



Alamogordo City Commission

NOTICE OF MEETING

Regular Meeting Agenda

January 28, 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

- Jim Stahle** City Manager
- Stephen Thies** City Attorney
- Renee Cantin** City Clerk

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

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

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

In accordance with Section 10-15-1.D, NMSA 1978 (2010 Cumulative Supplement), this agenda has been posted on the 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.

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 from Holloman Air Force Base including the F-16 transition and information of the population increase expected by the end of March. (Colonel Andy Croft, Presenter)**

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. 7, 8, & 12)

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 January 28, 2014 Regular Meeting of the Alamogordo City Commission.** *(Renee Cantin, City Clerk)*
3. **Approve statement related to the two Executive Sessions of January 28, 2014.** *(Renee Cantin, City Clerk)*
4. **Approve the Lodger's Tax Expenditures for Tourism & Travel.** *(Jan Wafful, CS Admin. Assistant)*
5. **Review and authorize all Resident Parking Only, Mobility Disabled Resident Parking Only, and Commercial Mobility Disabled Parking Only sign locations to continue to be posted.** *(Jim Stahle, City Manager and Renee Cantin, City Clerk)*
6. **Accept the Annual Reports from City Boards, Commissions and Committees for Calendar Year 2013.** *(Renee Cantin, City Clerk)*
7. **Approve Housing Resolution No. 2014-02 related to Resident Police Officers at the Housing Authority. [Roll call vote required]** *(Maggie Paluch, Housing Manager)*
8. **Approve Resolution No. 2014-04 designating the polling places, and appointing the Precinct Board Members for the March 4, 2014 Regular & Special Election. [Roll call vote required].** *(Renee Cantin, City Clerk)*
9. **Approve a Joint Powers Agreement for the financing and establishment of the Otero County/Greentree Regional Landfill.** *(Brian Cesar, Public Works Director)*
10. **Approve the increase to the State Grants-in-Aid for the Alamogordo Public Library for FY2014.** *(Sharon Rowe, Library Manager)*
11. **Approve the award of Public Works Bid No. 2013-016 to Apple Mountain Constructors, LLC related to the Bonito Campground Crossing Repairs project, in an amount not to exceed \$231,576.25, including tax.** *(Bob Johnson, Contract Coordinator)*
12. **Consider, and act upon, Resolution No. 2014-06 to substitute Albertson's LLC for Super Market Developers, Inc., in the Gross Receipts Investment Program Agreement. [Roll call vote required]** *(Stephen Thies, City Attorney)*
13. **Consider, and act upon, the purchase of a 0.018 acre tract of land and a 1,920 square foot construction easement both in Lot 3F, Replat F, Motel 6 Subdivision at 232 Panorama Boulevard.** *(Stephen Thies, City Attorney)*

ITEMS REMOVED FROM CONSENT AGENDA

NEW BUSINESS

14. **Consider, and act upon, a request to fill the Recreation Aide position, to be assigned to the Alamogordo Family Recreation Center/Community Services Department.** *(Matt McNeile, Assistant City Manager)*
15. **Consider, and act upon, a request to fill the (2) Lifeguard positions, to be assigned to the Alamogordo Family Recreation Center/Community Services Department.** *(Matt McNeile, Assistant City Manager)*

16. **Consider, and act upon a request to fill the Accounts Payable position, to be assigned to the Finance Department.** *(Ken Johnson, Finance Director)*
17. **Consider, and act upon, a request to fill the two Police Officer positions, to be assigned to the Police Department.** *(Robert Duncan, Police Chief)*
18. **Consider, and act upon, a request by the Otero County Habitat for Humanity to donate a residential lot for use in constructing a residence for a low-income family.** *(Stephen Thies, City Attorney)*
19. **Consider, and act upon, the first publication of Ordinance No. 1460 related to amending the Personnel Manual concerning PTO and Separation of Employment.** *(Stephen Thies, City Attorney)*
20. **Consider, and act upon, the first publication of Ordinance No. 1461 amending City Code to establish a Perpetual Care Cemetery Fund.** *(Stephen Thies, City Attorney)*
21. **Consider, and act upon, the first publication Ordinance No. 1462 to adopt an ordinance relating to new zoning laws regarding Pay Day Loan and Title Loan lenders seeking to establish a new office location within the City.** *(Susie Galea, Commissioner and Stephen Thies, City Attorney)*
22. **Consider, and act upon, the purchase of a business retention and expansion software that would utilize data to assist in the retention and expansion of businesses in Alamogordo.** *(Susie Galea, Commissioner)*
23. **Discussion, and action, considering beautification by implementing a Public Arts Charter and to have the Planning & Zoning Commission look into it.** *(Susie Galea, Commissioner)*
24. **Consider, and act upon, facilitating city presence to promote the community during the Bataan Memorial Death March or appointing a volunteer committee to proceed.** *(Susie Galea, Commissioner)*
25. **Appointments to Boards & Committees.** *(Robert Rentschler, Mayor)*

PUBLIC COMMENT *(Continued if needed)*

CITY MANAGER'S REPORT

REMARKS AND INQUIRIES BY THE CITY COMMISSION

EXECUTIVE SESSION *(Roll Call Vote Required)*

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

- **Sale, Acquisition or Disposal of Real Property (Thunder Rd. Water Tower)**

ADJOURNMENT

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: January 28, 2014

Report Date: January 16, 2014

Report No: 1

Submitted By: Renee Cantin
City Clerk

Approved For Agenda: _____



Subject: Presentation related to an update from Holloman Air Force Base including the F-16 transition and information of the population increase expected by the end of March.

Background: Colonel Andy Croft will be presenting HAFB updates.

Reviewed By:

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

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: Jan 28, 2014 **Report Date:** Jan. 10, 2014 **Report No:** 4

Submitted By: Jan Wafful **Approved For Agenda:** [Signature]
 Community Services Admin. Assistant

Subject: Consider, and act upon, the Lodger's Tax Expenditures for Tourism & Travel.

Fiscal Impact: \$16,638.78
 Amount Budgeted: \$177,334.16
 Fund: 016

Recommendation: Approve the monthly expenditures for Tourism, Travel & Advertising Promotions

Background: The following are a list of the expenditures in need of approval.

Lamar Companies	Monthly Billing INV# 104652463	\$1,265.00
Time Warner	Monthly Billing INV# 1000630&32	1,024.00
Comcast Spotlight	Monthly Billing INV# 2092388-89	2,002.00
CallSource	Monthly Billing (800#+1,000minits) INV 20054508	135.00
KJTV – FOX 34	Monthly Billing (Television & Web) INV#38243 A-F1	1,981.00
Pin Crafters	Promotional Items (CoA Lapel Pins) INV#36923	835.00
NM Magazine	2014 NM Vacation Guide Ad INV# 98000884	3,911.26
True West Publishing	Feb 2014 NM True Ad INV#2013-16493	1,475.00
Knight Communications	The Griffon.Mag Ad INV#IN018115	840.00
NM Magazine	Regional Co-op Feb 2014 INV#2014-12425	1,000.00
FUN and GAMES Dist.	July-Dec 2013 INV# 0001	300.00
Locations Tradeshow 2014	Travel/Attendance TRVL# 34.194	1,870.52

Reviewed By:

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

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 3014 **Report Date:** January 10, 2014 **Report No:** 5

Submitted By: Nancy Jacobs
Deputy Clerk **Approved For Agenda:** 

Subject: Review Resident Parking Only, Mobility Disabled Resident Parking Only, and Commercial Mobility Disabled Parking Only sign locations for the purpose of determining continuance or discontinuance of each location.

Recommendation: Authorize all locations on Exhibit "A" and Exhibit "B" to continue to be posted.

Background: Sections 24-01-080(e) and (f) of the Alamogordo Code of Ordinances provides for the City Manager to prepare a list of the locations of all Resident Parking Only, Mobility Disabled Resident Parking Only, and Commercial Mobility Disabled Parking Only signs in the City and to recommend continuance or discontinuance of each location. This list is compiled annually by the City Clerk's Office and reviewed by the City Manager.

All sign locations were verified by a Public Works Department employee who physically checked every location on our list. We also mailed letters to every sign holder advising them of our annual review and asking them to respond if they still required the sign. When we did not receive a response from some of the residents, we had the Public Works Department attach door hangers to the doors and then we went to each house to verify (or not) with the residents. Every effort was made to contact all addresses.

Every sign listed on Exhibit "A" and Exhibit "B" is still warranted based on the reason the sign was originally granted.

Reviewed By:

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

EXHIBIT A – 2014 RESIDENT PARKING ONLY SIGNS

Date Approved	Name	Location of Sign	Within 500 ft.	Number of Signs	Contacted this year
2-27-1990	Emil E. Ashe	1303 Mountain View Ave.	AHS	1	X
2-27-1990	Daniel Ortega 434-1481	400 Cuba Ave.	AHS	1	X
2-27-1990	Donald D. Deck	402 Cuba Ave.	AHS	1	X
2-27-1990	Roy King	404 Cuba Ave.	AHS	1	X
2-27-1990	James L. Ward	1310 Mountain View Ave.	AHS	1	X
2-27-1990	Luis Herrera, Jr.	404 Utah Ave.	AHS	1	X
2-27-1990	Dorothy Miller 443-6282	401 Utah Ave.	AHS	1	X
2-27-1990	Alice Sisneros	400 Utah Ave.	AHS	1	X
9-24-1991	Joseph Pratt	1115 Indiana Ave.	St. John's Day School	1	X
9-27-1991	Alberto Valdez	618 Delaware Ave.	ICC Church	1	X
9-14-1991	Darryl Gallent – sold to The Worship Center	810 12 th St. and 812 12 th St. <u>Mailing Address:</u> <u>#10 Camino Del Sur,</u> <u>Alamogordo</u>	School	3	X
2-23-1993	Lawrence Craine	403 Oregon Ave.	Oregon Park & AHS FB Stadium	1	X
6-11-1994	Teresa Weber	323 Maryland Ave.	Corinth Baptist Church	1	X
6-11-1996	Selina Peterson & Chris Pantoja	205 Florida Ave.	Otero Day Care Center	1	X
12-8-1998 & 2-9-1999 & 2-12-2013	Jacqueline LaBarre	211 13 th St. 1301 New York Ave. one sign around corner on 13 th 1304 New York Ave. 1308 New York Ave. <u>Mailing Address:</u> <u>1315 New York Ave., Alamogordo</u>	Memories Restaurant	5	X

Date Approved	Name	Location of Sign	Within 500 ft.	Number of Signs	Contacted this year
1-26-1999	Jeff Rhodes	1407 Oregon Ave.	Oregon School	2	X
2-23-1999	Teresa Maynez	713 Virginia Ave.	DPS	1	X
10-12-1999	Dora Bristow	1302 9 th St.	Dr. Taylor's office	1	X
8-22-2000	Mary Price	1212 Michigan Ave.	COPE & Chiropractor's office	1	X
11-12-2002	Roberto Valdez	610 7 th St.	DPS	1	X
2-12-2002	Larry & Avelina Monroy	808 Delaware Ave. (Sign placed by City in 1978 because City widened street & took out driveway)	Property has no driveway - located near various businesses & ICC Church	1	X
6-25-2002	Mr. E.C. Covarrubia (died in 2013) (Richard DeLorca asked for it to remain)	1511 Bellamah (Contact info: <u>Richard DeLorca - P of Attorney - (575)921-4228</u> - Do not mail notice - Call each year)	Yucca School	1	X
5-11-2004	Norma Miller	403 Utah Ave.	AHS	1	X
8-10-2004	Mark Thompson	1005 8 th St.	Father Hay School	1	X
9-28-2004	Carolyn Louis-Garcia	708 Delaware Ave. <u>Mailing Address:</u> <u>PO Box 695, Alamogordo</u>	ICC Church	1	X
12-15-2009	Bertha Solis	1307 Charlotte Lane	AHS	1	X
10-26-2010	Frank Chavez	708 New York Ave.	ICC Church	1	X
5-17-2011	Joyce Carter	<u>816 4th St.</u>	Sacramento School	1	X
2-14-2012	Veronica McNeilly	1304 Charlotte Ln.	AHS	1	X

6-11-1996	Roberta Cull 575-654-4995 She is restoring the home and hopes to be in by summer 2014	511 Oregon Ave. <u>Mailing address:</u> 208B W. 7 th St., Lordsburg, NM 88045-1730	Oregon Park; AHS Football Stadium; City Hall	1	X
3-9-1999	Carmen Mainz	1200 Michigan (One sign on 12 th St. & one @ 1200 Michigan)	Memories Restaurant & Chiropractor's office	2	X
6-28-2005	Alice Torres - family member in charge of property. House currently for sale.	808 Virginia Ave. <u>Mailing address:</u> PO Box 3484 BRS, Boles Acres, NM 88311	Western Bank	1	X
2-12-2013	Christopher J. Preston	1305 Mountain View (One sign on Utah & one on Mountain View)	AHS	2	X
6-11-2013	Bruce/Patricia Knee	535 Linda Vista Dr.	NMSBVH	1	X
11-11-2013	Thomas Lubenau	1503 Wilson Ave.	Washington Park	1	X
2-27-1990	Raymond Rodriquez	1308 Mountain View Ave. <u>Leave sign up for another year</u> <u>Remove in 2015 if no response</u>	AHS	1	Mailed 2 notices/ left door notice & notice in mailbox NO RESPONSE
2-27-1990	Pedro Vasquez	406 Utah Ave. <u>Leave sign up for another year</u> <u>Remove in 2015 if no response</u>	<u>AHS</u>	1	Mailed 1st notice/Mailed 2 nd notice to Charlotte, NC/left door notice & notice in mailbox NO RESPONSE

EXHIBIT B – 2014 COMMERCIAL/MOBILITY PARKING ONLY SIGNS

Date Approved	Name	Location of Sign	Within 500 ft.	Number of Signs	Contacted this year
11-4-1996	John Mangum	2409 Yale Ave.	Handicapped	1	X
11-23-1998	Suzanne P. Durko	2327 Union Ave.	Handicapped	1	X
4-22-2003	Leota Latta 437-1371	1002 Utah Ave. (Mailing: PO Box 998, Alamogordo)	Handicapped	1	X
2-10-2004	Dixie Bredy	1109 Ohio Ave.	Handicapped	1	X
9-2-2004	Hortencia Rodriguez	1905 Bellamah Dr.	Handicapped	1	X
5-7-2010	Caorl Smith	1604 Bellamah Ave.	Handicapped	1	X
4-1-2013	Edith Armstrong	2500 Tulane Ave.	Handicapped	1	X
1-13-2009	Otero County Administration	1101 New York Ave. Rm. 224 Attn: Doug Bourboun Building & Grounds Super. dbourboun@co.otero.nm.us 575 439-2624	Commercial	6	X

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 15, 2014 **Report No:** 6

Submitted By: Nancy Jacobs
Deputy Clerk **Approved For Agenda:** 

Subject: Annual Reports from City Boards, Commissions and Committees for Calendar Year 2013.

Fiscal Impact: None

Recommendation: Accept the reports as submitted.

Background: At least once each year Public Boards, Commissions or Committees are required to present a written report to the Mayor and City Commission of its activities for the past year and any recommendations as may be deemed appropriate and a record of member attendance for the term of the year. Attached are the reports for each of the Boards or Committees.

Current list of Boards, Commissions, or Committees:

- 1) Airport Advisory Board
- 2) Airport Zoning Board
- 3) Alamogordo Disability Council
- 4) Alamogordo Promotion Board
- 5) Cemetery Board
- 6) Community Development Advisory Committee
- 7) Mayor's Committee on Aging
- 8) Parks and Recreation Board
- 9) Planning and Zoning Commission
- 10) Alamogordo Library Board
- 11) Senior Volunteer Programs Advisory Board
- 12) Mayor's Youth Advisory Council

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

City of Alamogordo Airport Advisory Board **Annual Report to the City Commission - CY 2013**

In accordance with Ordinance No. 1014 requiring that all Boards, Commissions and Committees submit a written Annual Report to the City Commission, below is the Annual Report for the Airport Advisory Board for 2013.

The Airport Advisory Board consists of 5 members.

January 8, 2013:

The board met to discuss the Master Plan Update resolution that will go to the City Commission at the next commission meeting. The board elections postponed indefinitely until all members can be present. Lance Grace and Jeff Rabon will continue as Chair and Vice-chair until the elections are scheduled later. Delta Airport Consultants were welcomed as possible consultants. The board reviewed the CIP and the Boyd Group has now been brought in to do the air service study. Research on lease footprints was discussed. The URS master plan timeline schedule was discussed. Gate cards will be referred to the coordinator's office for reprogramming by maintenance as needed.

April 2, 2013:

The continuing update for the CIP program report and the master plan update was discussed. Lease information gathered was transferred to maps with a request of rate comparisons. URS advised that there is no such item as a standardized lease rate in the industry. A meeting in Dallas, Texas, on the FAA approval of the runway extension for the airport was positive in regard to using the 2006 assessment to move forward with the pursuit of the extension. Preliminary design numbers are being calculated. A check-list of simple accomplishments to move the project forward will be created. The present coordinator has given notice and the facility maintenance manager for the city and the public works director will manage the airport temporarily until that position is re-filled. The forest service lease renewal is moving forward.

May 2, 2013 (Special Meeting):

The regional jet service report was discussed. Meetings were held at Holloman Air Force Base and Cloudcroft on support numbers for the need for service. 30,000 passengers a year would be needed from the area to bring in a commercial jet service provider. It was noted that 139-Recertification and TSA requirements would be a consideration at the airport if a commercial jet service application comes in. It was moved to recommend Delta Consultants provide a scope of work for the TSA requirements. It was moved to recommend that an application be filed for a Small Community Air Service Grant. A recommendation was made to address correction issues with URS on the master plan update

progress provided so far. A meeting with the tanker base inspection team was encouraged to assure the team that the base could remain here for services.

July 25, 2013:

To bring the master plan update up to the proper timeline, a committee was appointed

and meetings set with URS for the review and corrections. Airport lease standardization

was discussed and a recommendation made for a cost analysis to determine the loss to the city on the possible lease area reduction to the building size as proposed. The Small Community Air Service Grant will be completed and submitted on July 26th, 2013, by the city. Tours of the facility will be organized for airline contacts interested in looking into the possibility of providing a proposal for commercial service in August. Neptune contracts and airplane models were discussed along with DC-10's called Tanker 10's out of California, looking for possible relocation bases. A recommendation was made to split the preliminary engineering for the runway extension into Phase One (1). It was suggested that the Delta Consultant fill out the herbicide grant and submit that for the airport until the coordinator position could be filled. This new maintenance grant will now include the airport weather operating system (AWOS) funding now, and copies of the grant will be provided to the city.

August 21, 2013 (Special Meeting):

The sole purpose of this special meeting was to address the progression of the difficulties with the URS/Master Plan update. URS Consultant Bill Griffin attended this meeting to advise the board of the present position and details of the reviewed corrections that were sent to URS. The city manager requested the different formulae that would be used to calculate the master plan parameters so that the city could insure that future calculations for any needed comparisons and updates be done with the same formulae and methods of preparation. Critical aircraft for the FAA planning guide was discussed and possible future airport classification changes were planned for now. It was agreed that revisions would be made immediately at URS and files would be made available to the city electronically. Time schedules would be revised and state aviation has now approved and will be paying for the entire runway extension. State aviation will be facilitating the extension and providing information gathering counters to capture glider tow-plane activities. There was a recommendation to plan now for public hearings for citizen input on the master plan before its final approval.

October 30, 2013:

The board and staff introduced and welcomed the new full-time airport manager, Duke Prewitt to the meetings. Phone consultations were provided for the meeting with both Bill Griffin on the URS/Master Plan update and Jane Lucero on the runway extension. The city survey requested at the last meeting was done on

the proposed lease changes presenting a loss to the city by the assistant city manager. These changes would generate \$12,578.02 in direct losses to the city each year from the leasing fees. The city manager recommended that other revenue sources be sought to replace these funds. A board recommendation was made to make these lease proposal changes and have them take place in July 2014 in order to make fair adjustments for the leasees, and to keep in compliance with the FAA taxi-lane footage requirements. All other programs and updates were relayed to the new airport manager to bring immediate knowledge of ongoing projects. The Small Community Air Service Grant application was not funded. No airports in New Mexico received any of those funds. The board recommended that the application process be repeated in the future, since most first-time applications are not funded. The board suggested that the city look into the cost of acquiring certain DRMO buildings at Ft. Bliss for any needed office space or building facilities needed for the city while those buildings are free to acquire simply for the moving costs. The airport manager was directed by city management to develop a process for insuring airport users comply with the airport rules and regulations.

ALAMOGORDO AIRPORT ADVISORY BOARD

ATTENDANCE REPORT CY2013

The City of Alamogordo Airport Advisory Board consists of 5 members

January 8, 2013:

Members Present- Jeff Rabon, Lance Grace, Christina Wampler

Members Absent- Dave Pearce, John Battle

April 2, 2013:

Members Present- Jeff Rabon, Lance Grace, John Battle, Dave Pearce

Members Absent- Christina Wampler

May 2, 2013 (Special Meeting) :

Members Present- Jeff Rabon, Christina Wampler, Dave Pearce, Lance Grace

Members Absent- John Battle

July 25, 2013:

Members Present- Jeff Rabon, Dave Pearce, Lance Grace, Christina Wampler

Members Absent- (1) Vacancy

August 21, 2013 (Special Meeting):

Members Present- Jeff Rabon, Lance Grace, Christina Wampler, Dave Pearce

Members Absent- (1) Vacancy

October 30, 2013:

Members Present- Jeff Rabon, Lance Grace, Dave Pearce, Christina Wampler

Members Absent- (1) Vacancy

AIRPORT ZONING

City of Alamogordo Airport Zoning Board **Annual Report to the City Commission - CY 2013**

In accordance with Ordinance No. 1014 requiring that all Boards, Commissions and Committees submit a written Annual Report to the City Commission, below is the Annual Report for the Airport Zoning Board for 2013.

The Airport Zoning Board consists of 5 members.

FY 2013:

Meetings for this board are held only as needed. There were no meetings for this board in FY2013.

ALAMOGORDO AIRPORT ZONING BOARD
ATTENDANCE REPORT CY2013

The Airport Zoning Board consists of 5 members.

FY 2013:

Meetings for this board are held only as needed. There were no meetings for this board in FY2013.

**ALAMOGORDO DISABILITY
COUNCIL**

**ANNUAL REPORT TO THE CITY COMMISSION
ALAMOGORDO DISABILITY COUNCIL (ADC)
2013**

In accordance with Ordinance No. 1014 requiring that all Boards, Commissions, and Committees submit a written Annual Report to the City Commission, below is the Annual Report for the Alamogordo Disability Council for 2013.

This Board consists of 7 members; however there are six vacancies on the Board. The one member that is currently on the Board has attended meetings. The vacancies have been advertised on the monthly water bills and to date only one person has requested an application.

No further annual report information is available at this time.

**ALAMOGORDO PROMOTION
BOARD**

City of Alamogordo Promotion Board-Chamber **Annual Report CY 2013**

In accordance with Ordinance No. 1014 requiring that all Boards, Commissions and Committees submit a written Annual Report to the City Commission, below is the Annual Report for the City of Alamogordo Promotion Board for 2013.

The City of Alamogordo Promotion Board consists of 5 members.

Events:

23rd Annual Cottonwood Festival
22nd Annual White Sands Balloon Festival
Tularosa Basin Wine and Music Festival
Flickinger Center Premier Series, and Tailgate Series
WS Pupfish/Pecos League Professional Baseball Season
Gus Macker 3-on-3 Basketball Tournament/Armed Forces Wknd
White Sands Institute at White Sands National Monument
NMMSH New Mexico Space Trail and DCX-Space Plane Conference
COA 4th Fridays Events

Advertising:

Certified Folder Display- collateral distribution
Lamar Outdoor Advertising- billboards
New Mexico Magazine 2013 New Mexico Vacation Guide
New Mexico Magazine- State Co-op (3)
Sacramento Design (ads/designs-visitor guide, rack cards,)
H K Advertising – Ads/Designs NM True Cooperative Mktg Campaign
Pinata Publishing- El Paso Visitor Guide- 3 issues
2013 Carlsbad Visitor Guide
Time-Warner Television, El Paso, TX
Comcast Spotlight Cable Media, Albuquerque, NM
Comcast Spotlight Cable Media, Las Cruces, NM
KJTV-Fox 34, Lubbock, TX
Madden Media- Ibrochures (1)
Madden Media- Spring 2013 NM Newspaper Inserts
Southwestern Advertising II – collateral distribution
Fun and Games – collateral distribution
AAA Texas Journey Magazine (1 Issue)
AAA New Mexico Journey Magazine (1 Issue)
True West Magazine (1 Issue)
American Road Magazine (1 issue)
Group Tour Media – website
Group Tour Magazine- Print Advertising (2)
Group Tour – Spotlight Pistachios & Wine Article Written
KOB-TV Roswell, Roswell, NM- Gus Macker Advertising

Comcast Spotlight Cable Media, Las Cruces, NM – Gus Macker Advertising
Comcast Spotlight Cable Media, Albuquerque, NM – Gus Macker Advertising
Albuquerque Journal – Museums and Monuments Guide May 2013
Lamar Outdoor – Pupfish Advertising
The Griffon - Military 108th Command Newspaper (3 Issues + 2 Articles Written)
2013 NM Traveler Hotel Book Placement
Tularosa Basin Wine & Music Fest/White Sands Balloon Invt'l Event Advertising-(tv commercial event texting with Comcast Stations)
Cottonwood Arts & Crafts Festival Advertising-(tv commercial event texting with Comcast Stations)

Contracts:

Alamogordo Chamber of Commerce Tourism
Alamogordo Chamber of Commerce Visitor Center
Flickinger Center for the Performing Arts
Certified Folder Display
Southwestern Advertising II Distribution
Fun and Games Distribution
Carlsbad Convention Center and Visitors Bureau
New Mexico Tourism Department Cooperative Marketing Program (1)
NM Magazine 2 Ads+2013 NM Vacation Guide
True West Magazine
CallSource (1 phone line –tracking)
Knight Communications dba “The Griffon”
The Lamar Companies (Billboards-4) annually
New Mexico True Campaign (Cooperative Partner & Logo Usage)

Regional Marketing:

Alamogordo Visitors Guide
IBrochure Madden Media
Southwest Distribution – collateral distribution
Fun and Games, Inc. – collateral distribution
Certified Folder Display – collateral distribution
Rack Cards for local attractions, senior center, and airport
Representation -Board Secretary, Jan Wafful – Southeast Region III Tourism Board
(ie:-inclusion of Alamogordo in Southeast New Mexico Brochure and Southeast Regional Advertising, Banners, Website, Destination Guides, and NM True Print Advertising–NM True Regional Brochure Cover is WSNM from Alamogordo & Regional Ad is WSNM from same shoot in 2013 NM Vacation Guide)

2 Special Film & FAM Tours for NMTD (in Partnership with Mark Trujillo, Dept. of Tourism) 3 Segments on NM with Taiwan National Television, Also to be Broadcast 5 times in Hong Kong & China – Crew of 10 in NM

1 New Film & FAM Tour Muji Corporation Television Commercial– 22 participants from Japan+interpreter and Producer from Los Angeles-Day'O Productions-2 days shooting+2 days tourism visitation.

NM FilmWorks Radio Program Guest (1 time) -Jan Wafful, Otero County Film Office for Desert Light Film Festival and Filming in Southern NM

1 Special Film & Fam Tour for Donnavventura-Italian Television 3 days shooting/editing WSNM & NMMSH –(Broadcast early 2014 in Italy)

2 Radio Interviews – Morning Radio Shows for Les Henke (WSNM-Film Office & NM TRUE Advertising Campaign/Results)

Trade Shows:

Carlsbad Convention Center and Visitors Bureau, Lisa Boeke representing Alamogordo, NM. The shows include: Dallas, TX (1); Oklahoma City, OK (1); Albuquerque, NM (2); S. Padre Island, TX (1); El Paso, TX (2); Mesa, AZ (1); Clovis, NM (1); McAllen, TX (1).

Locations Tradeshow, Jan Wafful representing Alamogordo and Otero County in conjunction with the NM Film Office in Los Angeles, CA. Film Locations information/ tourism advertising shown for both Otero County Film Office and the Desert Light Film Festival

Co-Operative Partnerships:

Alamogordo Chamber of Commerce, Alamogordo Promotion Board, New Mexico Museum of Space History, New Mexico Tourism Department Co-op Advertising Program, NMSU-Alamogordo, Otero County Film Office, Carlsbad Convention Center and Visitors Bureau, New Mexico Tourism Department, and White Sands National Monument. “Road to Romance” with city partners: Cloudcroft, and Artesia, Flickinger-Funded Events partnerships, All Funded Events directors for White Sands Balloon Invitational, Tularosa Basin Wine & Music Fest, Cottonwood Festival, Gus Macker/Armed Forces Weekend and others.

Memberships:

Tourism Association of New Mexico (TANM)
State of New Mexico Tourism Department Region III Tourism Board
NM Film Office State Liaison Network,
Otero County Film Office, and Film Liaison registrations with
Association of Film Commissioners International (AFCI)

Conferences/Seminars/Meetings:

Desert Light Film Festival Meetings, NMSU-Alamogordo, NM
NM TRUE Presentation to Otero County Marketing Ass’n
2013 Governor’s Conference on Tourism @ Albq., NM
TANM Board Meetings, Albq, and Santa Fe
State of New Mexico Southeast Region III Tourism Board meetings, quarterly
TANM / NMTD Research & Marketing Conference, Albuquerque, NM
Road to Romance Cities NM Meeting, Alamogordo, NM-Host
NMTD Co-Operative Advertising Workshops, Albuquerque, NM
NMTD Co-op Advertising Presentations, Alamogordo, NM -Host

Regional Marketing Boards Summit Meeting, Albq., NM
NMTD NM True Tour, Albq., NM
AFCI Locations Tradeshow, Los Angeles, CA
Film & Media Day, State Capitol, Santa Fe, NM
NMTD Region 3 Marketing Strategy Board Retreat, Alamogordo, NM-Host
NM Film Office Annual Film Liaison Network Mtg, Alamogordo, NM - Host
WSNM Open House, White Sands, NM

2013 Special Recognitions:

City of Alamogordo for “NM True” Tour Presentation in Alamogordo, NM
Participation Community in “Feels Like Home (NM TRUE)” Music Video
First Community for NM True “Singalong” Music Video recording
TANM Tiara Awards – 1st Place-Tiara 2013 Governor Conf. Centennial Award
TANM Tiara Awards–“Honorable Mention” for NM TRUE Travel/Tourism Commercial
34th Annual Telly Awards – Bronze Statuette for Travel/Tourism TV Commercial

ALAMOGORDO PROMOTION BOARD

ATTENDANCE REPORT CY2013

The City of Alamogordo Promotion Board consists of 5 members

January 9, 2013:

Members Present- Bob Flotte, Beverly Coble, Tony Mandalia, Arpan Bhatka, Jim Mack
Members Absent- None

February 13, 2013:

Members Present- Bob Flotte, Beverly Coble, Tony Mandalia, Arpan Bhatka, Jim Mack
Members Absent- None

March 13, 2013:

Members Present- Bob Flotte, Beverly Coble, Tony Mandalia, Arpan Bhatka, Jim Mack
Members Absent- None

April 10, 2013:

Members Present- Bob Flotte, Tony Mandalia, Jim Mack
Members Absent- Beverly Coble, (1 vacancy)

May 15, 2013:

Members Present- Bob Flotte, Beverly Coble, Tony Mandalia, Pete Desai, Jim Mack
Members Absent- None

June 12, 2013:

Members Present- Bob Flotte, Beverly Coble, Pete Desai
Members Absent- Tony Mandalia, Jim Mack

July 10, 2013:

Members Present- Bob Flotte, Tony Mandalia, Pete Desai
Members Absent- Beverly Coble, Jim Mack

August 8, 2012:

Members Present- Bob Flotte, Beverly Coble, Jim Mack, Pete Desai
Members Absent- Tony Mandalia

September 11, 2013:

Members Present- Bob Flotte, Beverly Coble, Tony Mandalia, Pete Desai, Jim Mack
Members Absent - None

October 9 2013

Members Present- Bob Flotte, Beverly Coble, Tony Mandalia , Pete Desai
Members Absent- Jim Mack

November 13 2013

Members Present- Bob Flotte, Beverly Coble, Jim Mack, Pete Desai
Members Absent- Tony Mandalia

December 11, 2013:

Members Present- Bob Flotte, Beverly Coble, Tony Mandalia, Pete Desai
Members Absent- Jim Mack

CEMETERY BOARD

City of Alamogordo Cemetery Board **Annual Report to the City Commission - CY 2013**

In accordance with Ordinance No. 1014 requiring that all Boards, Commissions and Committees submit a written Annual Report to the City Commission, below is the Annual Report for the Cemetery Board for 2011.

The Cemetery Board consists of 3 members.

July 18, 2013:

It was suggested that an all-weather section map centrally located at the cemetery that includes the website and phone number could assist visitors in finding grave locations and information if they come to the cemetery.

It was discussed that while deed processing is an orderly system, when a private lot sells, a customer needs to be informed that the seller should sign a quit claim deed at that time and have it filed with the deed to help show the exchange and sale of lots. Quit claim deeds are available at the Hamilton O-Dell Funeral Home from Ken House.

Concerns were expressed from the public about the dry conditions and the appearance of the grass at the cemetery that is due to reduced watering. A noxious invasive weed, Prostrate Knotweed, is partly to blame for the bad appearance of the grass, also.

A recommendation was made to provide the cemetery with a new fax machine. The present one does not always work, or the ink cartridge is always out of ink. It has broken down many times and the funeral homes cannot exchange faxes for scheduling funerals without a working fax at the cemetery.

There is still some concern with security locking the gates too early. Not only have people almost been locked inside, but now the gates are being locked very early for the summer hours. It was requested that the gates stay open until dark in the summer months. Winter hours should be adjusted for summer by the security service.

ALAMOGORDO CEMETERY BOARD **ATTENDANCE REPORT CY2013**

The Cemetery Board consists of 3 members.

July 18, 2013:

Members Present- Robert Ortega, Mary Eastman, (Larry) Tom Rachel

Members Absent- None

**COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE**

Community Development Advisory Committee
2013 Annual Report
As per Ordinance 1014

I. Activities:

August 29, 2013 –

1. Staff informed the committee on the status of the CDBG - Senior Citizens Improvement Project,
2. Staff provided an overview of the CDBG Small Cities Assistance Program,
3. Staff notified the committee that the 2014 CDBG Application Funding Cycle – Community Participation Requirement.
4. The Committee made a recommendation to initiate the 2014 CDBG Application Process by approving the location, time and dates of the required public hearings.

September 23, 2013 –

1. CDBG Public Hearing at 2:00 p.m. – Alamogordo Senior Center.

September 26, 2013 –

1. CDBG Public Hearing at 6:30 p.m. – Sergeant Willie Estrada Civic Center.

October 23, 2013 –

1. CDBG Public Hearing at 3:00 p.m. - Alamogordo Public Library.

November 1, 2013 –

1. CDBG Public Hearing at 3:00 p.m. - Alamogordo Public Library.

November 6, 2013-

1. Committee approved minutes from previous committee meeting and public hearings.
2. Staff presented the results of the CDBG Public Involvement – Public Hearings.
3. Committee heard presentations from members of the community and staff on proposed projects.
4. Committee discussed the pros and cons of the proposed projects.

November 13, 2013 –

1. Approved Minutes
2. Committee reviewed proposed projects
3. Committee approved a motion to recommend the top three (3) proposed projects to the City Commission (in no particular ranking order).
 - a. ADA Sidewalks in the Chihuahuita area,
 - b. Breezeway at the Alamogordo Senior Center,
 - c. COPE Building Expansion Improvements (909 South Florida Avenue)

II. Recommendations:

None

III. Attendance:

Community Development Advisory Committee Attendance Roster					
Committee Member	Aug. 29th	Sept.	Oct. 23rd	Nov.	
				6th	13th
Bruce Knee, Chair	X	N/A	X	X	X
Tony Alger	-	N/A	-	-	-
Susan L. Payne	X	N/A	X	X	X
Albert Simon	-	N/A	-	-	-
Gloria Vaughn	X	N/A	X	X	X
VACANT	-	N/A	-	-	-
VACANT	-	N/A	-	-	-

**MAYOR'S COMMITTEE ON
AGING**

Mayor's Committee on Aging 2013 Annual Report

January 2013

6 members, 1 vacancy

Discussion of qualifications for volunteer to paint curb addresses for home delivered meal recipients.
Discussion initiated by member on what to expect during Emergency Department visit- will arrange for speaker from Gerald Champion Emergency Department.

February 2013

7 members

Non Metro Area Agency on Aging Public Forum on February 12, 2013

Discussion initiated by member on senior suicide and depression- will arrange for a speaker.
Chairperson reviewed the United Way budget request prepared by Ms. Ortega, ASC Director.

March 2013- no meeting due to lack of quorum

7 members

March 27 Emergency Department presentation

Members informed they are responsible for letting Ms. Courtier know if they are not planning to attend the MCoA meeting. Members have been provided the dates of the meetings for 2013. It is each individuals' responsibility for attendance. Ms. Courtier will no longer call to remind members of meetings.

April 2013

7 members

Supported DEA's Drug Take Back Day on April 27th

Discussion initiated by member on extending an invitation to the City Manager and Commissioners to ride along on a home delivered meal route. Invitations will be sent.

May 2013- no meeting due to lack of quorum

6 members, 1 vacancy

Depression and Suicide program on May 22 by Sandra Wilder of The Counseling Center

June 2013- no meeting due to lack of quorum

6 members, 1 vacancy

July 2013

6 members, 1 vacancy

Discussion initiated by Ms. Ortega regarding credit card access at the ASC to potentially increase meal and transportation donations. Pros and Cons discussed. No consensus, but would like possibility of ATM access researched.

Discussion initiated by member regarding member absences. According to the bylaws, the Mayor appoints and removes members on the MCoA.

August 2013

6 members, 1 vacancy

Rewarding Volunteer Opportunity mini-flyers about the need for Home Delivered Meal volunteers were created and delivered to each commissioner's mailbox at City Hall.

Continued discussion regarding credit card machine access at the ASC. MCoA now supports efforts to obtain credit card access at the ASC.

September 2013

6 members, 1 vacancy

Legislative funding request prepared by Ms. Ortega was reviewed by MCoA chairperson.

Discussion on ways to increase Home Delivered Meal volunteers.

October 2013- no quorum, informal meeting held

6 members, 1 vacancy

Members will be notified to submit nominations for chairperson and vice chairperson to Ms. Courtier so that a ballot can be prepared for the November meeting.

November 2013- no meeting due to no quorum

7 members

Voting for chairperson and vice chairperson will occur in December.

December 2013

7 members

Election held for chairperson and vice chairperson.

Meeting Dates for 2014 approved.

Annual report prepared by Norma Andreoli, MCoA Chairperson

2013 Mayor's Committee on Aging Attendance

Member	January 2013	February 2013	March* 2013	April 2013	May* 2013	June * 2013	July 2013	August 2013	September 2013	October* 2013	November* 2013	December 2013
Andreoli, Norma	✓	✓		✓	A	✓	✓	✓	✓	✓	A	A
Carmichael, Roger	✓	✓	A	A	✓	✓	A	✓	A	A	A	A
Carr, Jesse	✓	A	A	✓	✓	✓	✓	✓	✓	✓	A	✓
Chavez, Josephine	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	✓	✓
Day, David	✓	✓		✓	✓	A	✓	A	✓	A	✓	✓
Hammon, Mary	✓	✓	A	A	A	A	✓	✓	✓	A	A	✓
Hodges, Sharon	A	✓	A	✓	A	A	A	✓	A	✓	✓	✓
Starr, Joy	✓	✓	A	A	A	MOVED	-----	-----	-----	-----	-----	-----

• INDICATES THERE WAS NO QUORUM

**PARKS AND RECREATION
BOARD**

City of Alamogordo Parks and Recreation Board
Annual Report to the City Commission - CY 2013

In accordance with Ordinance No. 1014 requiring that all Boards, Commissions and Committees submit a written Annual Report to the City Commission, below is the Annual Report for the Parks and Recreation Board for 2013.

The Parks and Recreation Board consists of 7 members.

January 16, 2013:

The Quarterly reports for October to December 2012 were approved.

Recreation Center report on construction and remodeling was discussed. A parks status report was given. Pet clean-up signs and abandoned property issues were discussed

April 17, 2013:

The Quarterly reports for January to March 2013 were approved.

Recreation Center summer programs for kids out of school were discussed. The school system is no longer providing any summer programs.

A parks status report was given and the projects were discussed. Annual yearly Leisure Fees increases of approximately 3% were not approved last year and were not asked for this year.

July 17, 2013:

The Quarterly reports for April to June 2013 were approved.

Recreation center summer swim programs were discussed. Life guards and certified instructors are being sought for this program. The splash park at the center will open in about two weeks.

A parks status report was given and discussed. A lot of tree work and removal has been done this spring. The zoo has a new entrance and primate facility and exhibits. Gus Macker registration was up from 187 to 208 teams and attendance was about 7,000 for that same Armed Forces weekend.

October 17, 2012:

There was no quorum for this meeting.

ALAMOGORDO PARKS AND RECREATION BOARD
ATTENDANCE REPORT CY2013

The Parks and Recreation Board consists of 7 members.

January 16, 2013:

Members Present- Ray Vincent, Lawrence Johnson, Kim Detmers, Darryn Detmers,
Dale Lindley

Members Absent- Todd Broaddus, Lena Wiley

April 17, 2013:

Members Present- Ray Vincent, Kim Detmers, Darryn Detmers, Dale Lindley,
Todd Broaddus

Members Absent- Lawrence Johnson, Lena Wiley

July 17, 2013:

Members Present- Lawrence Johnson, Kim Detmers, Dale Lindley,
Todd Broaddus

Members Absent- Ray Vincent, Lena Wiley, Darryn Detmers

October 16, 2013: No Quorum

**PLANNING AND ZONING
COMMISSION**

2013 Planning & Zoning Commission

In accordance with Ordinance No. 1014 requiring that all Boards, Commissions and Committees submit a written Annual report to the City Commission, below is the annual Report for the Planning and Zoning Commission for 2013.

Discussion

1. Vacation of approximately 7500 feet of city-owned land to MDDC, LLC (Carl's Jr.).
2. Sale of approximately 2700 feet of city-owned land to Sacramento Lodge #24 (Masonic Lodge).
3. Request to make change to ordinance 29-03-030 & 29-04-050
4. Monthly meetings held to discuss potential entry into the Main Street USA program.
5. A number of variances in connection with the construction of carports not able to use the encroachment permit process.
6. Amendment of sections of Chapter 7- Animal control to add definitions and to allow the keeping of bees.
7. Annexation of Lot 1, Condito Subdivision, Otero County, New Mexico.
8. Variance of 1218 Michigan (Denied)
9. Rezoning of 1218 Michigan
10. Rezoning & Summary Subdivision of 1300 Indian Wells (Allsup).
11. The continuing process of the Comprehensive Plan update.

**Planning and Zoning Commission Attendance
January 2013-December 2013**

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Brenda Barber	X	X	X	X	NM	A	X	NM	A	X	X	NM
Ann French	A	TE	TE	TE	NM	TE	TE	NM	TE	TE	TE	NM
Pam Lee	X	X	X	X	NM	X	X	NM	X	X	X	NM
Andrew Gomolak	X	X	X	A	NM	X	X	NM	X	A	X	NM
Jerry Wolf	X	TE	TE	TE	NM	TE	TE	NM	TE	TE	TE	NM
Dale Osborn	A	A	MR	MR	NM	MR	MR	NM	MR	MR	MR	NM
Arthur Alterson	NA	X	X	X	NM	X	X	NM	A	X	X	NM
Eddie Kemp	NA	X	X	X	NM	X	X	NM	X	X	X	NM

A= Absent
 NM= No Meeting
 TE= Term Expired
 NA= Not Appointed
 MR=Member Replaced

Annexation	1
Special Permits	5
Summary Subdivisions	15
Full Subdivisions	1
Temporary Structures	1
Variance	2
Zoning	4

**ALAMOGORDO LIBRARY
BOARD**

ALAMOGORDO PUBLIC LIBRARY ADVISORY BOARD
ANNUAL REPORT FOR 2013

City Appointed Members:

Karen Hutchison, Chair
William Dennis, Vice-chair
Kim Lopez Gallagher,
Secretary
Joel Hamilton
Joann Reynolds

County Appointed Members:

Vacant
Vacant

***Ex-officio* Member:**

Sharon Rowe, Library Manager

Ordinance 16-02-010. - Created; duties. The library board is created as an advisory board to both the city and the county. The library board shall advise and assist the city commission and the county board of commissioners to insure the efficient and economical management and operation of the Alamogordo Public Library.

Ordinance 16-02-020. - Purposes. The library board is created as a liaison between the community and its government for the following purposes: (1) To keep itself informed of library needs and to serve as a forum for discussion. (2) To recommend to the city manager and/or city commission and the county commission policies for overall development including plans for additional library facilities and programs. (3) To encourage the greatest use of library facilities and programs.

Alamogordo Public Library Advisory Board Bylaws

In 2012 the Board began revision of its bylaws. The Board thought this to be appropriate since the previous bylaws had been adopted on May 14, 2008. This process took several months. At its April meeting, the Board moved that the draft bylaws be submitted to the City Attorney for review. The current bylaws were adopted by the Board on May 8, 2013.

Library Policies

The Library Display Policy of record was titled MOST CURRENTLY PROPOSED POLICY GOVERNING DISPLAYS (as written and provided by Mayor to City Commissioners). There was no indication of the date of this proposed policy nor were the names of the Mayor or the City Commissioners listed. In June and July the Board, in an advisory capacity, provided input and recommendations for the revision of this policy for review by the library manager and staff. In August, the Meeting Area Use Policy was addressed however no formal recommendations were made.

Board Membership Details

¹ Linda Barker (City Appointee) completed her first term on December 1, 2013 and did not seek a second term.

² William Dennis (City Appointee) completed his first term on September 1, 2013 and was not appointed to a second term. He was later appointed to the position vacated by Trish Livingston. His current term expires on September 3, 2015.

³ Joel Hamilton (City Appointee) is serving his first term which expires on February 2, 2015.

⁴ Karen Hutchison (City Appointee) is serving her first term which expires on September 5, 2014.

⁵ Christopher Jones (County Appointee) was serving his first term which was to expire on July 30, 2014. He was released from service by the County Commission via a letter from County Manager Pamela Heltner dated June 26, 2013.

⁶ Trish Livingston (City Appointee) was appointed by the City Commission in June of 2013 however she had been incorrectly appointed due to not being a city resident.

⁷ Kim Lopez Gallagher (City Appointee) is serving her first term which expires on November 10, 2015.

⁸ Joann Reynolds (City Appointee) is serving her first term which expires on September 2, 2015

⁹ Patricia Trautman (County Appointee) completed her second term on September 1, 2013.

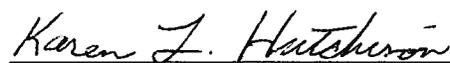
¹⁰ Ashley Valadez (City Appointee) was serving her first term which was to expire September 27, 2014 when she accepted a job with the City of Alamogordo thus becoming ineligible to serve on the Board. She resigned her position in January 2013.

¹¹ Rita Lake Wirta (City Appointee) completed her second term on July 1, 2013.

Ex-officio Member: Library staff members Ami Jones and Bonnie Meagher served in this capacity until Sharon Rowe was hired as library manager.

NOTE: A request for appointment of two County Representatives to the Alamogordo Library Board appeared on the County Commission agenda on September 12, 2013 and again on October 10, 2013. At both meetings the item was tabled. To date, the Otero County Commission has not appointed County Representatives to the Library Advisory Board.

Respectfully submitted to the Alamogordo City Commission,



Date 17 January 2014

Karen L. Hutchison //SIGNED//

Chairman, Alamogordo Public Library Advisory Board

**SENIOR VOLUNTEER
PROGRAMS ADVISORY
COUNCIL**



Senior Advisory Council
2013 Annual Reports

SENIOR VOLUNTEER PROGRAMS
2201 PUERTO RICO
ALAMOGORDO, NM 88310
575-439-4154

January Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday, January 16, 2012 at 1:15 p.m. at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.**

The proposed agenda is as follows:

1. Invocation and Roll Call
2. Approval of Minutes of November 21, 2012
3. Staff Reports
4. Administrator's Report – Margaret Lucero
5. Senior Center Director's Report – Veronica Ortega
6. Unfinished Business
 - IHOP Breakfast success?
 - "Senior Day" in Santa Fe itinerary
7. New Business
 - MLK Day - Karen
 - Guest speaker, Susan Payne, executive director, Love, INC
 - Future fundraisers, FGP/SCP 50-50 raffle
8. Adjournment
 - Next Meeting, February 20, 2013

Respectfully,
Jim Rogers, Chairman

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP
2201 PUERTO RICO AVE.
ALAMOGORDO, NEW MEXICO 88310
(575) 439-4154

MINUTES of January 16, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Eldon Hoover Blaza Madrid Iris Lester Laurie Blackmon Stephen Butler "Viggy" Vigneault	Kimi Sato * Tom Rich *	Margaret Lucero Karen Groves Sharon Masters	Susan Payne (Love, INC)

* excused

The meeting was held at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

Roll call was initiated and there were enough members for a quorum.

The invocation was given by Karen Groves

Minutes reviewed. No corrections to minutes.

Senior Citizens Center Director's Report – Ronnie Ortega

Report not submitted

Susan Payne, executive director of Love, INC., gave a presentation on the weekend backpack program which assists needy children in the area. Staff is initiating "Operation Backpack" in conjunction with the MLK Days of Service that will be reported to the Corporation for National and Community Service. Food drop off points are located in the foyer of the Senior Center and in the SVP office that will later be collected by Love, INC. staff/volunteers.

Unfinished Business:

Applebee's Pancake Breakfast is scheduled for April 13. SAC members have to meet and coordinate with Applebee's management and recruit volunteers to help with the breakfast.

Community Yard Sale is scheduled for April 27 along with our participation in Earth Day at the Alameda Zoo. Vice-chair, Eldon Hoover will coordinate the community yard sale at the Alamo Senior Center parking lot. SAC members and volunteers are needed for both events.

New Business:

Chairman Jim Rogers and Secretary Blaza Madrid have initiated a fundraising effort for the fall of 2013. Contacts have been made with the Lions Club and it has been suggested that the Senior Advisory Council partner with their "Black & White Ball." The Lions Club has agreed to share proceeds from the fundraiser (20%).

Adjournment:

"Viggy" Vigneault motioned for adjournment. It was seconded by Blaza Madrid? The motion carried.

Minutes submitted by:

s/ Blaza Madrid, Secretary



**RSVP MONTHLY REPORT
Senior Advisory Council
January 2013**

Submitted by: Sharon H. Masters, RSVP Coordinator

For the month of December 2012

Meetings Attended:

- ✔ Attended 1 Alamo Senior Center Staff Meeting
- ✔ Attended 1 Safety Meeting
- ✔ Attended 1 Web Maintenance Training
- ✔ Attended 1 SVP Staff Meeting

New Volunteers

- ✔ Joanne Campbell
- ✔ Sandy Hess
- ✔ Mary Williams

Total: 3

Other:

- ✔ Mailed 25 birthday cards
- ✔ Mailed 433 newsletters
- ✔ Attended C.A.P.P.E.D. evening Christmas party
- ✔ Attended GCRMC Auxiliary luncheon to promote RSVP enrollment
- ✔ Attended Legislative Prayer Breakfast
- ✔ Updated worksite data report per Margaret's request for grant
- ✔ Submitted positional goals for annual review. Upgrading the software for the Volunteer Reporter database is a top priority. Having canvassed a number of RSVP coordinators in New Mexico, I have come to the consensus that Volunteer Reporter is indeed an excellent tool to be used for data collection. Albeit, when our version was installed, there were many errors in data transfer as well as demographic anomalies. My goal, once the newest version of the software is installed, is to correct the inaccuracies, and simplify the data entry. I estimate the process to take several months.
- ✔ The Jan/Feb 2012 newsletter included a column calling for volunteers to participate in the American Red Cross disaster training. Up to now, there have been only two volunteers expressing interest. This is a volunteer training effort that would certainly help us in the grant application process. We encourage the Senior Advisory Council to help promote this program in the community.

Senior Volunteer Programs

2201 Puerto Rico
Alamogordo, NM 88310
575-439-4154 – FAX 575-439-4371



Foster Grandparent/Senior Companion Report Senior Advisory Council Meeting January 2013

Site Visits

Meetings Attended:

Sacramento Elementary	0	Attended 1 VSY monthly training
La Luz Elementary	0	Attended 1 SVP Advisory Council Meeting
Head Start	0	Attended 1 ASC Staff Meeting
Oregon Elementary	0	Attended 1 SVP Staff Meeting
Fr. James B. Hay	0	Attended 0 OCCHC meeting
Yucca Elementary	0	Attended 0 Federal/State Teleconferences
Sierra Elementary	0	Attended 2 Safety Trainings
Betty Dare	2	Attended 1 Transitions of Care Meeting
Casa Arena	2	

Senior Companion/Foster Grandparent Updates

- Physicals are almost completed.
- We have 50/50 Valentine tickets made and ready to sell for the FGP/SCP Valentine fundraiser
- SCP/FGP Valentine's fundraiser will be held on Feb 14, 2013, between the hours of 9 AM to 1 PM. They will have two places for the fundraiser, the Senior Center and the Atrium at 1st National Bank.
- SCP/FGP will start their annual update shortly.
- Received two new FGP volunteers, one was foster grandparent; therefore, does not need a background check. The other will need a background check.
- Have a meeting to place a senior volunteer this week.

Other:

- Assisted in the Senior Center New Years dinner and dance.
- Sharon and I switched duties; she is doing fleet and I am doing petty cash.

"You don't develop courage by being happy in your relationships everyday. You develop it by surviving difficult times and challenging adversity." Epicurus quote

Senior Volunteer Programs

**Senior Advisory Council
January 2013**

Submitted by: Margaret Lucero, Senior Volunteer Programs Administrator

For the month of December 2012

Meetings Attended:

-  Attended 1 Alamo Senior Center Staff Meeting
-  Attended 1 Managers Meeting
-  Attended 1 Staff safety training
-  Attended 1 MCoA meeting
-  Attended 1 webinar for the new grant reporting process for all three programs
-  Attended a Budget workshop

Reports:

-  Submitted weekly reports to Ronnie Ortega
-  Submitted MAR
-  Submitted Monthly MCoA report

Other:

-  RSVP Bakers baked cookies and goodies for both the Holloman Cookie Drive as well as the Big Brothers Big Sisters annual Holiday Party
-  Staff participated in both The Christmas Dinner as well as the New Years Eve Party
-  Cookbooks were finalized and purchased through Morris Cookbook Company.
-  Senior Legislative Trip is set with Blaza Madrid and Eldon Hoover going and working the table.
-  MLK Day of Service project is set to help LOVE Inc with the annual backpack drive, collection boxes are at the front desk of the Alamo Senior Center and back in the SVP offices
-  Getting ready for Valentines Fundrasier.

SENIOR VOLUNTEER PROGRAMS
2201 PUERTO RICO AVE.
ALAMOGORDO, NM 88310
575-439-4154

February Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday, February 20, 2013** at 1:15 p.m. at the **Alamo Senior Center, 2201 Puerto Rico Ave, Alamogordo, NM**

The Proposed agenda is as follows:

1. Invocation and Roll Call
2. Approval of Minutes of January 16, 2013
3. Staff Reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired & Senior Volunteer Programs (RSVP) – Sharon Masters
4. Administrator's Report – Margaret Lucero
5. Senior Center Director's Report – Veronica Ortega
6. Old Business
 - Calendar of Events
 - Applebee's fundraiser
 - Results of FGP/SCP Valentine's bake sale/fundraiser
7. New Business
8. Adjournment
 - Next Meeting March 20, 2013

Respectfully,
Blaza Madrid

SENIOR VOLUNTEER PROGRAMS
2201 PUERTO RICO AVE.
ALAMOGORDO, NM 88310
575-439-4154

February Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday, February 20, 2013** at 1:15 p.m. at the **Alamo Senior Center, 2201 Puerto Rico Ave, Alamogordo, NM**

The Proposed agenda is as follows:

1. Invocation and Roll Call
2. Approval of Minutes of January 16, 2013
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 - (a) Foster Grandparent Program (FGP) – Karen Groves
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7. New Business
8. Adjournment
 - Next Meeting March 20, 2013

Respectfully,
Blaza Madrid

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP
2201 PUERTO RICO AVE.
ALAMOGORDO, NEW MEXICO 88310
(575) 439-4154

MINUTES of January 16, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Eldon Hoover Blaza Madrid Iris Lester Laurie Blackmon Stephen Butler "Viggy" Vigneault	Kimi Sato * Tom Rich *	Margaret Lucero Karen Groves Sharon Masters	Susan Payne (Love, INC)

* excused

The meeting was held at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

Roll call was initiated and there were enough members for a quorum.

The invocation was given by Karen Groves

Minutes reviewed. No corrections to minutes.

Senior Citizens Center Director's Report – Ronnie Ortega

Report not submitted

Susan Payne, executive director of Love, INC., gave a presentation on the weekend backpack program which assists needy children in the area. Staff is initiating "Operation Backpack" in conjunction with the MLK Days of Service that will be reported to the Corporation for National and Community Service. Food drop off points are located in the foyer of the Senior Center and in the SVP office that will later be collected by Love, INC. staff/volunteers.

Unfinished Business:

Applebee's Pancake Breakfast is scheduled for April 13. SAC members have to meet and coordinate with Applebee's management and recruit volunteers to help with the breakfast.

Community Yard Sale is scheduled for April 27 along with our participation in Earth Day at the Alameda Zoo. Vice-chair, Eldon Hoover will coordinate the community yard sale at the Alamo Senior Center parking lot. SAC members and volunteers are needed for both events.

New Business:

Chairman Jim Rogers and Secretary Blaza Madrid have initiated a fundraising effort for the fall of 2013. Contacts have been made with the Lions Club and it has been suggested that the Senior Advisory Council partner with their "Black & White Ball." The Lions Club has agreed to share proceeds from the fundraiser (20%).

Adjournment:

"Viggy" Vigneault motioned for adjournment. It was seconded by Blaza Madrid? The motion carried.

Minutes submitted by:

s/ Blaza Madrid, Secretary



RSVP MONTHLY REPORT

**Senior Advisory Council
February 2013**

Submitted by: Sharon H. Masters, RSVP Coordinator

For the month of January 2013

Meetings Attended:

- 📄 Attended 1 RSVP/FGP/SCP Senior Advisory Council Meeting
- 📄 Attended 1 Alamo Senior Center Staff Meeting
- 📄 Attended 1 RSVP Volunteer Training meeting

New Volunteers

- 📄 Ruth Brazzle
- 📄 James Carson
- 📄 Ed Cole
- 📄 Harold Epperson
- 📄 Elaine Lynch
- 📄 Norma Pearce
- 📄 Dorothy Rogers
- 📄 Vicki Rogers

Total: 8

Other:

- 📄 Mailed 37 birthday cards
- 📄 The upgrade to the Volunteer Reporter software has not yet arrived. I have been able to make minor revisions to the current version that will help with the transfer of data when the new software is installed.
- 📄 Attended the New Mexico Museum of Space History's annual volunteer recognition banquet where I was a guest speaker. My prepared statement stressed the value of the volunteers who work at the museum and how their knowledge and experience has helped in the preservation and development of the museum antiquities and exhibits.
- 📄 Volunteer bakers were called to help with the FGP/SCP St. Valentine's Day bake sale/fundraiser.
- 📄 Contacted Celatha Grove, with the American Red Cross, who is interested in setting up disaster relief training in Alamogordo.
- 📄 Secretary, Blaza Madrid mentioned purchasing a trade show tablecloth for future promotional events. I contacted vendor AC Print & Design who informed me that they can provide us with a quote as soon as we present our concept.
- 📄 Composition of the March/April newsletter has begun. Submissions from the Senior Advisory Council are encouraged.

Foster Grandparent/Senior Companion Report

Senior Advisory Council Meeting

February 2013

Site Visits

Meetings Attended:

Sacramento Elementary	0	Attended 1 VSY monthly training
La Luz Elementary	0	Attended 1 SVP Advisory Council Meeting
Head Start	0	Attended 1 ASC Staff Meeting
Oregon Elementary	0	Attended 1 SVP Staff Meeting
Fr. James B. Hay	0	Attended 0 OCCHC meeting
Yucca Elementary	0	Attended 0 Safety Trainings
Sierra Elementary	0	
Betty Dare	0	
Casa Arena	0	

Senior Companion/Foster Grandparent Updates

- The volunteers are working hard on their Valentine Fundraiser. Will report at meeting time what they made.
- SCP/FGP will start their annual update shortly.
- Received two new FGP volunteers, one was foster grandparent; therefore, does not need a background check. The other will need a background check.
- I have a Foster Grandparent who fell and broke her hip; she is currently in the hospital.
- Still have a couple of outstanding physical forms.

Other:

- Margaret, Dan and I took seniors to the Round House. It sounded like everyone had fun.
- Has been a sick month for everyone; however, they are getting back on their feet slowly.

Senior Volunteer Programs

**Senior Advisory Council
February 2013**

Submitted by: Margaret Lucero, Senior Volunteer Programs Administrator

For the month of January 2013

Meetings Attended:

-  Attended 1 Alamo Senior Center Staff Meeting
-  Attended 1 Managers Meeting
-  Attended 1 Staff safety training
-  Attended 1 MCoA meeting
-  Attended 1 webinar for the new grant reporting process for all three programs
-  Attended Directors training in Santa Fe for CNCS

Reports:

-  Submitted weekly reports to Ronnie Ortega
-  Submitted MAR
-  Submitted Monthly MCoA report
-  Submitted Otero County Grant
-  Submitted Continuation Grant for RSVP Federal
-  Worked on United Way Grant

Other:

-  Senior Day at the Legislature was a great hit. We had the best table by far and Blaza and Eldon did a fantastic job. It was mentioned by both Blaza and Eldon to purchase a table cloth with our program name on it, as we were the only one without a fancy tablecloth.
-  Cookbooks are here and ready to be purchased.
-  Calendar of event is attached. We will discuss and start to plan for future events.
-  Next event, Earth Day, Garage Sale and Applebee's pancake breakfast all in April. Need Volunteers for all events.
-  SVP was awarded capital funds from the City for a new program vehicle.

SENIOR VOLUNTEER PROGRAMS
2201 PUERTO RICO AVE.
ALAMOGORDO, NEW MEXICO 88310
(575) 439-4154

March Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday, March 20, 2013** at 1:15 P.M. at the **Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.**

The proposed agenda is as follows:

1. Invocation and Roll Call
2. Approval of Minutes of February 20, 2013
3. Staff Reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired & Senior Volunteer Programs (RSVP) – Sharon Masters
4. Administrator's Report – Margaret Lucero
5. Senior Center Director's Report – Veronica Ortega
6. Old Business
 - Applebee's ticket sales
 - Applebee's duty roster
 - Applebee's poster distribution
 - Community Yard Sale poster distribution
 - Earth Day Fair volunteer schedule
7. New Business
 - Red Cross, Ready When the Time Comes, volunteers needed.
8. Adjournment

Next Meeting April 17, 2013

Respectfully,
Blaza Madrid

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP
2201 PUERTO RICO AVE.
ALAMOGORDO, NEW MEXICO 88310
(575) 439-4154

MINUTES of February 20, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Eldon Hoover Blaza Madrid Iris Lester Laurie Blackmon Stephen Butler "Viggy" Vigneault Tom Rich	Kimi Soto Resigned	Veronica Ortega Margaret Lucero Sharon Masters Karen Groves	

* excused

The meeting was held at Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

The meeting was called to order at 12:01 PM by Council Chairman, Jim Rogers

Roll call was initiated where it was found there were enough members for a quorum.

The invocation was given by Karen Groves.

Minutes of the January 16, 2013 meeting of the Senior Advisory Council were approved as printed and distributed to the members of the council.

- ~
- o Susan Payne, executive director of LOVE, Inc. is extremely appreciative of the efforts SVP is making in collecting food for the weekend backpack program. She had mentioned that there is plenty of non-perishable milk being donated and to continue to donate individual sized cereal boxes.
- o RSVP volunteer June Gibeau won the FGP/SCP Valentine's 50/50 raffle. She won \$276 and \$278 was deposited into the FGP/SCP travel expense account.
- o There was a slight misunderstanding with the price of the new cookbooks. It has been agreed that the books will sell for \$10.
- o 50/50 tickets will be sold at Earth Day Fair.
- o Community Garage Sale (April 27) spaces will be sold for \$15 and \$20 with a table. Stephen Butler and Eldon Hoover will help with the set up.
- o Black and White Ball details were tabled. Stephen Butler and Blaza Madrid expressed interest in being on the planning board. It was suggested that Ronnie Ortega be on the board as well.
- o Events calendar was approved
- o Trade show tablecloths were approved. Council was told by chairman, Jim Rogers, that the Twice Blest Thrift Store will pick up the cost of the tablecloths as long as a request letter is submitted.

Staff reports were presented and written excerpts are below.



RSVP MONTHLY REPORT

Senior Advisory Council March 2013

Submitted by: Sharon H. Masters, RSVP Coordinator

For the month of February 2013

Meetings Attended:

- ✔ Attended 1 RSVP/FGP/SCP Senior Advisory Council Meeting
- ✔ Attended 1 Alamo Senior Center Staff Meeting
- ✔ Attended 1 RSVP Volunteer Training meeting

New Volunteers

- ✔ Josephine Balboa-Dryer
- ✔ Rodolfo Cadena
- ✔ Mary Lee Cowan
- ✔ Harriett Damski
- ✔ Tamara Valdez
- ✔ Thomas Watts
- ✔ Vikki Wonderling

Total: 7

Other:

- ✔ Mailed 29 birthday cards
- ✔ Mailed 429 *Volunteer Horizon* newsletters
- ✔ Attended Senior Jubilee at St. John's Episcopal Church
- ✔ Requested and granted by Michael Shinaberry, NMMSH registrar, that Slim Baxter be interviewed and his history be archived with the International Space Hall of Fame. Slim's background is as an engineer, working at White Sands Missile Range and he is volunteering on the restoration of the DC-X space vehicle.
- ✔ Resubmitted and approved 2nd draft of the SVP trade show tablecloth design.

Senior Volunteer Programs

2201 Puerto Rico
Alamogordo, NM 88310
575-439-4154 - FAX 575-439-4371



Foster Grandparent/Senior Companion Report Senior Advisory Council Meeting March 2013

Site Visits

Meetings Attended:

Sacramento Elementary	1	Attended 1 VSY monthly training
La Luz Elementary	1	Attended 1 SVP Advisory Council Meeting
Head Start	0	Attended 1 ASC Staff Meeting
Oregon Elementary	1	Attended 2 SVP Staff Meeting
Fr. James B. Hay	1	Attended 0 Safety Trainings
Yucca Elementary	1	
Sierra Elementary	1	
Betty Dare	1	
Casa Arena	2	

Senior Companion/Foster Grandparent Updates

- We started doing Annual Reviews for the SCP/FGP programs. This is a once a year update on everything in the volunteer's files.
- We are currently working with two returning volunteers for the FGP. I am currently working on a placement for one.
- We are also working on homebound clients and placing Companions in their homes.
- We are lacking male senior companions. A write-up in our newsletter was done; as we have many male clients placed on the waiting list. This list of male clients dates back to 2011. Any suggestions on getting male "buddies" for the program? They do not need to be stipend.

Other:

- Worked on the senior center bulletin boards.
- Visited all the schools in Alamogordo, including the German school; letting them know that the Senior Volunteer Programs is working on a community project for Earth Day (Walk on the Wild Side, Flower Shoe Entry).

Senior Center Director's Report – Ronnie Ortega

- One hundred and forty eight dinners were served for the St. Valentine's Day celebration, bringing the senior center \$871.00. This was the first St. Valentine's Day dinner and because of its success, we hope to continue the event.
- The I & R Coordinator, previously held by Samantha Garcia, has been filled, the new coordinator will start on the 25th.
- The kitchen is currently looking for a cook to replace Jo Balboa-Dryer who recently retired.
- With staff shortages, we've been needing people to step up and pick up slack. Thanks to Karen Groves for taking over the Thrift Shop, that has recently been making a lot of money for the senior center. Thanks to Sharon Masters for helping with the center's events such as making posters. Thanks to Margaret Lucero for helping all around.
- New volunteer Ruth Brazzle has been a tremendous help at the front desk.
- Volunteers are still needed in several areas of the senior center.

Old Business

- Black & White Ball planning

The meeting was motioned for adjournment by Paul 'Viggy' Vigneault. Seconded by Stephen Butler. Motion carried by vote and adjourned at 2:40 PM.

Respectfully submitted,

s\Blaza

Blaza Madrid, SAC Secretary

Senior Volunteer Programs

Senior Advisory Council March 2013

Submitted by: Margaret Lucero, Senior Volunteer Programs Administrator

For the month of February 2013

Meetings Attended:

-  Attended 1 Alamo Senior Center Staff Meeting
-  Attended 1 Managers Meeting
-  Attended 1 Staff safety training
-  Attended 1 MCoA meeting
-  Attended 1 webinar for the new grant reporting process for all three programs

Reports:

-  Submitted weekly reports to Ronnie Ortega
-  Submitted MAR
-  Submitted Monthly MCoA report
-  Working on continuation grants for FGP and SCP
-  Working on State budgets

Other:

-  Next event, Earth Day, Garage Sale and Applebee's pancake breakfast all in April. Need Volunteers for all events. Remember to sign up and start talking about it.
-  Twice Blessed awarded us funds to purchase two table cloths. Thank you to Eldon and Blaza for all their hard work on the project.
-  50/50 raffle at Earth Day
-  Working on recognition banquet in May, be sure to mark this date on calendar as well. We will need help with decorating and set up.
-  Staff will be participating and helping with Easter events and the Senior Center, come and support the center as well as SVP

**SENIOR VOLUNTEER PROGRAMS
2201 PUERTO RICO AVE.
ALAMOGORDO, NM 88310
575-439-4154**

April Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday, April 17, 2013 at 1:15 P.M. at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.**

The proposed agenda is as follows:

1. Invocation and Roll Call
2. Approval of Minutes of March, 20, 2013
3. Staff reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired Senior Volunteer Programs (RSVP)
4. Administrator's Report – Margaret Lucero
5. Senior Center Director's Report – Veronica Ortega
6. Old Business:
 - (a) Applebee's ticket sales
 - (b) Applebee's duty roster
 - (c) Earth Day transportation
7. New Business
 - (a) Recognition banquet
 - (b) Krispy Kreme donuts
 - (c) Council vacancies
8. Adjournment

Next Meeting May 15th, 2013

Respectfully,
Blaza Madrid

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP
2201 PUERTO RICO AVE.
ALAMOGORDO, NEW MEXICO 88310
(575) 439-4154

MINUTES of March 20, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Eldon Hoover Blaza Madrid Laurie Blackmon Stephen Butler "Viggy" Vigneault	Iris Lester * Tom Rich *	Ronnie Ortega Margaret Lucero Karen Groves Sharon Masters	

* excused

The meeting was held at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

Roll call was initiated and there were/were not enough members for a quorum.

The invocation was given by Karen Groves.

Minutes were approved.

Senior Citizens Center Director's Report – Ronnie Ortega

Ronnie thanked Margaret and Karen for decorating the dining room for Easter.

Nearly 200 motorcyclists from the Centanous Motorcycle Club attended the rally held here at the senior center parking lot March 16th.

An Easter egg coloring event will be held her on March 26.

March 27th, we will have an Easter bonnet contest.

April 23, Mountain View Dental will hold a dental clinic in the ASC classrooms.

Examinations will be free of charge from 11 until 1 p.m.

Rep. Yvette Herrell will hold a health care symposium in the ASC dining room on April 24th.

And on the morning of April 24th, will have a volunteer appreciation breakfast for the volunteers who work at the senior center.

Unfinished Business:

Kimi Sato has resigned from the Senior Advisory Council.

Duty assignments still need to be filled for the Applebee's breakfast.

More tickets need to be sold by council members for the breakfast.

New Business:

Senior Center transportation was requested as a shuttle for Earth Day visitors to the zoo.

Duty assignments and schedules needs to be drawn up for the recognition banquet.

Adjournment:

Eldon Hoover motioned for adjournment. It was seconded Vicky Vigneault. The motion carried.

Minutes submitted by:

s/ Blaza Madrid, Secretary

STAFF REPORTS



SCP/FGP MONTHLY REPORT

Senior Advisory Council

April 2013

Submitted by: Karen H Groves, SCP/FGP Coordinator

For the month of March 2013

Meetings Attended:

- ✔ Attended 1 Senior Volunteer Programs, Senior Advisory Council Meeting
- ✔ Attended 1 Alamo Senior Center Staff Meeting
- ✔ Attended 1 SCP/FGP Volunteer Training meeting
- ✔ Attended 1 SCP/FGP VSY Training

Other:

- ✔ Mailed 2 Thank you cards
- ✔ We added another Foster Grandparent to our program. She will be volunteering in Cloudcroft and she is a non-stipend. She has excellent credentials, as her background is Child Literacy.
- ✔ We received donations for the Senior Companion Program of \$150.00. The children of one of our clients was so pleased with their mom's companion, they requested that all donations go to the Senior Companion Program. We are sorry for their loss; however, grateful of their donations.
- ✔ SCP/FGP is almost completed with annual reviews.



Senior Volunteer Programs

Senior Advisory Council

April 2013

**Submitted by: Margaret Lucero, Senior Volunteer Programs
Administrator**

For the month of March 2013

Meetings Attended:

- 🚩 Attended 1 Alamo Senior Center Staff Meeting
- 🚩 Attended 1 Managers Meeting
- 🚩 Attended 1 Staff safety training
- 🚩 Attended 1 MCoA meeting
- 🚩 Attended 1 webinar for the new grant reporting process for all three programs

Reports:

- 🚩 Submitted weekly reports to Ronnie Ortega
- 🚩 Submitted MAR
- 🚩 Submitted Monthly MCoA report
- 🚩 Working on continuation grants for FGP and SCP
- 🚩 RSVP Federal Grant continuation approved
- 🚩 Submitted state budgets

Other:

- 🚩 Pancake breakfast report
- 🚩 Staff report, Sharon Masters last day was on Friday April 5th. I would like to Thank Sharon for all her hard work. She will be missed. We will be hiring for that position soon.
- 🚩 Table cloths are in, many thanks to Twice Blessed for the funds to purchase them.
- 🚩 Earth Day and Garage Sale updates
- 🚩 United Way funds were allocated to RSVP mileage reimbursement.
- 🚩 Birthday Cards were sent out
- 🚩 Banquet tickets are ready for pickup
- 🚩 Working on recognition banquet in May, be sure to mark this date on calendar as well. We will need help with decorating and set up. May 8-10th at the Civic Center

The meeting was motioned for adjournment by Paul 'Viggy' Vigneault. Seconded by Stephen Butler. Motion carried by vote and adjourned at 2:15 PM.

Respectfully submitted,

s\Blaza

Blaza Madrid, SAC Secretary

May 2013

No Meeting due to lack of quorum.

**SENIOR VOLUNTEER PROGRAMS
2201 PUERTO RICO AVE.
ALAMOGORDO, NM 88310
575-439-4154**

June Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday, June 19th, 2013 at 1:15 P.M. at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.**

The proposed agenda is as follows:

1. Invocation and Roll Call
2. Approval of Minutes of April Minutes 2013
3. Staff reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired Senior Volunteer Programs (RSVP)
4. Administrator's Report – Margaret Lucero
5. Senior Center Director's Report – Veronica Ortega
6. Old Business:
 - (a) Krispy Kreme donuts
 - (b) Council vacancies
 - (c) Black and White Dance
7. New Business
 - (a) Otero County Fair
 - (b) Hotdog/ice cream social with Pie in the face fundraiser
8. Adjournment

Next Meeting July 17th, 2013

Respectfully,
Blaza Madrid

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP
2201 PUERTO RICO AVE.
ALAMOGORDO, NEW MEXICO 88310
(575) 439-4154

MINUTES of April 17th, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Eldon Hoover Blaza Madrid Laurie Blackmon Stephen Butler "Viggy" Vigneault	Iris Lester	Veronica Ortega Margaret Lucero Karen Groves	

* excused

The meeting was held at Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

The meeting was called to order at 1:15 PM by Council Chairman, Jim Rogers

Roll call was initiated where it was found there were enough members for a quorum.

The invocation was given by Karen Groves.

Minutes of the March 20, 2013 meeting of the Senior Advisory Council were approved as printed and distributed to the members of the council.

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- 50/50 tickets will be sold at Earth Day Fair. Blaza will head up the booth and get volunteers to work
- Community Garage Sale (April 27) spaces will be sold for \$15 and \$20 with a table. Stephen Butler and Eldon Hoover will help with the set up. Volunteers will sign up to work tables and the entrance to the building
- Black and White Ball details were tabled.
- Trade show tablecloths are in and Thank you to Twice Blessed Thrift Store for purchasing them for us.
- Recognition banquet in the final planning stages, SAC will have a reserved table at event. Volunteers will be needed to help with set up and decorating the civic center.

Staff reports were presented and written excerpts are below.



SCP/FGP MONTHLY REPORT

Senior Advisory Council

June 2013

Submitted by: Karen H Groves, SCP/FGP Coordinator

For the month of March 2013

Meetings Attended:

- ✔ Attended 0 Senior Volunteer Programs, Senior Advisory Council Meeting
- ✔ Attended 1 Alamo Senior Center Staff Meeting
- ✔ Attended 1 SCP/FGP Volunteer Training meeting
- ✔ Attended 1 SCP/FGP VSY Training

Other:

- ✔ Mailed 1 Thinking of you cards
- ✔ Our Foster Grandparents did not make it to the Space Center. The turn out was very low; therefore, we placed those grandparents at CHINS. We have four grandparents volunteering at CHINS.
- ✔ One non-stipend SCP was placed with a homebound client.
- ✔ FGP/SCP are getting ready for the new fiscal year.

For the month of March 2013

Meetings Attended:

- 📄 Attended 1 Alamo Senior Center Staff Meeting
- 📄 Attended 1 Managers Meeting
- 📄 Attended 1 Staff safety training
- 📄 Attended 1 MCoA meeting
- 📄 Attended 1 webinar for the new grant reporting process for all three programs

Reports:

- 📄 Submitted weekly reports to Ronnie Ortega
- 📄 Submitted MAR
- 📄 Submitted Monthly MCoA report
- 📄 Working on continuation grants for FGP and SCP
- 📄 RSVP Federal Grant continuation approved
- 📄 Submitted state budgets

Other:

- 📄 Pancake breakfast report
- 📄 Staff report, Sharon Masters last day was on Friday April 5th. I would like to Thank Sharon for all her hard work. She will be missed. We will be hiring for that position soon.
- 📄 Table cloths are in, many thanks to Twice Blessed for the funds to purchase them.
- 📄 Earth Day and Garage Sale updates
- 📄 United Way funds were allocated to RSVP mileage reimbursement.
- 📄 Birthday Cards were sent out
- 📄 Banquet tickets are ready for pickup
- 📄 Working on recognition banquet in May, be sure to mark this date on calendar as well. We will need help with decorating and set up. May 8-10th at the Civic Center

The meeting was motioned for adjournment by Paul 'Viggy' Vigneault. Seconded by Stephen Butler. Motion carried by vote and adjourned at 2:15 PM.

Respectfully submitted,

s\Blaza

Blaza Madrid, SAC Secretary

Senior Volunteer Programs

Senior Advisory Council

June 2013

Submitted by: Margaret Lucero, Senior Volunteer Programs Administrator

For the month of May2013

Meetings Attended:

-  Attended 1 Alamo Senior Center Staff Meeting
-  Attended 1 Managers Meeting
-  Attended 1 Staff safety training
-  Attended 1 MCoA meeting
-  Attended 1 webinar for the new grant reporting process for all three programs

Reports:

-  Submitted weekly reports to Ronnie Ortega
-  Submitted MAR
-  Submitted Monthly MCoA report
-  RSVP Federal Grant awarded \$1500 in extra monies for training
-  State budgets approved
-  FGP and SCP federal continuations approved
-  United Way funded \$2453.00 for mileage reimbursement
-  Otero Co. awarded \$6000.00 again this year for RSVP mileage reimbursement

Other:

-  Hotdog and ice cream social set for Friday July 19th from 3-5pm in the dining room
-  Pie in the Face fundraiser
-  Date set for collaboration dance with the Lions Club
-  New person for RSVP will start on June 25th
- 

**SENIOR VOLUNTEER PROGRAMS
2201 PUERTO RICO AVE.
ALAMOGORDO, NM 88310
575-439-4154**

July Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday, June 17, 2013 at 1:15 P.M. at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.**

The proposed agenda is as follows:

9. Invocation and Roll Call
10. Approval of Minutes of June 19, 2013
11. Staff reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired Senior Volunteer Programs (RSVP)
12. Administrator's Report – Margaret Lucero
13. Senior Center Director's Report – Veronica Ortega
14. Old Business:
 - (a) Krispy Kreme Doughnut
 - (b) Black & White Dance
 - (c) Hot Dog & Ice Cream Social
15. New Business
 - (a) August Meeting Date
 - (b) Otero County Fair
 - (c) Volunteer Involvement

16. Adjournment

Next Meeting August 21, 2013

**Respectfully,
Blaza Madrid**

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP
2201 PUERTO RICO AVE.
ALAMOGORDO, NEW MEXICO 88310
(575) 439-4154

MINUTES of June 19, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Eldon Hoover Blaza Madrid Stephen Butler Bill Williams	Laurie Blackmon	Veronica Ortega Margaret Lucero Karen Groves	Angei Axtoils

The meeting was held at Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

The meeting was called to order at 1:15 PM by Iris Lester

Roll call was initiated where it was found there were enough members for a quorum.

The invocation was given by Karen Groves.

Minutes of the June 19, 2013 meeting of the Senior Advisory Council were approved as printed and distributed to the members of the council.

Old Business:

- Krispy Kreme donuts November 15, 2013
- Black and White Dance October 12th 2013 \$35.00 ticket
- July 19th-SAC and staff are sponsoring a hotdog and ice-cream social from 3-5 at the Senior Center.

New Business:

- August 21, 2013 Meeting
- Otero County Fair

** Staff reports were presented and written excerpts are on back.**

**Senior Advisory Council
June 2013
Submitted by: Margaret Lucero, SVP Administrator**

For the month of June 2013

Meetings Attended:

- 🚩 Attended 1 Alamo Senior Center Staff Meeting
- 🚩 Attended 1 Managers Meeting
- 🚩 Attended 1 Staff safety training
- 🚩 Attended safety training for the City

Reports:

- 🚩 Submitted weekly reports to Ronnie Ortega
- 🚩 Submitted MAR
- 🚩 Submitted Monthly MCoA report
- 🚩 Submitted final MAR to State
- 🚩 Submitted a Federal Financial Report for all three programs
- 🚩 Submitted a Progress report via eGrants for all three programs
- 🚩 Currently working on New Grant for RSVP Competition

Other:

- 🚩 Hotdog and ice cream social set for Friday July 19th from 3-5pm in the dining room
- 🚩 Pie in the Face fundraiser, tally sheet is out and votes are .10 each. The one with the most votes gets a pie!
- 🚩 Jessica Ott, New RSVP Coordinator.
- 🚩 Date set for dance, Oct 12 and the Tays Center
- 🚩 Booth reserved for Otero Co. Fair, dates are August 14-17th. Needing volunteers to man booth
- 🚩 Cookie sale for 4 days of selling at the Senior Center we have made \$300.00 and have 5 cases of cookies left. We started out with 10 and then got 7 more.
- 🚩 Recognition gifts and surveys
- 🚩 Volunteer involvement, needing more participation from all volunteers in the fundraising efforts.

The meeting was motioned for adjournment by Eldon Hoover. Seconded, by Stephen Butler, Motion carried by vote and adjourned at 2:15 PM.

Respectfully submitted,

S\Blaza

Blaza Madrid, SAC Secretary

**SENIOR VOLUNTEER PROGRAMS
2201 PUERTO RICO AVE.
ALAMOGORDO, NM 88310
575-439-4154**

August Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday August 14, 2013 at 1:15 P.M. at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.**

The proposed agenda is as follows:

17. Invocation and Roll Call
18. Approval of Minutes of July 16, 2013
19. Staff reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired Senior Volunteer Programs (RSVP)-Jessica Ott
20. Administrator's Report – Margaret Lucero
21. Senior Center Director's Report – Veronica Ortega
22. Old Business:
 - (a) Krispy Kreme Doughnut-where are we
23. New Business
 - (a) RSVP Mileage Proposal
 - (b) Garage Sale
24. Adjournment

Next Meeting September 18, 2013

Respectfully,

SVP Staff

**SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP
2201 PUERTO RICO AVE.
ALAMOGORDO, NEW MEXICO 88310
(575) 439-4154**

MINUTES of July 17, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Blaza Madrid Stephen Butler Bill Whitley Mac McDonald Ann McDonald	Laurie Blackmon Eldon Hoover Karen Groves	Veronica Ortega Margaret Lucero Jessica Ott	Angela Axtoils Jim Carson

The meeting was held at Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

The meeting was called to order at 1:15 PM by Jim Rodgers.

Roll call was initiated by Blaza Madrid, where it was found there were enough members for a quorum.

The invocation was given by Mac McDonald.

Corrections of names were noted. Minutes of the June 19, 2013 meeting of the Senior Advisory Council were approved as printed and distributed to the members of the council.

Old Business:

- o Krispy Kreme donuts November 15, 2013

New Business:

- o RSVP Mileage Proposal

Meeting date for August was changed to 8/14/13 at 1:15pm in Senior Center Class Room.

Adjournment:

Stephen Butler motioned for adjournment at 3:00; it was seconded by Blaza Madrid. The motion carried.

Jessica Ott, RSVP Coordinator

**** Staff reports were presented and written excerpts are on back. ****

SVP MONTHLY REPORTS

**Senior Advisory Council
August 2013**

Submitted by: Jessica Ott, RSVP Coordinator

For the month of July 2013

Meetings Attended:

- 🇺🇸 Attended 1 Senior Advisory Council Meeting
- 🇺🇸 Attended 1 Alamo Senior Center Staff Meeting
- 🇺🇸 Attended 1 RSVP Volunteer Training meeting

New Volunteers

- 🇺🇸 Jean Eggert
- 🇺🇸 Rae Nash
- 🇺🇸 Sandra Power
- 🇺🇸 Billy Power
- 🇺🇸 Linda Morrone
- 🇺🇸 Rodger Garner

Total: 6

Other:

- 🇺🇸 Mailed 46 birthday cards & 1 Get Well Soon (Rhonda Bigger)
- 🇺🇸 Attended the United Way Fair at GCRMC
- 🇺🇸 Finalized details & began "Krispy Kream" Doughnut Fundraiser
 - Cut off sale date 9/9
 - Pick-Up at Senior Center 9/13 8am-5pm
- 🇺🇸 Mileage for RSVP – See attached sheet
- 🇺🇸 RSVP Ice Cream Social
 - Approximately 75 volunteers attended
 - Raised \$111.00 with the "Pie in the Face"
- 🇺🇸 Currently working on updating ALL volunteer files and Volunteer Reporter. This will be an On-Going project.

Submitted by: Margaret Lucero, Senior Volunteer Programs Administrator

For the month of July 2013

Meetings Attended:

-  Attended 1 Alamo Senior Center Staff Meeting
-  Attended 1 Managers Meeting
-  Attended 1 Staff safety training

Reports:

-  Submitted weekly reports to Ronnie Ortega
-  Submitted MAR
-  Submitted Monthly MCoA report
-  Currently working on New Grant for RSVP Competition

Other:

-  Hotdog and ice cream social was a big success. We earned \$111.00 with the pie-in-the-face fundraiser. Thank you Eldon for being such a great sport!
-  Date set for dance, Oct 12 and the Tays Center.
-  Booth reserved for Otero Co. Fair, dates are August 14-17th. Needing volunteers to man booth
-  Cookie sale still going strong with the cookies being sold at Twice Blessed Thrift Store
-  Krispy Kreme donuts are set for September 13th!

Submitted by: Karen Groves FGP/SCP COORDINATOR

Meetings Attended:

- ▣ Attended 1 RSVP/FGP/SCP Senior Advisory Council Meeting
- ▣ Attended 1 Alamo Senior Center Staff Meeting
- ▣ Attended 1 VSY Training
- ▣ Attended 1 RSVP Volunteer Training meeting

Sites Visited:

- ▣ Betty Dare 3
- ▣ Casa Arena 2
- ▣ Head Start 0
- ▣ La Luz Elementary 0
- ▣ Oregon Elementary 0
- ▣ Sierra Elementary 0
- ▣ Sacramento Elementary 0
- ▣ Yucca Elementary 1

Other Updates:

Check out the Alamogordo Web site and see the new updates that have been posted on the Senior Volunteer Programs Calendar.

We have 12 Foster Grandparents that will start out the school year and 11 Senior Companions. Two Foster Grandparents were fingered printed for the public schools. One of our new Foster Grandparent will work with children that are hearing impaired.

Staff has sent out forms for Krispy Kreme donuts within the City.

SENIOR VOLUNTEER PROGRAMS

2201 PUERTO RICO AVE. * ALAMOGORDO, NM 88310 * 575-439-4154

September Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday September 18, 2013 at 1:15 P.M. at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.**

The proposed agenda is as follows:

25. Invocation and Roll Call
26. Approval of Minutes of August 14, 2013
27. Staff reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired Senior Volunteer Programs (RSVP)-Jessica Ott
28. Administrator's Report – Margaret Lucero
29. Senior Center Director's Report – Veronica Ortega
30. Old Business:
 - (a) Krispy Kreme Doughnut
 - i. Bank Sale
 - (b) Dance of the Ages
 - i. Tickets and Flyers
 - (c) Cookie Sales
 - i. Ongoing
31. New Business
 - (a) Garage Sale
 - (b) Health Fair
 - (c) Driving Schedule
 - (d) Fire Side Chats
32. Adjournment

Next Meeting October 16, 2013

Respectfully,

SVP Staff

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP

2201 PUERTO RICO AVE. * ALAMOGORDO, NEW MEXICO 88310 * (575) 439-4154

MINUTES of August 14, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Blaza Madrid Mac McDonald Ann McDonald Laurie Blackmon Angela Axtolis Eldon Hoover	Stephen Butler Veronica Ortega Bill Whitley	Margaret Lucero Jessica Ott Karen Groves	

The meeting was held at Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

The meeting was called to order at 1:15 PM by Jim Rogers.

Roll call was initiated by Blaza Madrid, where it was found there were enough members for a quorum.

The invocation was given by Karen Groves.

Corrections of names were noted. Minutes of the July 17, 2013 meeting of the Senior Advisory Council were approved by Eldon Hoover. Printed and distributed to the members of the council.

Old Business:

- Krispy Kreme doughnut Fundraiser – Discussed Volunteer Sign-Up for Bank Sale
 - Sign-up sheet was passes around.
- Cookie Fundraiser – Still going on at Twice Blest Thrift Store
- RSVP Mileage – discussed and tabled at this time.

New Business:

- Fair August 14th – August 17th booth sign-up.
 - Volunteer Sign-up Sheet Revised and Copies made, distributed to Jim and Blaza.
- “Fire Side” Information Chats at Senior Center for Senior Volunteer Programs
 - Chats will begin on 9/19/2013 in the Dining Room
- Dance of the Ages
 - Advertising and Tickets in production.
- Annual Rummage Sale – September 14th
 - Advertising thru radio and flyers.
- Driving Schedule
 - Create Schedule to better assist SVP staff in transporting volunteers to worksites.

Adjournment, Motioned by Mac McDonald and Second by Angela Axtolis.

The motion carried at 2:50pm.

Jessica Ott
RSVP Coordinator

RSVP MONTHLY REPORT

Senior Advisory Council
Submitted by: Jessica Ott, RSVP Coordinator

For the month of August 2013

Meetings Attended:

- ❖ Attended 1 RSVP/FGP/SCP Senior Advisory Council Meeting
- ❖ Attended 1 Alamo Senior Center Staff Meeting
- ❖ Attended 1 RSVP Volunteer Training meeting
- ❖ Attended Albuquerque New Mexico Conference on Ageing

New Volunteers:

- ❖ John Cuccia
- ❖ Donna Cyr
- ❖ Joyce Fritzen
- ❖ Ed Kimber

Total: 4

Other:

- ❖ Mailed 50 Birthday Cards
- ❖ Worked Fair Booth
- ❖ Sold Krispy Kreme's at the Banks
 - Western
 - Pioneer
 - Bank 34
 - First National
 - First American
- ❖ Still working on file updates

SCP/FGP MONTHLY REPORT

**Senior Advisory Council
Submitted by: Karen Groves**

For the month of August 2013

Meetings Attended:

- ❖ Attended 1 RSVP/FGP/SCP Senior Advisory Council Meeting
- ❖ Attended 1 Alamo Senior Center Staff Meeting
- ❖ Attended 1 VSY Training
- ❖ Attended 0 RSVP Volunteer Training meeting

Sites Visited:

- ❖ Betty Dare 1
- ❖ Casa Arena 1
- ❖ Head Start 0
- ❖ La Luz Elementary 0
- ❖ Oregon Elementary 0
- ❖ Sierra Elementary 0
- ❖ Sacramento Elementary 0
- ❖ Yucca Elementary 1

Other Updates:

The Senior Companions and Foster Grandparents have already started taking their physicals.

Two sets of fingerprints from the Foster Grandparent program had gone out.

The conference went quite well this year.

We are having a Health Fair on September 26. This will be our 3rd annual fair. So come on over and mingle with the vendors and guest speakers.

The FGP/SCP had to do surveys for the feds.

Senior Volunteer Programs

**Submitted by: Margaret Lucero,
Senior Volunteer Programs Administrator**

For the month of August 2013

Meetings Attended:

- ❖ Attended 1 Managers Meeting
- ❖ Attended 1 Staff safety training
- ❖ Attended Federal training in Albuquerque
- ❖ Attended NM Annual Aging Conference
- ❖ Attended a Senior Corp Virtual Conference

Reports:

- ❖ Submitted weekly reports to Ronnie Ortega
- ❖ Submitted MAR
- ❖ Submitted Monthly MCoA report
- ❖ Submitted RSVP Grant

Other:

- ❖ Cookie sale on-going at Twice Blest Thrift Store
- ❖ Krispy Kreme fundraiser, we sold 200 dozen
- ❖ Update on garage sale
- ❖ Dance for the Ages, tickets are available for purchase
 - Potentially need for volunteers to help with set up and decorations
- ❖ November pancake breakfast.
- ❖ Karen out for surgery

SENIOR VOLUNTEER PROGRAMS

2201 PUERTO RICO AVE. * ALAMOGORDO, NM 88310 * 575-439-4154

October Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday October 16, 2013** at 1:15 P.M. at the **Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.**

The proposed agenda is as follows:

33. Invocation and Roll Call
 34. Approval of Minutes of September 18, 2013
 35. Iris Lester → Presentation
 36. Staff reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired Senior Volunteer Programs (RSVP)-Jessica Ott
 37. Administrator's Report – Margaret Lucero
 38. Senior Center Director's Report – Veronica Ortega
 39. Old Business:
 - (a) Cookie Sales
 - (b) "Fire Side" Chats
 40. New Business
 - (a) Pancake Breakfast
 - (b) Dance of the Ages
 41. Adjournment
- Next Meeting November 20, 2013

Respectfully,

SVP Staff

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP

2201 PUERTO RICO AVE. * ALAMOGORDO, NEW MEXICO 88310 * (575) 439-4154

MINUTES of September 18, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Blaza Madrid Mac McDonald Angela Axtolis Eldon Hoover Bill Whitley Stephen Butler	Veronica Ortega Karen Groves Ann McDonald Laurie Blackmon	Margaret Lucero Jessica Ott	

The meeting was held at Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

The meeting was called to order at 1:15 PM by Jim Rogers.

The invocation was given by Blaza Madrid.

Roll call was initiated by Blaza Madrid, where it was found there were enough members for a quorum.

Minutes of the August 14, 2013 meeting of the Senior Advisory Council were motioned by Eldon Hoover, second by Mac McDonald & approved by Jim Rogers.

Old Business:

- Cookie Fundraiser – Still going on at Twice Blest Thrift Store.
- “Fire Side” Information Chats at Senior Center for Senior Volunteer Programs
 - Chats will begin on 9/19/2013 in the Dining Room
- RSVP Mileage debate → came to conclusion
- Dance of the Ages
 - Ticket Sales
- SVP Driving Schedule → Finalized

New Business:

- Pancake Breakfast November 9, 2013
 - I-Hop will be Supplying pancake mix, syrup & butter.
 - SVP will supply sugar-free syrup, orange juice, coffee & bacon.
 - Volunteers arrive at 6:30 → breakfast starts at 7am to 10am.
 - All you can eat for \$5

Adjournment → Minutes completed meeting called by Jim Rogers at 2:20

Jessica Ott
RSVP Coordinator

RSVP MONTHLY REPORT

Senior Advisory Council
Submitted by: Jessica Ott, RSVP Coordinator

For the month of September 2013

Meetings Attended:

- ❖ Attended 1 RSVP/FGP/SCP Senior Advisory Council Meeting
- ❖ Attended 1 Alamo Senior Center Staff Meeting
- ❖ Attended 1 RSVP Volunteer Training meeting

New Volunteers:

- ❖ Juanita Bridges
- ❖ Charles Brill
- ❖ Myra Brill
- ❖ Donna Sandoval
- ❖ Joyce Vines

Total: 5

Other:

- ❖ Mailed 38 Birthday Cards
- ❖ Finished Krispy Kreme Fundraiser
- ❖ Continued file updates

SCP/FGP MONTHLY REPORT

Senior Advisory Council
Submitted by: Karen Groves

For the month of September 2013

Meetings Attended:

- ❖ Attended 0 RSVP/FGP/SCP Senior Advisory Council Meeting
- ❖ Attended 0 Alamo Senior Center Staff Meeting
- ❖ Attended 0 VSY Training

Sites Visited:

- ❖ Betty Dare 0
- ❖ Casa Arena 0
- ❖ Head Start 0
- ❖ La Luz Elementary 0
- ❖ Oregon Elementary 0
- ❖ Sierra Elementary 0
- ❖ Sacramento Elementary 0
- ❖ Yucca Elementary 0

Other Updates:

I am currently catching up after being out for three weeks. I am working on MOU's and student/client care plans.

Senior Volunteer Programs

**Submitted by: Margaret Lucero,
Senior Volunteer Programs Administrator**

For the month of September 2013

Meetings Attended:

- ❖ Attended 1 Managers Meeting
- ❖ Attended 1 Staff safety training
- ❖ Senior Corp Virtual Conference

Reports:

- ❖ Submitted weekly reports to Ronnie Ortega
- ❖ Submitted MAR
- ❖ Submitted Monthly MCoA report
- ❖ Submitted new RSVP Competition Grant

Other:

- ❖ Krispy Kreme fundraiser, we sold 200 dozen, raised \$700.00
- ❖ Garage sale had 6 vendors but all were please that it was inside, visitors were steady throughout the day considering the weather
- ❖ Dance for the Ages—postponed until after the 1st of year
- ❖ November pancake breakfast.
- ❖ We will purchase juice, sugar free syrup and bacon and to-go containers
- ❖ Volunteers to work event, please sign-up on sheet

SENIOR VOLUNTEER PROGRAMS

2201 PUERTO RICO AVE. * ALAMOGORDO, NM 88310 * 575-439-4154

November Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on **Wednesday November 20, 2013** at 1:15 P.M. at the **Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.**

The proposed agenda is as follows:

42. Invocation and Roll Call
43. Approval of Minutes of September 18, 2013 & October 16, 2013
44. Staff reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired Senior Volunteer Programs (RSVP)-Jessica Ott
45. Administrator’s Report – Margaret Lucero
46. Senior Center Director’s Report – Veronica Ortega
47. Old Business:
 - (a) “Fire Side” Chats
 - (b) Pancake Breakfast
48. New Business
 - (a) Review Bylaws → All council members bring to attention any changes you would like to make.
 - (b) Dance of the Ages
 - (c) Future Events Planning → Valentines Bake Sale, Spring Garage Sale, “Save the Date”
April 18, 2014 Recognition Banquet
 - (d) RSVP Mileage Guidelines → Voting
49. Adjournment

Next Meeting December 18, 2013

Respectfully,

SVP Staff

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP

2201 PUERTO RICO AVE. * ALAMOGORDO, NEW MEXICO 88310 * (575) 439-4154

MINUTES of October 16, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Blaza Madrid Eldon Hoover Stephen Butler	Veronica Ortega Ann McDonald Laurie Blackmon Mac McDonald Angela Axtolis Bill Whitley	Margaret Lucero Jessica Ott Karen Groves	Iris Lester

The meeting was held at Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

There were not enough members present to quorum; meeting was called into an open discussion.

No invocation.

Attendance sheet passed around.

Minutes reviewed but not accepted. They went into revisions for November's meeting.

Old Business:

- o Cookie Fundraiser → Sales have ended with a profit of \$ 1200
- o "Fire Side" Information Chats at Senior Center for Senior Volunteer Programs did not go well. No one attended will revisit the idea for another.
- o RSVP Mileage Debate → Came to conclusion.
- o SVP Driving Schedule → Finalized

New Business:

- o Pancake Breakfast November 9, 2013
 - I-Hop will be Supplying pancake mix, syrup & butter.
 - SVP will supply sugar-free syrup, orange juice, coffee & bacon.
 - Volunteers arrive at 6:30 → breakfast starts at 7am to 10am.
 - All you can eat for \$5 → Tickets giving out to SAC members to begin sales.
- o Dance of the Ages → Postponed until March & re-strategizing to develop additional community interest.

No Adjournment

Jessica Ott
RSVP Coordinator

RSVP MONTHLY REPORT

Senior Advisory Council
Submitted by: Jessica Ott, RSVP Coordinator

For the month of October 2013

Meetings Attended:

- ❖ Attended 1 RSVP/FGP/SCP Senior Advisory Council Meeting
- ❖ Attended 1 RSVP Volunteer Training meeting

New Volunteers:

- ❖ David Carter
- ❖ Neila Farmer
- ❖ Rhonda Fessel
- ❖ Robert Hein
- ❖ Judy Zagar
- ❖ Gisela Motley

Total: 6

Other:

- ❖ Mailed 36 Birthday Cards
- ❖ Attended/Worked GCRMC Heath Fair
- ❖ Setup & Attended ASC Halloween Party
- ❖ Setup New Volunteer Reporter → working on imputing information
- ❖ Continued file updates

SCP/FGP MONTHLY REPORT

Senior Advisory Council
Submitted by: Karen Groves

For the month of October 2013

Meetings Attended:

- ❖ Attended 0 RSVP/FGP/SCP Senior Advisory Council Meeting
- ❖ Attended 0 Alamo Senior Center Staff Meeting
- ❖ Attended 0 VSY Training

Sites Visited:

- ❖ Betty Dare 2
- ❖ Casa Arena 0
- ❖ Head Start 1
- ❖ Heights Elementary 1
- ❖ La Luz Elementary 1
- ❖ Oregon Elementary 1
- ❖ Sierra Elementary 0
- ❖ Sacramento Elementary 0
- ❖ Yucca Elementary 0

Other Updates:

- Student Care Plans went out for teachers to complete.
- Mountain View Middle School invited seniors to do an Intergenerational Veterans Day. It was emotional and well executed by the students. Students read bios on our Veteran seniors that were chosen for the bios, during their time in the military.
- As of November 5, 2013, the State changed their procedure as to how one is fingerprinted. The State will not accept paper fingerprints; they have gone to electronic fingerprinting. The procedure is that our volunteers will need to go on-line and fill out a registration form and then go to Print Plus to have their fingerprints done electronically. The cost did increase from \$33.00 to \$44.00. This procedure pertains to all volunteers that work with children and elderly.
- Files on volunteers are being updated.

Senior Volunteer Programs

**Submitted by: Margaret Lucero,
Senior Volunteer Programs Administrator**

For the month of October 2013

Meetings Attended:

- ❖ Attended 1 Managers Meeting
- ❖ Attended 1 Staff safety training
- ❖ Attended Monthly MCOA meeting

Reports:

- ❖ Submitted weekly reports to Ronnie Ortega
- ❖ Submitted MAR
- ❖ Submitted Monthly MCoA report
- ❖ Submitted Progress Reports on grants through eGrants

Other:

- ❖ Pancake Breakfast
- ❖ Halloween party
- ❖ United Way event
- ❖ Carmella was here from the State and we are preparing for an audit the first of year
- ❖ January Trip to Santa Fe, Senior Day at the Capital
- ❖ Save the Date April 18thRecognition Banquet
- ❖ Planning future events: Valentine's Day Bake Sale & Spring Garage Sale

SENIOR VOLUNTEER PROGRAMS

2201 PUERTO RICO AVE. * ALAMOGORDO, NM 88310 * 575-439-4154

December Agenda

Dear Members of the Advisory Council:

The Senior Volunteer Programs Advisory Council will hold a regular business meeting on Wednesday November 20, 2013 at 1:15 P.M. at the Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

The proposed agenda is as follows:

50. Invocation and Roll Call
51. Approval of Minutes of November 20, 2013
52. Staff reports
 - (a) Foster Grandparent Program (FGP) – Karen Groves
 - (b) Senior Companion Program (SCP) – Karen Groves
 - (c) Retired Senior Volunteer Programs (RSVP)-Jessica Ott
53. Administrator's Report – Margaret Lucero
54. Senior Center Director's Report – Veronica Ortega
55. Old Business:
 - (a) Review Bylaws → All council members bring to attention any changes you would like.
 - (b) Dance of Ages → March , 8 2014
56. New Business
 - (a) RSVP Mileage Guidelines → Voting
 - (b) January 24th Tentative Cookies & Hot Chocolate Social

Adjournment

Next Meeting January 15, 2013

Respectfully,

SVP Staff

SENIOR VOLUNTEER PROGRAMS, FGP/RSVP/SCP

2201 PUERTO RICO AVE. * ALAMOGORDO, NEW MEXICO 88310 * (575) 439-4154

MINUTES of November 20, 2013

SENIOR VOLUNTEER PROGRAMS ADVISORY COUNCIL MEETING

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT	GUESTS
Jim Rogers Blaza Madrid Mac McDonald Ann McDonald Angie Axtolis Bill Whitley	Veronica Ortega Laurie Blackmon Stephen Butler Eldon Hoover	Margaret Lucero Jessica Ott Karen Groves	

The meeting was held at Alamo Senior Center, 2201 Puerto Rico Avenue, Alamogordo, NM.

Attendance sheet passed around.

Invocation by Karen

Minutes reviewed for September & October, Motioned by Mac, Second by Bill & Approved.

Old Business:

- "Fire Side" Information Chats at Senior Center for Senior Volunteer Programs did not go well. No one attended will revisit the idea for another.
- Pancake Breakfast → \$800 Profit
- Ann set date for Penny Auction for RSVP

New Business:

- Dance of the Ages → March 8, 2014
- Future Events → Valentines Bake Sale, Spring Garage Sale & Recognition Banquet.
- Review Bylaws for December Mtg.
- Vote on RSVP Mileage Changes December Mtg.

Adjourned

Jessica Ott
RSVP Coordinator

RSVP MONTHLY REPORT

Senior Advisory Council

Submitted by: Jessica Ott, RSVP Coordinator

For the month of November 2013

Meetings Attended:

- ❖ Attended 1 RSVP/FGP/SCP Senior Advisory Council Meeting
- ❖ Attended 1 RSVP Volunteer Training meeting
- ❖ Attended ASC 1 Staff Meeting

New Volunteers:

- ❖ Donna Boyle
- ❖ Roy Kitchen
- ❖ Sarah McFarland
- ❖ Jose Martinez

Total: 4

Other:

- ❖ Mailed 25 Birthday Cards
- ❖ Helped serve the Thanksgiving Meal at ASC
- ❖ Setup New Volunteer Reporter → working on imputing information
- ❖ Continued file updates
- ❖ Reviewed guidelines and revised mileage reimbursement guidelines.

SCP/FGP MONTHLY REPORT

Senior Advisory Council
Submitted by: Karen Groves

For the month of November 2013

Meetings Attended:

- ❖ Attended 0 RSVP/FGP/SCP Senior Advisory Council Meeting
- ❖ Attended 0 Alamo Senior Center Staff Meeting
- ❖ Attended 0 VSY Training

Sites Visited:

- ❖ Betty Dare 1
- ❖ Casa Arena 0
- ❖ Head Start 1
- ❖ Heights Elementary 1
- ❖ La Luz Elementary 1
- ❖ Oregon Elementary 0
- ❖ Sierra Elementary 0
- ❖ Sacramento Elementary 0
- ❖ Yucca Elementary 1

Other Updates:

- ❖ The procedure handbook for both Senior Companion and Foster Grandparent are updated. The revised date is December 2013.
- ❖ We entered the City of Alamogordo department Christmas contest.
- ❖ The VSY is getting ready for their annual Valentine's Fundraiser.
- ❖ All physicals are now completed.
- ❖ All of FGP MOU's are completed.

Senior Volunteer Programs

**Submitted by: Margaret Lucero,
Senior Volunteer Programs Administrator**

For the month of November 2013

Meetings Attended:

- ❖ Attended 1 Managers Meeting
- ❖ Attended 1 Staff safety training
- ❖ Attended Monthly MCOA meeting

Reports:

- ❖ Submitted weekly reports to Ronnie Ortega
- ❖ Submitted MAR
- ❖ Submitted Monthly MCoA report

Other:

- ❖ We are working on a medical transportation plan using RSVP volunteer drivers, taking all suggestions
- ❖ Helped with Thanksgiving meal served at the Alamo Senior Center
- ❖ After reviewing mileage budget, staff sent out a letter to all volunteers receiving mileage and cut the maximum down to \$15 a month.
- ❖ SVP bakers once again helped out with baking delicious baked goods for the Big Brothers, Big Sisters annual Christmas Party.
- ❖ The SVP bakers also baked cookies for the Annual Holloman Cookie Drive in support of those Airmen living in the dorms to have a taste of home.
- ❖ Making final arrangements for Senior Day trip to Santa Fe. If you are interesting in going please let me know before December 23rd Cost: \$104.00 for room and \$15.00 for transportation
- ❖ Vote needed to amendments to the policy and procedure manual.

**MAYORS YOUTH ADVISORY
COUNCIL**

MAYOR'S YOUTH ADVISORY COUNCIL
2013 Annual Report to the City Commission

Reported by Reneé Cantin, CMC, City Clerk
Staff Liaison

The Alamogordo Mayor's Youth Advisory Council was put into place in 2008.

Mission Statement

"The mission of the AMYAC is to have an active voice in advising the City Commission and the community on various youth issues in order to involve people in a more positive and enjoyable community."

Record of Attendance:

No meetings were held in 2013.

Meeting Schedule:

No meetings were held in 2013.

Respectfully submitted,

Reneé L. Cantin, CMC, City Clerk
AMYAC Staff Liaison

AGENDA REPORT
CITY OF ALAMOGORDO
HOUSING AUTHORITY BOARD

Meeting Date: January 28, 2014 **Report Date:** January 17, 2014 **Report No:** 7

Submitted By: Maggie Paluch
HA Manager **Approved For Agenda:** 

Subject: Consider, and act upon, HA Resolution 2014-02 authorizing one unit in each complex to be designated for use by a licensed and employed law enforcement officer.

Fiscal Impact: None.

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

Background: In order to provide an increased sense of security for public housing residents the HA may allow public housing units to be occupied by police officers.

Police officers will not be required to be income eligible to qualify for admission to the HA's public housing program and would sign a specific lease.

The Housing Authority would expect visibility and interaction of the Officer with other residents of the Housing Authority.

On January 16, 2014 the Housing Authority Advisory Board voted that the City Commission approve resolution 2014-02.

Reviewed By:

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

HA RESOLUTION NO. 2014-02

**CITY OF ALAMOGORDO
COMMISSION**

WHEREAS; The City of Alamogordo Housing Authority has housed police officers for the past nine (9) years and increased security for the residents of Plaza Hacienda and Alta Vista communities; and,

WHEREAS; The Housing Advisory Board may elect to designate housing units to be occupied by duly licensed, professional police officers employed by local, State, or Federal entity; and,

WHEREAS; A special lease agreement will be instituted for police officers renting from the Housing Authority defining parameters; and,

BE IT THEREFORE RESOLVED BY THE CITY OF ALAMOGORDO COMMISSION; that one unit in each complex be occupied by a duly licensed, professional police officer.

PASSED, APPROVED, AND ADOPTED by the City of Alamogordo Commission this 28th day of January, 2014.

CITY OF ALAMOGORDO COMMISSION

By: _____
Robert Rentschler, Mayor

SEAL

ATTEST:

Reneé L. Cantin, Secretary

APPROVED AS TO FORM:

Stephen P. Thies, City Attorney

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 17, 2014 **Report No:** 8

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

Subject: Consider, and act upon, Resolution No. 2014-04 designating the polling places and appointing the Precinct Board Members for the March 4, 2014 Regular Election.

Fiscal Impact: \$3,455 plus \$100 for alternates. Total: \$3,555 to pay precinct workers.
Amount Budgeted: \$34,000
Fund: 011-200-411.57-01 Election Expense

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

Background: This resolution designates the polling places to be used and lists the names of the Precinct Board Members. As required by law, the Resolution will be published in the *Alamogordo Daily News* on Sunday, February 23rd, 2014 and Sunday, March 2nd, 2014.

Payments to Poll Workers will be as follows: Presiding Judges - \$175; Election Judges and Election Clerks - \$145.00; and Alternates will be paid \$20.00 to standby on Election Day. This is necessary in case of a vacancy in a precinct board prior to or on Election Day. It is currently more challenging to get a poll worker to agree to be an alternate this encourages more to serve in that position. In the past, I have used the majority of Alternates to work on Election Day.

Reviewed By:

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

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 16, 2014 **Report No:** 9

Submitted By: Brian Cesar, *BC*
Public Works Director **Approved For Agenda:** *[Signature]*

Subject: Consider, and act upon, approving a Joint Powers Agreement for the financing and establishment of the Otero County/ Greentree Regional Landfill.

Fiscal Impact: 0

Amount Available:

Fund:

Recommendation: Approve the agreement.

Background: This amendment to the agreement of the Otero County/ Greentree Regional Landfill is made and entered into by the County of Otero, City of Alamogordo, Village of Tularosa, Village of Cloudcroft, City of Ruidoso Downs, Town of Carrizozo, Village of Capitan and the Village of Corona.

The amendment allows for funds in excess of those used for the prepayment of debt or rate reduction and upon the joint authorization of the Otero County and the Greentree Solid Waste Authority, that any remaining monies may be re-bated to the Otero County/ Greentree Solid Waste Authorities in proportion to actual volumes of solid waste disposed in the facility by the governmental entities of the Otero County and Greentree Solid Waste Authorities.

Other monies generated from other sources will be re-bated to the Otero County and Greentree Solid Waste Authorities in proportion to their ownership interest in the landfill.

Staff recommends approval of the request.

Reviewed By:

City Attorney <i>SAT</i>	City Clerk <i>RC</i>	Community Development _____	Community Services _____
Finance _____	Housing Authority _____	Planning _____	Personnel _____
Public Works <i>BC</i>	Purchasing _____	Assistant City Manager _____	Utilities _____

AMENDMENT TO
JOINT POWERS AGREEMENT
FOR THE FINANCING AND ESTABLISHMENT
OF THE OTERO COUNTY/GREENTREE REGIONAL LANDFILL

This amendment to the agreement is made and entered into by and between the County of Otero, City of Alamogordo, Village of Tularosa, Village of Cloudcroft, City of Ruidoso Downs, Town of Carrizozo, Village of Capitan and the Village of Corona (hereinafter, Governmental Entities) acting pursuant to the "Joint Powers Agreement Act" of New Mexico, 11-1-1 et. seq. NMSA (1978 Comp.) for the establishing, financing and operating the Otero County/Greentree Regional Landfill facility (hereinafter Landfill). Each body, by its signature hereto, consents to and agrees to be bound by the terms of this amendment;

WHEREAS, the parties to this Agreement previously entered into agreements creating the Otero County Solid Waste Authority and the Greentree Solid Waste Authority; and

WHEREAS, the Governmental Entities acting through their respective Otero County or Greentree Solid Waste Authority Boards, have entered into a Joint Powers Agreement regarding the permitting, financing, construction and operation of the Facility; and

WHEREAS, the Governmental Entities, acting through their respective Otero County or Greentree Solid Waste Authority Boards, have agreed to a 50 – 50 joint ownership of the Landfill, including obligation for the cost and liabilities associated with the ownership and operation of the landfill.

NOW THEREFORE, it is mutually agreed and covenanted between the Governmental Entities amends Paragraph 11(E) as follows:

1. Funds in excess of those described in Paragraph 11(D) are used for the prepayment of debt or rate reduction and upon the joint authorization of the Otero County and the Greentree Solid Waste Authorities, any remaining monies may be re-bated to the Otero County and Greentree Solid Waste Authorities in proportion to actual volumes of solid waste disposed in the facility by the governmental entities of the Otero County and Greentree Solid Waste Authorities (members). Other monies generated from other sources (non-members) not the governmental entities (members) will be re-bated to the Otero County and Greentree Solid Waste Authorities (members) in proportion to their ownership interest in the Landfill.

2. This amendment to the Agreement is authorized pursuant to State Statue 11-1-1 et. seq. NMSA (1983 rep.). This Agreement is governed by and shall be construed in accordance with the laws of the State of New Mexico.

3. The term of this agreement is perpetual. Any withdrawal or termination of the Agreement by a member shall not affect the obligations, financial or otherwise, previously incurred by such parties pursuant to this agreement.

4. Except as amended herein, the original Joint Powers Agreement between the Otero County Solid waste Authority and the Greentree Solid Waste Authority shall continue without change, and in full force and effect as originally executed.

This amendment to the Agreement shall become effective upon execution by all parties hereto and approval by the Department of Finance and Administration of the State of New Mexico.

OCSWA Chairman:

Attest:

Robert Rentschler
Signed this __ day of _____, 2013

Mary Scott
City of Alamogordo

Village of Cloudcroft

Attest:

David Venable, Mayor
Signed this 18th day of Dec, 2013

Jani S. Turri
Village Clerk

Village of Tularosa

Attest:

Ray Cordova, Mayor
Signed this __ day of _____, 2013

Village Clerk

City Of Alamogordo

Attest:

Susie Galea, Mayor
Signed this __ day of _____, 2013

City Clerk

County of Otero

Attest:

Susan Flores, Chairwoman
Signed this 19 day of DECEMBER, 2013

Denise Guerra
County Clerk

GSWA Chairman

Attest:

Sam Hammons
Signed this 30 day of May, 2013

Gary L. Williams
Secretary/Treasurer

Village of Capitan

Sam Hammons
Sam Hammons, Mayor
Signed this 8 day of October, 2013

Attest:

Ray Stindler
Village Clerk

Town of Carrizozo

Wes Lindsey
Wes Lindsey, Mayor
Signed this 13 day of Nov, 2013

Attest:

Deann Wehbriest
Town Clerk

Village of Corona

William Hignight
William Hignight, Mayor
Signed this 23rd day of October, 2013

Attest:

Jeri Rader
Village Clerk

City of Ruidoso Downs

Gary L. William, Mayor
Signed this ___ day of _____, 2013

Attest:

City Clerk

Village of Ruidoso

Gus Raymond Albom, Mayor
Signed this ___ day of _____, 2013

Attest:

Village Clerk

County of Lincoln

Jackie Powell, Chairwoman
Signed this ___ day of _____, 2013

Attest:

County Clerk

JPA AMENDMENT APPROVED:

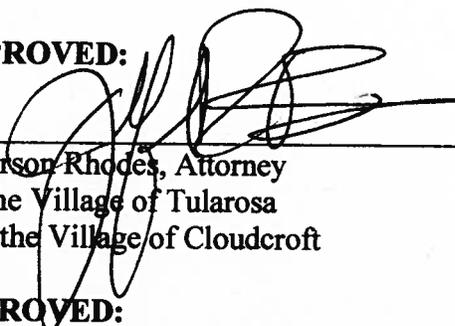
State of New Mexico Department of Finance & Administration

Date

APPROVED:

Stephen P. Thies, City Attorney
for the City of Alamogordo

APPROVED:

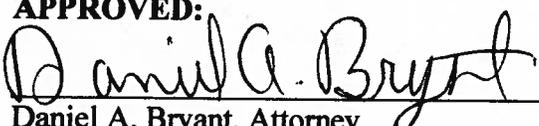


Jefferson Rhodes, Attorney
for the Village of Tularosa
And the Village of Cloudcroft

APPROVED:

Alan P. Morel, Attorney
for Lincoln County

APPROVED:

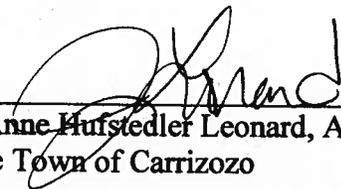


Daniel A. Bryant, Attorney
for the Village of Ruidoso
And Otero County

APPROVED:

John H. Underwood, Attorney
for the City of Ruidoso Downs

APPROVED:



JulieAnne Hufstедler Leonard, Attorney
for the Town of Carrizozo

APPROVED:

Zach Cook, Attorney
for the Village of Capitan
And Greentree Solid Waste Authority

APPROVED:

for the Village of Corona

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 14, 2014 **Report No:** 10

Submitted By: Sharon Rowe **Approved For Agenda:** 

Subject: Consider, and act upon, the increase to the State Grants-in-Aid for the Alamogordo Public Library for FY2014

Fiscal Impact: Increase of \$1,853 from original budget to \$6,853 received
Amount Budgeted: \$5,000
Fund: 32-7101-455.32-05 Books, Periodicals, Audios

Recommendation: Approve the increase to support library operations.

Background:

The Alamogordo Public Library is eligible to receive a State Grant-in-Aid in return for providing a certain level of service to local citizens. This year Senator Carroll Leavell advocated for a greater allocation to public libraries in New Mexico, which resulted in larger grant amounts.

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 _____

**2014 New Mexico Public Library
Public Library Annual Report Certification
State Aid Payment Request**

By completing this, you are certifying that all the information in the annual report is accurate, truthful and complete is accurate, truthful and complete and that the library meets all the requirements of NMAC 4.5.2.

Public Library: Alamogordo Public Library
Date Report Submitted: 8/16/2013
Name of person completing the report: Melissa Garcia
Title of person completing the report: Library Clerk
Name of Fiscal Officer: Mark Graham
Title of Fiscal Officer: Iterim-Finance Director

Date Report Approved by State Library: 9/3/2013

State of NM Purchase Order #: (located on PO): 24108	Remit to address: (must match address on purchase order) Alamogordo Public Library 920 Oregon Ave Alamogordo, NM 88310
State of NM Vendor #: (located on PO) 54303	
Dates of Service: 7/1/2013 - 8/16/2013	
Invoice Number: 24108	
Date: 12/13/2013	Amount: \$ 6,852.79

APPROVED FOR PAYMENT



 Signature

12/17/2013

 Date

Partial Payment _____
 Order Complete

State Grants-in-Aid to Public Libraries
Agreement
For FY2013/2014

This agreement is entered into on the date of last signature, below, by and between the **New Mexico State Library**, hereinafter called NMSL, and **Alamogordo Public Library**, located in Alamogordo, NM, hereinafter called the Recipient.

WHEREAS, the State Librarian, the division director of NMSL, is required to administer grants-in-aid and encourage local library service and generally promote an effective statewide library system under NMSA 1978, Section 18-2-4 (1978);

WHEREAS, Section 18-2-4 also requires the State Librarian to make rules and regulations necessary to administer NMSL and the State Librarian adopted such rules for distributing state grants-in-aid to public libraries, codified as Section 4.5.2 NMAC; and

WHEREAS, NMSL has determined that Recipient qualifies for a state grant-in-aid under Section 4.5.2 NMAC.

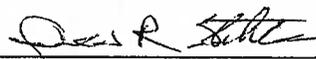
THEREFORE, the Parties agree to the following terms and conditions:

I. NMSL agrees to pay the Recipient a grant in an amount not to exceed six thousand eight hundred fifty-two dollars and seventy nine cents (**\$ 6,852.79**) to support Recipient's library collections; library staff salaries; library staff training; library equipment; or other operational expenditures associated with delivery of *library services* as defined in Section 4.5.2 NMAC.

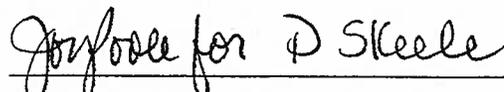
II. The Recipient agrees to

1. Use the grant only for library collections; library staff salaries; library staff training; library equipment; or other operational expenditures associated with delivery of *library services*, as those services are defined in Section 4.5.2 NMAC;
2. Engage in good communication and the exchange of information with NMSL regarding library activities and the grant's use;
3. Expend the grant according to the rules outlined in Section 4.5.2 NMAC, attached hereto as Attachment A;
4. Provide NMSL with a report on how the grant was spent as part of the Recipient's annual report for the fiscal year; and
5. Return any funds from the grant not spent in the fiscal year to NMSL by July 15, 2014.

III. The Laws of New Mexico shall govern this Agreement.

Signed:  Date: 12/3/13

By: JAMES A Stahl Chairman or Authorized Agent of Recipient (print name)

Signed:  Date: 12/10/2013

By: Devon I Skeele, New Mexico State Librarian

**2014 New Mexico Public Library
Public Library Annual Report Certification
State Aid Payment Request**

By completing this, you are certifying that all the information in the annual report is accurate, truthful and complete is accurate, truthful and complete and that the library meets all the requirements of NMAC 4.5.2.

Public Library: Alamogordo Public Library
Date Report Submitted: 8/16/2013
Name of person completing the report: Melissa Garcia
Title of person completing the report: Library Clerk
Name of Fiscal Officer: Mark Graham
Title of Fiscal Officer: Iterim-Finance Director

Date Report Approved by State Library: 9/3/2013

State of NM Purchase Order #: (located on PO): 24108	Remit to address: (must match address on purchase order) Alamogordo Public Library 920 Oregon Ave Alamogordo, NM 88310
State of NM Vendor #: (located on PO) 54303	
Dates of Service: 7/1/2013 - 8/16/2013	
Invoice Number: 24108	
Date: 12/13/2013	Amount: \$ 6,852.79

APPROVED FOR PAYMENT



 Signature

12/17/2013

 Date

Partial Payment _____
 Order Complete



**State of New Mexico
Purchase Order**

PO Number to be on all Invoices and Correspondence
Dispatch via Print

Department of Cultural Affairs

407 Galisteo St. Bataan Memorial Bld.
Suite 264
Santa Fe NM 87501
United States

Vendor: 0000054303
ALAMOGORDO, CITY OF
920 OREGON AVE
ALAMOGORDO NM 88310

Purchase Order 50500-0000024108	Date 11/12/2013	Revision	Page 1
Payment Terms Pay Now	Freight Terms FOB Destination	Ship Via Best Way	
Buyer Michael V Varela	Phone 505/827-7364		

Ship To: 1209 Camino Carlos Rey
Garey Caruthers
Santa Fe NM 87507
United States

Bill To: Bataan Memorial Bldg
Room 264
Santa Fe NM 87501
United States

Origin: EXE **Excl/Excl #:** 13-1-98A

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	State Grants IN AID/NMAC4.5.2.Award made through state match (general fund) as required by the Federal LSTA 2013 Grant. State Grant for Libraries across the State of New Mexico for tribal, educational and local government.		1.00	EA	6,852.79	6,852.79	11/12/2013
	50500-19301-6004000000-547400- - - -114-30000						
	Schedule Total					<u>6,852.79</u>	
	Item Total					<u>6,852.79</u>	
	Total PO Amount					<u>6,852.79</u>	

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

Authorized Signature

CITY OF ALAMOGORDO, NEW MEXICO

*** CUSTOMER RECEIPT ***

Oper: ABBOTTS Type: OC Drawer: 1
Date: 1/02/14 01 Receipt no: 63567

Description	Quantity	Amount
SO	LINE ITEM REIMBURSEMENT	
	1.00	\$6852.79

LIBRARY
2014 NM PUBLIC LIBRARY
ANNUAL REPORT CERT

Tender detail	
CK CHECK	\$6852.79
Total tendered	\$6852.79
Total payment	\$6852.79

Trans date: 1/02/14 Time: 14:09:58

THANK YOU AND HAVE A NICE DAY

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 10, 2014 **Report No:** 11

Submitted By: Bob Johnson, Contract Coordinator **Approved For Agenda:** 

Subject: Consider, and act upon, award of Public Works Bid No. 2013-016 to Apple Mountain Constructors, LLC related to the Bonito Campground Crossing Repairs project, in an amount not to exceed \$231,576.25, including tax.

Fiscal Impact: \$231,576.25

Amount Available: \$515,870.63

Fund: 088-0099-990.60-79 EM1302

Recommendation: Approve the award.

Background: The work will consist of debris removal and disposal, trench excavation, rip-rap, gabion baskets, wood poles, corrugated metal pipe (CMP), and base course installation at multiple sites within the various campground areas located on City of Alamogordo property at Bonito Lake.

The project was advertised on December 15, 2013. Bids were opened on January 9, 2014 at 2:00 p.m. with six (6) responsive bidders: Apple Mountain Constructors, LLC; Mesa Verde Enterprises, Inc.; Southwest Paving & Grading, Inc.; Renegade Construction, LLC; Sierra Valley Contractors, LLC; and Guardiola Construction, Inc. Please refer to the attached bid tabulation.

This project is primarily funded under a FEMA sub-grant agreement (Federal – 75%, State – 12.5%, City – 12.5%).

Reviewed By:

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

BID TABULATION
BONITO CAMPGROUND CROSSING REPAIRS
PUBLIC WORKS BID NO. 2013-016
JANUARY 9, 2014 **2:00 P.M.**

ITEM NO.	QTY	UNIT	DESCRIPTION	Consultant's Opinion of Probable Construction Cost		Apple Mountain Constructors		Mesa Verde Enterprises, Inc.		Southwest Paving & Grading, Inc.	
				UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT
1	1	LS	Mobilization/Demobilization	\$12,272.00	\$12,272.00	\$3,578.00	\$3,578.00	\$17,587.44	\$17,587.44	\$15,000.00	\$15,000.00
2	1	LS	SWPPP and BMP	\$9,500.00	\$9,500.00	\$3,050.00	\$3,050.00	\$4,162.56	\$4,162.56	\$5,500.00	\$5,500.00
3	1	LS	Traffic Control	\$1,500.00	\$1,500.00	\$1,280.00	\$1,280.00	\$620.64	\$620.64	\$1,500.00	\$1,500.00
4	3	EA	Staking Locations for CMP	\$1,200.00	\$3,600.00	\$426.10	\$1,278.30	\$688.51	\$2,065.53	\$500.00	\$1,500.00
5	5,141	CY	Removal and Haul of Material to Kraut Canyon	\$10.50	\$53,980.50	\$6.00	\$30,846.00	\$2.65	\$13,623.65	\$2.14	\$11,001.74
6	8015	CY	Removal and Haul of Material Off-Site to Disposal Location	\$8.00	\$64,120.00	\$10.53	\$84,397.95	\$8.39	\$67,245.85	\$9.20	\$73,738.00
7	200	LF	Install 48" CMP Including End Sections	\$180.00	\$36,000.00	\$135.42	\$27,084.00	\$209.26	\$41,852.00	\$210.00	\$42,000.00
8	80	LF	Install 12" CMP Including End Sections	\$60.00	\$4,800.00	\$56.60	\$4,528.00	\$64.02	\$5,121.60	\$60.00	\$4,800.00
9	14	EA	Replace Treated Wood Pole Retaining Wall	\$375.00	\$5,250.00	\$329.50	\$4,613.00	\$364.18	\$5,098.52	\$1,000.00	\$14,000.00
10	60	LF	Install Gabion Baskets	\$260.00	\$15,600.00	\$123.00	\$7,380.00	\$147.39	\$8,843.40	\$83.00	\$4,980.00
11	40	CY	Install Wire-Enclosed Rip-Rap	\$60.00	\$2,400.00	\$157.67	\$6,306.80	\$318.77	\$12,750.80	\$165.00	\$6,600.00
12	1	LS	Base Course	\$16,000.00	\$16,000.00	\$4,180.00	\$4,180.00	\$3,274.93	\$3,274.93	\$2,500.00	\$2,500.00
13	8015	CY	Disposal Off-Site (Allowance)	\$5.00	\$40,075.00	\$5.00	\$40,075.00	\$5.00	\$40,075.00	\$5.00	\$40,075.00
BASE BID					\$265,097.50		\$218,597.05		\$222,321.92		\$223,194.74
NMGRT (5.9375%)					\$15,740.16		\$12,979.20		\$13,200.36		\$13,252.19
TOTAL BASE BID					\$280,837.66		\$231,576.25		\$235,522.28		\$236,446.93

BID TABULATION
BONITO CAMPGROUND CROSSING REPAIRS
PUBLIC WORKS BID NO. 2013-016
JANUARY 9, 2014 **2:00 P.M.**

ITEM NO.	QTY	UNIT	DESCRIPTION	Renegade Construction, LLC		Sierra Valley Contractors, LLC		Guardiola Construction, Inc.	
				UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT
1	1	LS	Mobilization/Demobilization	\$1,089.40	\$1,089.40	\$25,000.00	\$25,000.00	\$12,392.00	\$12,392.00
2	1	LS	SWPPP and BMP	\$1,087.15	\$1,087.15	\$5,000.00	\$5,000.00	\$1,059.00	\$1,059.00
3	1	LS	Traffic Control	\$543.57	\$543.57	\$3,500.00	\$3,500.00	\$2,075.00	\$2,075.00
4	3	EA	Staking Locations for CMP	\$181.20	\$543.60	\$833.00	\$2,499.00	\$616.00	\$1,848.00
5	5,141	CY	Removal and Haul of Material to Kraut Canyon	\$1.88	\$9,665.08	\$7.50	\$38,557.50	\$9.50	\$48,839.50
6	8015	CY	Removal and Haul of Material Off-Site to Disposal Location	\$14.92	\$119,583.80	\$6.10	\$48,891.50	\$18.34	\$146,995.10
7	200	LF	Install 48" CMP Including End Sections	\$133.12	\$26,624.00	\$195.00	\$39,000.00	\$386.33	\$77,266.00
8	80	LF	Install 12" CMP Including End Sections	\$45.72	\$3,657.60	\$68.75	\$5,500.00	\$121.00	\$9,680.00
9	14	EA	Replace Treated Wood Pole Retaining Wall	\$1,051.05	\$14,714.70	\$225.00	\$3,150.00	\$771.00	\$10,794.00
10	60	LF	Install Gabion Baskets	\$103.33	\$6,199.80	\$150.00	\$9,000.00	\$107.20	\$6,432.00
11	40	CY	Install Wire-Enclosed Rip-Rap	\$154.99	\$6,199.60	\$310.00	\$12,400.00	\$332.00	\$13,280.00
12	1	LS	Base Course	\$2,169.20	\$2,169.20	\$5,200.00	\$5,200.00	\$9,138.00	\$9,138.00
13	8015	CY	Disposal Off-Site (Allowance)	\$5.00	\$40,075.00	\$5.00	\$40,075.00	\$5.00	\$40,075.00
BASE BID					\$232,152.50		\$237,773.00		\$379,873.60
NMGRT (5.9375%)					\$13,784.05		\$14,117.77		\$22,555.00
TOTAL BASE BID					\$245,936.55		\$251,890.77		\$402,428.60

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 16, 2014 **Report No:** 12

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

Subject: **Consider, and act upon, Resolution No. 2014-06 to substitute Albertson's LLC for Super Market Developers, Inc., in the Gross Receipts Investment Program Agreement.**

Fiscal Impact: \$94,875.00 (*estimate*)
Amount Budgeted: \$0.00
Fund: 011-2400-419-57.72

Recommendation: Approve an amended resolution authorizing the substitution of Albertson's LLC for Super Market Developers, Inc. in the Gross Receipts Investment Program Agreement

Background: At its December 18, 2012 meeting, the City Commission approved the Gross Receipts Tax Abatement application submitted by Super Market Developers, Inc., and directed the preparation of the appropriate resolution and reimbursement agreement. Approximately one month later, on January 24, 2013, the Commission approved the resolution and draft agreement.

Briefly, based upon the application submitted by Super Market Developers in late-2012, Super Market Developers was proposing to construct a 55,000 square foot grocery store on the property located at 1300 10th Street. The existing building would be demolished to allow for the construction of a new building. The construction costs for constructing the store were estimated at \$5,500,000 exclusive of gross receipts tax. To the extent possible, the applicant agreed that preference would be given to local sub-contractors. Since the application met the three eligibility requirements specified in the City's GRIP Ordinance, staff recommended approval of the project.

The standards terms of the GRIP Agreement provides that the City would set aside and thereafter rebate to the applicant the municipal gross receipts tax revenues directly attributable to construction of the project. As for this particular project, it was estimated that potentially \$94,875.00 in gross receipt tax revenues would be available for abatement (\$5,500,000 estimated construction costs x 1.7250%). As with similar GRIP projects, only the gross

Reviewed By:

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

receipts tax revenues generated by the construction of the Project shall be subject to rebate under the terms of the Agreement. No other gross receipts tax revenue can and would be abated. To verify the amount to be abated, the applicant is required to provide copies of CRS-1 Forms or other documentation sufficient to allow the city to accurately calculate the amount of the abatement. The City collects and holds the tax revenue generated by the construction of the Project in a separate account apart from other gross receipts tax revenues.

Although not specifically stated in the application, the grocery store would be an Albertson's. As described in the attached Assignment and Assumption of Real Estate Purchase and Sale Agreement, the intent of the parties at the time was for Super Market Developers to build the store and then lease it to Albertson's. Albertson's has now decided to build and own the store itself. As a result, it acquired Super Market Developers' interest in the purchase agreement for the property. After closing on the purchase in the very near future, it will begin demolition and eventual construction of a new Albertson's. Similar to acquiring Super Market Developers' interest in the purchase agreement, Albertson's has requested that it be allowed to be substituted for Super Market Developers' in the GRIP Agreement.

Staff requests the Commission to approve the attached amended resolution and amended reimbursement agreement.

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-__

**A RESOLUTION AMENDING RESOLUTION NO. 2013-02
AUTHORIZING EXECUTION OF A GROSS RECEIPTS INVESTMENT
PROGRAM ("GRIP") AGREEMENT**

WHEREAS, on January 24, 2013, the City approved Resolution 2013-02 authorizing the execution of a Gross Receipts Investment Program Agreement (the "Agreement"), between the City of Alamogordo (the "City") and Super Market Developers, Inc., and

WHEREAS, Super Market Developers has subsequently assigned its interest in the project as described in the Agreement to Albertson's LLC, as evidenced by that Assignment and Assumption of Real Estate Purchase and Sale Agreement dated December 18, 2013; and

WHEREAS, Super Market Developers and Albertson's have requested that the City allow for the substitution of Albertson's for Super Market Developers in the Agreement and to allow Albertson's to acquire all rights, title and interests in the Agreement, and the City is willing to do so.

NOW, THEREFORE BE IT RESOLVED by the City Commission of the City of Alamogordo, New Mexico, as follows:

1. The Gross Receipts Investment Program Agreement is hereby amended to substitute Albertson's as the Developer in the place of Super Market Developers. All references to Developer or Super Market Developers in the Agreement shall be replaced by Albertson's. Albertson's have neither more rights nor more obligations under the Agreement than those of Super Market Developers.
2. That the form and substance of an Amended Gross Receipts Investment Program Agreement (the "Agreement"), between the City of Alamogordo (the "City") and Albertson's LLC, (the "Developer"), as set forth in the form of the Amended Agreement submitted to this meeting, is hereby approved.
3. That the City Manager is hereby authorized and directed for and on behalf of the City to execute the Agreement substantially in the form approved in the foregoing paragraph of this Resolution.
4. That a special fund is hereby created to be known as the Albertson's LLC GRIP Project Fund. All gross receipts tax revenues as described in the Agreement will be deposited to this fund. The fund shall be terminated upon expiration of the term of the Agreement. Any balance remaining in the fund at such time shall be transferred to the general fund.

5. That the proper officials, agents and employees of the City are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the City in accordance with the provisions of the Agreement.

DONE 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

AMENDED GROSS RECEIPTS INVESTMENT PROGRAM (“GRIP”) AGREEMENT

THIS AGREEMENT made on this _____ day of _____, 2014 between the City of Alamogordo, a New Mexico municipal corporation (“City”), and Albertson’s LLC, a Delaware limited liability company qualified to do business in the State of New Mexico, whose address is 250 Parkcenter Boulevard, Boise, Idaho 83706 (“Developer”).

WHEREAS, pursuant to Ordinance No. 1379, passed on October 12, 2010, the City is authorized to enter into "Gross Receipts Investment Program" (“GRIP”) Agreements with qualified applicants for eligible projects, as defined in said Ordinance, in order to provide new job opportunities within the City, promote the economic growth and welfare of the City, and to improve the City through new construction and or the rehabilitation of existing commercial or industrial property; and

WHEREAS, Developer owns or possesses an interest in that certain real property within the City located at 1300 10th Street, and legally described as the North 140 feet of the East 128.12 feet of Lot One-A (1-A) Replat A of Block 231 of the Town (now City) of Alamogordo, Otero County, New Mexico; and

WHEREAS, Super Market Developers, Inc. made application (attached hereto as Exhibit “A”) for reimbursement of certain gross receipts taxes directly attributable to construction activities associated with the project as described in the application; and

WHEREAS, in said application, Super Market Developers made a the good faith projection that the total cost of the Project will be approximately \$5,500,000; and

WHEREAS, after having considered the application, the City Commission concluded that the economic and other benefits of the Project to the City will be substantial, that it is desirable and necessary at this time to authorize the City to enter into the Agreement, and that the City's provision of the assistance contemplated by the Agreement will foster, promote and enhance the economic growth and welfare of the City, and improve the City through new construction and or the rehabilitation of existing commercial or industrial property; and

WHEREAS, by Resolution 2013-02, the City Commission authorized the City Manager to execute this GRIP Agreement with Super Market Developers; and

WHEREAS, Super Market Developers has subsequently assigned its interest in the property and the Project, including its interest in any GRIP Agreement with the City, as evidenced by that Assignment and Assumption of Real Estate Purchase and Sale Agreement dated December 18, 2013 to Albertson’s; and

WHEREAS, Super Market Developers has requested that the City agree to an assignment of the interest of Super Market Developers in and to the GRIP Agreement approved by the City Commission on January 24, 2013, and allow Albertson’s to be substituted for Super Market Developers in said agreement.

NOW THEREFORE the parties hereto do mutually agree as follows:

1. General Terms.

(a) The Project consists of the construction of a 55,000 square foot grocery store at 1300 10th Street. Albertson's, after receipt of the promises and inducements contained herein, agrees to develop the Project in accordance with plans and specifications approved by the Construction Industries Division of the New Mexico Regulation and Licensing Department. The estimated cost of the improvements is \$5,500,000 exclusive of gross receipts tax.

(b) The parties hereto acknowledge, and Albertson's represents and warrants, that: (i) the Project involves the building of a structure, or the expansion of an existing structure, for use by a commercial activity whose services are partially subject to gross receipts tax, said structure to have a value in excess of \$50,000; (ii) Albertson's has, or will establish, and maintain a physical presence in the City sufficient to subject the Project to Local Option Gross Receipts Tax; and (iii) Albertson's will give preference and priority to local manufacturers, suppliers, vendors, contractors and labor, except where not reasonably possible to do so without significant added expense, substantial inconvenience, or sacrifice in operating efficiency.

(c) For purposes of this Agreement, the use of the terms "gross receipts tax" and "gross receipts tax revenue" shall be construed to refer to that net portion of the tax imposed by the State of New Mexico for distribution to the City pursuant to the Gross Receipts and Compensating Tax Act and which are collected by the State of New Mexico and distributed to the City (current rate = 1.225%), and all revenue derived from such taxes, and that portion of the tax imposed by the City pursuant to the Municipal Gross Receipts Tax Act (current rate = 0.5%), and all revenue derived from such taxes. It is expressly understood that if a governmental or legislative body other than the City enacts any law or statute which results or which may result in any material changes or amendments to the foregoing provisions, which changes or amendments prohibit the City from complying with this Agreement or which adversely affect the City's ability to comply herewith, then the City and Albertson's shall reevaluate this Agreement and the incentives provided hereunder and may mutually agree to restructure the Agreement. If a restructured agreement cannot be agreed to by both parties within a reasonable period of time not more than sixty (60) days from the effective date of the law or statute which has materially affected the City's compliance herewith, then this Agreement shall automatically terminate releasing both parties from their obligations hereunder.

2. Municipal Gross Receipts Tax Payment. The City agrees to set aside and thereafter rebate to Albertson's the municipal gross receipts tax revenues directly attributable to construction of the Project. It is estimated that approximately \$94,875.00 in gross receipt tax revenues will be abated pursuant to this Agreement (*\$5,500,000 estimated construction costs x 1.7250%*). The City and Albertson's hereby acknowledge that this estimate is only an approximation, and that the actual abatement may be for a greater or lesser amount depending upon the actual amount of such taxes levied. Payment shall be made to Albertson's within ninety (90) days after the final tax-due date for each CRS-1 Form associated with the Project. Prior to any Municipal Gross Receipts Payment, Albertson's shall provide the City with copies of its CRS-1 Forms for the Project. In the event that any CRS-1 Forms that have been submitted to the City are amended, Albertson's shall promptly forward a photocopy of such amended CRS-1 Form to the City, clearly identifying them as an amendment of a CRS-1 Form previously submitted to the City.

3. No General Obligation/Special Fund. It is an overriding consideration and determination of the City that existing sources of its gross receipts tax revenues shall not be used, impaired or otherwise affected by this Agreement. Therefore, only the gross receipts tax revenue generated by the construction of the Project shall be subject to rebate under this Agreement. The City shall collect and hold all such tax revenue in a separate account apart from the gross receipts tax revenues generated by and collected from the other tax generating uses and businesses within the City. The City hereby states that this Agreement would not be adopted or implemented but for the provisions of this Paragraph. The amount due pursuant to this Agreement shall not be a general obligation of the City. The City shall not have an obligation to pay any amounts to Albertson's except an amount equal to the City's share of the tax imposed by the State of New Mexico for distribution to the City pursuant to the Gross Receipts and Compensating Tax Act (current rate = 1.225%), and that portion of the tax imposed by the City pursuant to the Municipal Gross Receipts Tax Act (current rate = 0.5%).

4. Term. The term of this Agreement shall be thirty-six (36) months from the date of issuance of a building permit for the Project. Upon receipt of the maximum rebate amount by Albertson's in accordance with this Agreement, the City's obligation to rebate gross receipts tax revenue to Albertson's shall terminate, but all other provisions of this Agreement shall remain in full force and effect through the end of the thirty-six (36) month term. Upon expiration of the term of this Agreement, the parties' obligations hereunder shall terminate, whether or not the maximum amount of gross receipts tax revenue rebate has been reached.

5. Escrow. The parties agree that in the event of any legal challenge to this Agreement, the City shall place any and all funds to which Albertson's would have a claim under the terms of this Agreement in an interest bearing account, capable of separate identification, during the pendency of the legal challenge. Upon any final decision upholding the enforceability of this Agreement, all amounts in such account, including principal and accrued interest, shall be paid forthwith to Albertson's. If this Agreement is determined to be invalid or unenforceable, all amounts in such account, including principal and accrued interest, shall be deposited by the City into its general fund and Albertson's shall have no further claim thereto. The parties covenant that neither will initiate any legal challenge to the validity or enforceability of this Agreement, and the parties will cooperate in defending the validity or enforceability of this Agreement against any challenge by any third party.

6. Approval and Modification. This Agreement shall take effect only upon approval by the Alamogordo City Commission at a regular or special City Commission meeting. No modification of this Agreement shall be valid or binding unless the same is in writing and approved by the City Commission at a regular or special meeting.

7. Assignment. This Agreement shall be binding upon and inure to the benefit of Albertson's and the City. The City's commitment to make the payments hereunder are made for the benefit of Albertson's, and shall be enforceable by Albertson's or any affiliate of the Albertson's or other party who is a successor-in-title to Albertson's' interest in the Project and has assumed in writing the duties and obligations of the Albertson's, provided that nothing shall require Albertson's to assign the benefits of this Agreement to any successor-in-title to Albertson's' interest in the Project and the City agrees that Albertson's may transfer title to the

Project while retaining the benefits of this Agreement. Albertson's shall also have the right to assign this Agreement, and the City's obligation to make payment of the gross receipts tax revenues, to a third party independent of a transfer of title to the Project, including, but not limited to, any assignment, pledge or encumbrance of Albertson's' rights under this Agreement in favor of any lender or other person providing financing for construction and development of the Project. The term "affiliate" shall mean an entity or individual which directly or indirectly controls, is controlled by, or is under common control with any identified person and, as to natural persons, shall also include the immediate family of such persons. Except as authorized in this Paragraph, this Agreement is personal to Albertson's. This Agreement shall not run with the land.

8. Controlling Law and Venue. This Agreement shall be construed pursuant to the laws of the State of New Mexico. Exclusive jurisdiction for the resolution of any dispute relating to this Agreement is hereby vested in the Otero County District Court or the United States District Court of New Mexico.

9. Contingency; No Debt. The City's financial obligations under this Agreement are specifically contingent upon annual appropriation of funds sufficient to perform such obligation. This Agreement shall never constitute a debt or obligation of the City within any statutory or constitutional provision. Each year, the City shall include in the budget presented to the City Council a proposed appropriation for the rebate of the gross receipts tax revenues to which Albertson's is entitled under this Agreement, if any. The decision of the City Council not to appropriate funds in any given year shall not affect, impair or invalidate any of the remaining provisions of this Agreement in future years, and the failure of the City in any year to appropriate the gross receipts tax revenues otherwise due Albertson's shall cause the term of this Agreement to be extended by one year. Without contradiction of the preceding sentence, the City does hereby state that it is the present intent and expectation of the parties that the City will make all of the payments contemplated by this Agreement.

10. No Joint Venture. Notwithstanding any provision hereof, the City shall never be a joint venture in any private entity or activity which participates in this Agreement, and the City shall never be liable or responsible for any debt or obligation of any participant in this Agreement.

11. No Third-Party Beneficiaries. Except as may be expressly provided herein, there are no intended third-party beneficiaries to this Agreement.

12. Force Majeure. The time of performance of any duty or obligation of Albertson's or the City hereunder shall be extended for the period during which performance was delayed or impeded by reason of riots, insurrections, war, fire, casualty, earthquake, acts of God, or other reasons of a like nature not the fault of the party performing such duty or obligation.

CITY OF ALAMOGORDO, NEW MEXICO
a New Mexico municipal corporation

By: _____
James R. Stahle, City Manager

ATTEST:

Reneé L. Cantin, City Clerk

Albertson's LLC,

By: _____

APPROVED AS TO FORM:

Stephen P. Thies, City Attorney

**ASSIGNMENT AND ASSUMPTION OF
REAL ESTATE PURCHASE AND SALE AGREEMENT**

THIS ASSIGNMENT AND ASSUMPTION OF REAL ESTATE PURCHASE AND SALE AGREEMENT ("Assignment") is made and entered into as of December 18, 2013 (the "Effective Date") by and between **SUPER MARKET DEVELOPERS, INC.**, a Missouri corporation ("Assignor") and **ALBERTSON'S LLC**, a Delaware limited liability company ("Assignee").

RECITALS:

The following Recitals of fact are a material part of this Assignment.

A. Assignor entered into that certain Real Estate Purchase and Sale Agreement dated September 27, 2012, as amended by that certain First Amendment to Real Estate Purchase and Sale Agreement dated October 29, 2012, as further amended by that certain Second Amendment to Real Estate Purchase and Sale Agreement dated December 5, 2012, and that certain Third Amendment to Real Estate Purchase and Sale Agreement dated March 7, 2013, and that certain Fourth Amendment to Real Estate Purchase and Sale Agreement dated April 8, 2013, and that certain Fifth Amendment to Real Estate Purchase and Sale Agreement dated April 29, 2013, and that certain Sixth Amendment to Real Estate Purchase and Sale Agreement dated May 8, 2013, and that certain Seventh Amendment to Real Estate Purchase and Sale Agreement dated June 7, 2013 and that certain Eighth Amendment to Real Estate Purchase and Sale Agreement dated July 9, 2013, and that certain Ninth Amendment to Real Estate Purchase and Sale Agreement dated August 6, 2013, and that certain Tenth Amendment to Real Estate Purchase and Sale Agreement dated August 26, 2013, and that certain Eleventh Amendment to Real Estate Purchase and Sale Agreement dated September 12, 2013, and that certain Twelfth Amendment to Real Estate Purchase and Sale Agreement dated September 26, 2013, and that certain Thirteenth Amendment to Real Estate Purchase and Sale Agreement dated October 9, 2013, and that certain Fourteenth Amendment to Real Estate Purchase and Sale Agreement dated November 25, 2013 and that certain Fifteenth Amendment to Real Estate Purchase and Sale Agreement dated December 13, 2013 with C. Michael Shyne, a married man dealing with his sole and personal property ("Seller") (collectively, the "Agreement").

B. At the time Assignor entered into the Agreement, it was with the intent of the parties that Assignee would lease the Property from Assignor upon the completion of the development of the property to be acquired pursuant to the Agreement. All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement.

C. Assignee now desires to assume all obligations of Assignor as buyer under the Agreement instead of leasing the Property from Assignor.

D. Assignor now desires to assign all of its right, title and interest in and to the Agreement to Assignee.

NOW, THEREFORE, in consideration of the above Recitals, all of which are hereby incorporated into the terms of this Assignment, and in further consideration of the mutual covenants and agreements contained in this Assignment, the receipt, adequacy and sufficiency of which are hereby acknowledged, the parties to this Assignment hereby mutually covenant and agree as follows:

1. Assignor does hereby sell, assign, transfer and convey to Assignee, all of Assignor's right, title and interest as "Buyer" in and to the Agreement.

2. Assignee hereby accepts the assignment to it of all of Assignor's right, title and interest in and to the Agreement, and hereby expressly assumes all of the obligations of the "Buyer" under the Agreement and hereby covenants and agrees to fully and faithfully perform, observe and comply with all of the covenants, agreements, conditions and other terms and provisions stated in said Agreement on the part of the "Buyer" thereunder to be performed, observed and complied with, effective as of the Effective Date. Assignee further agrees that, from and after the Effective Date, the term Buyer in the Agreement shall mean and refer to Assignee as fully and effectually as if Assignee were named "Buyer" therein.

3. Assignor hereby represents and warrants to Assignee that the Agreement has not been further modified or amended except as otherwise set forth Recital A, above, and neither Buyer nor Seller have taken any actions to terminate the Agreement.

4. Assignee hereby acknowledges and confirms that it has been part of ongoing discussions with Assignor and Seller with regard to the environmental condition of the Property and that Assignee has had the opportunity to review the title commitment, related title exception documents and the survey of the Property as part of its own due diligence with regard to the Property. Additionally, the State of New Mexico has led an investigation into a former gas station operated on a portion of the Property. Assignee is aware that the Property is currently part of an ongoing environmental monitoring process (with monitoring wells in place on the Property) and Assignee has been a participant in discussions with Seller, Assignor and the State of New Mexico with regard to the environmental condition of the Property and is assuming the Agreement with full knowledge of this investigation and the current ongoing monitoring on the Property.

5. The Agreement is being transferred to Assignee in its current existing condition "As Is", "Where Is", without warranties, either express or implied and "with all faults," and Assignee shall rely upon its own examination thereof; and no warranties or representations have been made or are made, by Assignor to Assignee with regard to the Agreement. Assignor hereby disclaims and Assignee hereby waives all such warranties and representations whatsoever, express or implied, concerning the Agreement and the Property, including any warranty of merchantability or fitness for a particular purpose.

6. Assignee hereby agrees to indemnify and hold harmless Assignor from and against any and all loss, cost or expense (including reasonable attorneys' fees) resulting by reason of Assignee's failure to perform any of the obligations assumed by Assignee hereunder. Additionally, Assignee hereby agrees to indemnify and hold Assignor harmless with regard to any and all losses, costs, liabilities, claims, demands, expenses (including reasonable attorneys' fees), liens, claims of lien, judgments, proceedings and causes of action, bodily injury or property damage arising out of or from any occurrence in, on or

about the Property, occasioned by the actions or omissions of Assignee, its employees, invitees, agents or representatives, whether prior or subsequent to the Effective Date

7. Assignor hereby agrees to indemnify and hold harmless Assignee from and against any and all loss, cost or expense (including reasonable attorneys' fees) resulting by reason of the failure of Assignor to perform any of the obligations of "Buyer" under the Agreement prior to the Effective Date. Additionally, Assignor hereby agrees to indemnify and hold Assignee harmless with regard to any and all losses, costs, liabilities, claims, demands, expenses (including reasonable attorneys' fees), liens, claims of lien, judgments, proceedings and causes of action, bodily injury or property damage arising out of or from any occurrence in, on or about the Property, occasioned by the actions or omissions of Assignor, its employees, invitees, agents or representatives prior to the Effective Date.

8. Assignor hereby represents and warrants that all persons and entities providing labor, services, materials and equipment on behalf of Assignor in connection with the Property have been paid and there are no claims or liens by any such persons or entities.

9. Within ten (10) days of the Effective Date, Assignor shall provide Assignee with copies of the due diligence information in Assignor's possession or control related to the Property.

10. In consideration of the expenses, including earnest money and due diligence expenses, undertaken by Assignor in connection with the Agreement, Assignee hereby agrees to reimburse Assignor

11. The undersigned parties acknowledge that each has read this Assignment, had an opportunity to review this Assignment with their respective counsel and fully understand this Assignment.

12. Assignee agrees to provide Seller with notice of this Assignment within five (5) days of the Effective Date of this Assignment.

13. This Assignment shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, shall not be modified except by agreement in writing executed by all parties hereto.

14. The parties represent to each other that they have not assigned, transferred or otherwise alienated their respective interests in or claims related to the Agreement to any other entity. The individuals executing this Assignment on behalf of the parties are authorized to do so by appropriate actions of each party.

15. In the event that either party hereto retains an attorney to conduct litigation arising as a result of any breach of this Assignment, then, in addition to any damages or other relief which may be appropriate, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees.

This Assignment may be executed by the parties hereto in one or more counterparts, each of which shall be an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, this Assignment is executed by the parties as of the date first written above.

ASSIGNOR:

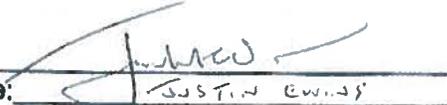
SUPER MARKET DEVELOPERS, INC.,
a Missouri corporation

By: 

Jerry Garland, President and
Chief Executive Officer

ASSIGNEE:

ALBERSTON'S LLC,
a Delaware limited liability company

By: 

Name:

JUSTIN EVANS

Title:

SENIOR VP, CORPORATE
DEVELOPMENT & RE
GIONS

APPLICATION FOR GROSS RECEIPTS TAX ABATEMENT
CITY OF ALAMOGORDO, NEW MEXICO

FILING INSTRUCTIONS:

This filing acknowledges familiarity and assumed conformance with "Ordinance No. 1379, Gross Receipts Investment Program" ("GRIP"), (Copy attached). NOTE: This application will become part of any later agreement or contract and knowingly false representations thereon will be grounds for the voiding of any later agreement or contract.

ORIGINAL COPY OF THIS APPLICATION AND ATTACHMENTS SHOULD BE SUBMITTED TO:

CITY MANAGER
CITY OF ALAMOGORDO
1376 EAST 9TH STREET
ALAMOGORDO, NM 88310

PART I - APPLICANT INFORMATION

- A. Business Name: Super Market Developers, Inc.
B. Submittal Date: 11/15/2012
C. Address/City: 5000 Kansas Avenue, Kansas City, Kansas 66106
D. Name/Address/Phone of Business Contact on this Project: Joel Riggs / 5000 Kansas Avenue, Kansas City, Kansas 66106 / 913.526.8784
E. Business Owner () ; Developer (x); Land Owner () ; Tenant ()
F. Type of Business: Corporation (x); Partnership () ; Proprietorship () ;
Limited Liability Company () ; Other Legal Entity () _____

PART II - PROJECT INFORMATION

- A. This application is for a: New Business (x); Expanding Existing Business ()
B. Type of Activity: Commercial (x); Retail ()
C. Attach a brief company overview, including a brief description of the product(s) and/or services, years in respective industry, and major clients/buyers of company's products and/or services. Attachment Yes or No (circle one) **Grocery store.**
D. Attach a brief description of the product(s) and/or services that will be produced or sold in Alamogordo? Attachment Yes or No (circle one) **Grocery store.**
E. Type of Construction: New Construction (x); Rehabilitation of Existing Structure ()
F. Proposed Facility Address and Legal Description: (See Exhibit A)
G. Attach a map showing site: (See Exhibit B)

PART III - PROJECT DESCRIPTION

PLEASE COMPLETE AND SUBMIT THE FOLLOWING FOR THE PROJECT:

A. Brief description of Work: 55,000 square foot grocery store.

B. Please attach a statement: (1) describing the contractor's physical presence in the City sufficient to subject the project to Local Option Gross Receipts Tax; (2) describing preference and priority the contractor gave to local manufacturers, suppliers, vendors, contractors and labor, or if local preference and priority not reasonably possible to do so without significant added expense, substantial inconvenience, or sacrifice in operating efficiency, describing added expense, substantial inconvenience, or sacrifice in operating efficiency; (3) providing a list of local manufacturers, suppliers, vendors, contractors and labor used or to be used in this project; and (4) providing a list of personal property for which abatement is requested.

Total cost of the expansion or new construction: \$ 6.75 million

Include documentation to support cost of improvements. Acceptable examples are:

- 1) A notarized list identifying the general categories of the work completed, the date the work was completed, and each category's expense.
- 2) The Affidavit of the draw payments of the construction contract. (Please ensure that the affidavit includes a description of the work completed.)
- 3) Settlement Statement of the bank loan taken out for the construction costs.

NOTE: You must document that the value of the expansion or new construction exceeds \$50,000.00.

PART IV - ECONOMIC IMPACT INFORMATION

A. Estimated cost of improvements: \$6.75 million

B. Permanent employment estimates:

If existing facility, the current employment level: 120

Estimated number of new jobs created: () Full-Time; () Part-Time

C. Construction employment estimates:

Construction to start: Month: March Year: 2013

Construction to be completed: Month: October Year: 2013

Number of construction jobs anticipated: () Full-Time; () Part-Time

At start: 10 Peak: 80 Finish: 55

D. Estimated property tax base value increase:

(1) Valuation of existing property as of January 1, preceding this application:

LAND IMPROVEMENTS

\$ 1.5 million \$ 0.00

(2) Estimated value of property upon completion of the project subject.

LAND IMPROVEMENTS

\$ 1.5 million \$ 5.25 million

(3) Estimated Gross Receipt Taxes generated by the business prior to the expansion or construction. \$

(4) Estimated Gross Receipt Taxes to be generated by the business after the expansion or construction. \$ 1.2 million

I declare under the penalties of falsification that this application, including all enclosed documents and statements, has been examined by me, and to the best of my knowledge and belief is true, correct, and complete.

11-15-12
Date


Signature of Applicant

EXHIBIT "A"

Legal Description – Adjacent Property

North 140 feet of the East 128.12 feet of Lot One-A (1-A) Replat of Block 231 of the Town of Alamogordo, Otero County, New Mexico.

A
1

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 15, 2014 **Report No:** 13

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

Subject: Consider, and act upon, the purchase of a 0.018 acre tract of land and a 1,920 square foot construction easement both in Lot 3F, Replat F, Motel 6 Subdivision at 232 Panorama Boulevard

Fiscal Impact: \$7,840
Amount Budgeted: \$10,000 (Budget Revision in process)
Fund: 118-7903-430.61-20 (Right of Way Acquisition)

Recommendation: Approve the purchase of a 0.018 acre tract of land and 1,920 square foot construction easement

Background: In 2011 a Traffic & Geometric Study was completed providing recommendations for improvement of several intersections within the City. The intersection of Panorama Boulevard and Hamilton Road was included in this study due to poor level of service in the am and pm peak hours of traffic.

Design of the intersection is complete with addition of a dedicated right turn lane eastbound Panorama Boulevard to southbound Hamilton Road. To construct this right turn lane, property acquisition is required from the B&J Car Wash at 232 Panorama Boulevard.

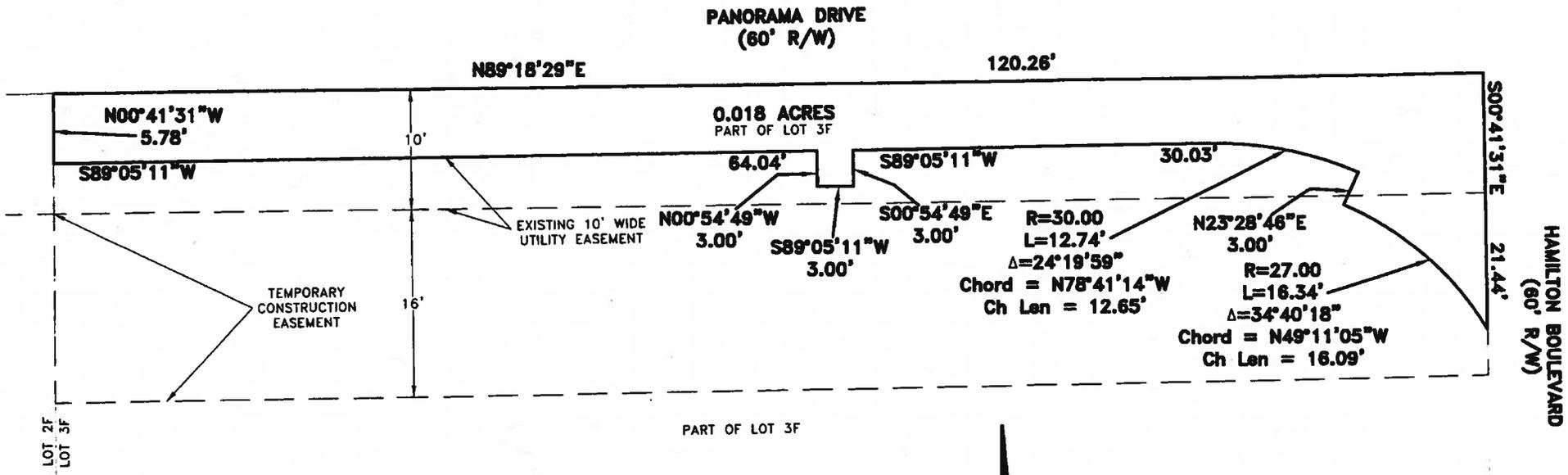
City staff met with the owner of the property and operator of the car wash on November 12, 2013. A price of \$10/sf was agreed upon for the necessary right-of-way based upon the square footage price for comparable property. The city will also construct an underground storm water storage system to replace the existing storm water pond.

Staff Recommendation: Approve the purchase of a 0.018 acre tract of land and 1,920 square foot construction easement both in Lot 3F, Replat F, Motel 6 Subdivision at 232 Panorama Boulevard

Reviewed By:

City Attorney <u></u>	City Clerk <u></u>	Assistant City Manager _____	Community Services _____
Finance <u></u>	Housing Authority _____	Planning _____	Police Chief _____
Public Works _____	Purchasing _____	City Engineer <u></u>	Human Resources _____

PLAT OF SURVEY OF A 0.018 ACRE TRACT OF LAND
 LOCATED IN SECTION 30, T.16S., R.10E., N.M.P.M.
 BEING A PART OF LOT 3F, REPLAT F, MOTEL 6 SUBDIVISION
 AS RECORDED OCTOBER 17, 2000 IN PLAT BOOK 55,
 PAGES 48-49 OF THE OTERO COUNTY RECORDS
 CITY ALAMOGORDO, OTERO COUNTY, NEW MEXICO
 SCALE: 1" = 10' NOVEMBER 7, 2013

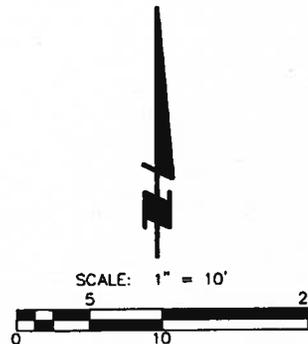


SURVEYOR'S CERTIFICATION

I, KERY W. GREINER, A NEW MEXICO PROFESSIONAL SURVEYOR CERTIFY THAT I CONDUCTED AND AM RESPONSIBLE FOR THIS SURVEY, THAT THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT THIS SURVEY AND PLAT MEET THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO.

Kery W. Greiner
 KERY W. GREINER, PS 9761

11-7-13
 DATE OF SURVEY



DIAMONDBACK
 LAND SURVEYING CO., INC.
 P.O. BOX 1857
 MESILLA PARK, NM 88047
 (575) 520-6505
 FILE ID: 13040.DWG



DIAMONDBACK
LAND SURVEYING CO., INC.
P.O. BOX 1857
MESILLA PARK, NM 88047
(575) 520-6505

November 7, 2013

DESCRIPTION OF A 0.018 ACRE TRACT

A tract of land situate within the corporate limits of the City of Alamogordo, Otero County, New Mexico in Section 30, T.16S., R.10E., NMPM being a part of Lot 3F, Replat F, Motel 6 Subdivision as recorded October 17, 2000 in Plat Book 55, Pages 48-49 of the Otero County Records and being more particularly described as follows, to wit;

Beginning at a point on the south right of way line of Panorama Drive (a 60 foot wide right of way) for the northwest corner of this tract; Identical to the northwest corner of Lot 3F, Replat F, Motel 6 Subdivision as recorded October 17, 2000 in Plat Book 55, Pages 48-49 of the Otero County Records;

THENCE from the point of beginning, along the south line of Panorama Drive, N.89°18'29"E., 120.26 feet to a point at the northwest corner of the intersection of Panorama Drive and Hamilton Boulevard (a 60 foot wide right of way) for the northeast corner of this tract;

THENCE along the west right of way line of Hamilton Boulevard S.00°41'31"E., 21.44 feet to the southeast corner of this tract;

THENCE leaving said right of way line around the arc of a curve to the left having a radius of 27.00 feet an arc length of 16.34 feet, through a central angle of 34°40'18" and whose long chord bears N.49°11'05"W., 16.09 feet to a corner of this tract;

THENCE N.23°28'46"E., 3.00 feet to a corner of this tract;

THENCE around the arc of a curve to the left having a radius of 30.00 feet an arc length of 12.74 feet, through a central angle of 24°19'59" and whose long chord bears N.78°41'14"W., 12.65 feet to a point of tangency;

THENCE S.89°05'11"W., 30.03 feet to a corner of this tract;

THENCE S.00°54'49"E., 3.00 feet to a corner of this tract;

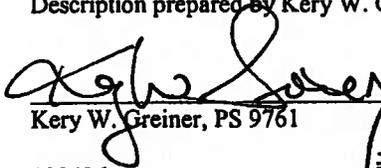
THENCE S.89°05'11"W., 3.00 feet to a corner of this tract;

THENCE N.00°54'49"W., 3.00 feet to a corner of this tract;

THENCE S.89°05'11"W., 64.04 to a point on the west line of Lot 3F for the southwest corner of this tract;

THENCE along said lot line N.00°41'31"W., 5.78 feet to the point of beginning, containing 0.018 acre of land, more or less. Subject to easements and reservations of record. Field notes by Diamondback Land Surveying Company, Inc.

Description prepared by Kery W. Greiner, PS 9761.


Kery W. Greiner, PS 9761

13040des



11-7-13
Date

AGENDA REPORT

CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 Report Date: January 8, 2014 Report No: 14

Submitted By: Matt McNeile, Approved For Agenda: [Signature]
Assistant City Manager

Subject: Consider, and act upon a request to fill the Recreation Aide position, to be assigned to the Alamogordo Family Recreation Center/ Community Services Department

Fiscal Year Salary Budget: \$ 10,577

Fiscal Year Benefit Budget: \$ 3,184

Total FY Position Budget: \$13,760

Hiring Annual Salary Range: \$7.8987 x 1300 hours = \$10,268

Pay Grade/Annual Salary Range: S01/\$7.8987-\$12.2542 (\$10,268-\$15,930 annually)

Fiscal Impact: \$308 (wage only future savings)

Funding Source: 032-6106-450-2003

Position Vacant Date: 1/17/14

Expected Hire Date: 1/29/14

Recommendation: Approve request to fill the position of AFRC/Recreation Aide.

Recruitment Justification:

This is a critical position for the youth programs at the Alamogordo Family Recreation Center. This position provides transportation for the youth that come to our After School Frenzy program and ensures safety and well-being of our youth and other program participants. The Recreation Aide plans and prepares lesson plans and daily activities for summer and after school programs.

The employee in this position is leaving January 17, 2014. This would be a January 29, 2014 expected hire date.

Reviewed By: **ATTACH CURRENT JOB DESCRIPTION**

City Attorney _____ City Clerk RC Community Development _____ Community Services _____
Finance _____ Housing Authority _____ Planning _____ Personnel 11/17 Public Safety _____
Public Works _____ Purchasing _____ Assistant City Manager [Signature]

**CITY OF ALAMOGORDO
POSITION DESCRIPTION**

RECREATION AIDE

Summary of Position

Assists in the development, promotion, and implementation of recreational activities for youths and adults.

Organizational Relationships

Reports to: Recreation Tech II.

Directs: This is a non-supervisory position.

Other: Has contact with other city employees, youths, and general public.

Examples of Work

Essential Duties*

Fosters positive community relations through contacts with citizens, community organizations and groups, and news media representatives;

Plans and prepares lesson plan and daily activities for summer program designed specifically for designated age groups;

Teaches and participates during daily activities, including indoor/outdoor games, swimming, arts and crafts, story telling, nature learning, and various field trips and special events;

Ensures safety and general well being of all youths and other program participants;

Sets up and takes down equipment used in activities and special events;

Performs general custodial duties, including mopping, dusting, sweeping, etc.;

Handles and files paperwork as appropriate; and

Other Important Duties*

May run errands as needed;

May perform building lock-up and closing when necessary;

May perform CPR as needed; and

Performs such other related duties as may be assigned.

Required Knowledge, Skills, and Abilities

Knowledge of: CPR and first aid techniques; and fitness and sports and activities.

Skill/Ability to: supervise and motivate youths; collect money and give change accurately; demonstrate proficiency in both oral and written communication; establish effective working relationships with community organizations and groups, co-workers, youths, and the general public; and maintain appropriate necessary certifications.

Experience and Education

High school graduation, or its equivalent, plus at least one year of recreational experience;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Certificates and Licenses Required

Have or be able to obtain CPR and first aid certificates during employment. Must have and maintain a New Mexico driver's license applicable to the job responsibilities and a driving record acceptable to the City of Alamogordo.

Work Environment

Must be able to sit, stand, and walk; bend, turn, twist, kneel, squat, and reach; lift and carry, push or pull up to 50 pounds. Will be exposed to noisy conditions. Most work will be performed indoors. Will occasionally work outdoors with exposure to extreme temperatures, inclement weather. Will be required to work odd and irregular hours including shift work, nights, holidays, special events and weekends.

History Summary

August 2007 – Updated job description into current format by including the *Pay Group, Work Environment, History Summary, Approval* signature blocks, etc.

November 2007 – removed EEOC category, FLSA and pay group.

April 2012 – Added drivers license requirement and updated work environment.

Sept 2013- Changed reports to from Program supervisor to Recreation Tech II

Approval

Community Services Director
Manager

Human Resources

Date

Date

AGENDA REPORT

CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 Report Date: January 8, 2014 Report No: 15

Submitted By: Matt McNeile, Assistant City Manager Approved For Agenda: *AS*

Subject: Consider, and act upon a request to fill (2) Lifeguard Positions, to be assigned to the Alamogordo Family Recreation Center/Community Services Department

Fiscal Year Salary Budget: \$6,572
Fiscal Year Benefit Budget: \$924
Total FY Position Budget: \$7,496 x 2 positions = \$ 14,992

Hiring Annual Salary Range: \$7.8987 x 832 hours = \$6,572 each
Pay Grade/Annual Salary Range: S01/\$7.8987-\$12.2542 (\$10,268-\$15,930 annually)

Fiscal Impact: No additional savings or additional expenditure will occur

Funding Source: 032-6106-450-2003

Position Vacant Date: 1/14/14 and 1/17/14 respectively

Expected Hire Date: 1/29/14

Recommendation: Approve request to fill 2 positions of lifeguard.

Recruitment Justification:

This is a critical position for the Alamogordo Family Recreation Center. This position provides the well-being and safety of our patrons utilizing the pool area at AFRC. The lifeguard also helps maintain sanitary conditions of the facility. Specifically the pool area and the locker rooms. The lifeguard also teaches swimming lessons to the patrons at AFRC. The lifeguard knows and enforces all pool rules and regulations by using preventative lifeguarding practices.

The employee(s) last day will be January 14th and January 17th, 2014. This would be the January 29, 2014 expected hire date.

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

City Attorney _____ City Clerk *RC* Community Development _____ Community Services _____
Finance _____ Housing Authority _____ Planning _____ Personnel *178* Public Safety _____
Public Works _____ Purchasing _____ Assistant City Manager *mc*

**CITY OF ALAMOGORDO
POSITION DESCRIPTION
LIFEGUARD**

Summary of Position

Provides swimming instruction, lifeguarding services, and general swim program support for the Citizens of Alamogordo.

Organizational Relationships

Reports to: Aquatics Supervisor

Directs: This is a non-supervisory position.

Other: Has contact with other city employees and the general public on a regular basis.

Examples of Work

Essential Duties*

Knows and enforces all pool rules and regulations by using preventative lifeguarding practices.

Is prepared to rescue, resuscitate, and give basic first aid and CPR to all patrons.

Knows and follows the emergency action plan in case of a rescue, drowning, accident or injury.

Cleans the restrooms and pool area in order to make it acceptable for patrons.

Swim (on the clock) at least 15 minutes when working public swim.

Knows and follows acceptable guard rotation for each guard station.

Teach swimming lessons.

Inspects equipment and facilities on a regular basis to ensure proper maintenance;

Attend meetings and training classes as required.

Maintain all needed certifications for performance of lifeguard and swim instructor duties.

Operate emergency equipment and utilize First Aide supplies.

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

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

Will be required to work Community Service Department special events such as Gus Macker, Saturday in the Park, 4th of July Parade, Easter in the Park, Zoo Boo, etc.

Other Important Duties

Performs such other related duties as may be assigned.

Required Knowledge, Skills, and Abilities

Knowledge of: Acceptable industry standards for lifeguarding and swim instruction.

Skill/Ability to: Work effectively with fellow employees and the public. Be able to perform shift work requiring early morning, evenings, weekends and holidays. Be able to meet the physical fitness requirement of swimming for at least 15 uninterrupted minutes public swim shift. Be able to obtain and maintain the necessary certifications for life guarding and teaching swimming lessons. Be able to lift fifty (50) pounds. Commit self to providing excellent customer service to ensure high operational and service standards are met and maintained for the Citizens of Alamogordo.

Experience and Education

Schooling or work experience that shows a level of maturity necessary to redeem the responsibilities of lifeguarding. This can be shown by completion of the American Red Cross or other certification programs, membership in clubs, or organizations that show the ability to be dependable and reliable.

Certificates and Licenses Required

Have and maintain current certification in Lifeguarding.

Work Environment

The position of Lifeguard/Swim Instructor I performs tasks requiring strength and stamina to sit and stand for extended periods of time; walk on uneven and slippery surfaces; lift and carry up to 50 lbs.; grasping, bending, reaching, twisting, climbing, kneeling, and squatting; pulling and pushing up to 75 lbs.; climbing ladders and ascending and descending stairs; working primarily outside with exposure to heat, sunburn, weather, odors, dust and pollen; occasional exposure to chemicals, skin irritants, and body fluids; the ability to see well enough to identify swimmers and observe behavior; ability to hear well enough to distinguish the sound of someone calling for help in a noisy outdoor environment; ability to speak well enough to be understood in a noisy environment. Requires irregular work hours (weekends and nights); and exposure to stressful emergency situations.

History Summary

- 08-2007 – Updated job description into current format by including *Pay Group, Work Environment, History Summary, Approval* signature blocks and ADA footer information.
- November 2007 – removed EEOC category, FLSA and pay-group.
- January 2008 – Included standard customer service and training language.
- January 2010 – Changed the working in the Essential Duties of the Examples of Work section.

Approval

Director of Community Services

Personnel & Safety Manager

Date

Date

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 15, 2014 **Report No:** 16

Submitted By: Ken Johnson,  Finance Director **Approved For Agenda:** 

Subject: Consider, and act upon a request to fill the accounts payable position, to be assigned to the Finance Department.

Fiscal Year Salary Budget: \$24,315
Fiscal Year Benefit Budget: \$12,802
Total FY Position Budget: \$37,117

Hiring Annual Salary Range: \$22,704 to \$24,315
Pay Grade/Annual Salary Range: Represented ASFME-SO5, \$22,704 to \$36,479
Fiscal Impact: None
Funding Source: Fund 12 (Internal Services)
Position Vacant Date: January 31, 2014
Expected Hire Date: February 12, 2014

Recommendation: Approve request to fill the open position of accounts payable specialist.

Recruitment Justification:

The Payable Section's primary responsibility is to provide efficient and effective accounts payable services to all the city's vendors. Approximately 210 invoices are processed each week which includes public housing. Secondary responsibilities include: 1) responding to vendor calls; 2) working with department personnel; 3) tracking and matching invoices, purchase orders and receiving documents to pay vendors correctly each week.

The Payable Section is authorized 2 full-time equivalent positions to conduct activities and functions related to the weekly payables cycle. The payables section processed \$34M in expenditures during FY13. A copy of the Accounts Payable Specialist position has been attached. Staff recommends filling the vacant Accounts Payable Specialist position to efficiently and effectively achieve the mission, goals and objectives of the Payables Section.

Reviewed By: **ATTACH CURRENT JOB DESCRIPTION**

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

**CITY OF ALAMOGORDO
POSITION DESCRIPTION**

ACCOUNTS PAYABLE SPECIALIST

FLSA STATUS: Non-Exempt

NATURE OF WORK: (SUMMARY):

Performs a variety of full performance level complex clerical and accounting functions as required to maintain and monitor financial records processes accounts payable and works with vendors and requester to answer questions or resolve problems.

ORGANIZATIONAL RELATIONSHIPS:

- **Reports to:** Accounting Manager
- **Directs:** This is a non-supervisory position
- **Other:** Works closely with City department heads, employees and vendors

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

- Answers questions from requester and vendors regarding invoices and payments, resolves related problems, distributes requested documents, and accepts various documents to facilitate the purchase order process
- Prepares and tracks invoices for payment and matches to purchase orders
- Enters and verifies payable documents and purchase order data in computer
- Creates various reports to generate checks, including expenditure appropriation lists (EAL), vendor lists, appropriations/expenditure reports, quarterly reports
- Prepares and verifies vouchers and associated reports for non-purchase order payments such as field purchase orders (FPOs), check requests, travel
- Compiles data and prepares various reports as required
- Responsible for all city utility accounts (electric, gas, water, phone etc)
- Responsible for filing of Accounts Payable documents
- Provides general clerical and administrative support for the finance department
- Provides training on A/P policy and procedures as well as recommending changes to the policy and procedures as needed
- May provide support to other department sections as necessary
- Performs such other related duties as may be assigned
- Maintains travel records for City employees and reconciles travel documentation for proper payment.

REQUIRE KNOWLEDGE, SKILLS AND ABILITIES:

- Generally accepted accounting principles
- Especially as they relate to municipalities
- Departmental policies and procedures
- Interprets public purchasing ordinances
- Appropriately applies accounting principles
- Performs simple and semi-complex mathematical calculations

Accounts Payable Specialist Page 1 of 2

12/18/2013

For the purpose of compliance with the Americans with Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.

- Analyze data
- Prepares reports neatly and accurately
- Demonstrate proficiency in both oral and written communications
- Operate standard office equipment, including computer using standard word processing (Microsoft Word), spreadsheet (Microsoft Excel), and data inquiry software
- Establish and maintain effective working relationships with co-workers, city officials, department heads, and vendors

PHYSICAL REQUIREMENTS:

Position requires light physical demands including the ability to lift and move materials weighing up to 20 pounds. Position requires frequent use of multi-line telephone, personal computer, and calculator. And, this position has considerable flexibility to structure daily activities between sitting, standing, and walking. The primary work environment is indoors in an office setting.

RECRUITMENT QUALIFICATIONS

Required:

- Valid NM Drivers License within 60 days of employment, with a driving record insurable by the City of Alamogordo
- HS Diploma/GED
- 2 years of experience in accounts payable and clerical duties
- Knowledge of Microsoft Excel and Word
- Equivalent combinations of experience and training which provide KSA will be considered

Preferred:

- Accounting or Business classes from a higher learning institution

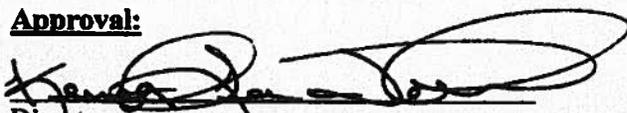
History Summary

March 2013-Add ability to obtain NM Driver's license within 45 days of employment. Add History section.

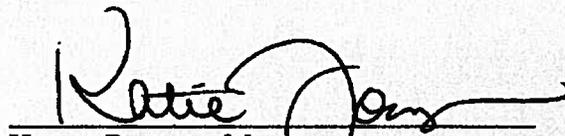
October 2013 – Change direct report from Purchasing Manager to Accounting Manager, and update time period to obtain NM drivers license from 45 to 60 days.

December 2013 – Update JD removing back up of purchasing and central receiving duties.

Approval:


Director

12/18/2013
Date


Human Resource Manager

12/18/13
Date

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 17, 2014 **Report No:** 17

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

Subject: Consider, and act upon a request to fill two open Police Officer positions, 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 each = \$123,504 for two

Funding Source: General Fund (0114104)

Position Vacant Date: January 17, 2014

Expected Hire Date: March 1, 2014

Recommendation: Approve request to fill two open positions of a Police Officer

Recruitment Justification: The Alamogordo Police Department is requesting to replace and hire a Police Officer. On January 9, 2014, one of our certified officers resigned and on January 17, 2014 one of our police officer trainee resigned. This position is necessary for our department to maintain our staffing level and they are both currently budgeted for FY14.

These positions are 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 two new Police Officers.

Reviewed By: **ATTACH CURRENT JOB DESCRIPTION**

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

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 16, 2014 **Report No:** 18

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

Subject: Consider and act upon a request by the Otero County Habitat for Humanity to donate a residential lot for use in constructing a residence for a low-income family.

Fiscal Impact: \$10,886
Amount Budgeted: NA
Fund: NA

Recommendation: Approve the donation of the parcel of real property described as Lots 6 and 7 of Block 14, Haynes Addition, to the Otero County Habitat for Humanity.

Background: One phrase that the Commission repeatedly hears is that a particular expenditure or act may be in violation of the "anti-donation clause". The anti-donation clause is contained in Article IX, Section 14 of the New Mexico State Constitution. It reads in part that:

Neither the state nor any county, school district or municipality, except as otherwise provided in this constitution, shall directly or indirectly lend or pledge its credit or make any donation to or in aid of any person, association or public or private corporation ...

A number of years ago the voters approved an amendment to the anti-donation clause which authorized the enactment of the New Mexico "Affordable Housing Act". As authorized by that amendment, and pursuant to section 6-27-5 of the Affordable Housing Act, a municipality may "donate, provide or pay all, or a portion, of the costs of land for the construction on the land of affordable housing" without violating the anti-donation clause. However, before doing so the municipality must first enact an affordable housing ordinance. The City has enacted such an ordinance which can be found in Appendix C of the Alamogordo Code of Ordinances.

In 1989, the owner of Lots 1-7 of Block 13, and parts of Lots 6 and 7 of Block 14, Haynes Addition, which is located along Cuba Avenue between 23rd and 25th Streets, sought to convey the property to the city in lieu of paying a special assessment that had been levied against the property. Although the initial conveyance was subsequently determined to be

Reviewed By:

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

invalid, in 1992 the City formally agreed to accept the property in satisfaction of the outstanding assessment.

At some point after acquiring the property the City, through its public housing department, used a majority of the lots in its Homeownership Program. One lot that was not used in this project is that lot described as parts of Lots 6 and 7 of Block 14. That particular lot is an irregular shaped parcel and its location is highlighted in green on the attached aerial photograph.

Several months ago, representatives of Habitat for Humanity meet with staff and Commissioner Galea to discuss the willingness of the City to donate surplus residential lots for use by Habitat in its program that builds houses for low income families. Habitat was given a list of surplus properties owned by the City. After reviewing that list, Habitat has now submitted a request that the City donate the above described lot for use in its program. Attached is a copy of a portion of Habitat's request providing additional details about the program. The complete application is on file with the City Clerk. The lot has an assessed value of \$10,886.

Staff recommends donation of the lot.

Reviewed By:

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

26TH ST

RATHGEBER DR

PUERTO RICO AVE

CUBA AVE

UTAH AVE

25TH ST

08; T16S.R10E

OREGON AVE

IOWA AVE

24TH ST

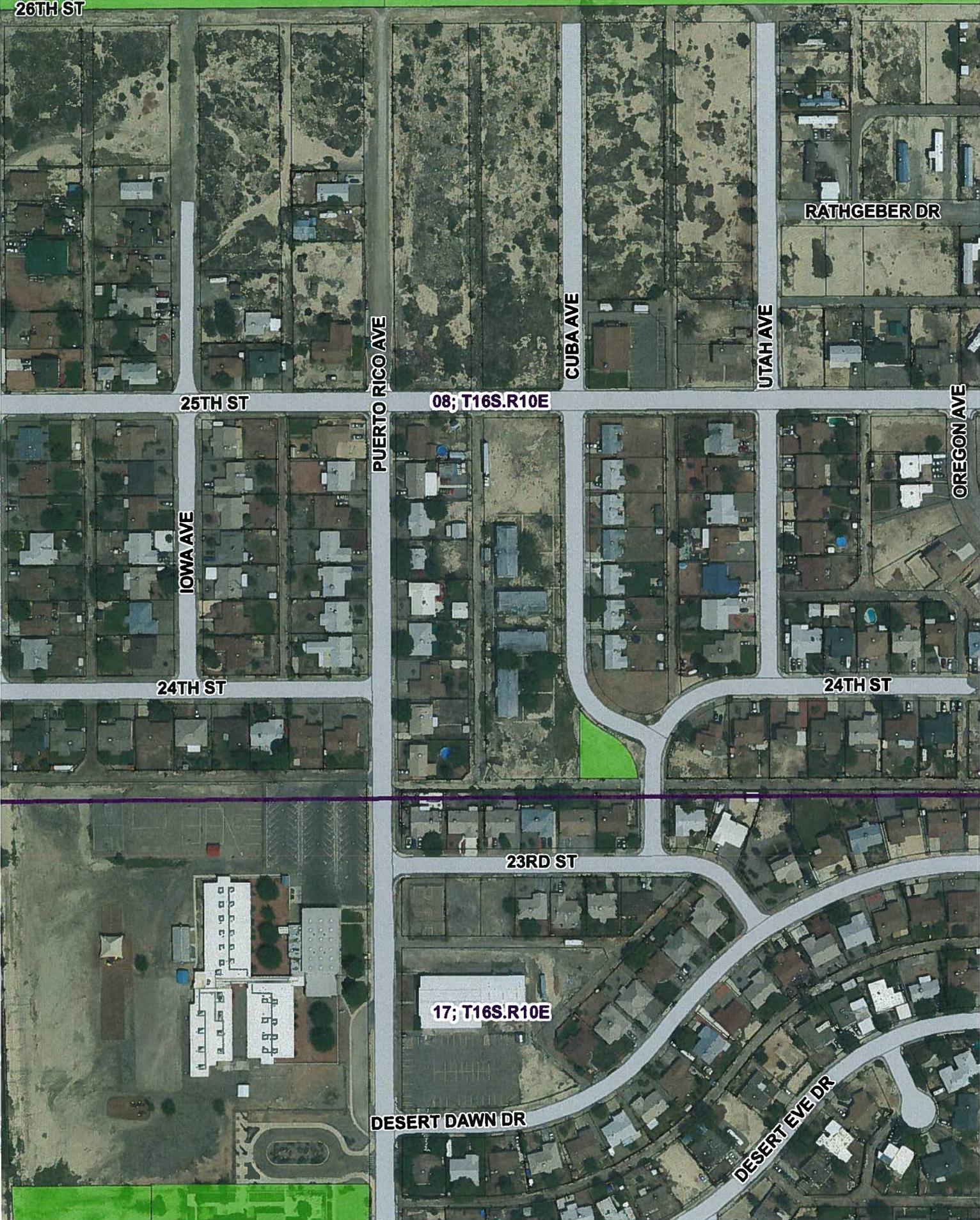
24TH ST

23RD ST

17; T16S.R10E

DESERT DAWN DR

DESERT EVE DR





Mayor Susie Galea
Alamogordo City Commission
1376 E. Ninth
Alamogordo, NM 88310

RE: Donation of Land

Dear Mayor Galea and Commissioners:

Otero County Habitat for Humanity is requesting that the City of Alamogordo donate an infill lot at 24th Street and Cuba, Haynes Addition, Block 14, Parts of Lots 6 and 7, to enable Otero County Habitat for Humanity (OCHFH) to build a home for a low income Alamogordo family on the lot. The lot has been declared surplus by the City and may be donated to OCHFH as provided by State law, City Housing Ordinances and City Housing Plans.

OCHFH partners with low income families, whose income is below 50% of the area median income, to build homes that are simple, decent and affordable. Partner families are selected based the following criteria: 1. Need; 2. Ability to Pay a mortgage; and 3. Willingness to Partner with OCHFH by contributing sweat equity to build their home, learning financial management and budgeting, and attending homeownership courses. Partner families pay a 0% interest mortgage with terms and payments based on affordability of no more than 28% of their income going to the mortgage. Typical monthly mortgage payments are around \$450. (See attachment A.)

OCHFH builds simple, safe, energy efficient homes meeting Green Build New Mexico standards resulting in energy savings and low utility costs for partner families. Homes are between 1,100 and 1,400 square feet, depending on the size of the family and number of bedrooms.

OCHFH partners with the New Mexico Mortgage Finance Authority and the Federal Home Loan Bank to offer mortgages for a portion of the cost of the home which are forgivable when the Partner Family lives in the home for a period of five to fifteen years. OCHFH holds rights of first refusal and equity sharing to insure that the house and property continue to be used for low income housing. A covenant restricting the use of the property for low income housing will be executed. (See attachments B, C, D, E, F, G, H)

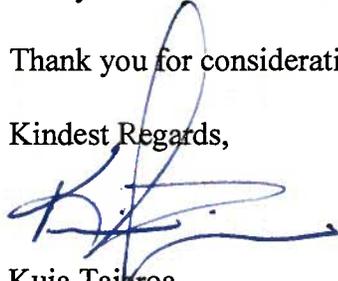
OCHFH also partners with community businesses and volunteers to construct quality homes meeting or exceeding building codes and Energy Star and Green Build New Mexico energy standards.

The City's donation of the vacant infill lot at 24th Street and Cuba to serve the housing needs of a low income family in Alamogordo in partnership with OCHFH will benefit a family in need and benefit the City through neighborhood improvement, eliminating maintenance cost of the lot and by putting the lot and new home on the tax rolls.

I will be happy to provide any additional information and/or meet with the Commission to assist with your deliberations.

Thank you for consideration of this request.

Kindest Regards,

A handwritten signature in blue ink, appearing to be 'K. Taiaroa', written over a large, light blue circular scribble.

Kuia Taiaroa
Executive Director
Rehab Manager
Otero County Habitat for Humanity
(575) 437-6562

In the event that Kuia Taiaroa is unavailable please contact our Board President, Joe Chambers, at (575) 682-2462.

Attachments:

- A. Brochure
- B. Sample Sale and Mortgage Structure
- C. Partner Program Mortgage
- D. Mortgage and Restrictive Covenants
- E. Promissory Note
- F. Deed Restrictions
- G. Option Agreement and Right of First Refusal
- H. Purchase and Sale Agreement

ATTACHMENT B:

SAMPLE SALE AND MORTGAGE STRUCTURE

Homes are sold to partner families based on assessed value

The following is a sample of a typical home pricing and sale to a partner family:

\$120,000 Assessed value

\$114,000 Sales Price (95%)

\$ 15,000 Forgivable HOME mortgage, forgiven if partner family lives in the home for 15 yrs.

\$ 7,000 Forgivable FHLB mortgage, forgiven if partner family lives in the home for 5 yrs.

\$ 60,000 First mortgage sold to NMMFA, term and payments based on family income

\$ 32,000 Second mortgage held by OCHFH payable when first mortgage paid

How can I qualify for a Habitat Home?

You may be eligible for a Habitat home if you meet the guideline: **Need, Ability to Pay, and Willingness to Partner.**

I have been a full-time resident of Otero County, NM for at least 1 year. Yes No

I have a housing need.

I do not own the home I live in. Yes No
My Current housing is inadequate and/or conditions are substandard. Yes No

I fit the income and housing qualifications below:

The collective incomes of all family members fall within the following guidelines: Yes No

FAMILY SIZE	MINIMUM INCOME	MAXIMUM INCOME
1	\$10,350	\$17,200
2	\$11,800	\$19,650
3	\$13,300	\$22,100
4	\$14,750	\$24,550
5	\$15,950	\$26,550
6	\$17,150	\$28,550
7	\$18,300	\$30,450
8	\$19,500	\$32,450

I HAVE THE ABILITY TO PAY:

I do not have excessive credit card debt or multiple bills in collections (excluding medical debt).
I have not declared bankruptcy in last 3 years.
I have had stable income for the last 12 months.
 Yes No for any of above

I am willing to partner with Habitat:

I will partner with Habitat putting in 300 hours of "sweat equity" building my and my neighbors' homes. (Consider that this partnership may involve 20-30 hours per month of extra work in addition to my employment). Yes No



If you can answer yes to our basic guidelines, then please complete and submit this pre-application form. We will notify you if you are eligible to continue the application process which will include attending an orientation meeting.

Send it to Otero County Habitat for Humanity, 1109 10th St., Alamogordo, NM 88310

Fax 575 437-8373

or

If you are not sure you meet the guidelines, and then please call us. Our number is 575 437-6562.

We would enjoy talking with you about our program!

NAME _____ Please list all who will be living in this home:

STREET _____ NAME _____ Sex _____ YR OF Birth _____

CITY _____ F/M _____

HOME PHONE _____ F/M _____

WORK PHONE _____ F/M _____

CELL PHONE _____ F/M _____

EMAIL _____ APPLICANT SIGNATURE _____

CO-APPLICANT _____ CO-APPLICANT SIGNATURE _____

STREET _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ SOURCE OF INCOME _____ GROSS AMOUNT (BEFORE TAXES) _____ HOW OFTEN IS INCOME RECEIVED? _____

WORK PHONE _____ \$ _____

EMAIL _____ \$ _____

Are you and Co-Applicant a US Citizen or legal Permanent resident? Yes No

_____ \$ _____

Attachment A

**TURNING HOPE
INTO HOMES.**

Postage
Stamp



Our Mission:

Otero County Habitat for Humanity is a nonprofit volunteer organization working in Partnership with God and people everywhere, from all walks of life, to develop communities with people by building and renovating house, so that there are decent houses in decent communities in which every person can experience God's love and can live and grow into all that God intends.

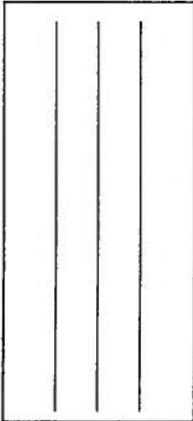
Habitat creates housing solutions in partnership with volunteers and families in need, regardless of their ethnic or religious background. The completed homes are then sold to those in need at no profit.



1109 Tenth St.
Alamogordo, NM 88310

OWN YOUR OWN HOME!
PRE-APPLICATION
FOR HOME OWNERSHIP

QUESTIONS?
(575) 437-6562
E-mail: info@oterohabitat.org



AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 17, 2014 **Report No:** 19

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

Subject: Consider and act upon Ordinance No. 1460 amending section 14.060 of the Alamogordo Personnel Manual relating to PTO and Separation of Employment

Fiscal Impact: NA
Amount Budgeted: NA
Fund: NA

Recommendation: Approve Ordinance No. 1460 for first publication.

Background: This particular issue came to light in part due to some recent retirements of City employees. Currently, with respect to use of PTO by a retiring employee, section 14.060 of the Personnel Manual reads in part as follows:

Employees may utilize or be paid up to 280 hours of PTO immediately prior to their retirement effective date. PTO in excess of 280 hours will be forfeited.

The Personnel Manual provides that an employee can only roll over 480 hours of accrued PTO from one fiscal year to another. Due to the accrual rates afforded a long-tenured employee, and depending upon when in the fiscal year the employee retires, a retiring employee will have at least and frequently more than 480 of accrued PTO hours when they retire. In practice, retiring employees have been both taking time off prior to their expected retirement date and receiving a pay-out of 280 of accrued PTO. For example, if a 20 years plus employee retires on December 31st, six month into the fiscal year, the employee would have accrued an additional 126 hours of PTO. Together with the 480 hours they rolled-over, the employee would have potentially accrued 606 hours of PTO as of their retirement date. Pursuant to Section 14.060, the employee should receive a pay-out of 280 hours with the remaining balance of 326 hours being forfeited. However, in an attempt to minimize the number of PTO hours the employee would have otherwise forfeited, a retiring employee will begin taking a sizable amount of time off prior to their retirement date. The consequences to the operations of a department are rather obvious. The department does not have the benefit of the services of the retiring employee for a significant amount of time and the department must pay a large sum of money to the retiring employee. Since departments are

Reviewed By:

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

not allowed to budget for an over-fill of the position, the position remains vacant for several weeks or more after the employees retires.

The attached amendment seeks to limit the ability of a retiring employee to abuse this particular benefit.

Staff recommends approval of Ordinance No. 1460 for first publication.

Reviewed By:

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

ORDINANCE NO. 1460

**AMENDING CERTAIN SECTIONS OF THE PERSONNEL
MANUAL CONCERNING PTO AND SEPARATION OF EMPLOYMENT**

WHEREAS, the City of Alamogordo adopted a personnel manual effective December 3, 1993, and;

WHEREAS, this amendment will clarify the personnel manual regarding PTO and separation of employment; and,

WHEREAS, the City Commission of the City of Alamogordo, New Mexico deems it in the best interests of the citizens of the community and the employees of the City to make revisions in the personnel manual.

BE IT THEREFORE ORDAINED by the City Commission of the City of Alamogordo that the following Sections of the Personnel Manual be amended to read as follows:

SECTION ONE. That Section 14.060 – PTO and Separation of Employment of the City of Alamogordo Personnel Manual be amended to read as follows:

14.060 PTO & SEPARATION OF EMPLOYMENT

~~Employees may utilize or be paid up to 280 hours of PTO immediately prior to their retirement effective date.~~ Employees will be paid up to 280 earned, unused hours of PTO upon their retirement date. Payment for unused PTO shall be paid at the employee's regular base rate of pay at the time of retirement. PTO in excess of 280 hours will be forfeited.

~~Employees may utilize or be paid up to 240 hours upon separation,~~ Employees will be paid up to 240 earned, unused hours of PTO upon separation of employment; not in conjunction with retirement, after they have completed their introductory period. Payment for unused PTO shall be paid at the employee's regular base rate of pay at the time of separation. PTO in excess of 240 hours will be forfeited.

All accruals cease as of the date of separation.

PTO will not be paid out to employees who leave during their first six (6) months of full time Regular employment status.

SECTION TWO. 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

AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 17, 2014 **Report No:** 20

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

Subject: Consider and act upon Ordinance No. 1461 amending City Code to establish a Perpetual Care Cemetery Fund

Fiscal Impact: NA
Amount Budgeted: NA
Fund: 031-0000

Recommendation: Approve Ordinance No. 1461 for first publication.

Background: In conjunction with the preparation of the Fiscal Year 2012/2013 audit, the independent auditor raised questions regarding whether the Cemetery-Perpetual Care Fund was properly created as a restricted fund. Since the Endowed Care Cemetery Act [58-17-2 NMSA 1978] does not apply to municipal cemeteries, an ordinance should be enacted to properly create the Cemetery-Perpetual Care Fund. No such ordinance has ever been enacted. Consequently, such an ordinance is attached for your consideration creating such a fund.

Staff recommends approval of Ordinance No. 1461 for first publication.

Reviewed By:

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

ORDINANCE NO. 1461**AMENDMENT TO ADD ARTICLE 9-01 TO CHAPTER 9
OF THE ALAMOGORDO CODE OF ORDINANCES RELATING TO CEMETERIES**

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

SECTION ONE. Article 9-01 of Chapter 9 of the *Alamogordo Code of Ordinances* is hereby amended to read as follows:

ARTICLE 9-01. - IN GENERAL (RESERVED)**9-01-010. - Purpose of article.**

Monte Vista Cemetery is owned and operated for the public by the City. Permanent care for the perpetual care sections of the cemetery is made possible by setting aside fifty-percent of the purchase price realized from the sale of any perpetual care grave space by the City into a Perpetual Care Fund which shall be invested and the interest earned shall remain in the fund until such time as the fund is needed to maintain the cemetery.

9-01-020. - General regulations.

Rules and regulations relating to the operation, management, care and custody of the cemetery, and the sales price for unsold lots and other fees and charges, as adopted by the City Commission by resolution, are hereby adopted by reference into this ordinance as if fully set out herein. Sales prices, and other fees and charges authorized by this provision may be amended from time to time by the City Commission by resolution. It shall be unlawful for any person to violate any of the adopted rules and regulations, copies of which are available in the city clerk's office.

9-01-030. - Perpetual Care Cemetery Fund.

There is hereby created a perpetual care cemetery fund. All moneys derived from the sale of cemetery lots, burial charges or charges made for the maintenance of the cemetery, together with appropriations by the city, shall be placed in the fund, together with any gifts or donations made by any person to the city for cemetery purposes, or to the city or to the cemetery to be held them in trust in perpetuity for the care of the cemetery and other cemetery purposes. All money from the sale of lots or charges made by the City shall be collected by the Finance Officer and by him deposited to the fund. Disbursements from the fund shall be made under the signature of the City Manager and the Finance Officer.

SECTION 2. 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

RESOLUTION 2005-34

**AMENDING THE RULES AND REGULATIONS
OF MONTE VISTA CEMETERY AND INCREASING CERTAIN FEES**

WHEREAS, the City of Alamogordo owns and operates Monte Vista Cemetery, and;

WHEREAS, the City has a responsibility to see that funds are adequate to provide the necessary care for the cemetery, and;

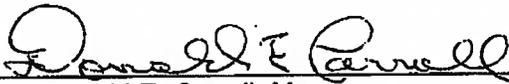
WHEREAS, the City Commission deems it in the best interest of the citizens to increase certain fees to meet increased operational costs, and;

WHEREAS, the City Commission deems it in the best interest of the citizens to amend and clarify certain other parts of the Rules and Regulations.

BE IT THEREFORE RESOLVED that the Rules and Regulations of Monte Vista Cemetery are amended in accordance with the Attachment hereto.

DONE this 11th day of October, 2005.

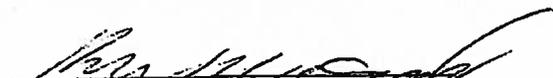
CITY OF ALAMOGORDO, NEW MEXICO
a New Mexico municipal corporation

By: 
Donald E. Carroll, Mayor

ATTEST:


Angie J. Rahn-Broyles, City Clerk

APPROVED AS TO FORM:


Kenneth S. McDaniel, City Attorney

City of Alamogordo Monte Vista Cemetery

Monte Vista Cemetery is owned and operated by the City of Alamogordo, New Mexico. Permanent care for the perpetual care sections of the cemetery, as defined herein, is made possible by setting aside fifty-percent (50%) of the purchase price realized from the original sale of any perpetual care grave space by the City of Alamogordo into a Perpetual Care Fund which shall be invested and the interest earned shall remain in the fund until such time as the fund is needed to maintain the cemetery.

Monte Vista Cemetery must always be kept a place of beauty. To this end certain rules and regulations are necessary for the protection of grave space owners to give them assurance that nothing of an unsightly or objectionable nature can ever be placed on a grave space adjacent to their own.

These rules and regulations are designed for the protection of the owners of interment rights as a group. Their enforcement will help protect the Cemetery and create and preserve its beauty. The following rules and regulations are hereby adopted by the Alamogordo City Commission, as recommended by staff and the Cemetery Board. All owners of lots or grave spaces, visitors and those performing work within the cemetery shall be subject to these rules and regulations, and any amendments or alterations that shall be adopted from time to time.

Neither the City of Alamogordo nor Monte Vista Cemetery shall be liable for any act of lot owners, visitors, licensees or trespassers within the Cemetery or for any damage to person or property within the Cemetery; nor for any damage caused by routine maintenance, by the elements, an act of God, common enemy, thieves, vandals, strikers, explosion, unavoidable accidents, insurrections, riots, or orders of any military or civil authority, whether the damage be direct or collateral, other than as provided herein.

These rules and regulations shall be strictly enforced by the City.

ADOPTED by the Alamogordo City Commission this 8th day of January, 2002.

CITY OF ALAMOGORDO, a municipal corporation

/s/ Donald E. Carroll, Mayor

Rules and Regulations

I. PERPETUAL CARE / NON-PERPETUAL CARE

- A. Sections A (Babyland), B, C, D, E, F, G, H, I, J (Babyland 2), K, L, M, N and O shall be considered perpetual care for purposes of these rules and regulations.
- B. All other areas of the cemetery shall be considered non-perpetual care.

II. OWNERSHIP OF GRAVE SPACES

- A. Deeds will be issued for graves in all perpetual care sections of the cemetery except Sections A, J, and N. No deed shall be issued for any grave in any non-perpetual care section of the cemetery.
- B. When the full purchase price is paid, a deed will be issued by the City of Alamogordo to the purchaser of each grave.
- C. Any deed issued to a purchaser by the City shall contain a provision showing the establishment of a trust fund for perpetual care.
- D. To avoid possible ownership disputes, the City advises that each deed issued to a purchaser be filed without delay in the land records of the Otero County Clerk. It shall be the responsibility of the purchaser to file the deed, and such filing shall be at the purchaser's expense.
- E. To avoid possible ownership disputes, the City advises that each resale deed be recorded in the office of Monte Vista Cemetery and filed without delay in the land records of the Otero County Clerk. It shall be the responsibility of the purchaser to record and file the deed, and such recording and filing shall be at the purchaser's expense.
- F. All grave spaces purchased or owned shall be subject to the rules and regulations of the cemetery now or hereafter adopted.

III. INTERMENTS

- A. Interments shall be permitted only when the grave space and interment charges are fully paid, except by special consent of the City.
- B. The subdivision of interment rights is not allowed without the consent of the City and

no interment shall be permitted without the consent of all parties having an interest in the grave space.

- C. Interments will not be allowed in any grave where the ownership remains unsettled.
- D. The City reserves the right to refuse to open any grave for interment except upon the written application of the grave owner, as shown on the records of the cemetery, or by the duly designated representative of the grave owner.
- E. A completed application for interment must be presented at the office of the cemetery, or to its representative, in person or by facsimile, not less than 24 hours preceding the interment. Telephone applications shall be permitted, provided that written application is presented to the office of the cemetery no more than 48 hours following the telephone application and not less than 24 hours preceding the interment. The City will not open any grave space until a written application is received.
- F. If an interment application received by the City results in an unwanted grave being opened, the funeral home who delivered the incorrect application shall be responsible for paying the applicable opening and closing charge for the unwanted grave. If an interment application received by the City for cremated remains does not clearly indicate that the interment is for cremated remains and a full-size grave is opened in error, the funeral home who delivered the application shall be responsible for paying the applicable opening and closing charge for the full-size grave.
- G. Interments will be allowed only between the hours of 8:00 A.M. and 5:00 P.M. Monday through Saturday. Interments will not be allowed on Sunday, or on the days the following holidays are observed by the City: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, or Christmas Day. Only by special order of the Health Department or the City will interments be allowed at other than usual times or days.
- H. The opening and closing of all graves must be done by the City.
- I. No more than one interment shall be allowed in any grave, except as provided herein, and further provided that the rules and regulations regarding markers and vases, as provided herein, are complied with.
 - 1. An adult and an infant may be interred in the same grave, provided not more than one casket is interred.

2. Two infants in separate caskets may be interred in the same grave, provided both caskets do not exceed the grave size. If caskets exceed allotted grave size, the family must purchase additional grave space.
3. Cremated remains may be interred in any grave in the cemetery, as provided herein:
 - a. One cremated remains may be interred in any occupied grave, except in Section N.
 - b. Two cremated remains may be interred in any unused grave, except in Section N.
 - c. Only one cremated remains may be interred in any unused grave in Section N
 - d. Only cremated remains may be interred in Sections N and O.
- J. Interment in Sections A and J is restricted to the remains or cremated remains of children for which a casket or outer burial enclosure does not exceed 48 inches in length.
- K. In scheduling interments, the following guidelines will be observed; provided, however, that the cemetery representatives shall be the final authority in scheduling:
 1. A minimum of two hours is recommended between service times when both funeral services are held at a church or other location, when both services are graveside services, or when the first service is a graveside service and the second service is held at a church or other location.
 2. A minimum of three hours is recommended between service times when the first service is held at a church or other location, and the second service is a graveside service.
- L. The City of Alamogordo is not liable for damages that may occur in handling of vaults and liners.

IV. DISINTERMENTS

- A. Disinterments shall be permitted only when the disinterment charges are full paid, and a Disinterment Permit, when required, has been issued by the State of New Mexico.
- B. A Disinterment Permit shall not be required for remains that are disinterred from and reinterred in this cemetery.
- C. A Disinterment Permit shall not be required to disinter cremated remains under any circumstances.
- D. Disinterments shall be permitted only between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday. Disinterments will not be allowed on Saturday, Sunday or the

holidays listed herein in Section III - INTERMENTS, paragraph F. Only by special order of the Health Department, the City, or the Office of the Medical Investigator will disinterments be allowed at other than usual times or days.

- E. All disinterments will be performed by the City, with assistance from the funeral home which requests the disinterment.

V. FLAT MARKERS, MONUMENTS AND VASES

- A. For purposes of these rules and regulations, flat markers shall be considered those grave markers that are set flush with the grade of the land, and monuments shall be considered those grave markers that are not set flush with the grade of the land.
- B. All permanent flat markers in the perpetual care sections of the cemetery must be either of high quality granite or of bronze alloy considered meeting the standards of the industry. Monuments in the perpetual care sections of the cemetery must be either of high-quality granite, bronze alloy, or marble considered meeting the standards of the industry. Grave markers of other materials will not be permitted. Also, for purposes of definition, all marker sizes shall be measured to the finished edges, provided that the rough edge is less than 1" from the finished edge.
- C. The City shall not be responsible for the loss or destruction of temporary grave markers after three months.
- D. All flat markers in the perpetual care sections of the cemetery must be installed by the City.
- E. Over-sized markers shall not be allowed.
- F. The City shall not install any monument in the cemetery, except granite or marble veterans upright markers furnished by the United States government for installation in Sections I, K, L and M. In the perpetual care sections of the cemetery, prior to the installation of a monument, the City must first verify the location and identify the center of the grave(s) on which the monument is installed. The City shall not be responsible for the installation of any monument on a grave for which it did not locate and center.
- G. Only one grave marker shall be permitted to be installed on each grave in the perpetual care sections of the cemetery, except as provided herein for certain graves in Sections I, K, L and M.

- H. Each grave marker shall be installed on the center of the grave such marker identifies, except that a double grave marker shall be centered on the two graves it identifies. The City shall install one marker as provided herein. Removal and reinstallation are subject to pertaining fees
- I. All grave markers in the perpetual care sections of the cemetery must meet the following size specifications
 - 1. Sections A and J (Babylands), and N.
 - a. Bronze flat markers shall not exceed 20" wide by 12" and may be installed on a granite base not to exceed 20" wide by 12" by 4" thick, and must be at least 3" thick. Bronze flat markers not installed on a granite base must be installed on a concrete foundation not to exceed the size of the marker and must be at least 3" but not more than 6" thick.
 - b. Granite flat markers shall not exceed 20" by 12" and must be at least 3" thick and no more than 6" thick, having a level or sawed bottom. Granite flat markers shall not be set on a concrete foundation.
 - c. Monuments shall not be allowed in Sections A, J and N.
 - 2. Sections B through H, inclusive
 - a. Single Markers
 - (1) Bronze flat markers shall be no less than 24" wide by 12" and no more than 28" wide by 18" and may be installed on a granite base not to exceed 28" wide by 18" by 6" thick, that must be at least 3" thick. Bronze flat markers not installed on a granite base must be installed on a concrete foundation not to exceed the size of the marker and must be at least 4" thick, and no more than 6" thick.
 - (2) Granite flat markers shall be 24" wide by either 12" or 14" and no more than 28" wide by 18" and must not be less than 3" and no more than 6" thick having a level or sawed bottom. Granite flat markers shall not be set on a concrete foundation.
 - b. Double Markers
 - (1) Bronze flat markers shall be no less than 36" wide by 12" and no more than 60" wide by 18" and may be installed on a granite base not to exceed

60" wide by 18" by 6" thick, and must be no less than 4" thick and no more than 6" thick. Bronze flat markers not installed on a granite base must be installed on a concrete foundation not to exceed the size of the marker and must be at least 4" thick, and no more than 6" thick.

(2) Granite flat markers shall be no less than 36" wide by 12" and no more than 60" wide by 18" and must be no less than 4" thick and no more than 6" thick having a level or sawed bottom. Granite flat markers shall not be set on a concrete foundation.

c. Monuments shall not be allowed in Sections B through H

3. Sections I, K, L and M:

a. Single Markers

- (1) One grave marker at the head of each grave will be allowed on all grave spaces.
- (2) Only flat markers shall be on allowed on grave spaces located in the west row of each lot. When only one row of graves exists in a lot it shall be considered the west row.
- (3) One flat marker at the foot of each grave will be allowed on graves spaces located on the east row of each lot in addition to any flat marker or monument installed at the head of such grave. When only one row of graves exists in a lot it shall be considered the west row.
- (4) All single flat markers must conform to the size requirements as provided herein in this Section, paragraph H. 2. a. (1) and (2).

b. Double Markers

- (1) One grave marker at the head of two side-by-side graves will be allowed.
- (2) Only flat markers shall be allowed on two side-by-side graves located on the west row of each lot. When only one row of graves exists in a lot it shall be considered the west row.
- (3) All double flat markers must conform to the size requirements as provided herein in this Section, paragraphs H. 2. b. (1) and (2).

c. Monuments

- (1) Monuments will be allowed only on grave spaces located in the east row of each lot. When only one row of graves exists in a lot it shall be considered the west row.
- (2) No monument shall exceed the width of the dimensions of the grave or graves on which it is installed, less at least 5" on each end, and the thickness shall be no more than 16" front to back, and the height shall be no more than 4' 6", including any base on which it is installed.
- (3) No base on which a monument is installed shall exceed the width of the dimensions of the grave or graves on which it is installed, less at least 5" on each end, and no more than 16" front to back, and be no.
- (4) All monuments, or bases if selected, will be set on a concrete foundation that is a minimum of 6" thick and has a border of no less than 3" on all four sides of the monument or base, except that upright veterans markers shall not be set in concrete.

4. Section O

- a. All grave markers must conform to the size requirements as provided herein in this Section, paragraphs H. 2. a. (1) and (2).
 - b. Monuments shall not be allowed in Section O.
- J. Permission from the cemetery must be obtained in each instance before a grave marker is altered or removed from the cemetery.
- K. In order to provide neatness and uniformity only one invertible-type vase which has a collar not exceeding 12" square, will be allowed on each grave in the perpetual care sections of the cemetery, and shall be either installed at the bottom of the marker or integrated as part of the marker; provided, however that permanent upright vases of granite or marble may be installed on any monument or base. All invertible-type vases shall be installed by the City, in the perpetual care sections, and will not be set in concrete.
- L. The City reserves the right to remove any grave marker or vase that does not meet the size or material requirements of these rules and regulations, or any grave marker or vase that was not installed according to the requirements of these rules and regulations. Upon removal, the City will cause written notice to be mailed to the grave owner or the grave owner's representative, at their last known address, that the grave marker or vase has been

removed and will be stored for a period not less than sixty (60) days from the date of the notice, following which time the City may dispose of the grave marker or vase.

VI. DECORATION OF GRAVES

- A. Graves in the perpetual care sections of the cemetery may be decorated under the following provisions for maintenance reasons and for assurance of the preservation of the beauty of the cemetery:
1. Floral vases of the invertible-type only will be permitted as heretofore provided, except immediately following an interment.
 2. The display of fresh-cut flowers will be allowed at any time, however it is suggested that artificial flowers be limited to the period of November 1 through March 31, inclusive, which is considered the non-mowing season. Prior to mowing, flowers will be removed and placed in nearby brick containers.
 3. The City accepts no responsibility for the flowers placed at the cemetery.
 4. A small United States flag may be displayed on those days and occasions when it is customary to do so. At the expiration of three (3) days, the City may remove such flag without any liability for its safekeeping.
- B. The City has the authority to remove any objectionable object or erection that may have been placed on any grave contrary to the rules and regulations of the cemetery.
- C. The use of rocks or metal, other than invertible-type vases herein provided, to hold flowers in the perpetual care sections of the cemetery is not permitted, as they can damage equipment and possibly cause injury to personnel.
- D. The digging of holes in the perpetual care sections of the cemetery for any purpose is strictly prohibited without the express permission of the cemetery staff.
- E. The City reserves the right to remove any funeral design, fresh-cut or artificial flowers, wreaths, flags or other allowable grave decorations prior to mowing or as soon as they become unsightly in the judgement of the cemetery staff.

VII. LANDSCAPING

- A. All graves in the perpetual care sections of the cemetery will be sodded level, and no mounding or plantings will be allowed on any grave.

- B. The City reserves the right to do all landscaping and planting of any nature in the perpetual care sections of the cemetery.
- C. The City may, at its discretion, provide maintenance and landscaping of the sections of the cemetery which are not considered perpetual care.
- D. The owner of any grave in the perpetual care sections of the cemetery shall not plant, cut or trim any herbage of any kind, or in any place, or erect any monument or memorial stone, or any structure of any kind, or build or construct any foundation therefore, or form, grade, dig up or deposit any material of any kind upon any perpetual care grave in the cemetery, except by consent of the City.
- G. No person shall plant or place in any portion of the cemetery any tree, plant shrub, vine or flower, except by express consent and supervision of the cemetery staff.

VIII. CORRECTION OF ERRORS

- A. The City reserves and shall have the right to correct any errors that may be made in making interments or disinterments. In the event such error shall involve the interment of the remains of any person, the City reserves and shall have the right to disinter and reinter such remains in such other grave of equal value and similar location as may be substituted and conveyed in lieu thereof.
- B. The City reserves and shall have the right to correct any errors that may be made in placing a grave marker or vase improperly or at the wrong grave.

IX. FEE SCHEDULE

A. Grave spaces

1. Perpetual Care

- a. Sections A and J (Babylands) - \$100.
- b. Sections B through H, inclusive - \$300.
- c. Sections I, K, L and M

- (1) Graves located on the west row of each lot - \$350. When only one row of graves exists in a lot, it shall be considered the west row.
- (2) Graves located on the east row of each lot - \$450. When only one row of graves exists in a lot, it shall be considered the west row.

- d. Section N - \$100.
- e. Section O - \$200.
- 2. Single Grave Section (Non-Perpetual Care) - \$75.
- B. Opening and Closing of Graves (All Sections of the Cemetery)
 - 1. Adult interments (caskets or outer burial enclosure exceeding 48")
 - a. Monday through Friday \$300.
 - b. Saturday - \$350.
 - 2. Infant interments (caskets or outer burial enclosures not exceeding 48")
 - a. Monday through Friday - \$125.
 - b. Saturday - \$150.
 - 3. Cremated remains interments
 - a. Monday through Friday - \$125.
 - b. Saturday - \$150.
- C. Marker and Vase Installation
 - 1. Single Flat Markers
 - a. Granite - \$50, including a bronze flat marker installed on a granite base.
 - b. Bronze - \$75.
 - 2. Double Flat Markers
 - a. Granite - \$75, including a bronze flat marker installed on a granite base.
 - b. Bronze - \$100.
 - 3. There shall be no first-time installation charge for veteran's markers furnished by the United States Government. Fees are required on all subsequent removals/installations.
 - 4. There shall be an installation fee of \$15 for invertible-type vases.
 - 5. The City shall install all flat markers and invertible-type vases in the perpetual care sections of the cemetery.
 - 6. The City shall not install monuments in any section of the cemetery, except granite or marble veterans markers furnished by the United States government for installation in Sections I, K, L and M.
 - 7. The City shall not install grave markers or vases in the non-perpetual care sections of the cemetery.
 - 8. Marker removal fees shall be the same as installation fees.

9. Removed markers can be defaced and disposed of after no less than 60 days storage.

D. Disinterments

1. The fee for a disinterment of a casketed burial shall be three times the opening and closing fee applicable at the time of the disinterment.
2. The fee for disinterment of a cremated burial shall be double the opening and closing fees applicable at the time of the disinterment.
3. If a disinterment is to be reinterred in this cemetery, the applicable fees for interment and grave marker installation, if applicable, shall be charged in addition to the disinterment fee.
3. Any costs associated with a disinterment involving a concrete grave liner or vault shall be the responsibility of the person making the disinterment request, and shall be in addition to all other disinterment fees.
4. The City shall remove any flat marker involved in a disinterment at no additional fee, but the costs associated with the removal of any monument involved in a disinterment shall be the responsibility of the person making the disinterment request.

E. Locating and Centering Graves in Sections I, K, L and M.

1. The fee for locating and centering a grave in Sections I and L for installation of a monument shall be \$15.

X. AMENDMENTS, INSPECTION AND SEVERABILITY

- A. These rules and regulations may be altered, amended or repealed, and new rules and regulations may be adopted by the City Commission at any regular meeting, provided due notice is given in accordance with existing laws, ordinances, and regulations.
- B. These rules and regulations, any alterations, amendments or repeals thereof, any new rules or regulations, shall be maintained in the City offices, and be available for public inspection during regular business hours.
- C. No provision of these rules and regulations is intended to be or shall be construed to be in contradiction of the laws of the State of New Mexico nor to the resolutions or ordinances of the City of Alamogordo. If any section, paragraph, clause or provision of these rules and regulations shall for any reason be held to be invalid or unenforceable, the invalidity or

unenforceability of such section, paragraph, clause or provision shall not affect any other part of these rules and regulations.

would first go before the Planning and Zoning Commission for review. Provided the applicant met all the requirements contained in the ordinance, which include limitations on proximity to other payday loan establishments, Planning and Zoning would make a recommendation to the City Commission to grant the conditional use permit. If issues or other concerns were raised during the review of the application by either the Planning and Zoning Commission or the City Commission, a conditional use permit allows for conditions to be placed on the granting of the permit provided those conditions relate to the issues or concerns identified during the review. Please note the delayed effective date. If the ordinance is approved, conditional use procedures will need to be enacted before the ordinance can be implemented.

The Commission is requested to consider and approve the ordinance for first publication.

Reviewed By:

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

ORDINANCE NO. 1462

AMENDMENT TO ADD SECTION 29-01-110 TO CHAPTER 29 OF THE ALAMOGORDO CODE OF ORDINANCES RELATING TO PAYDAY LOANS

WHEREAS, "payday loan establishments" are determined to include check cashing businesses, payday advance and payday loan businesses, and car title loan businesses; and

WHEREAS, the proliferation and clustering of payday loan establishment in a community can have a detrimental effect on local property values and economic redevelopment {Sources: (1) "Alternative Financial Services: Chattanooga, TN", Chattanooga-Hamilton County Regional Planning Agency, 2006; (2) Center for Responsible Lending, November 10 2008, online at: www.responsiblelending.org/issues/payday/briefs; (3) J.D. Wilson and Associates; "Retail Study of Underperforming and Vacant Retail Areas", 2002}; and

WHEREAS, the payday loan industry is selling a product that few people use as designed and that imposes debt that is consistently more costly and longer lasting than advertised (Source: The Pew Charitable Trusts, "Who Borrows, Where They Borrow, and Why, Payday Lending in America," July 2012, online at: www.pewtrusts.org/small-loans); and

WHEREAS, the fees and lending practices used by the payday loan industry can have an unreasonable adverse affect on the citizens of the City of Alamogordo {Source: Baylor, Don; "The Hidden Costs of Payday Lending," Texas Business Review, April 2008}; and

WHEREAS, after notice and public hearing, and upon consideration of all the testimony and information submitted during the public hearing, the City Council has determined that it is in the best interest of the public and in support of the health, safety, morals, and general welfare of the citizens that the zoning ordinance be amended;

BE IT THEREFORE ORDAINED by the City Commission of the City of Alamogordo, New Mexico that the Code of Ordinances of the City of Alamogordo, New Mexico, Article 29-01. – Provisions, is hereby amended by adding a new section 29-01-110 to read as follows:

SECTION ONE

29-01-110 Payday loan establishments.

(a) **Purpose.** The specific purpose of this section is to establish zoning regulations for payday loan establishments.

(b) **Definitions.** For the purpose of this section, "payday loan establishment" shall mean an establishment licensed to make payday loans pursuant to the "New Mexico Small Loan Act of 1955". "Payday loans" means a payday loan as defined in section 58-15-2, of the New Mexico Small Loan Act of 1955.

(c) **Conditional Use.** Payday loan establishments are allowed as a conditional use in District "C-3," Business District, subject to the provisions of Article 29-01, of the Alamogordo Municipal Code, and the following:

- (1) No payday loan establishment may be located within a radius of one thousand (1,000) feet from the nearest existing payday loan establishment.
- (2) No payday loan establishment may be located within a radius of five hundred (500) feet from the following land uses:
 - a. Residentially zoned parcels.
 - b. Any State or Federally chartered bank, savings association, credit union, or industrial loan company.
 - c. Religious institution.
 - d. School or Day Care Facility.
 - e. Bar or Liquor Store, excluding full (5) Bar or Liquor Store, excluding full service restaurants and alcoholic beverage sales establishments with twenty-five (25) or more full time equivalent (FTE) employees and a total floor area of twenty thousand (20,000) square feet or more.
 - f. Pawn Shops.
- (3) Each new payday loan establishment shall meet the following minimum standards of performance, which shall be included as conditions of approval for such uses, provided that nothing in this Chapter shall limit the discretion of the governing body to impose additional performance standards as may be warranted in any given case. These standards are obligations of the owner(s) of the payday loan establishment and are intended to ensure the payday loan establishment does not negatively impact the public health and safety:
 - a. Storefronts shall have glass or transparent glazing in the windows and doors. No more than ten (10) percent of any window or door area shall be covered by signs, banners, or opaque coverings of any kind.
 - b. Days and hours of operation shall be limited to 7:00 a.m. to 7:00 p.m., seven days a week. Patrons shall be discouraged from loitering prior to, during and/or after hours of operation. At least one "no loitering" sign with a typeface at least two (2) inches tall shall be installed and maintained where it will be visible to pedestrians on each side of the building in which the activity is located including, but not limited to, street frontages and parking lots.
 - c. Graffiti shall be removed from the building that houses the payday loan establishment within seventy-two (72) hours of application.
 - d. Litter shall be removed at least two (2) times daily or as needed from in front of the building that houses the payday loan establishment, and for twenty (20) feet beyond the building along adjacent street(s). Crates, mattresses, and all other material placed within this area shall be removed immediately.

(d) Existing

- (1) It is the declared purpose of this section that in time all payday loan establishment shall come to conform to the provisions of this section or be removed.
- (2) A payday loan establishment that does not conform to these standards and that existed lawfully on the date the use commenced shall be deemed a nonconforming use. A nonconforming use may be continued, so long as it does not increase its level of nonconformity. However, if the payday loan

establishment closes for a period of thirty (30) days or more, that establishment shall be subject to the provisions of this section and may not be re-established unless it fully complies with all provisions of subsection C of this section.

(3) No existing payday loan establishment may be expanded by 25 percent or more of its building area on or after May 1, 2014, or be repaired, remodeled, rehabilitated, or otherwise improved to the point that the value of the repairs, remodeling, rehabilitation, or improvements constitute 25 percent of the current value of the structure as established by the most current value established by the appraisal district, without first complying with the requirements of section 29-01-110(c)(2).

(e) An inventory of existing loan establishments shall be conducted by City staff upon the effective date of the ordinance codified in this section and filed with the Planning and Zoning Department. After the inventory is completed, only those establishments listed in the inventory are determined to be payday loan establishments lawfully existing as set forth in subsection 29-01-110(d)(3) of this section.

SECTION 2

Severability. That the terms and provisions of this ordinance shall be deemed to be severable and that if the validity of any section, subsection, sentence, clause, or phrase of this ordinance should be declared to be invalid, the same shall not affect the validity of any other section, subsection, sentence, clause, or phrase of this ordinance.

SECTION 3

Effective Date. This Ordinance shall take effect on May 1, 2014.

DONE this ____ day of _____, 2014.

CITY OF ALAMOGORDO, NEW MEXICO
A New Mexico municipal corporation

By: _____
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 28, 2014 **Report Date:** January 16, 2014 **Report No:** 22

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

Subject: Consider, and act upon, the purchase of a business retention and expansion software that would utilize data to assist in the retention and expansion of businesses in Alamogordo.

Fiscal Impact: \$7,000 Software (and \$1,000 each of \$3,000) If using salesforce.com software and licenses.
Amount Budgeted: \$0
Fund:

Recommendation: Move to place this item into the upcoming preliminary budget hearing (general fund)

Background: Marketing can spot trends and measure results, boost collaboration and align the city with chamber and Small Business Administration, use marketing cloud to track social media to engage in conversations to create new or repeat business, Sales Force uses "sales cloud" to show how service agents are performing, how business is performing overall, how to connect inner users with each other, and relate to incoming customers based on their usage and profile on a cloud network. Managers of businesses can see instant feedback by employee performance and customer service. Data driven results improve customer service, knowledge base, improve business strength, and expand business.

<http://www.youtube.com/watch?v=p5L95q4H5W0>

The video relates to one business but can be applied to the City, as we communicate better with the Chamber and Small Business Development.
The software shared here is just used as an example through independent research, and no discussion has been had with the private company to discuss a contract or purchase. If there are similar type programs, they have not yet been identified.

The purpose of this discussion to include this software is to consider an improvement of communication between the City with the Chamber and Small Business Administration. Much

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more can now be done to retain business and help them expand in the city. The City, having the resources, will take the lead toward said improvements for the betterment of the whole community.

Should the Chamber truly implement the use of this system through their membership team, they will be providing an additionally valuable service. The use of this program will be stated in the future renewal of the contract between the City and the Chamber to enhance retention and expansion through data driven results. Businesses not yet Chamber members will not have access to this support tool.

The data derived from Sales Force will spot trends of customer traffic which can communicate market trends, help identify businesses at risk with low profits, identify volume of consumer strength based on type of business utilized (retail, service, recreation, medical, etc).

In a recent 11 month period, Alamogordo lost 18 small businesses for unknown reasons. We need to understand what businesses are most challenged with so we can continue to grow as strong community in which the Chamber of Commerce and Small Business Administration advocate needs of business to the City government. Businesses will also learn what areas they can focus any improvements to become more successful. The City government will become more effective and efficient as we identify through the Chamber and SBA what resources are needed, and we will stay out of the way and continue to let business grow.

Business retention and expansion are 80% of economic development. "For the seven month year to date the GRT is \$627,562 below last year's achievement for the current fiscal year." Certainly there are a number of factors negatively impacting business in Alamogordo, but a lack of focus on business retention and expansion with data driven response may have largely contributed to the recent 18 businesses closing their doors in Alamogordo.

The goal is for the City, having more resources than the Chamber and SBA, to make a small investment in technology that will improve communication toward data driven results, which improves business retention and expansion, and overall economic development.

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AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 16, 2014 **Report No:** 23

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

Subject: Discussion, and action, considering beautification by implementing a Public Arts Charter and to have the Planning & Zoning Commission look into it.

Fiscal Impact:
Amount Budgeted:
Fund:

Recommendation: Approve and request Planning & Zoning Commission to proceed.

Background: After discussion, should this program go before the Planning and Zoning Commission, the following step will be an ordinance for consideration with recommendations from Planning and Zoning Board.

The Public Art Program to be established through an ordinance that allocates one percent of the city's Capital Improvement Program to public art. All road work, street work, and GO road/street projects will be assessed 1% for Public Arts to improve street-scapes, architecture, art, cultural events, and esthetic improvements. To help create a more beautiful and vibrant city, and to extend the benefits of art and culture throughout Alamogordo. Over the past quarter century, the Phoenix, AZ program has involved artists with architects, engineers, landscape architects and city planners in the design and construction of a wide range of award-winning public facilities and spaces, including neighborhood parks, community centers, bridges, plazas, streets, overpasses, recycling centers and other important civic features.

*Estimated figures based on 2012 audit

Fund 109 \$3M
Fund 118 \$7.5M
Fund 44 \$727k
=\$11M (est)

If 1% of all street/road project costs went toward a Public Arts Charter then about \$110,000 – could be spent on Public Arts in 2014/2015.

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The city of Alamogordo could enhance the community's cultural and economic development by supporting the production, presentation, exhibition, advancement and preservation of visual art, design, music, dance, theater, literature, science, zoology, botany, natural history and cultural history for the benefit of the public.

Such an ordinance would lead to and build Alamogordo's reputation as an arts and cultural destination through development of a major city-wide event.

How to utilize 1% of funding for Public Arts from road/street projects:

Each year, funding city departments and the Mayor and City Commission to develop the annual Public Art Project Plan that identifies capital improvement projects in all areas of Alamogordo that offer the greatest opportunity for artist involvement and public accessibility.

The plan is presented to the Mayor and City Commission for review and approval. Budgets for individual projects range from under \$10,000 to \$100,000. The total budget for each project includes the artist's contract amount (which generally covers design, fabrication and installation) and the administrative costs for the project. Art projects are funded in part through the sale of city-issued bonds, which are repaid with revenue from the city's secondary property tax and enterprise funds.

For each new project, artists are recommended by a panel that includes artists, arts professionals, staff from the funding city department and representatives of the community where the project is located. The panel reviews applications submitted in response to a Call to Artists. Project architects and city staff may serve as non-voting advisors to the panel. During meetings that are open to the public, the panel reviews each artist for quality of past work, suitability and evidence of the ability to work well with the community and other design professionals. The panel's recommendation must be reviewed by and approved by the Mayor and City Commission before the artist can begin work.

The Public Art Project Plan includes the following types of public art projects:

1. Design Team Projects

Placing artists on design teams to collaborate with architects, landscape architects, engineers and community members to plan major capital construction projects such as recycling facilities, freeway bridges, streetscape improvements and community centers. Design team projects may result in art elements that are constructed as an integral part of new infrastructure, stand-alone elements built and installed by the artist or a combination of both.

2. Site Specific Commissions

Artists design and fabricate artwork or artistic enhancements designed for specific locations that reflect the history, use or sense of community for the project site. Site specific commissions may be incorporated into new construction or existing public facilities.

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3. Purchase of Existing Artwork

The city maintains an extensive portable works collection that includes many works of art that are displayed in public buildings.

4. Temporary Commissions

Temporary commissions include a range of short-term projects that provide professional development for artists and that respond to selected locations or opportunities. Temporary projects may include media commissions, temporary sculpture, changing displays, banners or other displays for a limited time.

5. On-Going Integrated Projects

The city has commissioned a number of artist-designed amenities that may be integrated with new construction or renovation. On-going projects include opportunities such as display banners that are periodically changed to provide new content.

6. Artwork Refurbishment

The city must periodically refurbish public artwork that is part of the city's collection.

Sometimes it is necessary to modify existing artworks to adjust to changing site conditions or to renew the appearance of existing artworks that have been exposed to the elements. These modifications go beyond routine artwork maintenance activities.

7. Master Planning

The city periodically develops public art master plans to determine the best opportunities for incorporating art into public projects. Such master plans often recommend specific projects or series of project, and where they should be sited to achieve the greatest public benefit.

Additionally:

Research, identify and pursue potential public and private funding sources to support new projects and programs that result from initiatives in the city arts and cultural plan.

Explore the possibility of creating an art in private development program that includes incentives and/or funding mechanisms for inclusion of artwork and arts and cultural spaces in private development.

Foster resource sharing and provide technical assistance and funding to ethnic and other diverse cultural organizations producing festivals.

Monitor annual grants funding and encourage greater participation of ethnic and other diverse cultural organizations and artists in the city's grants program.

Work with Alamogordo Daily News to generate programming about local artists and cultural organizations, and seek outside funding to support those programs as necessary.

Identify current city investments in arts and culture, internal city mechanisms and new funding

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opportunities, and discuss issues with impacted city departments.

<http://phoenix.gov/arts/publicart/index.html>

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AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 16, 2014 **Report No:** 24

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

Subject: Consider, and act upon, facilitating city presence to promote the community during the Bataan Memorial Death March or appointing a volunteer committee to proceed.

Fiscal Impact:
Amount Budgeted:
Fund:

Recommendation: Approve or appoint a volunteer committee to proceed.

Background: In 2013, Bataan had an attendance of over 5,000 marchers, 4,000 spectators, and 1,600 volunteers and workers. Add that to our community size of over 8,500. Your advertising and sponsorship has the opportunity to reach over 20,000 people in a 3-day weekend.

Opportunities to market to Bataan participants and attract business to Alamogordo:
Website Advertising (www.bataanmarch.com)
Three Months cost: \$250

March Day Booth Display (Bataan March Sunday, outdoor)
-Booth space includes: product info, rights for sampling, giveaways, display and more! (Bring & Set-up Your Own Display) cost: \$1,100

In-processing Outdoor Booth Display (Limited Availability, Friday - Saturday)
-Booth space at the 2 day in-processing includes: product info, rights for sampling, giveaways, display and more! cost: \$950

For more information about Bataan and for more ways to sponsor, go to:
<http://www.bataanmarch.com/2014/Sponsorship%20Booklet%202014%20s.pdf>

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Finance _____ Housing Authority _____ Planning _____ Police Chief _____ Fire Chief _____
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AGENDA REPORT
CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: January 28, 2014 **Report Date:** January 16, 2014 **Report No:** 25

Submitted By: Rachel Hughs **Approved For Agenda:** 
Admin. Asst/City Clerk's Office

Subject: Notification of Appointments to Boards and Committees.

Background:

Airport Advisory Board. One (1) vacancy. Staff Liaison – Jan Wafful
(Opening due to the resignation of John Battle)
No nominations received.

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 3rd 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 Brenda Barber)
No nominations received.

Promotion Board. One (1) vacancy. Staff Liaison - Jan Wafful
(Opening due to the resignation of Jim Mack)
No nominations received.

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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.

Reviewed By:

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Finance _____ Housing Authority _____ Planning _____ Personnel _____ Public Safety _____
Public Works _____ Purchasing _____ Assistant City Manager _____