th graders for the first time this year - district paid)

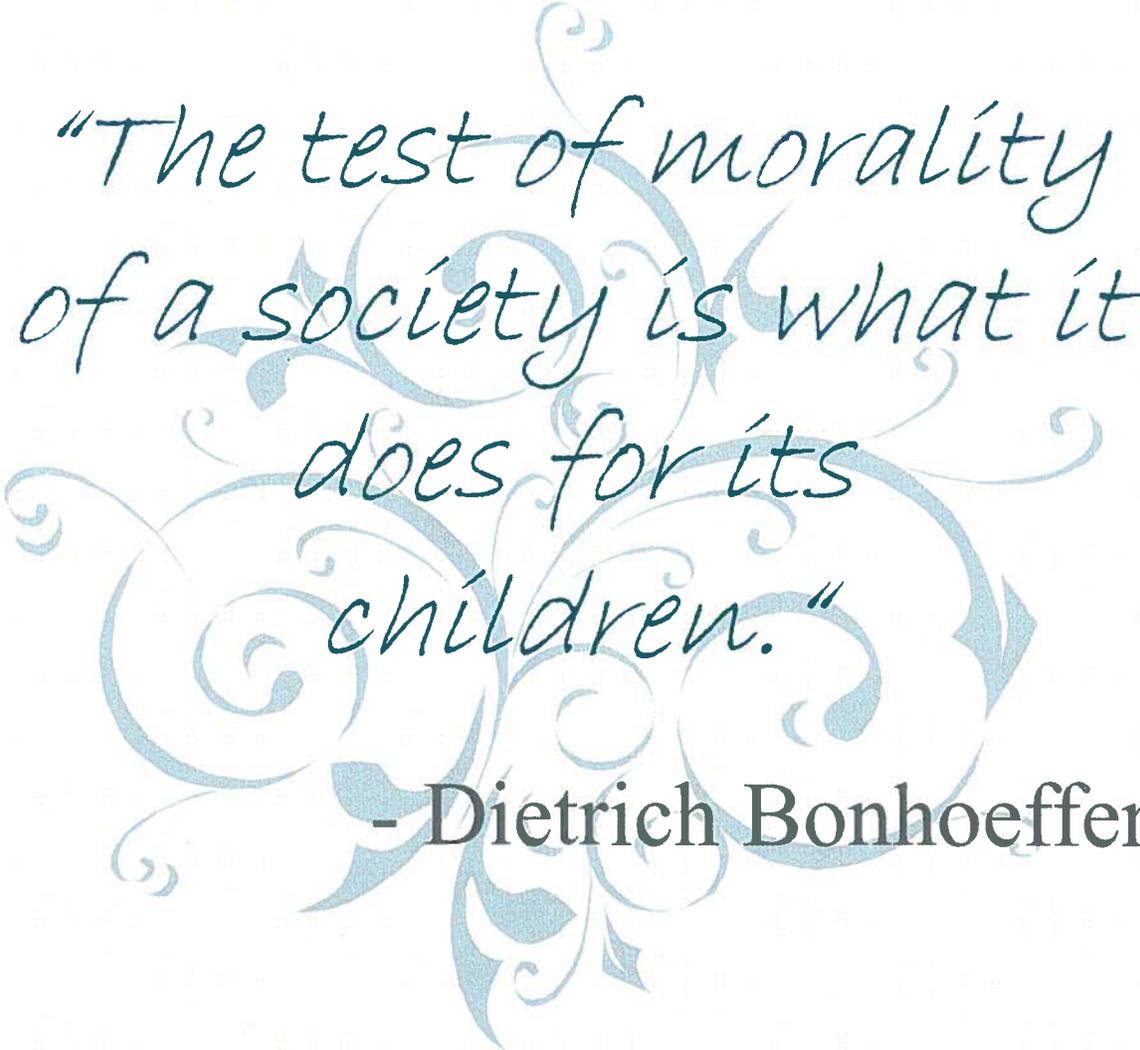
7 AP classes (going to 8 next year)

3 honors level classes

Idaho CIS (career information system) and Financial aid nights

# PATHWAYS AND BIKE ROUTES MAP





*"The test of morality  
of a society is what it  
does for its  
children."*

**- Dietrich Bonhoeffer**

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

**Meeting Date:** January 14, 2014    **Report Date:** December 30, 2013    **Report No:** 17

**Submitted By:** Jim Talbert  
Commissioner                      **Approved For Agenda:** 

**Subject:** Discussion, and possible action, to obtain through the Air Force Museum in Dayton, Ohio an F-4 Aircraft for static display in the City of Alamogordo.

**Fiscal Impact:**  
Amount Budgeted:  
Fund:

**Recommendation:** Approve staff to proceed with the request.

**Background:** The F-4 has been at Holloman Air Force Base since the late 60's and they are currently flying at Holloman today. There is no static display of any aircraft in Alamogordo and it seems appropriate to have an F-4 as part of Alamogordo's history on Display. Commissioner Talbert would like to discuss this with the Commission.

**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk  Assistant City Manager \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Police Chief \_\_\_\_\_ Fire Chief \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ City Engineer \_\_\_\_\_ Human Resources \_\_\_\_\_

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

---

**Meeting Date:** January 14, 2014      **Report Date:** December 31, 2013      **Report No:** 18

**Submitted By:** Stephen P. Thies      **Approved For Agenda:** 

---

**Subject:** Consider, and act upon, the purchase of an 8,085 square foot tract and a 999 square foot construction easement both in the Northeast ¼ of the Northwest ¼, Section 29, T16S, R10 E, NMPM.

---

**Fiscal Impact:** \$149,500  
**Amount Budgeted:** \$51,236  
**Fund:** 109-8903-430.61-20

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**Recommendation:** Approve purchase of the 8,085 square foot tract and a 999 square foot construction easement.

---

**Background:** On March 6, 2013, the City Commission and the Alamogordo Public Schools Board met jointly to discuss the proposed extension of Washington Avenue South of 1<sup>st</sup> Street. At the conclusion of the meeting, the City Commission voted to direct staff to move forward with the project.

At a September 23, 2013 meeting, the Commission was presented with several options for this projects at which time staff was given further direction for its completion.

As design of the project has progressed a number of parcels of real estate have been identified for acquisition in order to complete the project. One such tract is certain property owned by the Alamogordo Odd Fellow Lodge No. 25, I.O.O.F. The property is located south of 1<sup>st</sup> Street in the Northeast ¼ of the Northwest ¼, Section 29, T16S, R10 E, NMPM. Attached is a diagram of an early concept plan showing the location of the property. Also attached is a survey describing that portion of property to be acquired along with a description of the construction easement.

The City had both the value of the property and the easement appraised. I have only attached a portion of that appraisal. A full copy is on file with the City Clerk. The property was appraised using the three traditional methods for appraising real property because there is an existing commercial structure on the property. Since the City seeks only to acquire a portion of the property, the vacant property valuation was used for purposes of determining the amount to be offered for the needed tract and easement. Using that valuation, the property has a valuation of

---

**Reviewed By:**

City Attorney  City Clerk  Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

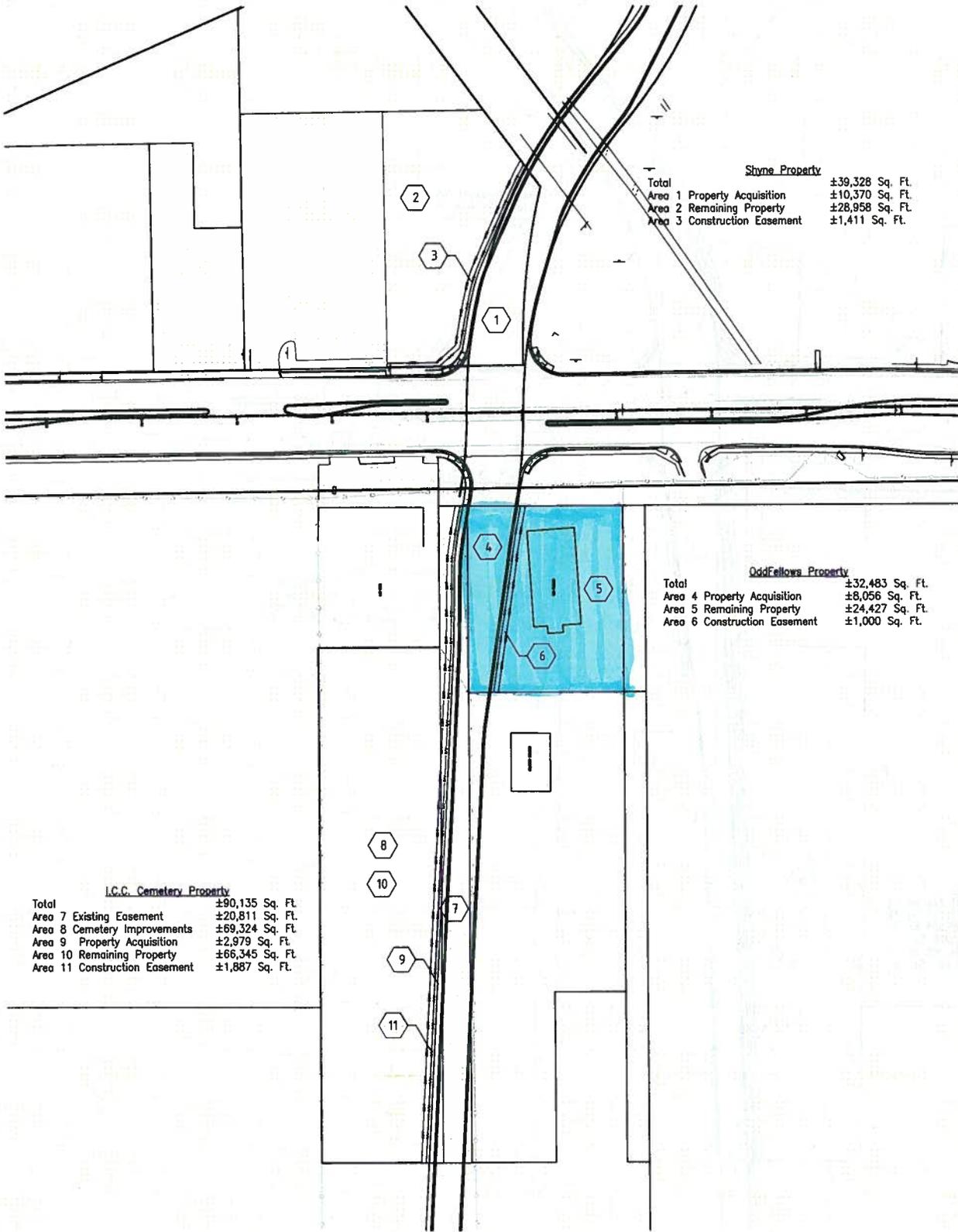
equal to \$4.99 per square foot. An 8,085 square foot tract is needed for the project. Therefore, when staff met with representatives of the lodge, an offer of \$40,344.15 (8,085 x 4.99) was presented to the lodge along with an offer of \$249.25 for the 999 square foot construction easement. The valuation of the easement is based upon occupancy of the property for a six month period. The lodge representatives indicated that the offer appeared acceptable and would be presenting it to their governing board for consideration.

**Staff Recommendation:** Approve the purchase of the an 8,085 square foot tract for the purchase price of \$40,344.15 and the 999 square foot construction easement for the sum of \$249.25 both in the Northeast ¼ of the Northwest ¼, Section 29, T16S, R10 E, NMPM.

---

**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk \_\_\_\_\_ Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_



**Shyne Property**

Total	±39,328 Sq. Ft.
Area 1 Property Acquisition	±10,370 Sq. Ft.
Area 2 Remaining Property	±28,958 Sq. Ft.
Area 3 Construction Easement	±1,411 Sq. Ft.

**OddFellows Property**

Total	±32,483 Sq. Ft.
Area 4 Property Acquisition	±8,056 Sq. Ft.
Area 5 Remaining Property	±24,427 Sq. Ft.
Area 6 Construction Easement	±1,000 Sq. Ft.

**I.C.C. Cemetery Property**

Total	±90,135 Sq. Ft.
Area 7 Existing Easement	±20,811 Sq. Ft.
Area 8 Cemetery Improvements	±69,324 Sq. Ft.
Area 9 Property Acquisition	±2,979 Sq. Ft.
Area 10 Remaining Property	±66,345 Sq. Ft.
Area 11 Construction Easement	±1,887 Sq. Ft.



**Construction Surveying Services**  
 PO Box 2295, Alamogordo, NM 88311  
 (575) 443-6202 FAX (575) 443-1151

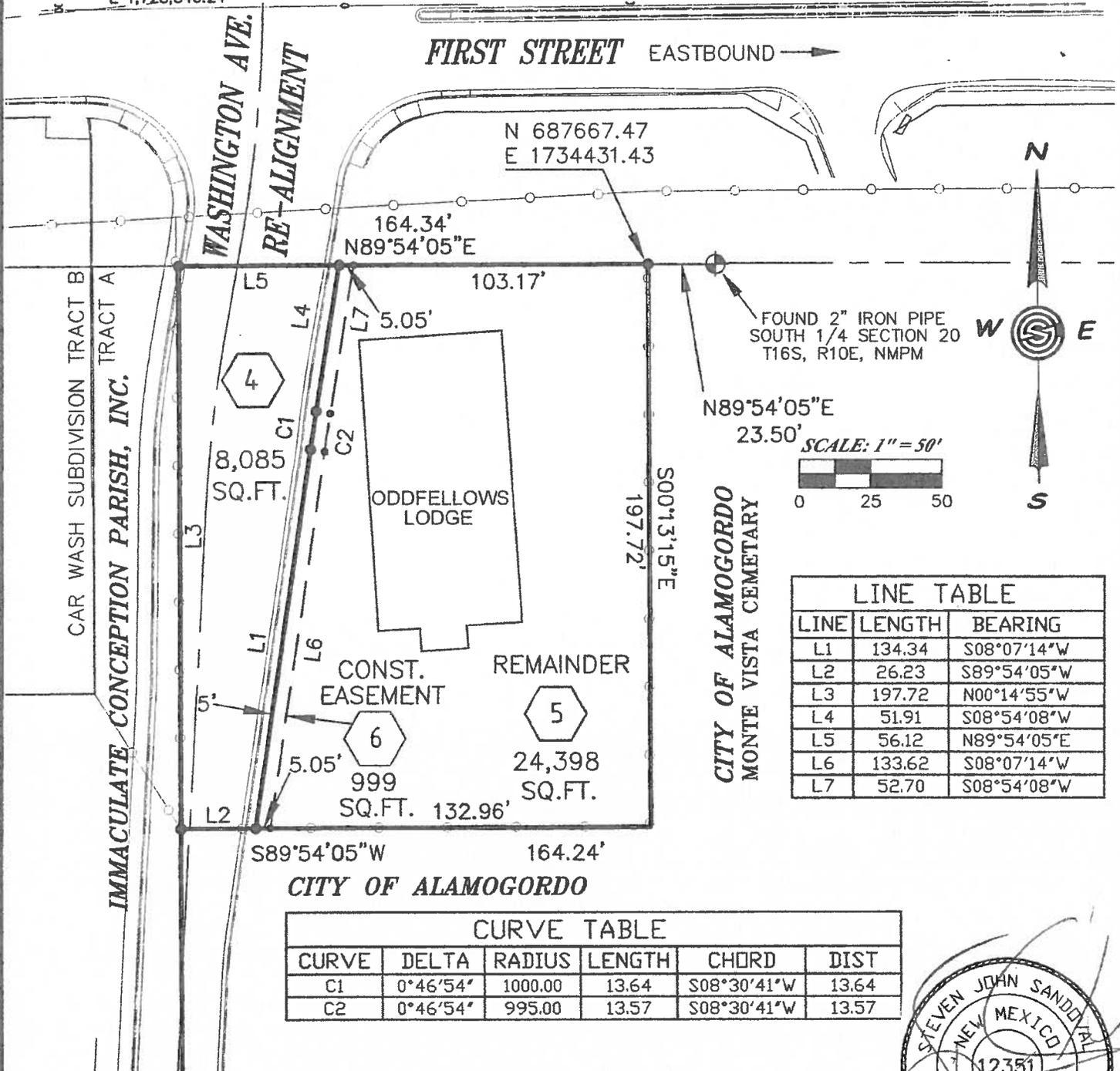
**PLAT OF SURVEY**  
**OF AN 8,085 SQUARE FOOT**  
**PROPERTY ACQUISITION IN THE**  
**NE1/4 NW1/4 SECTION 29, T16S, R10E, NMPM**  
**ALAMOGORDO, OTERO COUNTY, NEW MEXICO**  
**NOVEMBER 2013**

**BASIS OF BEARING:**

BASIS OF BEARING: N19°42'58"E BETWEEN FOUND CITY OF ALAMOGORDO CONTROL SURVEY MONUMENTS "ALAMOAIR" AND "DUKE 1994."

**GRID COORDINATES**

ALAMOAIR: N 669,500.98  
 E 1,718,270.30  
 DUKE 1994: N 697,617.10  
 E 1,728,346.24

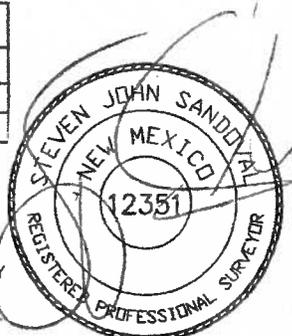


**LINE TABLE**

LINE	LENGTH	BEARING
L1	134.34	S08°07'14"W
L2	26.23	S89°54'05"W
L3	197.72	N00°14'55"W
L4	51.91	S08°54'08"W
L5	56.12	N89°54'05"E
L6	133.62	S08°07'14"W
L7	52.70	S08°54'08"W

**CURVE TABLE**

CURVE	DELTA	RADIUS	LENGTH	CHORD	DIST
C1	0°46'54"	1000.00	13.64	S08°30'41"W	13.64
C2	0°46'54"	995.00	13.57	S08°30'41"W	13.57



**SURVEYOR'S CERTIFICATE**

I, STEVEN SANDOVAL, NEW MEXICO PROFESSIONAL SURVEYOR NO. 12351, DO HEREBY CERTIFY THAT THIS BOUNDARY SURVEY PLAT AND THE ACTUAL SURVEY ON THE GROUND UPON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION; THAT I AM RESPONSIBLE FOR THIS SURVEY; THAT THIS SURVEY MEETS THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO; AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



**Construction Surveying Services**  
 PO Box 2295, Alamogordo, NM 88311  
 (575) 443-6202 FAX (575) 443-1151

**PLAT OF SURVEY  
 OF A 8,085 SQUARE FOOT  
 PROPERTY ACQUISITION IN THE  
 NE1/4 NW1/4 SECTION 29, T16S, R10E, NMPM  
 ALAMOGORDO, OTERO COUNTY, NEW MEXICO  
 NOVEMBER 2013**

**ACQUISITION**

A 8,085 SQUARE FOOT, 0.186 ACRE, PARCEL IN THE NE1/4 NW1/4 SECTION 29, T16S, R10E, NMPM, WITHIN THE CORPORATE LIMITS OF THE CITY OF ALAMOGORDO, OTERO COUNTY, NEW MEXICO, LYING GENERALLY SOUTH OF FIRST STREET, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTH LINE OF FIRST STREET, FOR THE NORTHEAST CORNER OF THIS PARCEL, WHENCE, THE NORTH 1/4 SECTION CORNER OF SECTION 29, T16S, R10E, NMPM, BEARS, N89°54'05"E, A DISTANCE OF 131.72 FEET; THENCE, FROM THE POINT OF BEGINNING, LEAVING THE SOUTH LINE OF FIRST STREET, S08°54'08"W, A DISTANCE OF 51.91 FEET TO A POINT OF CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 1,000.00 FEET, THROUGH A CENTRAL ANGLE OF 00°46'54", AN ARC LENGTH OF 13.64 FEET, AND HAVING A LONG CHORD THAT BEARS, S08°30'41"W, A DISTANCE OF 13.64 FEET TO A POINT OF TANGENCY; THENCE, S08°07'14"W, A DISTANCE OF 134.34 FEET TO A POINT FOR THE SOUTHEAST CORNER OF THIS PARCEL; THENCE, S89°54'05"W, A DISTANCE OF 26.23 FEET TO A POINT FOR THE SOUTHWEST CORNER OF THIS PARCEL; THENCE, N00°14'55"W, A DISTANCE OF 197.72 FEET TO A POINT ON THE SOUTH LINE OF FIRST STREET FOR THE NORTHWEST CORNER OF THIS PARCEL; THENCE, ALONG SAID SOUTH LINE, N89°54'05"E, A DISTANCE OF 56.12 FEET TO THE POINT AND PLACE OF BEGINNING, ENCLOSING 8,085 SQUARE FEET, 0.186 ACRE, OF LAND, MORE OR LESS.

**TRACT A REMAINDER**

A 24,398 SQUARE FOOT, 0.560 ACRE, PARCEL IN THE NE1/4 NW1/4 SECTION 29, T16S, R10E, NMPM, WITHIN THE CORPORATE LIMITS OF THE CITY OF ALAMOGORDO, OTERO COUNTY, NEW MEXICO, LYING GENERALLY SOUTH OF FIRST STREET, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTH LINE OF FIRST STREET, FOR THE NORTHEAST CORNER OF THIS PARCEL, WHENCE, THE NORTH 1/4 SECTION CORNER OF SECTION 29, T16S, R10E, NMPM, BEARS, N89°54'05"E, A DISTANCE OF 23.50 FEET; THENCE, FROM THE POINT OF BEGINNING, LEAVING THE SOUTH LINE OF FIRST STREET, S00°13'15"E, A DISTANCE OF 197.72 FEET TO A POINT FOR THE SOUTHEAST CORNER OF THIS PARCEL; THENCE, ALONG SAID SOUTH LINE, S89°54'05"W, A DISTANCE OF 138.01 FEET TO A POINT FOR THE SOUTHEAST CORNER OF THIS PARCEL; THENCE, N08°07'14"E, A DISTANCE OF 134.34 FEET TO A POINT OF CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 1,000.00 FEET, THROUGH A CENTRAL ANGLE OF 00°46'54", AN ARC LENGTH OF 13.64 FEET, AND HAVING A LONG CHORD THAT BEARS, N08°30'41"E, A DISTANCE OF 13.64 FEET TO A POINT OF TANGENCY; THENCE, N08°54'08"E, A DISTANCE OF 51.91 FEET TO A POINT ON THE SOUTH LINE OF FIRST STREET FOR THE NORTHWEST CORNER OF THIS PARCEL; THENCE, ALONG SAID SOUTH LINE, N89°54'05"E, A DISTANCE OF 108.22 FEET TO THE POINT AND PLACE OF BEGINNING, ENCLOSING 24,398 SQUARE FEET, 0.560 ACRE, OF LAND, MORE OR LESS.

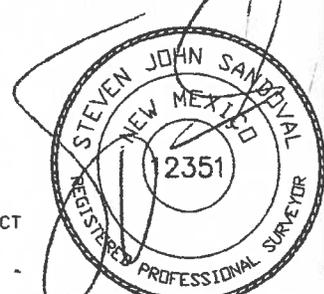
**CONSTRUCTION EASEMENT**

A 999 SQUARE FOOT, 0.023 ACRE, CONSTRUCTION EASEMENT IN THE NE1/4 NW1/4 SECTION 29, T16S, R10E, NMPM, WITHIN THE CORPORATE LIMITS OF THE CITY OF ALAMOGORDO, OTERO COUNTY, NEW MEXICO, LYING GENERALLY SOUTH OF FIRST STREET, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTH LINE OF FIRST STREET, FOR THE NORTHEAST CORNER OF THIS EASEMENT, WHENCE, THE NORTH 1/4 SECTION CORNER OF SECTION 29, T16S, R10E, NMPM, BEARS, N89°54'05"E, A DISTANCE OF 126.67 FEET; THENCE, FROM THE POINT OF BEGINNING, LEAVING THE SOUTH LINE OF FIRST STREET, S08°54'08"W, A DISTANCE OF 52.70 FEET TO A POINT OF CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 995.00 FEET, THROUGH A CENTRAL ANGLE OF 00°46'54", AN ARC LENGTH OF 13.57 FEET, AND HAVING A LONG CHORD THAT BEARS, S08°30'41"W, A DISTANCE OF 13.57 FEET TO A POINT OF TANGENCY; THENCE, S08°07'14"W, A DISTANCE OF 133.62 FEET TO A POINT FOR THE SOUTHEAST CORNER OF THIS EASEMENT; THENCE, S89°54'05"W, A DISTANCE OF 5.05 FEET TO A POINT FOR THE SOUTHWEST CORNER OF THIS EASEMENT; THENCE, N08°07'14"E, A DISTANCE OF 134.34 FEET TO A POINT OF CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 1,000.00 FEET, THROUGH A CENTRAL ANGLE OF 00°46'54", AN ARC LENGTH OF 13.64 FEET, AND HAVING A LONG CHORD THAT BEARS, N08°30'41"E, A DISTANCE OF 13.64 FEET TO A POINT OF TANGENCY; THENCE, N08°54'08"E, A DISTANCE OF 51.91 FEET TO A POINT ON THE SOUTH LINE OF FIRST STREET FOR THE NORTHWEST CORNER OF THIS EASEMENT; THENCE, ALONG SAID SOUTH LINE, N89°54'05"E, A DISTANCE OF 5.05 FEET TO THE POINT AND PLACE OF BEGINNING, ENCLOSING 999 SQUARE FEET, 0.023 ACRE, OF EASEMENT, MORE OR LESS.

**SURVEYOR'S CERTIFICATE**

I, STEVEN SANDOVAL, NEW MEXICO PROFESSIONAL SURVEYOR NO. 12351, DO HEREBY CERTIFY THAT THIS BOUNDARY SURVEY PLAT AND THE ACTUAL SURVEY ON THE GROUND UPON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION; THAT I AM RESPONSIBLE FOR THIS SURVEY; THAT THIS SURVEY MEETS THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO; AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



# MESILLA VALLEY APPRAISAL SERVICES

REAL ESTATE APPRAISALS & COUNSELING

W. SCOTT ESCHENBRENNER, MAI  
GONZALO ESTRADA, ASSOCIATE

545 SOUTH MELENDRES ST., SUITE D  
LAS CRUCES, NEW MEXICO 88005  
(575) / 523-2812  
FAX (575) / 526-1872

September 18, 2013

Mr. James R. Stahle  
City Manager  
City of Alamogordo  
1376 E. Ninth Street  
Alamogordo, NM 88310

Reference: MVAS File No. 7675  
Alamogordo Odd Fellow Lodge No. 25, I.O.O.F.  
1400 E. First Street  
Alamogordo, New Mexico 88310

Dear Mr. Stahle:

In accordance with your request, Mesilla Valley Appraisal Services has prepared a complete appraisal in a summary report as to the market value of the fee simple estate in the above-referenced real property. The purpose of the appraisal is for internal decisions in evaluating the property for condemnation actions through eminent domain proceedings in acquiring the whole property. It is intended only for use by your internal management, your auditor, and appropriate regulatory authorities. The effective date of the appraisal is August 15, 2013 with the estimate of value reflecting market conditions as of that date.

Based on research and analysis contained in this report, we have concluded the market value of the total compensation for the acquisition, as of August 15, 2013 is:

**One Hundred Sixty Four Thousand Five Hundred Dollars**

**\$164,500.**

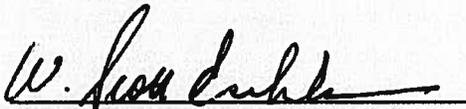
The table presented on page five provides a summary of the appraisal performed by Mesilla Valley Appraisal Services on the subject property. The table indicates our final opinion of value, as of the date specified, and based on the approaches identified. Additional details appear elsewhere in this report, and its inclusive Addendum. Data that supports the valuation opinion are taken from sources deemed reliable, but we make no representation as to the accuracy of third party data.

Dear Mr. Stahle  
September 18, 2013  
Page 2

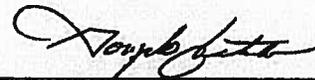
**"THIS LETTER MUST REMAIN ATTACHED TO THE REPORT, WHICH IS 66 PAGES INCLUDING RELATED EXHIBITS, IN ORDER FOR THE VALUE OPINION SET FORTH TO BE CONSIDERED VALID".**

We, the undersigned, do hereby certify that to the best of our knowledge and belief, the facts and data used herein are true and correct, that we have personally inspected the subject site, and that we have no interest present or prospective therein.

Respectfully submitted,



W. Scott Eschenbrenner, MAI  
State Certified  
NM-001180-G



Gonzalo Estrada  
Apprentice Appraiser  
NM-303-A

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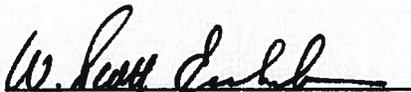
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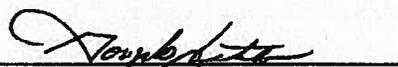
## Appraiser's Certification

### We certify that to the best of our knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and is our personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- We have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- We have performed no services, as appraisers or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding acceptance of this assignment.
- We have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- Our engagement in this assignment was not contingent upon developing or reporting predetermined results.
- Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Appraisal Standards for Federal Land Acquisitions*.
- The appraisal was made and the appraisal report prepared in conformity with the Appraisal Foundation's *Uniform Standard of Professional Appraisal Practice*, except to the extent that the *Uniform Appraisal Standards for Federal Land Acquisitions* required invocation of USPAP's Jurisdictional Exception Rule, as described in Section D-1 of the *Uniform Appraisal Standards for Federal Land Acquisitions*.
- We have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the persons signing this certification.
- As of the date of this report, W. Scott Eschenbrenner, MAI has completed the continuing education program of the Appraisal Institute.
- We have formed the opinion that, as of August 15, 2013 the estimated fair market value of the subject property as defined in the report, is as follows.

**One Hundred Sixty Four Thousand Five Hundred Dollars      \$164,500.**

  
W. Scott Eschenbrenner, MAI  
State Certified  
NM-001180-G

  
Gonzalo Estrada  
Apprentice Appraiser  
NM-303-A

**SUMMARY OF SALIENT FACTS AND CONCLUSIONS**

<b>Appraisal File:</b>	#7675
<b>Property Name:</b>	Alamogordo Odd Fellow Lodge No. 25, I.O.O.F.
<b>Address:</b>	1400 E. First Street
<b>City, State, Zip:</b>	Alamogordo, New Mexico, 88310
<b>Legal Description:</b>	A tract of land in the NE1/4 NW1/4 Section 29, Township 16 South, Range 10 East, NMPM, Otero County, Alamogordo, New Mexico
<b>Assessor's Parcel ID:</b>	#01-09271
<b>Annual Property Taxes:</b>	\$1,035.04
<b>Effective Date:</b>	August 15, 2013
<b>Date of Inspection:</b>	August 15, 2013
<b>Date of Report:</b>	September 16, 2013
<b>Property Rights:</b>	Fee Simple Estate
<b>Purpose of the Appraisal:</b>	Estimate Market Value
<b>Intended Use of Appraisal:</b>	Internal Decisions for Condemnation Actions
<b>Client:</b>	City of Alamogordo, James R. Stahle, City Manager
<b>Current Owner:</b>	Alamogordo Odd Fellow Lodge No. 25, I.O.O.F.
<b>Property Type:</b>	Fraternal Clubhouse
<b>Zoning Category:</b>	"C-3", Business District
<b>Flood Zone and Map:</b>	Zone "0.2% ACFH", 35035C0939D
<b>Land Size:</b>	33,000 square feet or .758 acres of land more or less
<b>Improvements:</b>	5,100 square feet
<b>Highest &amp; Best Use</b>	Commercial Use as a Clubhouse
<b>Approach(s) to Value:</b>	
<b>Sales Comparison Approach - As Improved:</b>	\$158,000
<b>Income Approach - As Improved:</b>	\$155,000
<b>Sales Comparison Approach - As Vacant:</b>	\$164,500

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

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**Meeting Date:** January 14, 2014      **Report Date:** December 31, 2013      **Report No:** 19

**Submitted By:** Stephen P. Thies      **Approved For Agenda:** 

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**Subject:** Consider, and act upon, the purchase of a 10,534 square foot tract and a 1,450 square foot construction easement both in Lot 2, Replat A, Block 144, Kemper Addition.

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**Fiscal Impact:** \$149,500  
**Amount Budgeted:** \$213,856 & \$66,144  
**Fund:** 118-7903-430.61-20 & 109-8903-430.61-20

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**Recommendation:** Approve purchase of the 10,534 square foot tract and the 1,450 square foot construction easement.

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**Background:** On March 6, 2013, the City Commission and the Alamogordo Public Schools Board met jointly to discuss the proposed extension of Washington Avenue south of 1<sup>st</sup> Street. At the conclusion of the meeting, the City Commission voted to direct staff to move forward with the project.

At a September 23, 2013 meeting, the Commission was presented with several options for this projects at which time staff was given further direction for its completion.

As design of the project has progressed a number of parcels of real estate have been identified for acquisition in order to complete the project. One such tract is certain property owned by Mr. Michael Shyne and Christina Shyne Williams located in Lot 3, Replat A, Block 44, Kemper Addition. Attached is a diagram of an early concept plan showing the location of the property. Also attached is a survey describing that portion of property to be acquired along with a description of the construction easement.

The City had both the value of the property and the easement appraised. I have only attached a portion of that appraisal. A full copy is on file with the City Clerk. As indicated by the appraisal, the value of the 10,534 square foot tract was determined to be \$141,000 while the value assigned to the construction easement was \$8,500. Staff met with one of the property owners on December 30, 2013 to discuss the acquisition during which he indicated acceptance of the

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**Reviewed By:**

City Attorney 	City Clerk 	Community Development _____	Community Services _____
Finance _____	Housing Authority _____	Planning _____	Personnel _____
Public Works _____	Purchasing _____	Assistant City Manager _____	Public Safety _____

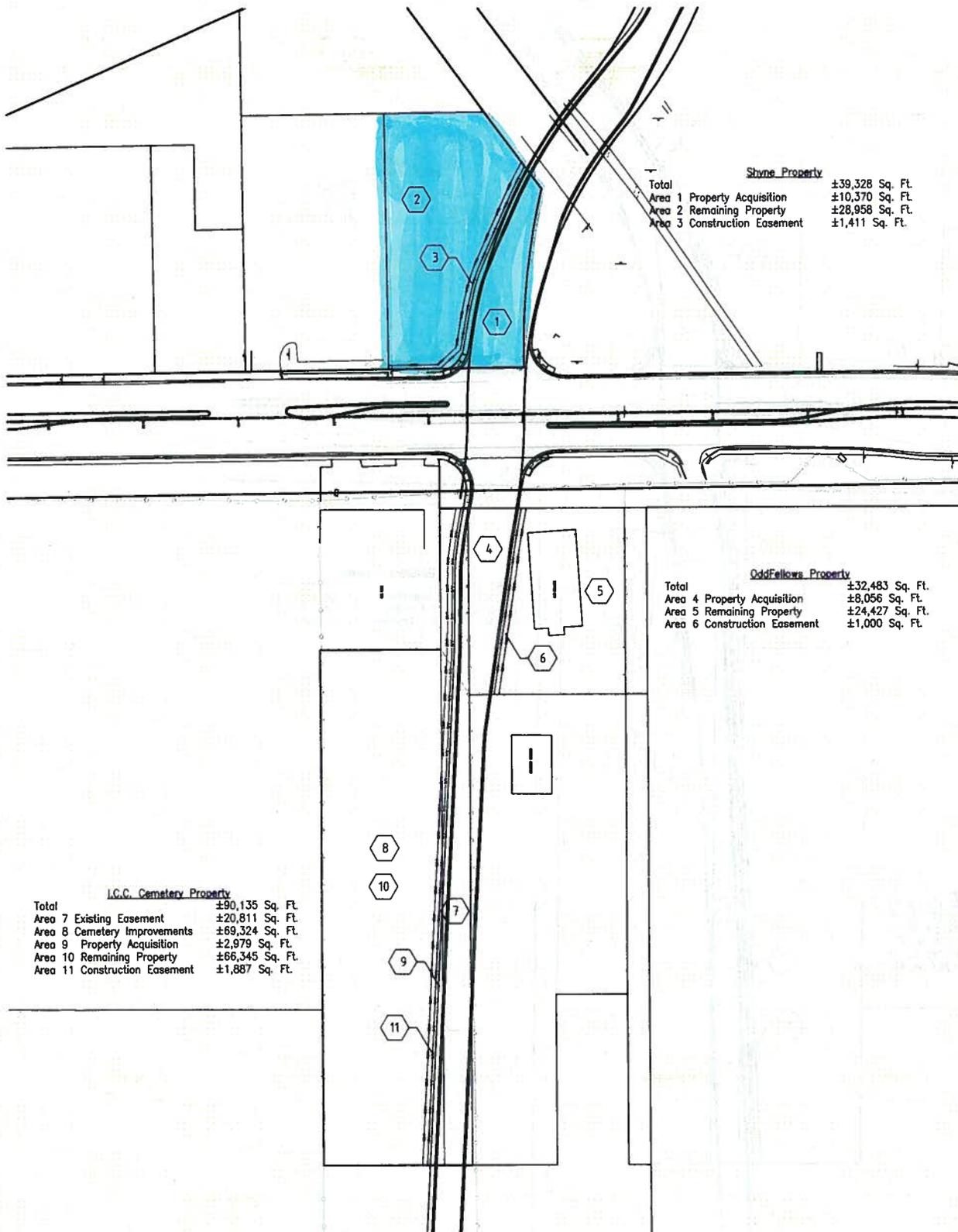
appraised value. Staff is therefore requesting the Commission to approve the purchase of both tracts.

Recommendation: Approve the purchase of the 10,534 square foot tract for the purchase price of \$141,000 and a 1,450 square foot construction easement for the sum of \$8,500 both located in Lot 2, Replat A, Block 144, Kemper Addition.

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**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk \_\_\_\_\_ Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_



**Shyne Property**

Total	±39,328 Sq. Ft.
Area 1 Property Acquisition	±10,370 Sq. Ft.
Area 2 Remaining Property	±28,958 Sq. Ft.
Area 3 Construction Easement	±1,411 Sq. Ft.

**Oddfellows Property**

Total	±32,483 Sq. Ft.
Area 4 Property Acquisition	±8,056 Sq. Ft.
Area 5 Remaining Property	±24,427 Sq. Ft.
Area 6 Construction Easement	±1,000 Sq. Ft.

**I.C.C. Cemetery Property**

Total	±90,135 Sq. Ft.
Area 7 Existing Easement	±20,811 Sq. Ft.
Area 8 Cemetery Improvements	±69,324 Sq. Ft.
Area 9 Property Acquisition	±2,979 Sq. Ft.
Area 10 Remaining Property	±66,345 Sq. Ft.
Area 11 Construction Easement	±1,887 Sq. Ft.



**Construction Surveying Services**  
 PO Box 2295, Alamogordo, NM 88311  
 (575) 443-6202 FAX (575) 443-1151

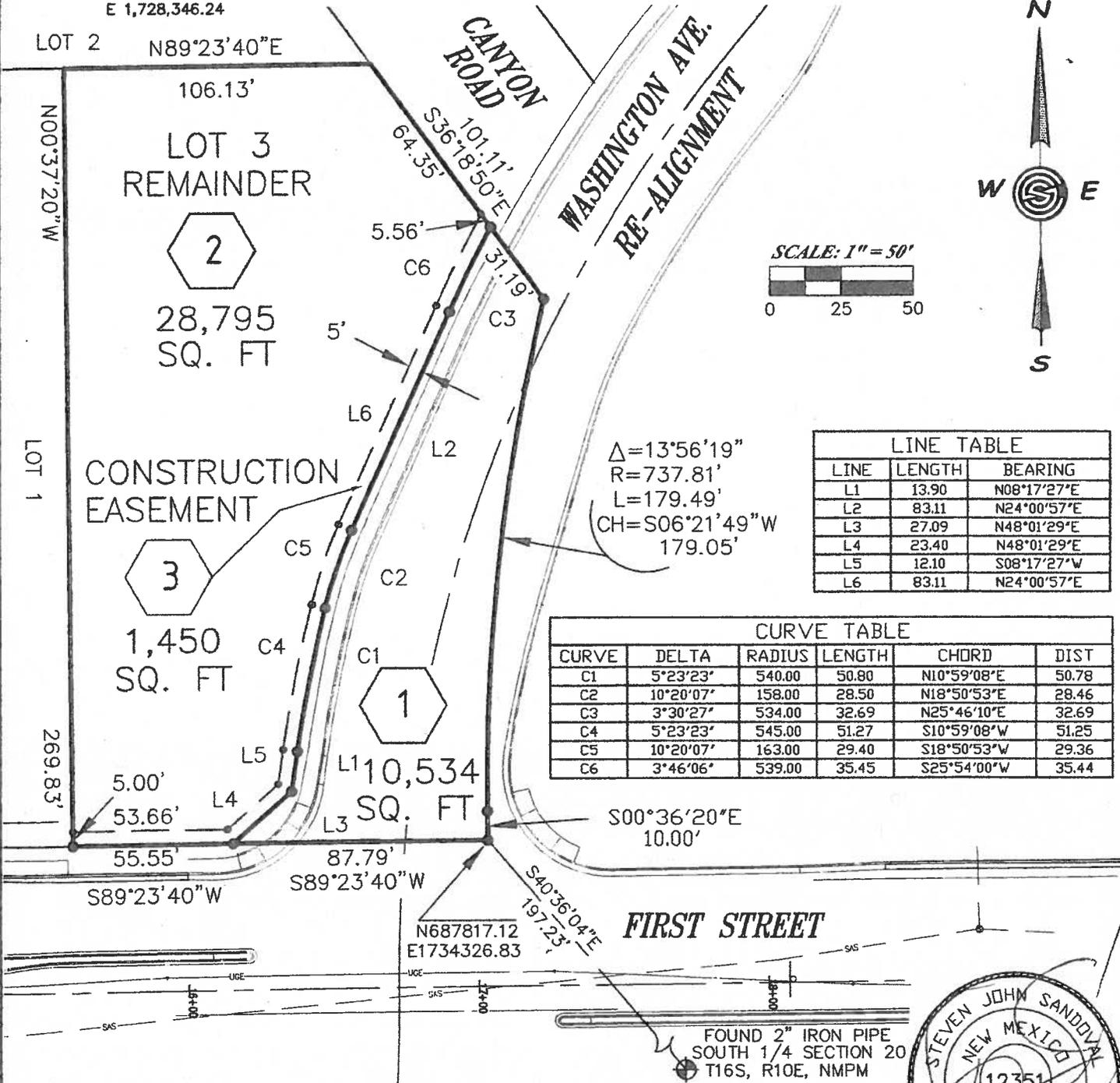
**PLAT OF SURVEY  
 OF A 10,534 SQUARE FOOT  
 PROPERTY ACQUISITION IN  
 LOT 3, REPLAT A, BLOCK 144,  
 KEMPNER ADDITION TO THE CITY OF  
 ALAMOGORDO, OTERO COUNTY, NEW MEXICO  
 NOVEMBER 2013**

**BASIS OF BEARING:**

BASIS OF BEARING: N19°42'58"E BETWEEN FOUND CITY  
 OF ALAMOGORDO CONTROL SURVEY MONUMENTS  
 "ALAMOAIR" AND "DUKE 1994."

**GRID COORDINATES**

ALAMOAIR: N 669,500.98  
 E 1,718,270.30  
 DUKE 1994: N 697,617.10  
 E 1,728,346.24



**SURVEYOR'S CERTIFICATE**

I, STEVEN SANDOVAL, NEW MEXICO PROFESSIONAL SURVEYOR NO. 12351, DO HEREBY CERTIFY THAT THIS BOUNDARY SURVEY PLAT AND THE ACTUAL SURVEY ON THE GROUND UPON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION; THAT I AM RESPONSIBLE FOR THIS SURVEY; THAT THIS SURVEY MEETS THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO; AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.





**Construction Surveying Services**  
 PO Box 2295, Alamogordo, NM 88311  
 (575) 443-6202 FAX (575) 443-1151

**PLAT OF SURVEY  
 OF A 10,534 SQUARE FOOT  
 PROPERTY ACQUISITION IN  
 LOT 3, REPLAT A, BLOCK 144,  
 KEMPNER ADDITION TO THE CITY OF  
 ALAMOGORDO, OTERO COUNTY, NEW MEXICO  
 NOVEMBER 2013**

**ACQUISITION #1**

A 10,534 SQUARE FOOT, 0.242 ACRE, TRACT IN LOT 3, REPLAT A, BLOCK 144, KEMPNER ADDITION, AS FILED FOR RECORD ON DECEMBER 30, 1987, IN PLAT BOOK 38, PAGES 19-20, WITHIN THE CORPORATE LIMITS OF THE CITY OF ALAMOGORDO, OTERO COUNTY, NEW MEXICO, LYING GENERALLY WEST OF WASHINGTON AVENUE, NORTH OF FIRST STREET, SOUTH OF CANYON ROAD, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS

BEGINNING AT A POINT OF INTERSECTION OF THE NORTH LINE OF FIRST STREET AND THE WEST LINE OF WASHINGTON AVENUE (AS CURRENTLY ALIGNED), SAID POINT BEING IDENTICAL TO THE SOUTHEAST CORNER OF LOT 3, REPLAT A, BLOCK 144, KEMPNER ADDITION, FOR THE SOUTHEAST CORNER OF THIS TRACT, WHENCE, THE SOUTH 1/4 SECTION CORNER OF SECTION 20, T16S, R10E, NMPM, BEARS, S40°36'04"E, A DISTANCE OF 197.23 FEET; THENCE, FROM THE POINT OF BEGINNING, ALONG THE NORTH LINE OF FIRST STREET, S89°23'40"W, A DISTANCE OF 87.79 FEET; THENCE, LEAVING SAID NORTH LINE, N48°01'29"E, A DISTANCE OF 27.09 FEET; THENCE, N08°17'27"E, A DISTANCE OF 13.90 FEET TO A POINT OF CURVATURE, THENCE, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 5°23'23", A RADIUS OF 540.00 FEET, AN ARC LENGTH OF 50.80 FEET, AND HAVING A LONG CHORD THAT BEARS, N10°59'08"E, A DISTANCE OF 50.78 FEET TO A POINT OF COMPOUND CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 10°20'07", A RADIUS OF 158.00 FEET, AN ARC LENGTH OF 28.50 FEET, AND HAVING A LONG CHORD THAT BEARS, N18°50'53"E, A DISTANCE OF 28.46 FEET TO A POINT OF TANGENCY; THENCE, N24°00'57"E, A DISTANCE OF 83.11 FEET TO A POINT OF CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 3°30'27", A RADIUS OF 534.00 FEET, AN ARC LENGTH OF 32.69 FEET, AND HAVING A LONG CHORD THAT BEARS, N25°46'10"E, A DISTANCE OF 32.69 FEET TO A POINT ON THE SOUTH LINE OF CANYON ROAD; THENCE, ALONG SAID SOUTH LINE, S36°18'50"E, A DISTANCE OF 31.19 FEET TO A POINT ON A CURVE AT THE INTERSECTION OF THE SOUTH LINE OF CANYON ROAD AND THE WEST LINE OF WASHINGTON AVENUE; THENCE, ALONG THE WEST LINE OF WASHINGTON AVENUE AND THE ARC OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 13°56'19", A RADIUS OF 737.81 FEET, AN ARC LENGTH OF 179.49 FEET, AND HAVING A LONG CHORD THAT BEARS, S06°21'49"W, A DISTANCE OF 179.05 FEET TO A POINT OF TANGENCY; THENCE, S00°36'20"E, A DISTANCE OF 10.00 FEET TO THE POINT AND PLACE OF BEGINNING, ENCLOSING 10,534 SQUARE FEET, 0.242 ACRE, OF LAND, MORE OR LESS.

**LOT 3 REMAINDER**

A 28,795 SQUARE FOOT, 0.661 ACRE, TRACT IN LOT 3, REPLAT A, BLOCK 144, KEMPNER ADDITION, AS FILED FOR RECORD ON DECEMBER 30, 1987, IN PLAT BOOK 38, PAGES 19-20, WITHIN THE CORPORATE LIMITS OF THE CITY OF ALAMOGORDO, OTERO COUNTY, NEW MEXICO, LYING GENERALLY WEST OF WASHINGTON AVENUE, NORTH OF FIRST STREET, SOUTH OF CANYON ROAD, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS.

BEGINNING AT THE SOUTHWEST CORNER OF LOT 3, REPLAT A, BLOCK 144, KEMPNER ADDITION, FOR THE SOUTHWEST CORNER OF THIS TRACT, THENCE, FROM THE POINT OF BEGINNING, ALONG THE WEST LINE OF LOT 3, N00°37'20"W, A DISTANCE OF 269.83 FEET; THENCE, ALONG THE NORTH LINE OF LOT 3, N89°23'40"E, A DISTANCE OF 106.13 FEET TO A POINT ON THE SOUTH LINE OF CANYON ROAD; THENCE, ALONG SAID SOUTH LINE, S36°18'50"E, A DISTANCE OF 69.92 FEET TO A POINT ON A CURVE, THENCE, LEAVING THE SOUTH LINE OF CANYON ROAD, ALONG THE ARC OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 3°30'27", A RADIUS OF 534.00 FEET, AN ARC LENGTH OF 32.69 FEET, AND HAVING A LONG CHORD THAT BEARS, S25°46'10"W, A DISTANCE OF 32.69 FEET TO A POINT OF TANGENCY; THENCE, S24°00'57"W, A DISTANCE OF 83.11 FEET TO A POINT OF CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 10°20'07", A RADIUS OF 158.00 FEET, AN ARC LENGTH OF 28.50 FEET, AND HAVING A LONG CHORD THAT BEARS, S18°50'53"W, A DISTANCE OF 28.46 FEET TO A POINT OF COMPOUND CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 5°23'23", A RADIUS OF 540.00 FEET, AN ARC LENGTH OF 50.80 FEET, AND HAVING A LONG CHORD THAT BEARS, S10°59'08"W, A DISTANCE OF 50.78 FEET TO A POINT OF TANGENCY; THENCE, S08°17'27"W, A DISTANCE OF 13.90 FEET; THENCE, S48°01'29"W, A DISTANCE OF 27.09 FEET TO A POINT ON THE NORTH LINE OF FIRST STREET; THENCE, ALONG SAID NORTH LINE, S89°23'40"W, A DISTANCE OF 55.55 FEET TO THE POINT AND PLACE OF BEGINNING, ENCLOSING 28,795 SQUARE FEET, 0.661 ACRE, OF LAND, MORE OR LESS.

**CONSTRUCTION EASEMENT**

A 1,450 SQUARE FOOT, 0.0333 ACRE, CONSTRUCTION EASEMENT, IN LOT 3, REPLAT A, BLOCK 144, KEMPNER ADDITION, AS FILED FOR RECORD ON DECEMBER 30, 1987, IN PLAT BOOK 38, PAGES 19-20, WITHIN THE CORPORATE LIMITS OF THE CITY OF ALAMOGORDO, OTERO COUNTY, NEW MEXICO, LYING GENERALLY WEST OF WASHINGTON AVENUE, NORTH OF FIRST STREET, SOUTH OF CANYON ROAD, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS

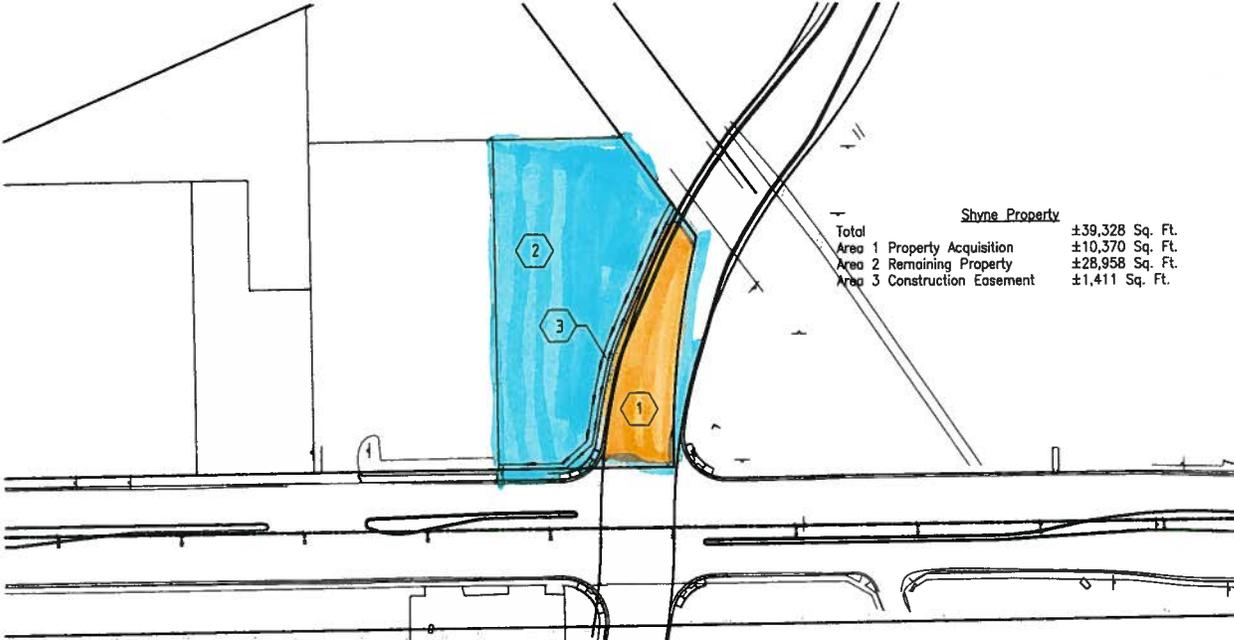
BEGINNING AT THE SOUTHWEST CORNER OF LOT 3, REPLAT A, BLOCK 144, KEMPNER ADDITION, FOR THE SOUTHWEST CORNER OF THIS EASEMENT, THENCE, FROM THE POINT OF BEGINNING, ALONG THE WEST LINE OF LOT 3, N00°37'20"W, A DISTANCE OF 5.00 FEET; THENCE, N89°23'40"E, A DISTANCE OF 53.66 FEET; THENCE, N48°01'29"E, A DISTANCE OF 23.40 FEET; THENCE, N08°17'27"E, A DISTANCE OF 12.10 FEET TO A POINT OF CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 5°23'23", A RADIUS OF 545.00 FEET, AN ARC LENGTH OF 51.27 FEET, AND HAVING A LONG CHORD THAT BEARS, N10°59'08"E, A DISTANCE OF 51.25 FEET TO A POINT OF COMPOUND CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 10°20'07", A RADIUS OF 163.00 FEET, AN ARC LENGTH OF 29.40 FEET, AND HAVING A LONG CHORD THAT BEARS, N18°50'53"E, A DISTANCE OF 29.36 FEET TO A POINT OF TANGENCY; THENCE, N24°00'57"E, A DISTANCE OF 83.11 FEET TO A POINT OF CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 3°46'06", A RADIUS OF 539.00 FEET, AN ARC LENGTH OF 35.45 FEET, AND HAVING A LONG CHORD THAT BEARS, N25°54'00"E, A DISTANCE OF 35.44 FEET TO A POINT ON THE SOUTH LINE OF CANYON ROAD; THENCE, ALONG SAID SOUTH LINE, S36°18'50"E, A DISTANCE OF 5.56 FEET TO A POINT ON A CURVE; THENCE, LEAVING THE SOUTH LINE OF CANYON ROAD, ALONG THE ARC OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 3°30'27", A RADIUS OF 534.00 FEET, AN ARC LENGTH OF 32.69 FEET, AND HAVING A LONG CHORD THAT BEARS, S25°46'10"W, A DISTANCE OF 32.69 FEET TO A POINT OF TANGENCY; THENCE, S24°00'57"W, A DISTANCE OF 83.11 FEET TO A POINT OF CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 10°20'07", A RADIUS OF 158.00 FEET, AN ARC LENGTH OF 28.50 FEET, AND HAVING A LONG CHORD THAT BEARS, S18°50'53"W, A DISTANCE OF 28.46 FEET TO A POINT OF COMPOUND CURVATURE; THENCE, ALONG THE ARC OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 5°23'23", A RADIUS OF 540.00 FEET, AN ARC LENGTH OF 50.80 FEET, AND HAVING A LONG CHORD THAT BEARS, S10°59'08"W, A DISTANCE OF 50.78 FEET TO A POINT OF TANGENCY; THENCE, S08°17'27"W, A DISTANCE OF 13.90 FEET; THENCE, S48°01'29"W, A DISTANCE OF 27.09 FEET TO A POINT ON THE NORTH LINE OF FIRST STREET; THENCE, ALONG SAID NORTH LINE, S89°23'40"W, A DISTANCE OF 55.55 FEET TO THE POINT AND PLACE OF BEGINNING, ENCLOSING 1,450 SQUARE FEET, 0.0333 ACRE, OF EASEMENT, MORE OR LESS.

**SURVEYOR'S CERTIFICATE**

I, STEVEN SANDOVAL, NEW MEXICO PROFESSIONAL SURVEYOR NO. 12351, DO HEREBY CERTIFY THAT THIS BOUNDARY SURVEY PLAT AND THE ACTUAL SURVEY ON THE GROUND UPON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION; THAT I AM RESPONSIBLE FOR THIS SURVEY; THAT THIS SURVEY MEETS THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO; AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

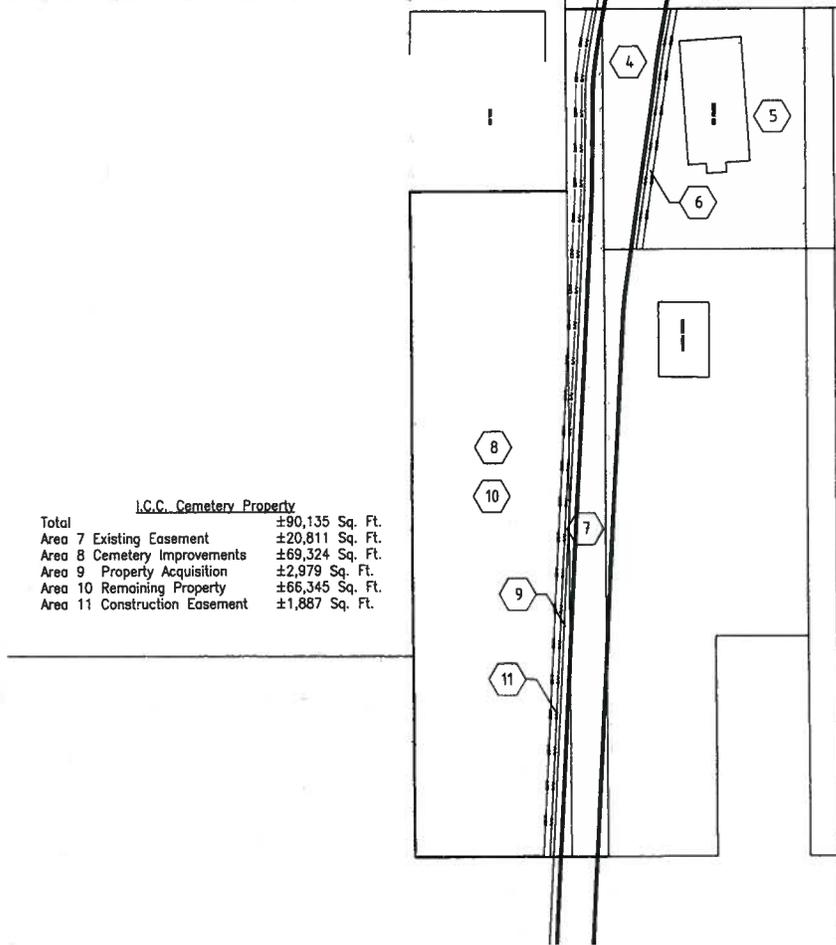


11/8/13



**Shyne Property**

Total	±39,328 Sq. Ft.
Area 1 Property Acquisition	±10,370 Sq. Ft.
Area 2 Remaining Property	±28,958 Sq. Ft.
Area 3 Construction Easement	±1,411 Sq. Ft.



**OddFellows Property**

Total	±32,483 Sq. Ft.
Area 4 Property Acquisition	±8,056 Sq. Ft.
Area 5 Remaining Property	±24,427 Sq. Ft.
Area 6 Construction Easement	±1,000 Sq. Ft.

**I.C.C. Cemetery Property**

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Area 7 Existing Easement	±20,811 Sq. Ft.
Area 8 Cemetery Improvements	±69,324 Sq. Ft.
Area 9 Property Acquisition	±2,979 Sq. Ft.
Area 10 Remaining Property	±66,345 Sq. Ft.
Area 11 Construction Easement	±1,887 Sq. Ft.

# MESILLA VALLEY APPRAISAL SERVICES

---

## REAL ESTATE APPRAISALS & COUNSELING

W. SCOTT ESCHENBRENNER, MAI  
GONZALO ESTRADA, ASSOCIATE

545 SOUTH MELENDRES ST., SUITE D  
LAS CRUCES, NEW MEXICO 88005  
(575) / 523-2812

December 20, 2013

Mr. James R. Stahle  
City Manager  
City of Alamogordo  
1376 E. Ninth Street  
Alamogordo, NM 88310

Reference: MVAS File No. 7691  
Shyne Property  
1375 E. First Street  
Alamogordo, NM 88310

Dear Mr. Stahle:

In accordance with your request, Mesilla Valley Appraisal Services has prepared a complete appraisal in a summary report as to the market value of the fee simple estate in the above-referenced real property. The purpose of the appraisal is for internal decisions in evaluating the property for condemnation actions through eminent domain proceedings in acquiring a portion of the subject property and a construction easement. It is intended only for use by your internal management, your auditor, and appropriate regulatory authorities. The effective date of the appraisal is November 21, 2013 with the estimate of value reflecting market conditions as of that date.

A before and after valuation analysis was developed for the subject property. The taking will include 10,534 square foot tract of land which alters the remaining parcel's physical access, and a 1,450 square foot construction easement. There are no improvements located on the property.

Based on research and analysis contained in this report, we have concluded the market value of the total compensation for the acquisition, as of November 21, 2013 is:

<b>THE VALUE OF THE WHOLE PARCEL BEFORE ACQUISITION</b>	<b>\$256,000</b>
<b>THE VALUE OF THE WHOLE PARCEL AFTER ACQUISITION</b>	<b>\$115,000</b>
<b>THE VALUE OF THE ACQUISITION</b>	<b>\$141,000</b>
<b>THE VALUE OF THE CONSTRUCTION EASEMENT</b>	<b>\$8,500</b>
<b>TOTAL JUST COMPENSATION</b>	<b>\$149,500</b>

Dear Mr. Stahle  
December 20, 2013  
Page 2

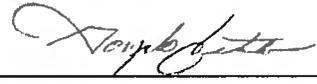
The table presented on page six provides a summary of the appraisal performed by Mesilla Valley Appraisal Services on the subject property. The table indicates our final opinion of value, as of the date specified, and based on the approaches identified. Additional details appear elsewhere in this report, and its inclusive Addendum. Data that supports the valuation opinion are taken from sources deemed reliable, but we make no representation as to the accuracy of third party data.

**"THIS LETTER MUST REMAIN ATTACHED TO THE REPORT, WHICH IS 59 PAGES INCLUDING RELATED EXHIBITS, IN ORDER FOR THE VALUE OPINION SET FORTH TO BE CONSIDERED VALID".**

We, the undersigned, do hereby certify that to the best of our knowledge and belief, the facts and data used herein are true and correct, that we have personally inspected the subject site, and that we have no interest present or prospective therein.

Respectfully submitted,

  
\_\_\_\_\_  
W. Scott Eschenbrenner, MAI  
State Certified  
NM-001180-G

  
\_\_\_\_\_  
Gonzalo Estrada  
Apprentice Appraiser  
NM-303-A

## Appraiser's Certification

### We certify that to the best of our knowledge and belief:

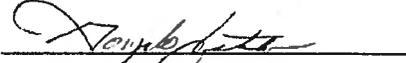
- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and is our personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- We have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- We have performed no services, as appraisers or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding acceptance of this assignment.
- We have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- Our engagement in this assignment was not contingent upon developing or reporting predetermined results.
- Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Appraisal Standards for Federal Land Acquisitions*.
- The appraisal was made and the appraisal report prepared in conformity with the Appraisal Foundation's *Uniform Standard of Professional Appraisal Practice*, except to the extent that the *Uniform Appraisal Standards for Federal Land Acquisitions* required invocation of USPAP's Jurisdictional Exception Rule, as described in Section D-1 of the *Uniform Appraisal Standards for Federal Land Acquisitions*.
- We have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the persons signing this certification.
- As of the date of this report, W. Scott Eschenbrenner, MAI has completed the continuing education program of the Appraisal Institute.
- We have formed the opinion that, as of November 21, 2013 the estimated fair market value of the subject property as defined in the report, is as follows.

<b>THE VALUE OF THE WHOLE PARCEL BEFORE ACQUISITION</b>	<b>\$256,000</b>
<b>THE VALUE OF THE WHOLE PARCEL AFTER ACQUISITION</b>	<b>\$115,000</b>
<b>THE VALUE OF THE ACQUISITION</b>	<b>\$141,000</b>
<b>THE VALUE OF THE CONSTRUCTION EASEMENT</b>	<b>\$8,500</b>
<b>TOTAL JUST COMPENSATION</b>	<b>\$149,500</b>

**Appraiser's Certification (continued)**



W. Scott Eschenbrenner, MAI  
State Certified  
NM-001180-G



Gonzalo Estrada  
Apprentice Appraiser  
NM-303-A

**SUMMARY OF SALIENT FACTS AND CONCLUSIONS**

<i>Appraisal File:</i>	#7691
<i>Property Name:</i>	Shyne Property
<i>Address:</i>	1375 E. First Street
<i>City, State, Zip:</i>	Alamogordo, New Mexico, 88310
<i>Legal Description:</i>	Lot 3, Block 144, Replat A, Kemper Addition, Otero
<i>Assessor's Parcel ID:</i>	PC #01-06310
<i>Annual Property Taxes:</i>	\$866.59
<i>Effective Date:</i>	November 21, 2013
<i>Date of Inspection:</i>	November 21, 2013
<i>Date of Report:</i>	December 20, 2013
<i>Property Rights:</i>	Fee Simple Estate
<i>Purpose of the Appraisal:</i>	Estimate Market Value
<i>Intended Use of Appraisal:</i>	Internal Decisions for Condemnation Actions
<i>Client:</i>	City of Alamogordo, James R. Stahle, City Manager
<i>Current Owner:</i>	C. Michael Shyne and Christina Williams
<i>Property Type:</i>	Vacant Commercial Lot
<i>Zoning Category:</i>	"C-3", Business District
<i>Flood Zone and Map:</i>	Zone "0.2% ACFH", 35035C0939D
<i>Land Size: Before Acquisition</i>	39,329 square feet or 0.90 acres of land
<i>Land Size: Acquisition</i>	10,534 square feet or 0.242 acres of land
<i>Land Size: After Acquisition</i>	28,795 square feet or 0.66 acres of land
<i>Construction Easement</i>	1,450 square feet or 0.033 acres of land
<i>Highest &amp; Best Use: Before Acquisition</i>	Commercial Use
<i>Highest &amp; Best Use: After Acquisition</i>	Commercial Use
<i>Approach(s) to Value:</i>	Sales Comparison

**ESTIMATED CURRENT VALUE**

<b>INDICATED MARKET VALUE BEFORE TAKING:</b>	<b>\$256,000</b>
<b>INDICATED MARKET VALUE AFTER TAKING:</b>	<b>\$115,000</b>
<b>TOTAL JUST COMPENSATION FOR THE TAKING</b>	<b>\$141,000</b>
<b>TOTAL JUST COMPENSATION (CME):</b>	<b>\$8,500</b>
<b>TOTAL JUST COMPENSATION:</b>	<b>\$149,500</b>

**AGENDA REPORT**  
**CITY OF ALAMOGORDO**  
**CITY COMMISSION**

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**Meeting Date:** January 14, 2014      **Report Date:** December 19, 2013      **Report No:** 20

**Submitted By:** Rachel Hughs      **Approved For Agenda:**   
Admin. Asst/City Clerk's Office

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**Subject:** Appointments to Boards and Committees.

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**Background:**

**Airport Advisory Board.** One (2) vacancy. Staff Liaison – Jan Wafful  
(Opening due to the resignation of John Battle and expiring term of Lance Grace)  
The following individual has submitted an application and is interested in being appointed;  
Lance Grace – if appointed this will be his fourth term.

**Airport Zoning Board.** Two (2) vacancies. Staff Liaison - Jan Wafful  
(Opening due to the resignation of Fran Nelson, Paul Vigneault and Randel Wilson)  
No nominations received.

**Alamogordo Disability Council.** Three (3) vacancies. Staff Liaison - Edward Balderrama  
(Openings due to the resignation of Bradley Mauger and the passing of Ed Grabman.)  
No nominations received.

**Community Development Advisory Committee.** Two (2) vacancies. Staff Liaison - Ruben Segura  
(Opening due to the expiring term of Melanie Hall and the resignation of Arthur Alterson.)  
No nominations received.

**Housing Authority Advisory Board** One (1) vacancy. Staff Liaison - Maggie Paluch  
(This is a new board and anyone appointed will be new to this board)  
*One of the members appointed from December 3<sup>rd</sup> was not a resident of the City, therefore there needs to be another person appointed.*  
No nominations received that are eligible.

**Planning and Zoning.** One (1) vacancy. Staff Liaison – Stella Rael  
(Opening due to the expiring term of Pamela R. Lee)  
The following individual has submitted an application and is interested in being appointed:  
Pamela R.Lee– if appointed this will be her second term.

**Senior Volunteer Program.** Three (3) vacancies Staff Liaison – Karen Groves  
(Opening due to the expiring term of Iris Lester, Blaza Madrid and Paul Vigneault)  
No nominations received.

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**Reviewed By:**

City Attorney \_\_\_\_\_ City Clerk RC Community Development \_\_\_\_\_ Community Services \_\_\_\_\_  
Finance \_\_\_\_\_ Housing Authority \_\_\_\_\_ Planning \_\_\_\_\_ Personnel \_\_\_\_\_ Public Safety \_\_\_\_\_  
Public Works \_\_\_\_\_ Purchasing \_\_\_\_\_ Assistant City Manager \_\_\_\_\_

# **AIRPORT ADVISORY BOARD**

RECEIVED

DEC 20 2013

CITY CLERK

City of Alamogordo  
APPLICATION TO SERVE ON A  
CITY BOARD/COMMITTEE

Name: Lance C. Grace

Home Phone: 437-5499 Work Phone: 491-4260

Cell Phone: 491-4266 Fax No: 888-648-6464

e-mail address: LanceCGrace@gmail.com

Physical Address: 44 Marble Canyon Dr

Is the above address within City limits? Yes  No

Mailing Address: Same

Present Employer: Self Job Title: -

Board/Committee you wish to serve on:

First choice: Airport Advisory Board

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:

- 2 Engineering Degrees / USAF Test Pilot School Graduate
- Retired USAF Fighter + Test Pilot / FAA ATP + CFI/CFII
- Current AAB Chairman - Member of Governor's Military Base Planning Commission
- Chief Instructor for WSSA - President of WSSF - President of Alamogordo Forum

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

- Need to stay on until runway extension is completed + Regional Jet Service is a reality!

Please return completed application to:

Lance C. Grace  
20 Dec 13

City Clerk's Office  
1376 E. Ninth Street  
Alamogordo, NM 88310  
PHONE: (575)439-4205  
FAX: (575)439-4396

**PLANNING AND ZONING  
COMMISSION**

RECEIVED  
DEC 10 2013  
CITY CLERK

***City of Alamogordo***  
**APPLICATION TO SERVE ON A  
CITY BOARD/COMMITTEE**

Name: Pamela R. Lee

Home Phone: (575) 415-3628 (Preferred) Work Phone: \_\_\_\_\_

Cell Phone: (703) 201-0114 Fax No: \_\_\_\_\_

e-mail address: leeem@earthlink.net

Physical Address: 312 Wildwood Drive, Alamogordo, NM 88310

Is the above address within City limits? Yes X No \_\_\_\_\_

Mailing Address: 312 Wildwood Drive, Alamogordo, NM 88310

Present Employer: Retired Job Title: \_\_\_\_\_

Board/Committee you wish to serve on:

First choice: Planning and Zoning Commission

Second choice: \_\_\_\_\_

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

Yes \_\_\_\_\_ No X If so, what is their relation to you? \_\_\_\_\_

Are you related to any Elected Official of the City of Alamogordo?

Yes \_\_\_\_\_ No X If so, what is their relation to you? \_\_\_\_\_

Experience and education relating to the Board/Committee: I have been a member/commissioner on the Alamogordo Planning and Zoning Commission since my appointment at the end of January 2012. I currently serve as Vice Chairman of the Planning and Zoning Commission.

Please indicate your interest in serving on a City Board/ Committee: I strongly desire to continue to serve the people of Alamogordo on the Planning and Zoning Commission and hope that I will help improve the City's quality of life and appearance.

Please return completed application to:

City Clerk's Office  
1376 E. Ninth Street  
Alamogordo, NM 88310  
PHONE: (575)439-4205  
FAX: (575)439-4396