



**LEGAL COMMITTEE MEETING AGENDA**  
Thursday, FEBRUARY 26, 2026 AT 2:00 P.M.  
City Hall Large Conference Room  
425 N. Richardson Ave., Roswell, New Mexico 88201

---

Chair: Will Cavin, Ward 2  
Vice Chair: Cristina Arnold, Ward 1  
Members: Juan Oropesa, Ward 1  
Ed Heldenbrand, Ward 3  
Angela Moore, Ward 5  
Staff Liaison: C. Josh Nairn-Mahan

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

1. Special Meeting Minutes 10/13/2025 (Pg 3)
2. Meeting Minutes 10/23/2025 (Pg 6)
3. Meeting Minutes 11/18/2025 (Pg 12)
4. Meeting Minutes 01/22/26 (Pg 16)

**NON-ACTION ITEMS**

5. Clerks January Monthly Report (Pg 21)
6. Human Resources (Pg 23)
7. Safety Monthly Report (Pg 43)
8. Community Development (Pg 47)

**REGULAR ITEMS**

9. Resolution 26-XX: consider recommending adoption of Resolution 26-XX, which shall require the removal or demolition of three (3) dilapidated structures. (Toby Franco) (Pg 50)
10. Resolution 26-XX: consider recommending the adoption of Resolution 26-XX relating to Industrial Revenue bonds. (Yntema) (Pg 57)
11. Resolution 26-XX: Consider recommending adoption of Resolution 25-XX pursuant to the New Mexico Open Meetings Act. (Martinez) (Pg 65)
12. Resolution 26-XX: consider recommending adoption of Amendment to Resolution 18-44 a Resolution Amending the Roswell Airport Advisory Commission. (Corn) (Pg 69)
13. Ordinance 26-XX: Recommendation to authorize to advertise for a public hearing on proposed Ordinance 26-XX, An Ordinance Amending the City of Roswell's Purchasing Procedures. (Yntema) (Pg 72)
14. Consider recommending the approval of contract, or one substantially similar, between Lifehouse LLC and the City of Roswell for the Provision of Opioid Abatement / Treatment Services. (Yntema) (Pg 82)
15. Consider approval of the award ITB-26-008 to Mevacon LLC- for construction of the Roswell Public Library

Children's Garden/Jardín de Niños project in the amount of \$297,774.70, which includes applicable New Mexico Gross Receipts Tax (GRT) (Costley)(Pg 108)

16. Consider the approval of a budget adjustment in the General Operating Budget of the Roswell Public Library at the amount of \$18,504.00 to pay for utilities costs. (Costley)(Pg 111)

## **CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS**

## **PUBLIC PARTICIPATION**

## **ADJOURN**

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1975 and Resolution 25-28.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats, please contact the City Clerk at 575-624-6700. Printed and posted: **Monday, February 23, 2026**

### **TO ATTEND THE LEGAL COMMITTEE MEETING BY GO-TO-MEETING**

Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/994272373>

You can also dial in using your phone.

United States: +1 (872) 240-3412 Access Code: 994-272-373

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Special Meeting Minutes 10/13/2025

**FINANCIAL CONSIDERATION:**

See Fiscal Impact below.

---

**Attachments**

Special Meeting Minutes 10/13/2025

---

**Special Meeting of the Legal Committee  
Held in the Roswell City Hall  
Monday, October 13, 2025**

Notice of this meeting was given to the public in compliance with NMSA 1978 §10-15-1 through 4 and Resolution 25-28.

**ROLL CALL**

The meeting convened at 5:30 PM with Chair Heldenbrand presiding, with Vice Chair Cortez, Councilor Corn, Councilor Marrujo, and Councilor Oropesa being present.

Staff present: Hess Yntema, C. Josh Nairn-Mahan, Amalia Martinez, Angela Garcia, Mayor Tim Jennings, Chad Cole, Mike Mathews, Bobbi Thompson, Toni Gomez, Councilor Darrell Johnson, Councilor Cristina Arnold, Councilor Juliana Halvorson, Councilor Angela Moore and Councilor Will Cavin appearing via telephone.

Guest present: Fred Telling, Jon Hitchcock, Michael Taylor, Shaun Powell, Julius Smith, Emily Valencia, Cody Anderson, Jan Hudson, Terry Haber

Public present via GoToMeeting: Rita Kane-Doerhoefer, Naom, and 4 guests.

**APPROVAL OF AGENDA**

Councilor Corn moved to approve the October 13, 2025, Special Legal Committee meeting agenda. Vice Oropesa was the second. A voice vote was 5-0, and the motion passed.

**REGULAR ITEMS**

- 1. Approval of the Scope of Work for RFP: Air Service Development for the Roswell Air Center.** This item was presented by: Bobbi Thompson.

The City of Roswell seeks to solicit proposals from qualified commercial airlines to provide scheduled passenger air service at the Roswell Air Center. This RFP is intended to secure reliable, sustainable, and cost-effective air service that meets the needs of Roswell residents, businesses, and visitors, while also supporting economic development in the region.

The Scope of Work requires the selected Air Service Provider to:

Offer aircraft with 50 to 100 passenger seat capacity.

Provide at least 14 round-trips per week with daily service.

Submit proposals that include a codeshare agreement with United Airlines covering both the ROW--DEN and DEN--ROW markets. Proposals must specify whether the codeshare applies to connecting flights only, local service only, or both. If no codeshare agreement is offered, the provider must present a reasonable plan for accommodating self-connecting passengers.

Be willing to add capacity during the National Air Races.

Councilor Corn moved approval of the Scope of Work for RFP: Air Service Development for the Roswell Air Center to the City Council for Consent Agenda. Councilor Marrujo was the second. A voice vote was unanimous and the motion was passed 5-0.

**2. RFP: PFAS Legal Services.** This item was presented by: Hess Yntema.

Councilor Corn moved to approve RFP: PFAS Legal Services to the City Council for the Consent Agenda. Councilor Oropesa was the second. Vice Chair Cortez recused himself a possible connection to lawsuit with his company. A voice vote was taken and the motion was passed 4-0 with Vice Chair Cortez not voting.

**CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS**

**PUBLIC PARTICIPATION**

**ADJOURN**

5:55 p.m.

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Meeting Minutes 10/23/2025

**FINANCIAL CONSIDERATION:**

See Fiscal Impact below.

---

**Attachments**

Meeting Minutes 10/23/2025

---

**Regular Meeting of the Legal Committee  
Held in the Roswell City Hall  
Thursday, October 23, 2025**

Notice of this meeting was given to the public in compliance with NMSA 1978 §10-15-1 through 4 and Resolution 25-28.

**ROLL CALL**

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

Staff: Hess Yntema, C. Josh Nairn-Mahan, Mike Mathews, Chad Cole, Vicky Eaton, Jessica Vickers, Todd Verciglio, Toby Franco, Angela Garcia, Amalia Martinez, Michelle Sanchez, Shelly Bell, Caroline Brooks, Mac Rogers and Omar Gonzalez.

Guest present: Emily Valencia

Public present via GoToMeeting: Rita Kane-Doerhoefer (2), Stacey Hayes, Zach Scott, Lilliy, Eddie, Pierre Journal and 5 guests.

**APPROVAL OF AGENDA**

Councilor Oropesa moved to approve the October 23, 2025, Legal Committee meeting agenda. Councilor Corn was the second. A voice vote was unanimous and the motion passed 5-0.

**APPROVAL OF MINUTES**

Councilor Marrujo moved to approve the Legal Committee meeting minutes as presented from August 21, 2025. Vice Chair Cortez was the second. A voice vote was unanimous and the motion passed 5-0.

Councilor Corn moved to approve the Legal Committee meeting minutes as presented from September 25, 2025. Councilor Oropesa was the second. A voice vote was unanimous and the motion passed 5-0.

**NON-ACTION ITEMS**

3. Legal Department Communications September/ October- Leases: \* Thomas Marden- Term effective on October 1, 2025 for 1 year and shall terminate on September 30, 2026; Rent \$2,937.50, payable in 12 monthly installments of \$244.00. \* Larry Parker- Term effective on October 1, 2025 for one year and shall terminate on September 30, 2026; Rent \$2,737.28, payable in 12 monthly installments of \$228.10 for the first year of the lease. \* AV Flight Property Use-

Term, 1-month effective October 1, 2025, with two (2)1-month renewals; Rent \$6,000.00 flat fee; -Settlements: \* Arturo Rivera, 1609 S. Cahoon, Roswell, NM; Water Maintenance: Services were turned on and flooded the home; Settled on 10/07/25 in the amount of \$8,000.00. \* Irvin Rangel, Springfield XDS 3.3 Single Stack 45ACP Tactical Gray Carry Conceal Pistol; Roswell Police Department, RPD had firearm as evidence of a case in 2023 and when claimant received the firearm it had rust; Claim is still pending investigation.

4. Community Development Department Report- Numbers from September 2025 were presented by Jessica Vickers, Business Licenses issued were a total of 191, with 116 going to renewed licenses, 39 new licenses and 36 temporary permits. 55 permits issued for the month of September.
5. City Clerk Department Monthly Report- Update on monthly activities by the department. NextRequest for September 19, 2025 to October 15, 2025 reported 31 city clerk, 5 PVRCC (Chaves County Sherriff's Office),206 Roswell Police Department.
6. HR Monthly Report not presented, stands as is, reported 9 new employees, 8 promotions, and 14 exits. Turnover rate for the month of October is 2.21% and for the year 23.8% and a vacancy rate of 24.2%. Payroll count for September 19, 2025 through October 2, 2025 was 634 total employees.
7. Safety Department Monthly Report-Number for September 2025 was presented by Shelly Bell, showing a total of 12 incidents and 3 of them were due to 3rd party. (Report was provided as a handout).
8. Discuss proposed IRB for Solar Development, councilors requested some additional information.

#### **REGULAR ITEMS**

9. **Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing Ordinance 25-XX: An Ordinance for the sale of Real Property.** This item was presented by Todd Verciglio.

The property is located at 212 E. 12<sup>th</sup> Street, Roswell, Chaves County, New Mexico.

This property was used in the past by the Parks Department.

Chair Heldenbrand asked if any councilor would make a motion to put the item on the table. No councilor made a motion item was tabled to be put on the next legal committee meeting.

10. **Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of two (2) dilapidated structures.** This item was presented by Toby Franco.

These Structures constitute a public nuisance harmful to the public health, safety and general welfare.

Councilor Corn moved to consider recommending adoption of Resolution 25-XX for the removal or demolition of two (2) dilapidated structures to City Council for Consent Agenda. Councilor Marrujo was the second. A voice vote was unanimous and the motion passed 5-0.

11. **Consider approval of award for ITB-25-009: Roswell Air Center Taxiway C Rehabilitation Project to Constructors, Inc. in the amount of \$562,347.38 (including GRT).** This item was presented by Bobbi Thompson.

The City of Roswell issued ITB-25-009 for the Rehabilitation of Taxiway C at the Roswell Air Center.

The project consists of milling the existing asphalt pavement, overlaying with new asphalt, applying pavement markings, and completing associated improvements in accordance with FAA specifications.

The bid was publicly advertised for three consecutive weeks and made available through QuestCDN.

Two bids were received:

Mountain States Constructors, Inc. (Albuquerque, NM) -- \$726,997.60 (excluding GRT)

Constructors, Inc. (Carlsbad, NM) -- \$519,389.70 (excluding GRT)

Both bids were reviewed for responsiveness, bid bonds, licensing, and federal compliance. Lochner, the City's engineering consultant, recommended award of Schedule I to Constructors, Inc. as the lowest bidder in the amount of \$562,347.38 inclusive of GRT.

Councilor Corn moved to consider approval of award for ITB-25-009: Roswell Air Center Taxiway C Rehabilitation Project to Constructors, Inc., in the amount of \$562,347.38 (including GRT) to Finance Committee. Councilor Marrujo was the second. A voice vote was unanimous and the motion was passed 5-0.

12. **Requesting Approval to advertise RFP 26-002 for Design Professional Services for Flood-related projects (DR-4843NM)** This item was presented by Mac Rogers.

This request is for approval to advertise RFP 26-002 for Design Professional Services for Flood-related projects (DR-4843NM). The city is requesting architecture and engineering firms to submit proposals for the purposes of developing plans to repair city wide flood damages and incorporate hazard mitigation measures where necessary as a result of the October 19th, 2024 flood event that required a FEMA public assistance claim.

Councilor Marrujo moved for the approval to advertise RFP 26-002 for Design Professional Services for Flood-related projects (DR-4843NM) to City Council. Councilor Corn was the second. A voice vote was taken 5-0 and the motion was passed.

13. **Consider recommending approval of a lease agreement with First National Tower, Ltd for property located at 400 N. Pennsylvania Avenue, Roswell, NM 88201, inclusive of a ratification for November 1-30, 2025.** This item was presented by Caroline Brooks.

This request is to consider recommending approval for the City of Roswell to enter into a lease agreement extension with First National Tower, Ltd. The space has been used by the museum department under a waived fee following the October 2024 flood and payment is now required for additional use, necessitating a review of the agreement. This request is to cover a two-month extension for November 1-30, 2025 and December 1-31, 2025, allowing for preparations and move to another property.

Vice Chair Cortez moved to consider recommending approval of a lease agreement with First National Tower, Ltd., for property located at 400 N. Pennsylvania Ave, Roswell, NM 88201, inclusive of a ratification for November 1-30, 2025 to City Council for Consent Agenda. Councilor Marrujo was the second. A voice vote was unanimous and the motion was passed 5-0.

**For the record:** At 2:41 p.m. Councilor Oropesa asked to reconsider item number 9 and put on the table. Hess Yntema presented the item.

Councilor Oropesa made a motion to put Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing Ordinance 25-XX: An Ordinance for the sale of Real Property on the table. Councilor Marrujo was the second. A voice vote was unanimous and the motion passed 5-0.

**CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS**

**PUBLIC PARTICIPATION**

**ADJOURN**

2:59 p.m.

DRAFT

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:**

**CONTACT:**

**CHAIR:**

---

**ACTION REQUESTED:**

Meeting Minutes 11/18/2025

**FINANCIAL CONSIDERATION:**

See Fiscal Impact below.

---

**Attachments**

Legal Committee Minutes 11.18.2025

---

**LEGAL COMMITTEE MEETING AGENDA**  
**Tuesday, NOVEMBER 18, 2025 AT 2:00 P.M.**  
**City Hall Large Conference Room**  
**425 N. Richardson Ave., Roswell, New Mexico 88201**

---

**Chair: Ed Heldenbrand, Ward 3**  
**Vice Chair: Chris Cortez, Ward 3**  
**Members: Juan Oropesa, Ward 1**  
**Robert Corn, Ward 4**  
**Carlos Marrujo Jr., Ward 5**  
**Staff Liaison: Hessel E. Yntema IV.**

**Notice of this meeting was given to the public in compliance with NMSA 1978 §10-15-1 through 4 and Resolution 25-28**

**ROLL CALL**

The meeting convened at 2:00 p.m. with Chair Heldenbrand presiding, Vice Chair Cortez, Councilor Marrujo, and Councilor Corn present. **Councilor Oropesa was absent.**

**STAFF PRESENT:** Hess Yntema, Josh Nairn-Mahan, Mike Mathews, Chad Cole, Vicky Eaton, Jessica Vickers, Todd Verciglio, Toby Franco, Angela Garcia, Amalia Martinez, Michelle Sanchez, Shelly Bell, Caroline Brooks, Mac Rogers and Omar Gonzalez

**APPROVAL OF AGENDA**

Councilor Marrujo moved to approve the November 18, 2025 Legal Committee meeting agenda. Councilor Cortez as a second. A voice vote was 4-0, and the motion passed.

**NON-ACTION ITEMS**

1. Legal Department Communications Report
2. November Department Report
3. Community Development
4. HR Monthly Report
5. Safety Department Report

**REGULAR ITEMS**

**6. Ordinance 25-XX: consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX An Ordinance Amending the City of Roswell's Purchasing Procedures.**

Councilor Cortez moved to approve the Ordinance amending the City of Roswell's Purchasing Procedures. Councilor Corn as a second. A voice vote was 4-0, and the motion passed to be put on the consent agenda.

**7. Resolution 25-XX: consider recommending adoption of Resolution 25-XX shall require the removal or demolition of two (2) dilapidated structures.**

Councilor Marrujo moved to approve the recommendation of adoption of Resolution 25-XX for the removal or demolition of dilapidated structures. Councilor Cortez was the second. A voice vote was 4-0 and the motion passed to be placed on the consent agenda.

**8. Resolution 25-XX: Consider recommending adopting of Resolution 25-XX Adopting new rates and fees for the Roswell Air Center.**

Councilor Cortez moved to approve Resolution 25-XX adopting new rates and fees for the Roswell Air Center to be heard at the Finance Committee Meeting. Councilor Corn was the second. A voice vote was 4-0 and the motion passed.

**9. Resolution 25-XX: consider recommending adoption of Amendment to Resolution 18-44 a Resolution Amending the Roswell Airport Advisory Commission.**

Councilor Cortez moved to table Resolution 18-44 amending the Roswell Airport Advisory Commission. The motion was tabled.

**10. Consider recommending approval of Aevex Aerospace, LLC to enter into a 5-year lease beginning October 1, 2025, and ending September 30, 2030, for Bunker 1136 and Bunker 1142 at the Roswell Air Center.**

Councilor Corn moved for the approval of Aevex Aerospace, LLC to enter into a 5-year lease beginning October 1, 2025. Councilor Marrujo was the second. A voice vote was 4-0 and the motion passed.

**11. Consider recommending approval of City of Roswell Police Department to enter into a 5-year lease beginning December 1, 2025, ending November 30, 2030, for Building No. 500 at the Roswell Air Center.**

Councilor Corn moved to approve the City of Roswell Police Department to enter into a 5-year lease beginning December 1, 2025 at the Roswell Air Center as amended. Councilor Marrujo was the second. A voice vote was 3-1 with Councilor Heldenbrand voting no. The motion passed as amended.

**12. Consider recommending approval of City of Roswell Museum Lease to enter into a 5-year lease beginning December 1, 2025, and ending November 30, 2030, for Building No. 1081 at the Roswell Air Center.**

Councilor Corn moved to approve the City of Roswell Museum Lease to enter into a 5-year lease beginning December 1, 2025 at the Roswell Air Center. Councilor Marrujo was the second. A voice vote was 4-0 and the motion passed.

**13.Approval of the Scope of Work for RFP: Prefabricated Modular Hold Room Facility at the Roswell Air Center.**

Councilor Marrujo moved to approve the Scope of Work for RFP: Prefabricated Modular Hold Room Facility at the Roswell Air Center as amended to the consent agenda. Councilor Cortez was the second. A voice vote was 4-0 and the motion passed.

**14.Consider approval of the award for ITB-26-004: Diagnostic, Service, and Replacement of Heating, Air Conditioning, and Dehumidification Systems at the Aquatic Facility to Advanced Airflow Technology.**

Councilor Corn moved to approve the award for ITB-26-004: Diagnostic, Service, and Replacement of Heating, Air Conditioning, and Dehumidification Systems at the Aquatic Facility to Advanced Airflow Technology to the consent agenda. Councilor Marrujo as a second. A voice vote was 4-0, and the motion passed.

**15.Consider recommending approval of J& H Services, Inc., contracted under Cooperative Educational Services (CES) Contract No. 23-08-c3115-All, for the provision and installation of concrete wall barriers and fencing services at the Roswell Air Center.**

Councilor Cortez moved to table the item. A voice vote was 4-0 and the motion was passed.

**16.Consider recommending approval of RFP-26-002 Professional Legal Services for Special PFAS Litigation Counsel to NM Local Government Law, LLC.**

**FOR THE RECORD:** Councilor Cortez recused himself from this item.

Councilor Corn moved to approve RFP-26-002 Professional Legal Services for Special PFAS Litigation Counsel to NM Local Government Law, LLC to the consent agenda. Councilor Marrujo as a second. A voice vote was 3-0 and the motion passed.

**17.Consider recommending approval of the Drought Contingency Plan 2025. 17**

Councilor Corn moved to approve the Drought Contingency Plan 2025 to go to City Council, regular agenda. Councilor Marrujo as a second. A voice vote was 4-0 and the motion passed.

**CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS**

**PUBLIC PARTICIPATION**

Julius Smith

**ADJOURN**

The meeting adjourned at 4:32 p.m.

**Legal Committee**

4.

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**Summary:**

Meeting Minutes 01/22/26

---

**Attachments**

Draft Legal Committee Minutes January 22, 2026

---

**Regular Meeting of the Legal Committee  
Held in the Roswell City Hall  
Thursday January 22, 2026**

Notice of this meeting was given to the public in compliance with NMSA 1978 §10-15-1 through 4 and Resolution 25-28.

**ROLL CALL**

The meeting convened at 2:00 PM with Chair Cavin presiding and Vice Chair Arnold present along with Councilor Heldenbrand, Councilor Oropesa, and Councilor Moore participating via GoToMeeting.

Staff present: Vicky Eaton, Christopher J. Nairn-Mahan, Mike Mathews, Aleena Huerta, Clint Caldwell, Shelly Bell, Amalia Martinez, Jessica Vickers, Angela Garcia, Caroline Brooks, Omar Mendoza, Bobbi Thompson, and Hess Yntema.

Guests present: Rita Kane-Doehoefer, Julius Smith, Mike Espirtu, and Terry Harber.

Public present via GoToMeeting: 8 guest.

**APPROVAL OF AGENDA**

Councilor Heldenbrand moved to approve the Legal Committee meeting agenda as presented. Councilor Arnold was the second. A voice vote was 4-0, and the motion passed

**FOR THE RECORD:** Councilor Moore arrived at 2:00 pm via phone.

**APPROVAL OF MINUTES**

No minutes were presented

**NON-ACTION ITEMS**

**Monthly Reports**

1. Legal Department
2. City Clerk.
3. Community Development
4. HR /Safety

**REGULAR ITEMS**

5. **Consider recommending approval of a lease agreement extension with First National Tower, Ltd. For property located at 400 N. Pennsylvania Avenue, Roswell, NM 88201, inclusive of a ratification for January 1, 2026 through March 31, 2026.**

City Attorney, Hess Yntema explained that the City (Tenant) was a tenant at sufferance so there was no need to vote as the existing lease between the parties became a month-to-month lease.

Item dies for a lack of a motion. No vote was taken.

6. **Consider recommending approval of AerSale, Inc. to enter into a 10-year lease beginning October 1, 2025, and ending September 30, 2035, for Hangar No. 85 at the Roswell Air Center.** This item was presented by Bobbi Thompson.

Aersale is presently a tenant in Hangar 85 and the lease is in holdover status. This action was put forth because the parties wish to ratify the lease to the prior date of October 1, 2025.

Councilor Heldenbrand inquired whether the lease was exclusive or non-exclusive.

Councilor Arnold motioned to recommend the lease as presented to the consent agenda. Motion was seconded by Councilor Oropesa. Voice vote was 4-0 with Councilor Moore absent.

7. **Consider recommending approval of the City of Roswell Police Department to enter into a 5-year lease beginning March 1, 2026, ending February 28, 2031, for Building No. 500 at the Roswell Air Center.** This item was presented by Bobbi Thompson.

The lease presented was a revised lease that included a provision specifying a \$80,000 annual maintenance fee which Thompson explained was required to remain compliant with FAA Order 5190-6B.

Councilor Heldenbrand inquired as to the method used to determine the maintenance fee amount. Thompson explained that the Air Center's history with maintaining the building informed the fee amount.

Councilor Arnold inquired into the feasibility of using Building 500 to host future City Council meetings, and Councilor Oropesa expressed concerns about the logistics of housing RPD in this building.

Councilor Heldenbrand motioned to recommend the lease as presented to the consent agenda. Motion was seconded by Councilor Oropesa. Voice vote was 4-0 with Councilor Moore absent.

8. **Ordinance 26-XX: consider recommendation to City Council approval to advertise and hold a public hearing on proposed Ordinance 26-XX: An**

**Ordinance Amending Chapter 13 Fire Prevention.** This item was presented by Jared Olive.

The City's current fire code is the 2015 version and this Ordinance would update to the 2024 version. The State of New Mexico is presently on the 2021 version.

Proposed changes include formatting changes to improve clarity and increasing permit fees from \$50 to \$100 and commence charging a re-inspection fee after the second failed inspection.

Councilor Heldenbrand inquired as to whether the adoption of this new code would require audible alarms on the outside of the building would require existing building to be brought up to current code with Jared Olive explaining that adopting the 2024 Fire Code would only apply to new buildings.

Councilor Arnold expressed some concerns regarding the increase in the permit and inspection fees.

Councilor Oropesa motioned to consider recommending to authorize to advertise and public hearing be added to the consent agenda. Motion was seconded by Councilor Heldenbrand. Voice vote was 4-0 with Councilor Moore absent.

9. **Ordinance 26-XX: consider recommending to City Council approval to advertise to hold a public hearing on proposed Ordinance 26-XX: An Ordinance for the sale of Real Property and approval for the City of Roswell to enter into a Purchase and Sale Agreement with EquipmentShare.com Inc.** This item was presented by Jessica Vickers.

The proposed Ordinance would permit the sale of 12.47 acres located at South Sunset Ave. and Monksdale Rd. The property is presently owned by the City of Roswell and would be sold to EquipmentShare.com Inc (a Texas Corp.) for \$99,760.00.

Mike Espirtu explained the history of the proposed sale and development of the property is expected to bring approximately 25-50 jobs to Roswell.

Councilor Arnold motioned to consider recommending to authorize to advertise and public hearing be added to the consent agenda Motion was seconded by Councilor Oropesa. Voice vote was 4-0 with Councilor Moore absent.

10. **Consider recommending approval of City of Roswell Museum Lease to enter into a 5-year lease beginning February 1, 2026, and ending January**

**31, 2031, for Building No. 1081 at the Roswell Air Center.** This item was presented by Bobbi Thompson.

Ms. Thompson presented the revised lease explaining that the maintenance of Building 1081 was going to be covered by the museum and was otherwise unchanged.

Councilor Heldenbrand motioned to recommend the lease as presented to the consent agenda. Motion was seconded by Councilor Arnold. Voice vote was 4-0 with Councilor Moore absent.

#### **CHAIR COMMENTS, REPORTS, ANNOUNCEMENTS**

NONE

#### **PUBLIC PARTICIPATION**

Rita Kane-Doerhoefer spoke regarding the restaurant scheduled to open at the Roswell Air Center.

Mike Espirtu spoke on Jump.

Julius Smith advised that he has yet to be contacted regarding his issues and advised the council of case law in support of his position.

#### **ADJOURN**

The meeting adjourned at 4:36 p.m.

ROSWELL NEW MEXICO  
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 5.

Legal Committee

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**DEPARTMENT NAME:**

Clerks January Monthly Report

---

**Attachments**

January Clerks Monthly Report

---

## January 2026 Monthly Report – City Clerk’s Office

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

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

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

| <b><u>Department</u></b> (January 7, 2026 – February 17, 2026) | <b><u>New</u></b> |
|----------------------------------------------------------------|-------------------|
| City Clerk                                                     | 48                |
| Municipal Court                                                | 3                 |
| PVRCC (Chaves County Sheriff’s Office)                         | 4                 |
| Roswell PD                                                     | 274               |

ROSWELL NEW MEXICO  
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 6.

Legal Committee

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**DEPARTMENT NAME:**

Human Resources

---

**Attachments**

HR Report

1.26

Employee Turnover

Vacancy Report

---

## **FEBRUARY 2026 HUMAN RESOURCES MONTHLY REPORT**

---

For January, the City hired 20 new employees, 10 promotions and 20 exits including 1 retirement.

Our turnover rate for the month of January and the year so far is 3.14%.

Our Vacancy Rate is 31.4%.

Payroll count for 01/23/2026 - 02/05/2026 was:

**Total WC/ MIL LEAVE/no hours/ no monies employees- 4**

**Total paid employees -633**

**Total employees - 637**

**City of Roswell, NM**  
**Personnel Changes for the Month of**  
**JANUARY 2026**

|     | <b>FT = FULL TIME SR = SALARY PT = PART TIME TP = TEMPORARY INT = INTERIM</b> |                        |                                     |                        |        |
|-----|-------------------------------------------------------------------------------|------------------------|-------------------------------------|------------------------|--------|
|     | <b>NEW HIRE</b>                                                               |                        |                                     |                        |        |
|     | Date                                                                          | Name                   | Position                            | Department             | Status |
| 1   | 1/1/2026                                                                      | KURT GASS              | CITY COUNCILOR WARD 3               | ELECTED OFFICIALS      | FT     |
| 2.  | 1/5/2026                                                                      | FRANCISCO WALKER       | PARKS LABORER                       | PARKS                  | FT     |
| 3.  | 1/9/2026                                                                      | JAMIE SERRANO          | EMERGENCY COMMUNICATIONS DISPATCHER | DISPATCH               | FT     |
| 4.  | 1/9/2026                                                                      | BAILEY WESTON          | EMERGENCY COMMUNICATIONS DISPATCHER | DISPATCH               | FT     |
| 5.  | 1/12/2026                                                                     | ERYN RENTERIA          | ANIMAL CONTROL OFFICER              | ANIMAL CONTROL         | FT     |
| 6.  | 1/12/2026                                                                     | MIRANDA CAMPOS         | LIFE GUARD I                        | RECREATION             | PT     |
| 7.  | 1/12/2026                                                                     | VALENTINA TREJO        | DEPUTY COURT CLERK                  | MUNICIPAL COURT        | FT     |
| 8.  | 1/15/26                                                                       | SABRIEN BENAVIDEZ      | RECREATION AIDE 1                   | RECREATION             | PT     |
| 9.  | 1/20/26                                                                       | DANIEL GUEVARA         | BASKETBALL OFFICIAL                 | RECREATION             | TP     |
| 10. | 1/20/26                                                                       | JESSE DUKE             | EMERGENCY VEHICLE TECHNICIAN        | SANITATION             | SR     |
| 11. | 1/20/26                                                                       | ELANA MACIAS           | RECREATION AIDE 1                   | RECREATION             | PT     |
| 12. | 1/20/26                                                                       | TAIZHA MADDEN          | ASST. RESTAURANT/BAR MANAGER        | RIAC                   | FT     |
| 13. | 1/20/26                                                                       | KASSANDRA VEGA BARRAZA | KENNEL WORKER                       | ANIMAL CONTROL         | FT     |
| 14. | 1/20/26                                                                       | NICHOLAS CHAPA         | RECREATION AIDE 1                   | RECREATION             | PT     |
| 15. | 1/20/26                                                                       | SERGIO VILLALPANDO II  | RECREATION LEADER SR.               | RECREATION             | FT     |
| 16. | 1/20/26                                                                       | OMARR MENDOZA          | COMM. DEVELOPMENT PRP TECH          | COMMUNITY ENHANCEMENT  | FT     |
| 17. | 1/20/26                                                                       | VALERIE AMAYA          | POLICE ADMIN ASSISTANT              | POLICE                 | FT     |
| 18. | 1/27/26                                                                       | JESSE RAMOS            | METER READER                        | WATER CUSTOMER SERVICE | FT     |
| 19. | 1/27/26                                                                       | EDEN CHAVIRA           | LIFE GUARD 1                        | RECREATION             | PT     |
| 20. | 1/30/26                                                                       | BRYAN CASAUS           | BASKETBALL OFFICIAL                 | RECREATION             | TP     |
|     | <b>TRANSFERS</b>                                                              |                        |                                     |                        |        |
|     | Date                                                                          | Name                   | Position                            | Department             | Status |
| 1   |                                                                               |                        |                                     |                        |        |
|     | <b>PROMOTIONS</b>                                                             |                        |                                     |                        |        |
|     | Date                                                                          | Name                   | Position                            | Department             | Status |
| 1.  | 1/9/26                                                                        | JOSHUA MADDEN          | FIRE APPARATUS OPERATOR 1           | FIRE                   | FT     |
| 2.  | 1/9/26                                                                        | MARCUS FOSTER          | FIRE APPARATUS OPERATOR 1           | FIRE                   | FT     |
| 3.  | 1/9/26                                                                        | BRYAN BARELA           | DETECTIVE                           | POLICE                 | FT     |
| 4.  | 1/9/26                                                                        | DOMICIO MORALES        | POLICE OFFICER II                   | POLICE                 | FT     |
| 5.  | 1/9/26                                                                        | TYLER BRISCO           | POLICE OFFICER II                   | POLICE                 | FT     |
| 6.  | 1/23/26                                                                       | PAUL GOMEZ             | LABORATORY TECHNICIAN               | WWTP-CITY LAB          | FT     |
| 7.  | 1/23/26                                                                       | STACEY MCGUIGAN        | ADMIN. ASST. SR. SPEC. STREETS      | STREETS                | FT     |
| 8.  | 1/23/26                                                                       | GONZALO TALLABAS       | FIRE APPARATUS OPERATOR 2           | FIRE                   | FT     |
| 9.  | 1/23/26                                                                       | CHRISTOPHER MUNOZ      | FIRE APPARATUS OPERATOR 2           | FIRE                   | FT     |
| 10. | 1/23/26                                                                       | JOAQUIN MARTINEZ       | CRIME SCENE TECHNICIAN              | POLICE                 | FT     |
|     | <b>DEMOTIONS</b>                                                              |                        |                                     |                        |        |
|     | Date                                                                          | Name                   | Position                            | Department             | Status |
| 1.  |                                                                               |                        |                                     |                        |        |
|     | <b>EXITS</b>                                                                  |                        |                                     |                        |        |

|     | Date              | Name             | Position                    | Department      | Status |
|-----|-------------------|------------------|-----------------------------|-----------------|--------|
| 1.  | 1/1/2026          | BRANDON ADAMS    | RECREATION AIDE I           | RECREATION      | PT     |
| 2.  | 1/1/2026          | NATALIE HARDWICK | RECREATION AIDE I           | RECREATION      | PT     |
| 3.  | 1/1/2026          | CAMILA HERRERA   | RECREATION AIDE I           | RECREATION      | PT     |
| 4.  | 1/1/2026          | CARMEN GRADO     | RECREATION AIDE I           | RECREATION      | PT     |
| 5.  | 1/1/2026          | QUIANA GONZALES  | RECREATION AIDE I           | RECREATION      | PT     |
| 6.  | 1/1/2026          | OSVALDO GONZALEZ | ZOO KEEPER                  | ZOO             | FT     |
| 7.  | 1/13/2026         | NATALIE MENDOZA  | DETECTIVE                   | POLICE          | FT     |
| 8.  | 1/14/2026         | DOMINIC VASQUEZ  | W&S MAINTENANCE WORKER I    | PUBLIC WORKS    | FT     |
| 9.  | 1/15/2026         | IRMA PEREZ       | PARALEGAL                   | LEGAL           | FT     |
| 10. | 1/16/2026         | JAKE AMADOR      | BASKETBALL OFFICIAL TEMP    | RECREATION      | TP     |
| 11. | 1/19/2026         | VIVIANA VARELA   | RECREATION AIDE I           | RECREATION      | PT     |
| 12. | 1/20/2026         | JACIEL PEREZ     | RECREATION AIDE I           | RECREATION      | PT     |
| 13. | 1/22/2026         | JULIO FLORES     | LIFE GUARD 1                | RECREATION      | PT     |
| 14. | 1/22/26           | MARIAH URQUIDES  | DEPUTY COURT CLERK          | MUNICIPAL COURT | FT     |
| 15. | 1/23/26           | CHARLES WARD     | GOLF SHOP LEAD SR ATTENDANT | GOLF            | FT     |
| 16. | 1/30/26           | ROBERTO DELACRUZ | POLICE OFFICER 1            | POLICE          | FT     |
| 17. | 1/31/26           | HESSEL YNTEMA    | CITY ATTORNEY APPOINTED     | LEGAL           | FT     |
| 18. | 1/31/26           | TONI GOMEZ       | DEPARTMENT DIRECTOR FINANCE | FINANCE         | FT     |
| 19. | 1/31/26           | CHAD COLE        | CITY MANAGER                | ADMINISTRATION  | SR     |
|     | <b>RETIREMENT</b> |                  |                             |                 |        |
|     | Date              | Name             | Position                    | Department      | Status |
| 1.  | 1/8/2026          | JORGE ORTIZ      | GROUNDS MAINT. WORKER       | GOLF            | FT     |

# Employee Turnover



Period Start Date: 1/23/2026  
Period End Date: 2/5/2026

| Job Code                                | Description                 | Employee Count<br>Start of Period | Employee Count<br>End of Period | Employee Count<br>Terminated | Turnover Rate |
|-----------------------------------------|-----------------------------|-----------------------------------|---------------------------------|------------------------------|---------------|
| Location: 4011 ELECTED OFFICIALS        |                             |                                   |                                 |                              |               |
| 1001                                    | MAYOR                       | 1                                 | 1                               | 0                            | 0.00%         |
| 1002                                    | MAYOR PRO TEM               | 1                                 | 1                               | 0                            | 0.00%         |
| 1003                                    | CITY COUNCILOR WARD 1       | 2                                 | 2                               | 0                            | 0.00%         |
| 1004                                    | CITY COUNCILOR WARD 2       | 2                                 | 2                               | 0                            | 0.00%         |
| 1005                                    | CITY COUNCILOR WARD 3       | 2                                 | 2                               | 0                            | 0.00%         |
| 1006                                    | CITY COUNCILOR WARD 4       | 1                                 | 1                               | 0                            | 0.00%         |
| 1007                                    | CITY COUNCILOR WARD 5       | 2                                 | 2                               | 0                            | 0.00%         |
| Location: 4013 ADMINISTRATION           |                             |                                   |                                 |                              |               |
| 1008                                    | CITY MANAGER                | 4                                 | 4                               | 1                            | 28.57%        |
| Location: 4015 CITY CLERK               |                             |                                   |                                 |                              |               |
| 1012                                    | DEPUTY CITY MANAGER         | 1                                 | 1                               | 0                            | 0.00%         |
| 1025                                    | PROJECT MANAGER             | 1                                 | 1                               | 0                            | 0.00%         |
| Location: 4021 MUNICIPAL COURT          |                             |                                   |                                 |                              |               |
| 1019                                    | CITY CLERK                  | 1                                 | 1                               | 0                            | 0.00%         |
| 1020                                    | DEPUTY CITY CLERK           | 1                                 | 1                               | 0                            | 0.00%         |
| 1285                                    | CITY CLERK OFFICE ASSISTANT | 2                                 | 2                               | 0                            | 0.00%         |
| Location: 4041 FINANCIAL ADMINISTRATION |                             |                                   |                                 |                              |               |
| 1022                                    | DEPUTY COURT CLERK          | 3                                 | 3                               | 0                            | 0.00%         |
| 1023                                    | MUNICIPAL JUDGE             | 1                                 | 1                               | 0                            | 0.00%         |
| 1024                                    | BAILIFF                     | 1                                 | 1                               | 0                            | 0.00%         |
| 1025                                    | COMPLIANCE OFFICER          | 1                                 | 1                               | 0                            | 0.00%         |
| 1336                                    | COURT ADMINISTRATOR         | 1                                 | 1                               | 0                            | 0.00%         |
| Location: 4041 FINANCIAL ADMINISTRATION |                             |                                   |                                 |                              |               |
| 1028                                    | ACCOUNTING TECHNICIAN II    | 1                                 | 1                               | 0                            | 0.00%         |
| 1037                                    | PURCHASING TECHNICIAN       | 1                                 | 1                               | 0                            | 0.00%         |
| 1312                                    | SENIOR ACCOUNTANT           | 1                                 | 1                               | 0                            | 0.00%         |
| 1414                                    | CITY TREASURER              | 1                                 | 1                               | 0                            | 0.00%         |
| 1449                                    | PAYROLL SPECIALIST          | 1                                 | 1                               | 0                            | 0.00%         |
| 1476                                    | ASSISTANT FINANCE DIRECTOR  | 1                                 | 1                               | 0                            | 0.00%         |

added back  
last check 2/13

# Employee Turnover



Period Start Date: 1/23/2026

Period End Date: 2/5/2026

|                                              |                                |   |   |   |       |
|----------------------------------------------|--------------------------------|---|---|---|-------|
| 1485                                         | STAFF ACCOUNTANT               | 1 | 1 | 0 | 0.00% |
| 1486                                         | GRANT COORDINATOR              | 1 | 1 | 0 | 0.00% |
| 1496                                         | ACCOUNTS RECEIVABLE SPECIALIST | 1 | 2 | 0 | 0.00% |
| 1497                                         | PAYROLL MANAGER                | 1 | 1 | 0 | 0.00% |
| 1498                                         | FIXED ASSET ACCOUNTANT         | 1 | 1 | 0 | 0.00% |
| 1499                                         | PROCUREMENT OFFICER            | 1 | 1 | 0 | 0.00% |
| 1500                                         | ACCOUNTS PAYABLE SPECIALIST    | 1 | 1 | 0 | 0.00% |
| <b>Location: 4051 LEGAL</b>                  |                                |   |   |   |       |
| 1013                                         | DEPUTY CITY ATTORNEY           | 1 | 1 | 0 | 0.00% |
| 1455                                         | CONTRACTS & CLAIMS ADMIN       | 1 | 1 | 0 | 0.00% |
| <b>Location: 4061 HUMAN RESOURCES</b>        |                                |   |   |   |       |
| 1038                                         | HR ADMINISTRATIVE ASSISTANT SR | 1 | 1 | 0 | 0.00% |
| 1041                                         | DEPT MANAGER HUMAN RESOURCES   | 1 | 1 | 0 | 0.00% |
| 1042                                         | DEPARTMENT DIRECTOR H.R.       | 1 | 1 | 0 | 0.00% |
| 1287                                         | SAFETY COORDINATOR             | 1 | 1 | 0 | 0.00% |
| 1443                                         | TRAINING SPECIALIST CDL        | 1 | 1 | 0 | 0.00% |
| 1447                                         | EMPLOYEE/BENEFITS SUPERVISOR   | 1 | 1 | 0 | 0.00% |
| 1451                                         | HUMAN RESOURCES SPECIALIST     | 2 | 2 | 0 | 0.00% |
| 1465                                         | HR/SAFETY GENERALIST           | 1 | 1 | 0 | 0.00% |
| <b>Location: 4071 FACILITIES MAINTENANCE</b> |                                |   |   |   |       |
| 1043                                         | CUSTODIAN                      | 1 | 1 | 0 | 0.00% |
| 1045                                         | FACILITIES MAINT. SPECIALIST   | 4 | 4 | 0 | 0.00% |
| 1046                                         | FACILITIES MAINT. SPEC SR.     | 1 | 1 | 0 | 0.00% |
| 1259                                         | PROJECT AND FACILITY MANAGER   | 1 | 1 | 0 | 0.00% |
| 1319                                         | ADMIN. ASST. SENIOR FACILITIES | 1 | 1 | 0 | 0.00% |
| 1379                                         | FAC. MAINTENANCE HVAC SPEC SR. | 1 | 1 | 0 | 0.00% |
| 1440                                         | FACILITIES MAINT. LABORER      | 2 | 2 | 0 | 0.00% |
| 1445                                         | FAC. MAINT. LOCKSMITH TECH     | 1 | 1 | 0 | 0.00% |
| <b>Location: 4074 FLEET MAINTENANCE</b>      |                                |   |   |   |       |
| 1340                                         | VEHICLE MAINTENANCE SUPERVISOR | 1 | 1 | 0 | 0.00% |
| <b>Location: 4111 POLICE DEPARTMENT</b>      |                                |   |   |   |       |
| 1043                                         | CUSTODIAN                      | 1 | 1 | 0 | 0.00% |
| 1049                                         | OFFICE ASSISTANT POLICE        | 6 | 6 | 0 | 0.00% |

# Employee Turnover



Period Start Date: 1/23/2026  
 Period End Date: 2/5/2026

|      |                              |    |    |   |       |
|------|------------------------------|----|----|---|-------|
| 1050 | ADMIN. ASSISTANT SR. POLICE  | 2  | 2  | 0 | 0.00% |
| 1053 | POLICE SERV AIDE CAREER PATH | 4  | 4  | 0 | 0.00% |
| 1054 | POLICE RECRUIT               | 8  | 8  | 0 | 0.00% |
| 1055 | POLICE OFFICER 1             | 21 | 20 | 1 | 4.88% |

| Employee #                    | Name                           | Position Code | Description    | Hire Date  | Termination Date |
|-------------------------------|--------------------------------|---------------|----------------|------------|------------------|
| <b>4411 DELACRUZ, ROBERTO</b> |                                |               |                |            |                  |
| 1056                          | POLICE OFFICER 2               | 1054105       | POLICE RECRUIT | 10/20/2023 | 1/30/2026        |
| 1057                          | POLICE OFFICER 3               | 23            |                | 23         | 0 0.00%          |
| 1058                          | POLICE SERGEANT                | 1             |                | 1          | 0 0.00%          |
| 1059                          | POLICE LIEUTENANT              | 13            |                | 13         | 0 0.00%          |
| 1060                          | POLICE CAPTAIN                 | 4             |                | 4          | 0 0.00%          |
| 1061                          | DETECTIVE                      | 2             |                | 2          | 0 0.00%          |
| 1062                          | DEPUTY POLICE CHIEF            | 11            |                | 11         | 0 0.00%          |
| 1063                          | POLICE CHIEF                   | 2             |                | 2          | 0 0.00%          |
| 1064                          | POLICE RECORDS SUPERVISOR      | 1             |                | 1          | 0 0.00%          |
| 1065                          | EVIDENCE PROPERTY CUSTODIAN    | 2             |                | 2          | 0 0.00%          |
| 1066                          | TSU CRIME SCENE TECHNICIAN     | 5             |                | 5          | 0 0.00%          |
| 1067                          | ADMIN. ASSISTANT POLICE        | 6             |                | 6          | 0 0.00%          |
| 1473                          | REALTIME CRIME CENTER OPERATOR | 2             |                | 2          | 0 0.00%          |

|                                       |                           |    |  |    |         |
|---------------------------------------|---------------------------|----|--|----|---------|
| <b>Location: 4121 FIRE DEPARTMENT</b> |                           |    |  |    |         |
| 1068                                  | ADMIN. ASSISTANT SR. FIRE | 83 |  | 83 | 0 0.00% |
| 1071                                  | FIREFIGHTER 1             | 1  |  | 1  | 0 0.00% |
| 1072                                  | FIREFIGHTER 2             | 17 |  | 17 | 0 0.00% |
| 1073                                  | FIREFIGHTER 3             | 3  |  | 3  | 0 0.00% |
| 1074                                  | FIRE APPARATUS OPERATOR 1 | 1  |  | 1  | 0 0.00% |
| 1075                                  | FIRE APPARATUS OPERATOR 2 | 11 |  | 11 | 0 0.00% |
| 1076                                  | FIRE APPARATUS OPERATOR 3 | 13 |  | 13 | 0 0.00% |
| 1077                                  | FIRE LIEUTENANT 1         | 1  |  | 1  | 0 0.00% |
| 1078                                  | FIRE LIEUTENANT 2         | 4  |  | 4  | 0 0.00% |
| 1079                                  | FIRE LIEUTENANT 3         | 10 |  | 10 | 0 0.00% |
| 1080                                  | BATTALION CHIEF           | 8  |  | 8  | 0 0.00% |
| 1081                                  | DEPUTY FIRE CHIEF         | 3  |  | 3  | 0 0.00% |
| 1082                                  | FIRE CHIEF                | 2  |  | 2  | 0 0.00% |
|                                       |                           | 1  |  | 1  | 0 0.00% |

# Employee Turnover



Period Start Date: 1/23/2026

Period End Date: 2/5/2026

|                                             |                                |           |           |          |              |
|---------------------------------------------|--------------------------------|-----------|-----------|----------|--------------|
| 1083                                        | DIVISION CHIEF                 | 1         | 1         | 0        | 0.00%        |
| 1271                                        | DEPUTY FIRE MARSHAL            | 3         | 3         | 0        | 0.00%        |
| 1281                                        | FIREMARSHAL                    | 1         | 1         | 0        | 0.00%        |
| 1308                                        | DIVISION CHIEF - EMS           | 1         | 1         | 0        | 0.00%        |
| 1320                                        | ARFF COORDINATOR               | 1         | 1         | 0        | 0.00%        |
| 1430                                        | FIRE PREVENTION ADMIN. ASSIST  | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4125 PUBLIC SAFETY</b>         |                                |           |           |          |              |
|                                             |                                | <b>1</b>  | <b>1</b>  | <b>0</b> | <b>0.00%</b> |
| 1483                                        | EMS CAPTAIN                    | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4131 PLANNING &amp; ZONING</b> |                                |           |           |          |              |
|                                             |                                | <b>4</b>  | <b>4</b>  | <b>0</b> | <b>0.00%</b> |
| 1017                                        | COMMUNITY DEVELOPMENT DIRECTOR | 1         | 1         | 0        | 0.00%        |
| 1018                                        | PLANNER SENIOR                 | 1         | 1         | 0        | 0.00%        |
| 1314                                        | PLANNER II                     | 1         | 1         | 0        | 0.00%        |
| 1344                                        | CUSTOMER SERVICE SPECIALIST    | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4135 ENGINEERING</b>           |                                |           |           |          |              |
|                                             |                                | <b>8</b>  | <b>8</b>  | <b>0</b> | <b>0.00%</b> |
| 1159                                        | CONSTRUCTION INSPECTOR SR.     | 2         | 2         | 0        | 0.00%        |
| 1160                                        | ENGINEERING TECHNICIAN         | 1         | 1         | 0        | 0.00%        |
| 1162                                        | DIRECTOR OF ENGR. & INFRA.     | 1         | 1         | 0        | 0.00%        |
| 1192                                        | ADMIN. ASST. SR. PUBLIC WORKS  | 1         | 1         | 0        | 0.00%        |
| 1306                                        | ENGINEER SR                    | 1         | 1         | 0        | 0.00%        |
| 1307                                        | GEOGRAPHIC INFORMATION SYSTEM  | 1         | 1         | 0        | 0.00%        |
| 1370                                        | ENGINEERING CONSTRUCTION SUPER | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4151 CODE ENFORCEMENT</b>      |                                |           |           |          |              |
|                                             |                                | <b>10</b> | <b>10</b> | <b>0</b> | <b>0.00%</b> |
| 1086                                        | OFFICE ASST. CODE ENFORCEMENT  | 1         | 1         | 0        | 0.00%        |
| 1087                                        | ADMIN ASST SR. CODE ENFORCEMEN | 1         | 1         | 0        | 0.00%        |
| 1090                                        | ELECTRICAL INSPECTOR           | 0         | 0         | 0        | #DIV/0!      |
| 1091                                        | PLUMBING INSPECTOR             | 1         | 1         | 0        | 0.00%        |
| 1092                                        | CODE ENFORCEMENT OFFICER       | 4         | 4         | 0        | 0.00%        |
| 1093                                        | SUPERVISOR CODE ENFORCEMENT    | 1         | 1         | 0        | 0.00%        |
| 1376                                        | BUILDING OFFICIAL              | 1         | 1         | 0        | 0.00%        |
| 1464                                        | BUSINESS LICENSE CLERK         | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4161 ANIMAL CONTROL</b>        |                                |           |           |          |              |
|                                             |                                | <b>14</b> | <b>14</b> | <b>0</b> | <b>0.00%</b> |
| 1094                                        | OFFICE ASST. ANIMAL CONTROL    | 1         | 1         | 0        | 0.00%        |
| 1095                                        | ANIMAL CONTROL OFFICER         | 5         | 5         | 0        | 0.00%        |

# Employee Turnover



Period Start Date: 1/23/2026

Period End Date: 2/5/2026

|      |                         |   |   |   |       |
|------|-------------------------|---|---|---|-------|
| 1097 | KENNEL COORDINATOR      | 1 | 1 | 0 | 0.00% |
| 1098 | KENNEL WORKER           | 6 | 6 | 0 | 0.00% |
| 1448 | ANIMAL SERVICES MANAGER | 1 | 1 | 0 | 0.00% |

Location: 4181 C.E.P.

|      |                         |   |   |   |       |
|------|-------------------------|---|---|---|-------|
| 1099 | DEPT MGR EMERGENCY MGMT | 1 | 1 | 0 | 0.00% |
|------|-------------------------|---|---|---|-------|

Location: 4192 COMMUNITY ENHANCEMENT

|      |                                |   |   |   |       |
|------|--------------------------------|---|---|---|-------|
| 1100 | COMMUNITY IMPROVEMENT TECH.    | 1 | 1 | 0 | 0.00% |
| 1260 | COMMUNITY DEVELOPMENT PRP TECH | 1 | 1 | 0 | 0.00% |

Location: 4211 LIBRARY

|      |                                |   |   |   |        |
|------|--------------------------------|---|---|---|--------|
| 1101 | ADMIN. ASSISTANT LIBRARY       | 1 | 1 | 0 | 0.00%  |
| 1103 | LIBRARY PAGE SENIOR            | 3 | 3 | 0 | 0.00%  |
| 1104 | TECHNICAL SERVICE ASSISTANT    | 1 | 1 | 0 | 0.00%  |
| 1105 | LIBRARY ASSISTANT- CIRCULATION | 2 | 2 | 0 | 0.00%  |
| 1107 | REFERENCE ASSISTANT            | 1 | 1 | 0 | 0.00%  |
| 1109 | LIBRARY CATALOGER              | 1 | 1 | 0 | 0.00%  |
| 1112 | DEPARTMENT DIRECTOR LIBRARY    | 1 | 1 | 0 | 0.00%  |
| 1267 | INTER LIBRARY L & R LIBRARIAN  | 1 | 1 | 0 | 0.00%  |
| 1354 | YOUTH LIBRARIAN ASSISTANT      | 1 | 1 | 0 | 0.00%  |
| 1387 | LIBRARY PAGE SENIOR PT         | 7 | 6 | 1 | 15.38% |

| Employee # | Name                        | Position Code | Description            | Hire Date | Termination Date |
|------------|-----------------------------|---------------|------------------------|-----------|------------------|
| 4486       | <a href="#">RUIZ, DIANA</a> | 1387107       | LIBRARY PAGE SENIOR PT | 2/26/2024 | 2/3/2026         |

added back  
last check 2/13/26

|      |                     |   |   |   |       |
|------|---------------------|---|---|---|-------|
| 1441 | STEM INSTRUCTOR     | 1 | 1 | 0 | 0.00% |
| 1474 | HEAD OF CIRCULATION | 1 | 1 | 0 | 0.00% |

Location: 4221 MUSEUM

|      |                                |   |   |   |       |
|------|--------------------------------|---|---|---|-------|
| 1116 | MUSEUM STORE SUPERVISOR        | 1 | 1 | 0 | 0.00% |
| 1117 | GUEST SERVICES ASSOCIATE       | 1 | 1 | 0 | 0.00% |
| 1119 | PLANETARIUM COORDINATOR        | 1 | 1 | 0 | 0.00% |
| 1122 | REGISTRAR MUSEUM               | 1 | 1 | 0 | 0.00% |
| 1123 | CURATOR OF COLLECTIONS AND EXH | 1 | 1 | 0 | 0.00% |
| 1124 | DEPARTMENT DIRECTOR MUSEUM     | 1 | 1 | 0 | 0.00% |
| 1303 | MUSEUM EDUCATOR                | 1 | 1 | 0 | 0.00% |
| 1304 | PLANETARIUM ASSISTANT          | 1 | 1 | 0 | 0.00% |
| 1345 | MUSEUM OPERATIONS MANAGER      | 1 | 1 | 0 | 0.00% |

# Employee Turnover



Period Start Date: 1/23/2026

Period End Date: 2/5/2026

| 1392                        | MUSEUM STORE CLERK PT      | 1             | 1                           | 0         | 0.00%            |
|-----------------------------|----------------------------|---------------|-----------------------------|-----------|------------------|
| <b>Location: 4231 PARKS</b> |                            |               |                             |           |                  |
| 1043                        | CUSTODIAN                  | 30            | 30                          | 0         | 0.00%            |
| 1126                        | ADMIN. ASSISTANT SR. PARKS | 1             | 1                           | 0         | 0.00%            |
| 1127                        | LABORER PARKS              | 1             | 1                           | 0         | 0.00%            |
| 1128                        | LABORER PARKS              | 10            | 10                          | 0         | 0.00%            |
| 1128                        | LABORER PARKS              | 10            | 10                          | 0         | 0.00%            |
| 1129                        | LABORER PARKS              | 5             | 5                           | 0         | 0.00%            |
| 1130                        | LABORER PARKS              | 1             | 1                           | 0         | 0.00%            |
| 1151                        | LABORER PARKS              | 1             | 1                           | 0         | 0.00%            |
| 1329                        | LABORER PARKS              | 1             | 1                           | 0         | 0.00%            |
| <b>Location: 4232 ZOO</b>   |                            |               |                             |           |                  |
| 1133                        | LABORER ZOO                | 6             | 5                           | 0         | 0.00%            |
| 1134                        | ZOO KEEPER                 | 1             | 1                           | 0         | 0.00%            |
| 1135                        | ZOO KEEPER                 | 2             | 1                           | 0         | 0.00%            |
| 1439                        | ZOO KEEPER                 | 1             | 1                           | 0         | 0.00%            |
| 1456                        | ZOO SUPERVISOR             | 1             | 1                           | 0         | 0.00%            |
| <b>Location: 4233 GOLF</b>  |                            |               |                             |           |                  |
| 1139                        | LABORER ZOO                | 14            | 14                          | 1         | 7.41%            |
| 1141                        | LABORER ZOO                | 1             | 1                           | 0         | 0.00%            |
| 1142                        | LABORER ZOO                | 1             | 1                           | 0         | 0.00%            |
| 1331                        | LABORER ZOO                | 1             | 1                           | 0         | 0.00%            |
| 1351                        | LABORER ZOO                | 1             | 1                           | 0         | 0.00%            |
| 1352                        | LABORER ZOO                | 3             | 3                           | 0         | 0.00%            |
| 1353                        | LABORER ZOO                | 2             | 2                           | 0         | 0.00%            |
| 1365                        | LABORER ZOO                | 1             | 1                           | 0         | 0.00%            |
| 1431                        | LABORER ZOO                | 2             | 2                           | 1         | 66.67%           |
| Employee #                  | Name                       | Position Code | Description                 | Hire Date | Termination Date |
| 3146                        | WARD, CHARLES              | 1431101       | GOLF SHOP LEAD SR ATTENDANT | 7/10/2015 | 1/23/2026        |

added back  
last check 2/13/26

|                                  |                             |    |    |   |       |
|----------------------------------|-----------------------------|----|----|---|-------|
| <b>Location: 4241 RECREATION</b> |                             |    |    |   |       |
| 1046                             | FACILITIES MAINT. SPEC SR.  | 22 | 23 | 0 | 0.00% |
| 1143                             | OFFICE ASSISTANT RECREATION | 1  | 1  | 0 | 0.00% |
| 1145                             | RECREATION AIDE 2           | 2  | 2  | 0 | 0.00% |

# Employee Turnover



Period Start Date: 1/23/2026

Period End Date: 2/5/2026

|                                               |                                |           |           |          |              |
|-----------------------------------------------|--------------------------------|-----------|-----------|----------|--------------|
| 1146                                          | RECREATION LEADER              | 1         | 1         | 0        | 0.00%        |
| 1148                                          | SUPERVISOR RECREATION          | 1         | 1         | 0        | 0.00%        |
| 1150                                          | RECREATION MANAGER             | 1         | 1         | 0        | 0.00%        |
| 1380                                          | RECREATION AIDE 2 PT           | 1         | 1         | 0        | 0.00%        |
| 1412                                          | RECREATION AIDE 1 PT           | 4         | 4         | 0        | 0.00%        |
| 1436                                          | BASKETBALL OFFICIAL TEMP       | 8         | 9         | 0        | 0.00%        |
| 1478                                          | REC INSTRUCTOR-PART TIME       | 1         | 1         | 0        | 0.00%        |
| 1482                                          | RECREATION LEADER SR           | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4242 RECREATION AQUATIC POOL</b> |                                |           |           |          |              |
|                                               |                                | <b>10</b> | <b>11</b> | <b>0</b> | <b>0.00%</b> |
| 1383                                          | LIFE GUARD 1 PT                | 7         | 8         | 0        | 0.00%        |
| 1426                                          | HEAD LIFEGUARD PT              | 2         | 2         | 0        | 0.00%        |
| 1442                                          | AQUATICS SPECIALIST            | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4243 ADULT CENTER</b>            |                                |           |           |          |              |
|                                               |                                | <b>1</b>  | <b>1</b>  | <b>0</b> | <b>0.00%</b> |
| 1146                                          | RECREATION LEADER              | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4252 CONVENTION CENTER</b>       |                                |           |           |          |              |
|                                               |                                | <b>3</b>  | <b>3</b>  | <b>0</b> | <b>0.00%</b> |
| 1322                                          | GENERAL FACILITIES & OPER. MGR | 1         | 1         | 0        | 0.00%        |
| 1347                                          | ACCOUNTING MANAGER             | 1         | 1         | 0        | 0.00%        |
| 1403                                          | OPERATIONS & HOSPITALITY SPEC. | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4253 VISITOR CENTER</b>          |                                |           |           |          |              |
|                                               |                                | <b>3</b>  | <b>4</b>  | <b>0</b> | <b>0.00%</b> |
| 1278                                          | GUEST SERVICES ASSOCIATE VC    | 1         | 1         | 0        | 0.00%        |
| 1280                                          | VISITOR CENTER STORE LEAD      | 1         | 1         | 0        | 0.00%        |
| 1300                                          | GUEST SERVICES STORE SUPV      | 1         | 1         | 0        | 0.00%        |
| 1415                                          | GUEST SERVICES ASSOCIATE VC PT | 0         | 1         | 0        | 0.00%        |
| <b>Location: 4261 PUBLIC RELATIONS</b>        |                                |           |           |          |              |
|                                               |                                | <b>3</b>  | <b>3</b>  | <b>0</b> | <b>0.00%</b> |
| 1155                                          | PUBLIC INFORMATION OFFICER     | 1         | 1         | 0        | 0.00%        |
| 1247                                          | GRAPHIC DESIGNER               | 1         | 1         | 0        | 0.00%        |
| 1457                                          | SPECIAL EVENT SUPERVISOR       | 1         | 1         | 0        | 0.00%        |
| <b>Location: 4323 STREETS</b>                 |                                |           |           |          |              |
|                                               |                                | <b>23</b> | <b>23</b> | <b>0</b> | <b>0.00%</b> |
| 1167                                          | MAINTENANCE WORKER STREETS     | 9         | 9         | 0        | 0.00%        |
| 1168                                          | MAINTENANCE WORKER SR. STREETS | 4         | 4         | 0        | 0.00%        |
| 1170                                          | EQUIPMENT OPERATOR STREETS     | 4         | 4         | 0        | 0.00%        |
| 1171                                          | EQUIPMENT OPERATOR SR. STREETS | 3         | 3         | 0        | 0.00%        |
| 1172                                          | SUPERVISOR STREETS             | 1         | 1         | 0        | 0.00%        |

# Employee Turnover



Period Start Date: 1/23/2026

Period End Date: 2/5/2026

|                                                         |                                |    |    |   |       |
|---------------------------------------------------------|--------------------------------|----|----|---|-------|
| 1173                                                    | SUPERINTENDENT STREETS         | 1  | 1  | 0 | 0.00% |
| 1378                                                    | ADMIN ASSISTANT SR SPEC STREET | 1  | 1  | 0 | 0.00% |
| Location: 4325 SPECIAL ELECTRONICS                      |                                |    |    |   |       |
| 1165                                                    | TRAFFIC SIGNAL TECHNICIAN      | 2  | 2  | 0 | 0.00% |
| 1166                                                    | SPECIAL ELECTRONICS SUPVR.     | 1  | 1  | 0 | 0.00% |
| Location: 4331 AIRPORT - ADMINISTRATION                 |                                |    |    |   |       |
| 1175                                                    | ADMIN. ASSISTANT SR. RIAC      | 1  | 1  | 0 | 0.00% |
| 1177                                                    | AIR CENTER DEPUTY DIRECTOR     | 1  | 1  | 0 | 0.00% |
| 1270                                                    | AIRPORT SECURITY COORDINATOR   | 1  | 1  | 0 | 0.00% |
| 1279                                                    | AIRPORT PROPERTY/CONTRACTS COR | 1  | 1  | 0 | 0.00% |
| 1417                                                    | ASST. AIRPORT SECURITY COORD.  | 1  | 1  | 0 | 0.00% |
| 1428                                                    | DIRECTOR RIAC                  | 1  | 1  | 0 | 0.00% |
| 1434                                                    | AIRPORT CREDENTIALING SPC      | 1  | 1  | 0 | 0.00% |
| 1479                                                    | ASST AIRPORT CRED SPECIALIST   | 1  | 1  | 0 | 0.00% |
| 1487                                                    | RESTAURANT/BAR MANAGER         | 1  | 1  | 0 | 0.00% |
| 1488                                                    | ASST RESTAURANT/BAR MANAGER    | 1  | 1  | 0 | 0.00% |
| Location: 4332 AIRPORT - OPERATIONS                     |                                |    |    |   |       |
| 1178                                                    | FACILITIES MAINT SP. SR. RIAC  | 1  | 1  | 0 | 0.00% |
| 1179                                                    | SUPERVISOR RIAC                | 1  | 1  | 0 | 0.00% |
| 1180                                                    | MAINTENANCE WORKER RIAC        | 5  | 5  | 0 | 0.00% |
| Location: 4341 SANITATION                               |                                |    |    |   |       |
| 1183                                                    | SUPERVISOR SOLID WASTE         | 2  | 2  | 0 | 0.00% |
| 1185                                                    | AUTOMATED COLLECTION OPERATOR  | 15 | 15 | 0 | 0.00% |
| 1186                                                    | SOLID WASTE/FACILITY MANAGER   | 1  | 1  | 0 | 0.00% |
| 1373                                                    | HEAVY-DUTY TECHNICIAN          | 4  | 4  | 0 | 0.00% |
| 1374                                                    | LUBE TECHNICIAN                | 1  | 1  | 0 | 0.00% |
| 1375                                                    | PARTS TECHNICIAN               | 1  | 1  | 0 | 0.00% |
| 1477                                                    | SOLID WASTE ADMIN ANALYST      | 1  | 1  | 0 | 0.00% |
| 1480                                                    | SOLID WASTE ADMIN ASSISTANT    | 1  | 1  | 0 | 0.00% |
| 1484                                                    | EMERGENCY VEHICLE TECHNICIAN   | 1  | 1  | 0 | 0.00% |
| Location: 4342 LANDFILL                                 |                                |    |    |   |       |
| 1187                                                    | ACCOUNTING TECHNICIAN II       | 1  | 1  | 0 | 0.00% |
| 1189                                                    | EQUIPMENT OPERATOR             | 6  | 6  | 0 | 0.00% |
| added back J.Silva<br>Didn't transfer until<br>2/6/2026 |                                |    |    |   |       |

# Employee Turnover



Period Start Date: 1/23/2026

Period End Date: 2/5/2026

|                                         |                               |    |    |   |         |
|-----------------------------------------|-------------------------------|----|----|---|---------|
| 1191                                    | SANITATION WORKER             | 3  | 3  | 0 | 0.00%   |
| 1330                                    | ENVR COMPLIANCE SPECIALIST    | 1  | 1  | 0 | 0.00%   |
| 1458                                    | SCALE HOUSE ATTENDANT         | 1  | 1  | 0 | 0.00%   |
| Location: 4352 WATER - CUSTOMER SERVICE |                               |    |    |   |         |
| 1193                                    | CUSTOMER SERVICE CLERK        | 7  | 7  | 0 | 0.00%   |
| 1195                                    | UTILITIES BILLING SUPERVISOR  | 1  | 1  | 0 | 0.00%   |
| 1348                                    | METER READER                  | 4  | 5  | 0 | 0.00%   |
| 1460                                    | UTILITIES BILLING MANAGER     | 1  | 1  | 0 | 0.00%   |
| 1481                                    | METER READER SUPERVISOR       | 1  | 1  | 0 | 0.00%   |
| Location: 4353 CENTRAL CONTROL          |                               |    |    |   |         |
| 1196                                    | WATER PRODUCTION OPERATOR     | 5  | 5  | 0 | 0.00%   |
| 1269                                    | DEPUTY SUPERINTENDENT         | 1  | 1  | 0 | 0.00%   |
| 1292                                    | WATER PRODUCTION OPERATOR SR  | 1  | 1  | 0 | 0.00%   |
| 1489                                    | ADMIN. WATER METER SPECIALIST | 1  | 1  | 0 | 0.00%   |
| 1492                                    | LEAD & COPPER TECHNICIAN TEMP | 0  | 0  | 0 | #DIV/0! |
| Location: 4354 PUBLIC WORKS             |                               |    |    |   |         |
| 1201                                    | ADMIN. ASSISTANT SR. WATER    | 1  | 1  | 0 | 0.00%   |
| 1202                                    | WAREHOUSE WORKER              | 1  | 1  | 0 | 0.00%   |
| 1203                                    | WAREHOUSE WORKER SR.          | 1  | 1  | 0 | 0.00%   |
| 1205                                    | MAINTENANCE WORKER SR. WATER  | 3  | 3  | 0 | 0.00%   |
| 1206                                    | EQUIPMENT OPERATOR WATER      | 7  | 6  | 0 | 0.00%   |
| 1208                                    | SUPERINTENDENT WATER          | 1  | 1  | 0 | 0.00%   |
| 1209                                    | SUPERVISOR WATER              | 1  | 1  | 0 | 0.00%   |
| 1266                                    | UTILITY DIRECTOR              | 1  | 1  | 0 | 0.00%   |
| 1276                                    | UTILITY LOCATOR TECHNICIAN    | 1  | 1  | 0 | 0.00%   |
| 1286                                    | W & S MAINTENANCE WORKER I    | 10 | 10 | 0 | 0.00%   |
| 1309                                    | VALVE MAINTENANCE SPECIALIST  | 2  | 2  | 0 | 0.00%   |
| 1327                                    | WORKFLOW COORD/INSPECTOR      | 1  | 1  | 0 | 0.00%   |
| 1377                                    | METER MAINTENANCE TECHNICIAN  | 1  | 1  | 0 | 0.00%   |
| Location: 4355 WWTP                     |                               |    |    |   |         |
| 1211                                    | ADMIN. ASSISTANT SR. WWTP     | 1  | 1  | 0 | 0.00%   |
| 1212                                    | PRETREATMENT COORDINATOR WWTP | 1  | 1  | 0 | 0.00%   |
| 1213                                    | OPERATOR WWTP                 | 4  | 4  | 0 | 0.00%   |

added back J.Silva  
Didn't transfer until  
2/6/2026

# Employee Turnover



Period Start Date: 1/23/2026

Period End Date: 2/5/2026

|      |                         |   |   |   |       |
|------|-------------------------|---|---|---|-------|
| 1214 | OPERATOR SR. WWTP       | 1 | 1 | 0 | 0.00% |
| 1215 | SUPERVISOR WWTP         | 1 | 1 | 0 | 0.00% |
| 1216 | SUPERINTENDENT WWTP     | 1 | 1 | 0 | 0.00% |
| 1283 | WWTP ELECTRICIAN        | 1 | 1 | 0 | 0.00% |
| 1311 | MAINTENANCE WORKER WWTP | 2 | 2 | 0 | 0.00% |

|                                         |  |  |  |  |  |
|-----------------------------------------|--|--|--|--|--|
| Location: 4356 WWTP - SEWER MAINTENANCE |  |  |  |  |  |
|-----------------------------------------|--|--|--|--|--|

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

|                                |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|
| Location: 4358 WWTP - CITY LAB |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|

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

|                         |  |  |  |  |  |
|-------------------------|--|--|--|--|--|
| Location: 4411 CEMETERY |  |  |  |  |  |
|-------------------------|--|--|--|--|--|

|      |                               |   |   |   |       |
|------|-------------------------------|---|---|---|-------|
| 1223 | ADMIN. ASSISTANT CEMETERY     | 1 | 1 | 0 | 0.00% |
| 1224 | GROUPS MAINT. WORKER CEMETERY | 3 | 3 | 0 | 0.00% |
| 1225 | GROUPS MAINT. WORKER SR. CEM. | 4 | 4 | 0 | 0.00% |
| 1226 | SUPERINTENDENT CEMETERY       | 1 | 1 | 0 | 0.00% |
| 1324 | CEMETERY SUPERVISOR           | 1 | 1 | 0 | 0.00% |
| 1470 | CEMETERY LABORER TEMP         | 1 | 1 | 0 | 0.00% |

|                                     |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|
| Location: 4511 PECOS TRAILS TRANSIT |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|

|      |                            |    |    |   |       |
|------|----------------------------|----|----|---|-------|
| 1043 | CUSTODIAN                  | 1  | 1  | 0 | 0.00% |
| 1229 | TRANSIT OPERATIONS SUPV II | 1  | 1  | 0 | 0.00% |
| 1231 | VEHICLE OPERATOR TRANSIT   | 17 | 16 | 1 | 6.06% |

| Employee #                          | Name | Position Code | Description | Hire Date | Termination Date |
|-------------------------------------|------|---------------|-------------|-----------|------------------|
| 4775 <a href="#">SOJO, LEONARDO</a> |      |               |             |           |                  |
| 1231110 VEHICLE OPERATOR TRANSIT    |      |               |             |           |                  |

|      |                           |   |   |   |       |
|------|---------------------------|---|---|---|-------|
| 1232 | TRANSIT DIRECTOR          | 1 | 1 | 0 | 0.00% |
| 1265 | TRANSIT MANAGER           | 1 | 1 | 0 | 0.00% |
| 1315 | TRANSIT OPERATIONS SUPV I | 1 | 1 | 0 | 0.00% |

|                                       |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|
| Location: 4631 INFORMATION TECHNOLOGY |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|

|      |                                |   |   |   |       |
|------|--------------------------------|---|---|---|-------|
| 1233 | INFORMATION TECHNOLOGY TECH.   | 1 | 1 | 0 | 0.00% |
| 1234 | DEPARTMENT DIRECTOR IT         | 1 | 1 | 0 | 0.00% |
| 1235 | IT TECHNICIAN SR.              | 2 | 2 | 0 | 0.00% |
| 1364 | NETWORK ADMINISTRATOR ENGINEER | 1 | 1 | 0 | 0.00% |
| 1446 | SYSTEMS & DATA INTEGRATION SPE | 1 | 1 | 0 | 0.00% |

# Employee Turnover



Period Start Date: 1/23/2026  
Period End Date: 2/5/2026

| Location: 4656 CONSOLIDATED DISPATCH |    |    |   |       |
|--------------------------------------|----|----|---|-------|
|                                      | 16 | 16 | 0 | 0.00% |
| 1236 EMERGENCY COMM. DISPATCHER      | 7  | 7  | 0 | 0.00% |
| 1237 EMERGENCY COMM. SUPERVISOR      | 4  | 4  | 0 | 0.00% |
| 1238 DEPARTMENT MANAGER DISPATCH     | 1  | 1  | 0 | 0.00% |
| 1262 TRAINING COORDINATOR            | 1  | 1  | 0 | 0.00% |
| 1358 TERMINAL AGENCY COORDINATOR     | 1  | 1  | 0 | 0.00% |
| 1437 EMERGENCY COMM. ADMIN ASST.     | 2  | 2  | 0 | 0.00% |

633

## POSITION VACANCY REPORT

| POSITION                          | TYPE   | MAX    | FTE    | FILLED | VACANT | JOB        | LOC      | BGNU | GRAD/ST | ANNUAL SALARY | HOURLY SALARY |
|-----------------------------------|--------|--------|--------|--------|--------|------------|----------|------|---------|---------------|---------------|
| 1022104 DEPUTY COURT CLERK        | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1022   | DCTCLK     | 4021ADM  |      | 30/01   | 34,936.72     | 16.80         |
| 1500102 ACCOUNTS PAYABLE SPECIALI | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1500   | ACTSPAY    | 4041ADM  |      | 50/01   | 51,929.02     | 24.97         |
| 1504101 CITY ATTORNEY             | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1504   | GRNTWRTR   | 4041ADM  |      | 77/01   | 88,624.51     | 42.61         |
| 1405102 CITY ATTORNEY APPOINTED   | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1405   | CAAPPOINT  | 4051ADM  |      | 96/01   | 125,348.92    | 60.26         |
| 1339102 PARALEGAL                 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1339   | PARALEGAL  | 4051ADM  |      | 1/01    | 19,111.56     | 9.19          |
| 1056113 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1056   | POFFR1     | 4111RPOA |      | 611/01  | 22,159.28     | 10.65         |
| 1056117 POLICE OFFICER 2          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1056   | POFFR2     | 4111RPOA |      | 654/01  | 54,557.88     | 26.23         |
| 1054117 POLICE RECRUIT            | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1054   | PRECR      | 4111RPOA |      | 644/01  | 44,770.96     | 21.52         |
| 1057113 POLICE OFFICER 3          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1057   | POFFR3     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1057114 POLICE OFFICER 3          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1057   | POFFR3     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1057102 POLICE OFFICER 3          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1057   | POFFR3     | 4111RPOA |      | 611/01  | 22,159.28     | 10.65         |
| 1055126 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | 611/01  | 22,159.28     | 10.65         |
| 1049101 OFFICE ASSISTANT POLICE   | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1049   | OFFASST    | 4111RPOA |      | 619/01  | 25,970.10     | 12.49         |
| 1049103 OFFICE ASSISTANT POLICE   | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1049   | OFFASST    | 4111RPOA |      | 619/01  | 25,970.10     | 12.49         |
| 1053102 POLICE SERVICE AIDE CAREE | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1053   | PSACP      | 4111ADM  |      | 628/01  | 32,600.36     | 15.67         |
| 1053103 POLICE SERVICE AIDE CAREE | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1053   | PSACP      | 4111ADM  |      | 30/01   | 34,936.72     | 16.80         |
| 1054111 POLICE RECRUIT            | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1054   | PRECR      | 4111ADM  |      | 1/01    | 19,111.56     | 9.19          |
| 1054112 POLICE RECRUIT            | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1054   | PRECR      | 4111ADM  |      | 44/01   | 46,114.12     | 22.17         |
| 1054113 POLICE RECRUIT            | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1054   | PRECR      | 4111ADM  |      | 44/01   | 46,114.12     | 22.17         |
| 1055110 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | 611/01  | 22,159.28     | 10.65         |
| 1055111 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | 611/01  | 22,159.28     | 10.65         |
| 1055116 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | 652/01  | 52,452.40     | 25.22         |
| 1055117 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1055118 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1055119 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1055122 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1055124 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | 652/01  | 52,452.40     | 25.22         |
| 1055125 POLICE OFFICER 1          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1055   | POFFR1     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1057101 POLICE OFFICER 3          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1057   | POFFR3     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1057103 POLICE OFFICER 3          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1057   | POFFR3     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1057107 POLICE OFFICER 3          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1057   | POFFR3     | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1057108 POLICE OFFICER 3          | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1057   | POFFR3     | 4111RPOA |      | 656/01  | 56,779.32     | 27.30         |
| 1058114 POLICE SERGEANT           | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1058   | PSGT       | 4111RPOA |      | /00     | 0.00          | 0.00          |
| 1059101 POLICE LIEUTENANT         | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1059   | PLT        | 4111ADM  |      | SERG/01 | 80,017.60     | 38.47         |
| 1059102 POLICE LIEUTENANT         | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1059   | PLT        | 4111ADM  |      | /00     | 0.00          | 0.00          |
| 1061105 DETECTIVE                 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1061   | PDET       | 4111ADM  |      | /00     | 0.00          | 0.00          |
| 1061109 DETECTIVE                 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1061   | PDET       | 4111RPOA |      | 619/01  | 25,970.10     | 12.49         |
| 1065102 EVIDENCE PROPERTY CUSTODI | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1065   | EVIDPROPCU | 4111RPOA |      | DET/01  | 61,900.80     | 29.76         |
| 1053107 POLICE SERVICE AIDE CAREE | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1053   | PSACP      | 4111ADM  |      | 1/01    | 19,111.56     | 9.19          |
| 1452101 FIRE APPARATUS OPERATOR L | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1452   | FAPOPERLAT | 4121IAFF |      | 30/01   | 34,936.72     | 16.80         |
| 1070101 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | FA01/01 | 62,695.62     | 21.47         |
| 1070102 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070103 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070104 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070105 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070106 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070107 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070108 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070109 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070110 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070111 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070112 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070113 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070114 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |
| 1070115 FIREFIGHTER RECRUIT       | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070   | FFRECRC    | 4121ADM  |      | 37/01   | 40,132.30     | 19.29         |

## POSITION VACANCY REPORT

| POSITION                          | TYPE | MAX    | FTE    | FILLED | VACANT | JOB  | LOC      | BGN | GRAD/ST | ANNUAL SALARY | HOURLY SALARY |
|-----------------------------------|------|--------|--------|--------|--------|------|----------|-----|---------|---------------|---------------|
| 1070116 FIREFIGHTER RECRUIT       |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070 | 4121ADM  |     | 37/01   | 40,132.30     | 19.29         |
| 1070117 FIREFIGHTER RECRUIT       |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070 | 4121ADM  |     | 37/01   | 40,132.30     | 19.29         |
| 1070118 FIREFIGHTER RECRUIT       |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070 | 4121ADM  |     | 37/01   | 40,132.30     | 19.29         |
| 1071103 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071107 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071111 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071112 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071115 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071116 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071117 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071118 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071119 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071121 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1072104 FIREFIGHTER 2             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1072 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1073102 FIREFIGHTER 3             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1073 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1074107 FIRE APPARATUS OPERATOR 1 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1074 | 4121IAFF |     | FA01/01 | 62,695.62     | 21.47         |
| 1074108 FIRE APPARATUS OPERATOR 1 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1074 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1074110 FIRE APPARATUS OPERATOR 1 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1074 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1074111 FIRE APPARATUS OPERATOR 1 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1074 | 4121IAFF |     | FA01/01 | 62,695.62     | 21.47         |
| 1074112 FIRE APPARATUS OPERATOR 1 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1074 | 4121IAFF |     | FA01/01 | 62,695.62     | 21.47         |
| 1074113 FIRE APPARATUS OPERATOR 1 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1074 | 4121IAFF |     | FA01/01 | 62,695.62     | 21.47         |
| 1074115 FIRE APPARATUS OPERATOR 1 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1074 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1074117 FIRE APPARATUS OPERATOR 1 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1074 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1074122 FIRE APPARATUS OPERATOR 1 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1074 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1076104 FIRE APPARATUS OPERATOR 3 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1076 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1077103 FIRE LIEUTENANT 1         |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1077 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1079105 FIRE LIEUTENANT 3         |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1079 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1079107 FIRE LIEUTENANT 3         |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1079 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1071129 FIREFIGHTER 1             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1071 | 4121IAFF |     | LIE1/01 | 77,864.28     | 26.67         |
| 1077101 FIRE LIEUTENANT 1         |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1077 | 4121IAFF |     | LIE1/01 | 77,864.28     | 26.67         |
| 1070119 FIREFIGHTER RECRUIT       |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1070 | 4121ADM  |     | 37/01   | 40,132.30     | 19.29         |
| 1072106 FIREFIGHTER 2             |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1072 | 4121IAFF |     | FF2/01  | 55,756.74     | 19.09         |
| 1078114 FIRE LIEUTENANT 2         |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1078 | 4121IAFF |     | /00     | 0.00          | 0.00          |
| 1490101 ADMIN. ASSISTANT SR. EMS  |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1490 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1491101 EMS LIEUTENANT            |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1491 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1491102 EMS LIEUTENANT            |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1491 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1491103 EMS LIEUTENANT            |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1491 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493101 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493102 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493103 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493104 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493105 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493106 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493107 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493108 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493109 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493110 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493111 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493112 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493113 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493114 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493115 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1493116 EMT BASIC                 |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1493 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1494101 EMT ADVANCED              |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |
| 1494102 EMT ADVANCED              |      | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | 4125ADM  |     | 1/01    | 19,111.56     | 9.19          |

## POSITION VACANCY REPORT

| POSITION                          | TYPE   | MAX    | FTE    | FILLED | VACANT | JOB  | LOC         | BGNU     | GRAD/ST | ANNUAL SALARY | HOURLY SALARY |
|-----------------------------------|--------|--------|--------|--------|--------|------|-------------|----------|---------|---------------|---------------|
| 1494103 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494104 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494105 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494106 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494107 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494108 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494109 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494110 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494111 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494112 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494113 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494114 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494115 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1494116 EMT ADVANCED              | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1494 | EMTADVANCE  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495101 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495102 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495103 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495104 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495105 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495106 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495107 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495108 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495109 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495110 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495111 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1495112 EMT PARAMEDIC             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1495 | EMTPARAMED  | 4125ADM  | 1/01    | 19,111.56     | 9.19          |
| 1366101 ENGINEERING CONSTRUCTION  | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1366 | ENGCONSP    | 4135ADM  | 44/01   | 46,114.12     | 22.17         |
| 1158101 CONSTRUCTION INSPECTOR    | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1158 | CONINSP     | 4135ADM  | 54/01   | 56,202.22     | 27.02         |
| 1089101 BUILDING INSPECTOR        | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1089 | BLDGINS     | 4151ADM  | 1/01    | 19,111.56     | 9.19          |
| 1090101 ELECTRICAL INSPECTOR      | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1090 | ELECINSP    | 4151ADM  | 1/01    | 19,111.56     | 9.19          |
| 1277101 CHILDREN AND YOUTH LIBRAR | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1277 | CHILDLIBRA  | 4211ADM  | 1/01    | 19,111.56     | 9.19          |
| 1387107 LIBRARY PAGE SENIOR PT    | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1387 | LIBPGESRPT  | 4211ADM  | 1/01    | 19,111.56     | 9.19          |
| 1419105 PARKS LABORER TEMP        | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1419 | PKTTP       | 4231ADM  | 26/01   | 32,291.74     | 15.52         |
| 1419103 PARKS LABORER TEMP        | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1419 | PKTTP       | 4231ADM  | 26/01   | 32,291.74     | 15.52         |
| 1419104 PARKS LABORER TEMP        | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1419 | PKTTP       | 4231ADM  | 26/01   | 32,291.74     | 15.52         |
| 1419101 PARKS LABORER TEMP        | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1419 | PKTTP       | 4231ADM  | 26/01   | 32,291.74     | 15.52         |
| 1419102 PARKS LABORER TEMP        | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1419 | PKTTP       | 4231ADM  | 26/01   | 32,291.74     | 15.52         |
| 1127111 LABORER PARKS             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1127 | LBR         | 4231AFLC | 915/01  | 25,196.60     | 12.11         |
| 1127114 LABORER PARKS             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1127 | LBR         | 4231AFLC | 915/01  | 25,196.60     | 12.11         |
| 1127101 LABORER PARKS             | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1127 | LBR         | 4231AFLC | 00      | 0.00          | 0.00          |
| 1134104 ZOO KEEPER                | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1134 | ZOOKPR      | 4232AFLC | 926/01  | 31,351.32     | 15.07         |
| 1134105 ZOO KEEPER                | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1134 | ZOOKPR      | 4232AFLC | 927B/01 | 32,448.00     | 15.60         |
| 1468101 GROUNDS MAINTENANCE ZOO L | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1468 | GRMTZOOOLD  | 4232ADM  | 1/01    | 19,111.56     | 9.19          |
| 1365101 BEVERAGE CART ATTENDANT   | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1365 | BEVATTND    | 4233ADM  | 27B/01  | 33,421.44     | 16.07         |
| 1353101 GOLF SHOP SENIOR ATTENDAN | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1353 | GOLFSRATTDD | 4233ADM  | 28/01   | 33,578.48     | 16.14         |
| 1139101 GROUNDS MAINT. WORKER GOL | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1139 | GMWRKR      | 4233AFLC | 915/01  | 25,196.60     | 12.11         |
| 1475102 GOLF LABORER TEMP         | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1475 | GOLFTEMP    | 4233ADM  | 26/01   | 32,291.74     | 15.52         |
| 1478101 RECREATION INSTRUCTOR- PA | 1.0000 | 0.5000 | 0.0000 | 0.0000 | 1.0000 | 1478 | RECINSTR    | 4241ADM  | 1/01    | 19,111.56     | 9.19          |
| 1436106 BASKETBALL OFFICIAL TEMP  | 1.0000 | 0.5000 | 0.0000 | 0.0000 | 1.0000 | 1436 | BSKTBLTTP   | 4241ADM  | 27B/01  | 33,421.44     | 16.07         |
| 1412107 RECREATION AIDE I PART TI | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1412 | RECAIDE2PT  | 4241ADM  | 1/01    | 19,111.56     | 9.19          |
| 1412105 RECREATION AIDE I PART TI | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1412 | RECAIDE2PT  | 4241ADM  | 1/01    | 19,111.56     | 9.19          |
| 1412106 RECREATION AIDE I PART TI | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1412 | RECAIDE2PT  | 4241ADM  | 1/01    | 19,111.56     | 9.19          |
| 1444101 REC AIDE/LIFEGUARD TEMP   | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1444 | RA LG TEMP  | 4241ADM  | 27B/01  | 33,421.44     | 16.07         |
| 1444102 REC AIDE/LIFEGUARD TEMP   | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1444 | RA LG TEMP  | 4241ADM  | 27B/01  | 33,421.44     | 16.07         |
| 1444103 REC AIDE/LIFEGUARD TEMP   | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000 | 1444 | RA LG TEMP  | 4241ADM  | 27B/01  | 33,421.44     | 16.07         |

## POSITION VACANCY REPORT

| POSITION | TYPE                       | MAX  | FTE    | FILLED | VACANT | JOB  | LOC        | BGNU | GRAD/ST | ANNUAL   | SALARY    | HOURLY | SALARY    |
|----------|----------------------------|------|--------|--------|--------|------|------------|------|---------|----------|-----------|--------|-----------|
| 1444104  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444105  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444106  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444107  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444108  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444109  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444110  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444111  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444112  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444113  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444114  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444115  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1444116  | REC AIDE/LIFEGUARD         | TEMP | 1.0000 | 0.0000 | 1.0000 | 1444 | RA         | LG   | TEMP    | 4241ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1438101  | LIFEGUARD STUDENT PT       |      | 1.0000 | 0.0000 | 1.0000 | 1438 | LIFEGRDSTN |      |         | 4242ADM  | 33,421.44 | 16.07  | 33,421.44 |
| 1383108  | LIFE GUARD 1 PT            |      | 1.0000 | 0.0000 | 1.0000 | 1383 | LIFEGRD1PT |      |         | 4242ADM  | 19,111.56 | 9.19   | 19,111.56 |
| 1383120  | LIFE GUARD 1 PT            |      | 1.0000 | 0.0000 | 1.0000 | 1383 | LIFEGRD1PT |      |         | 4242ADM  | 19,111.56 | 9.19   | 19,111.56 |
| 1167108  | MAINTENANCE WORKER STREET  |      | 1.0000 | 0.0000 | 1.0000 | 1167 | MAINTWRKR  |      |         | 4323AFLC | 25,196.60 | 12.11  | 25,196.60 |
| 1185101  | AUTOMATED COLLECTION OPER  |      | 1.0000 | 0.0000 | 1.0000 | 1185 | AUTOPER    |      |         | 4341AFLC | 25,196.60 | 12.11  | 25,196.60 |
| 1185107  | AUTOMATED COLLECTION OPER  |      | 1.0000 | 0.0000 | 1.0000 | 1185 | AUTOPER    |      |         | 4341AFLC | 38,963.34 | 18.73  | 38,963.34 |
| 1185113  | AUTOMATED COLLECTION OPER  |      | 1.0000 | 0.0000 | 1.0000 | 1185 | AUTOPER    |      |         | 4341AFLC | 34,613.28 | 16.64  | 34,613.28 |
| 1185115  | AUTOMATED COLLECTION OPER  |      | 1.0000 | 0.0000 | 1.0000 | 1185 | AUTOPER    |      |         | 4341AFLC | 38,937.60 | 18.72  | 38,937.60 |
| 1284101  | EQUIPMENT OPERATOR SANITA  |      | 1.0000 | 0.0000 | 1.0000 | 1284 | SANEQPOPER |      |         | 4342AFLC | 25,196.60 | 12.11  | 25,196.60 |
| 1284102  | EQUIPMENT OPERATOR SANITA  |      | 1.0000 | 0.0000 | 1.0000 | 1284 | SANEQPOPER |      |         | 4342AFLC | 25,196.60 | 12.11  | 25,196.60 |
| 1469101  | EQUIPMENT OPERATOR SR LAN  |      | 1.0000 | 0.0000 | 1.0000 | 1469 | EQUIPOPSR  |      |         | 4342AFLC | 44,770.96 | 21.52  | 44,770.96 |
| 1472101  | LABORER TEMP LANDFILL      |      | 1.0000 | 0.0000 | 1.0000 | 1472 | LABORTEMP  |      |         | 4342ADM  | 32,291.74 | 15.52  | 32,291.74 |
| 1189107  | EQUIPMENT OPERATOR         |      | 1.0000 | 0.0000 | 1.0000 | 1189 | EQUIPOPER  |      |         | 4342AFLC | 34,613.28 | 16.64  | 34,613.28 |
| 1348104  | METER READER               |      | 1.0000 | 0.0000 | 1.0000 | 1348 | METERREAD  |      |         | 4352AFLC | 25,196.60 | 12.11  | 25,196.60 |
| 1357101  | UTILITIES CUSTOMER SERVICE |      | 1.0000 | 0.0000 | 1.0000 | 1357 | UBCSLEAD   |      |         | 4352ADM  | 19,111.56 | 9.19   | 19,111.56 |
| 1193109  | CUSTOMER SERVICE CLERK     |      | 1.0000 | 0.0000 | 1.0000 | 1193 | CUSTSRVCLK |      |         | 4352ADM  | 0.00      | 0.00   | 0.00      |
| 1193105  | CUSTOMER SERVICE CLERK     |      | 1.0000 | 0.0000 | 1.0000 | 1193 | CUSTSRVCLK |      |         | 4352ADM  | 0.00      | 0.00   | 0.00      |
| 1492102  | LEAD & COPPER TECHNICIAN   |      | 1.0000 | 0.0000 | 1.0000 | 1492 | LEACOPTECH |      |         | 4353ADM  | 19,111.56 | 9.19   | 19,111.56 |
| 1501101  | SAFETY LIAISON             |      | 1.0000 | 0.0000 | 1.0000 | 1501 | SAFELIAISO |      |         | 4354ADM  | 19,111.56 | 9.19   | 19,111.56 |
| 1204101  | W & S MAINTENANCE WORKER   |      | 1.0000 | 0.0000 | 1.0000 | 1204 | MAINTWRKR2 |      |         | 4354AFLC | 38,963.34 | 18.73  | 38,963.34 |
| 1204102  | W & S MAINTENANCE WORKER   |      | 1.0000 | 0.0000 | 1.0000 | 1204 | MAINTWRKR2 |      |         | 4354AFLC | 38,963.34 | 18.73  | 38,963.34 |
| 1206104  | EQUIPMENT OPERATOR WATER   |      | 1.0000 | 0.0000 | 1.0000 | 1206 | EQUIPOPER  |      |         | 4354AFLC | 39,749.84 | 19.11  | 39,749.84 |
| 1209102  | SUPERVISOR WATER           |      | 1.0000 | 0.0000 | 1.0000 | 1209 | SUPVR      |      |         | 4354ADM  | 19,111.56 | 9.19   | 19,111.56 |
| 1372101  | UTILITY CONSTRUCTION COOR  |      | 1.0000 | 0.0000 | 1.0000 | 1372 | UTCONSCOR  |      |         | 4354AFLC | 25,196.60 | 12.11  | 25,196.60 |
| 1286106  | W & S MAINTENANCE WORKER   |      | 1.0000 | 0.0000 | 1.0000 | 1286 | MAINTWRKR1 |      |         | 4354AFLC | 25,196.60 | 12.11  | 25,196.60 |
| 1286102  | W & S MAINTENANCE WORKER 1 |      | 1.0000 | 0.0000 | 1.0000 | 1286 | MAINTWRKR1 |      |         | 4354AFLC | 25,196.60 | 12.11  | 25,196.60 |
| 1407101  | WATER CONSERVATION SPECIA  |      | 1.0000 | 0.0000 | 1.0000 | 1407 | WTRCONSSPE |      |         | 4354ADM  | 46,114.12 | 22.17  | 46,114.12 |
| 1213102  | OPERATOR WMTF              |      | 1.0000 | 0.0000 | 1.0000 | 1213 | WMTPOPER   |      |         | 4355AFLC | 35,284.60 | 16.96  | 35,284.60 |
| 1219103  | EQUIPMENT OPERATOR WMTF    |      | 1.0000 | 0.0000 | 1.0000 | 1219 | EQUIPOPER  |      |         | 4356AFLC | 0.00      | 0.00   | 0.00      |
| 1221102  | LAB TECHNICIAN ASSISTANT   |      | 1.0000 | 0.0000 | 1.0000 | 1221 | LABTECASST |      |         | 4358ADM  | 34,936.72 | 16.80  | 34,936.72 |
| 1224104  | GROUND S MAINT. WORKER CEM |      | 1.0000 | 0.0000 | 1.0000 | 1224 | GMWRKR     |      |         | 4411AFLC | 29,523.00 | 14.19  | 29,523.00 |
| 1231110  | VEHICLE OPERATOR TRANSIT   |      | 1.0000 | 0.0000 | 1.0000 | 1231 | VEHOPER    |      |         | 4511AFLC | 34,613.28 | 16.64  | 34,613.28 |
| 1231117  | VEHICLE OPERATOR TRANSIT   |      | 1.0000 | 0.0000 | 1.0000 | 1231 | VEHOPER    |      |         | 4511AFLC | 34,613.28 | 16.64  | 34,613.28 |
| 1231118  | VEHICLE OPERATOR TRANSIT   |      | 1.0000 | 0.0000 | 1.0000 | 1231 | VEHOPER    |      |         | 4511AFLC | 25,196.60 | 12.11  | 25,196.60 |
| 1236102  | EMERGENCY COMM. DISPATCH   |      | 1.0000 | 0.0000 | 1.0000 | 1236 | EMDISP     |      |         | 4656ADM  | 40,132.30 | 19.29  | 40,132.30 |
| 1236103  | EMERGENCY COMM. DISPATCH   |      | 1.0000 | 0.0000 | 1.0000 | 1236 | EMDISP     |      |         | 4656ADM  | 40,132.30 | 19.29  | 40,132.30 |
| 1236104  | EMERGENCY COMM. DISPATCH   |      | 1.0000 | 0.0000 | 1.0000 | 1236 | EMDISP     |      |         | 4656ADM  | 38,583.48 | 18.55  | 38,583.48 |
| 1236105  | EMERGENCY COMM. DISPATCH   |      | 1.0000 | 0.0000 | 1.0000 | 1236 | EMDISP     |      |         | 4656ADM  | 40,132.30 | 19.29  | 40,132.30 |
| 1236108  | EMERGENCY COMM. DISPATCH   |      | 1.0000 | 0.0000 | 1.0000 | 1236 | EMDISP     |      |         | 4656ADM  | 40,132.30 | 19.29  | 40,132.30 |
| 1236110  | EMERGENCY COMM. DISPATCH   |      | 1.0000 | 0.0000 | 1.0000 | 1236 | EMDISP     |      |         | 4656ADM  | 40,132.30 | 19.29  | 40,132.30 |
| 1236111  | EMERGENCY COMM. DISPATCH   |      | 1.0000 | 0.0000 | 1.0000 | 1236 | EMDISP     |      |         | 4656ADM  | 40,132.30 | 19.29  | 40,132.30 |
| 1263101  | EMERGENCY COMMUNICATIONS   |      | 1.0000 | 0.0000 | 1.0000 | 1263 | EMCOQUASCO |      |         | 4656ADM  | 56,202.22 | 27.02  | 56,202.22 |

POSITION VACANCY REPORT

| POSITION                          | TYPE   | MAX    | FTE    | FILLED | VACANT   | JOB           | LOC     | BGNU | GRAD/ST | ANNUAL       | SALARY | HOURLY   | SALARY |
|-----------------------------------|--------|--------|--------|--------|----------|---------------|---------|------|---------|--------------|--------|----------|--------|
| 1502101 OPERATIONS SUPERVISOR     | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000   | 1502 OPSUP    | 4656ADM |      | 48/01   | 49,903.36    |        | 23.99    |        |
| 1503101 ASSISTANT DEPARTMENT MANA | 1.0000 | 1.0000 | 1.0000 | 0.0000 | 1.0000   | 1503 ASSTDPTM | 4656ADM |      | 59/01   | 62,057.32    |        | 29.84    |        |
| TOTAL                             |        |        | 0.0000 | 0.0000 | 222.0000 |               |         |      |         | 5,988,418.67 |        | 2,806.39 |        |

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

ROSWELL NEW MEXICO  
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 7.

Legal Committee

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**DEPARTMENT NAME:**

Safety Monthly Report

---

**Attachments**

Safety Report

---

# JANUARY 2026 Safety Report

| ACCIDENT OR INCIDENT / 3RD PARTY |           |           |
|----------------------------------|-----------|-----------|
| DEPARTMENT                       | 1-Jan     | 3rd PARTY |
| ADULT CENTER                     | 0         | 0         |
| AIR CENTER                       | 0         | 0         |
| ANIMAL SERVICES                  | 1         | 1         |
| AQUATIC CENTER                   | 0         | 0         |
| CEMETERY                         | 0         | 0         |
| CENTRAL CONTROL                  | 0         | 0         |
| CITY CLERK                       | 0         | 0         |
| CODE ENFORCEMENT                 | 0         | 0         |
| CONVENTION CENTER                | 0         | 0         |
| DISPATCH                         | 0         | 0         |
| ENGINEERING                      | 0         | 0         |
| FACILITIES MAINTENANCE           | 0         | 0         |
| FIRE DEPARTMENT                  | 3         | 1         |
| GOLF                             | 0         | 0         |
| HR/Safety                        | 0         | 0         |
| IT                               | 0         | 0         |
| LEGAL                            | 0         | 0         |
| LIBRARY                          | 0         | 0         |
| MUSEUM                           | 0         | 0         |
| PARKS                            | 0         | 0         |
| POLICE DEPARTMENT                | 3         | 3         |
| PUBLIC AFFAIRS                   | 0         | 0         |
| REC CENTER                       | 0         | 0         |
| SPECIAL ELECTRONICS              | 0         | 0         |
| SOLID WASTE                      | 1         | 0         |
| STREETS                          | 0         | 0         |
| TRANSIT                          | 2         | 1         |
| VISITORS CENTER                  | 0         | 0         |
| WATER                            | 0         | 0         |
| WWTP                             | 0         | 0         |
| ZOO                              | 1         | 0         |
| <b>TOTAL</b>                     | <b>11</b> | <b>6</b>  |

| INCIDENT COMPARISONS |           |            |            |            |
|----------------------|-----------|------------|------------|------------|
| MONTH                | 2026      | 2025       | 2024       | 2023       |
| JANUARY              | 11        | 24         | 32         | 30         |
| FEBRUARY             | 0         | 13         | 28         | 38         |
| MARCH                | 0         | 17         | 20         | 36         |
| APRIL                | 0         | 18         | 20         | 30         |
| MAY                  | 0         | 21         | 20         | 23         |
| JUNE                 | 0         | 23         | 22         | 21         |
| JULY                 | 0         | 18         | 15         | 27         |
| AUGUST               | 0         | 30         | 18         | 41         |
| SEPTEMBER            | 0         | 9          | 10         | 44         |
| OCTOBER              | 0         | 19         | 17         | 31         |
| NOVEMBER             | 0         | 0          | 14         | 21         |
| DECEMBER             | 0         | 19         | 15         | 15         |
| <b>TOTAL</b>         | <b>11</b> | <b>211</b> | <b>231</b> | <b>357</b> |

| DEPARTMENT   | PROPERTY | 3rd Party |
|--------------|----------|-----------|
| Fire         | 1        | ICE       |
| Police       | 1        | ICE       |
| Solid Waste  | 1        | ICE       |
| <b>TOTAL</b> | <b>3</b> | <b>0</b>  |

| DEPARTMENT   | MVA      | 3rd Party |
|--------------|----------|-----------|
| Fire         | 1        | ICE       |
| Police       | 1        | ICE       |
| <b>TOTAL</b> | <b>2</b> | <b>0</b>  |

# JANUARY 2026 Safety Report

| ACCIDENT / INCIDENT BY DEPARTMENTS YTD |           |          |          |          |          |          |          |          |          |          |          |          |            |           |
|----------------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|-----------|
| DEPARTMENT / MONTH                     | Jan       | Feb      | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | YTD TOTALS | 3rd Party |
| ADULT CENTER                           | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| AIR CENTER                             | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| ANIMAL SERVICES                        | 1         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1          | 1         |
| AQUATIC CENTER                         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| CEMETERY                               | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| CENTRAL CONTROL                        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| CITY CLERK                             | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| COMMUNITY DEV.                         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| CONVENTION CENTER                      | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| DISPATCH                               | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| ENGINEERING                            | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| FACILITIES MAINT.                      | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| FIRE DEPARTMENT                        | 3         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 3          | 1         |
| GOLF                                   | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| HR/SAFETY                              | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| IT                                     | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| LEGAL                                  | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| LIBRARY                                | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| MUSEUM                                 | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| PARKS                                  | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| POLICE DEPARTMENT                      | 3         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 3          | 3         |
| PUBLIC AFFAIRS                         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| REC CENTER                             | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| SPECIAL ELECTRONICS                    | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| SOLID WASTE                            | 1         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1          | 0         |
| STREETS                                | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| TRANSIT/FLEET                          | 2         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2          | 1         |
| VISITORS CENTER                        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| WATER                                  | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| WWTP                                   | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0         |
| ZOO                                    | 1         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1          | 0         |
| <b>TOTALS</b>                          | <b>11</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>11</b>  | <b>6</b>  |

# JANUARY 2026 Safety Report

| DEPARTMENT      | INJ./ILL | First Aid Only | OSHA Recordable |
|-----------------|----------|----------------|-----------------|
| Animal Services | 1        | 1              | 0               |
| Fire            | 3        | 0              | 3               |
| Police          | 1        | 1              | 0               |
| <b>Zoo</b>      | 1        | 1              | 0               |
| <b>TOTAL</b>    | <b>6</b> | <b>3</b>       | <b>3</b>        |

| INJURY/DAMAGE        | DESCRIPTION  | 3RD PARTY |
|----------------------|--------------|-----------|
| <b>Hand</b>          | Abrasion     | No        |
| <b>Leg</b>           | Strain       | No        |
| <b>Finger</b>        | Puncture     | Yes       |
| <b>Knee</b>          | Strain       | No        |
| <b>Face</b>          | BBP Exposure | Yes       |
| <b>Arm &amp; Hip</b> | Contusion    | No        |

| JANUARY 2026 - DECEMBER 2026<br>TRAINING |                      |             |
|------------------------------------------|----------------------|-------------|
| MONTH/YEAR                               | Total Training HOURS | EMPLOYEE #S |
| JANUARY                                  | 1199                 | 74          |
| FEBRUARY                                 | 0                    | 0           |
| MARCH                                    | 0                    | 0           |
| APRIL                                    | 0                    | 0           |
| MAY                                      | 0                    | 0           |
| JUNE                                     | 0                    | 0           |
| JULY                                     | 0                    | 0           |
| AUGUST                                   | 0                    | 0           |
| SEPTEMBER                                | 0                    | 0           |
| OCTOBER                                  | 0                    | 0           |
| NOVEMBER                                 | 0                    | 0           |
| DECEMBER                                 | 0                    | 0           |
| <b>YTD TOTALS</b>                        | <b>1,199</b>         | <b>74</b>   |

| JANUARY 2026 - DECEMBER 2026<br>TRAINING |               |
|------------------------------------------|---------------|
| MONTH/YEAR                               | TOTAL AMOUNT  |
| Jan-2026                                 | \$0.00        |
| Feb-2026                                 | \$0.00        |
| Mar-2026                                 | \$0.00        |
| Apr-2026                                 | \$0.00        |
| May-2026                                 | \$0.00        |
| Jun-2026                                 | \$0.00        |
| Jul-2026                                 | \$0.00        |
| Aug-2026                                 | \$0.00        |
| Sep-2026                                 | \$0.00        |
| Oct-2026                                 | \$0.00        |
| Nov-2026                                 | \$0.00        |
| Dec-2026                                 | \$0.00        |
| <b>YTD TOTAL</b>                         | <b>\$0.00</b> |

ROSWELL NEW MEXICO  
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 8.

Legal Committee

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**DEPARTMENT NAME:**

Community Development

---

**Attachments**

CDC Monthly January 2026

---

**CITY OF ROSWELL**  
**COMMUNITY DEVELOPMENT CENTER**  
**Month: January 2026**

| <b>CODE ENFORCEMENT</b>               | <b>This Month</b> | <b>This Month 2025</b> | <b>YTD*</b>  | <b>2025 YTD*</b> |
|---------------------------------------|-------------------|------------------------|--------------|------------------|
| Notices Mailed                        | <b>420</b>        | 359                    | <b>4,585</b> | 3,821            |
| Voluntary Compliance                  | <b>184</b>        | 174                    | <b>2,387</b> | 1,877            |
| No. of Cases Filed in Municipal Court | <b>1</b>          | 3                      | <b>94</b>    | 73               |
| No. Cases Dismissed by Officer        | <b>3</b>          | 0                      | <b>53</b>    | 16               |
| Resolution                            | <b>13</b>         | 4                      | <b>226</b>   | 71               |
| Weeds                                 | <b>133</b>        | 147                    | <b>3,187</b> | 1,987            |
| Inoperable Vehicles                   | <b>30</b>         | 34                     | <b>127</b>   | 360              |
| Litter                                | <b>58</b>         | 50                     | <b>236</b>   | 374              |
| Unsanitary Premises                   | <b>41</b>         | 60                     | <b>263</b>   | 389              |
| Signs                                 | <b>2</b>          | 10                     | <b>126</b>   | 134              |
| Zoning                                | <b>2</b>          | 0                      | <b>25</b>    | 1                |
| Obstructions                          | <b>13</b>         | 5                      | <b>74</b>    | 68               |
| Public Nuisances                      | <b>141</b>        | 53                     | <b>547</b>   | 500              |
| Garage Sales No permit                | <b>0</b>          | 0                      | <b>0</b>     | 8                |

| <b>BUSINESS LICENSES</b> | <b>This Month</b> | <b>This Month 2025</b> | <b>YTD*</b>        | <b>2025 YTD*</b> |
|--------------------------|-------------------|------------------------|--------------------|------------------|
| Total Licenses Issued    | <b>139</b>        | 152                    | <b>868</b>         | 1,086            |
| Renewed Licenses         | <b>115</b>        | 130                    | <b>606</b>         | 846              |
| New Licenses             | <b>17</b>         | 22                     | <b>163</b>         | 171              |
| Temporary Permits Issued | <b>7</b>          | 4                      | <b>99</b>          | 77               |
| Receipts                 | <b>\$6,622.00</b> | \$6,660                | <b>\$39,542.00</b> | \$46,301.00      |

\*Figures calculated to reflect FYTD

| <b>BUILDING INSPECTIONS</b> | <b>This Month</b>  | <b>Permits Applied This Month 2025 &amp; Fees Collected</b> | <b>Permits Applied YTD*</b> | <b>Permits Applied 2025 YTD*</b> |
|-----------------------------|--------------------|-------------------------------------------------------------|-----------------------------|----------------------------------|
| Residential-New             | <b>9</b>           | 6                                                           | <b>32</b>                   | 32                               |
| Residential - Other         | <b>15</b>          | 39                                                          | <b>208</b>                  | 258                              |
| Commercial-New              | <b>1</b>           | 1                                                           | <b>3</b>                    | 7                                |
| Commercial - Other          | <b>3</b>           | 7                                                           | <b>70</b>                   | 71                               |
| <b>Total Permits Issued</b> | <b>28</b>          | 53                                                          | <b>303</b>                  | 368                              |
| <b>Total Fees Collected</b> | <b>\$33,729.10</b> | 24,486.30                                                   | <b>\$216,774.35</b>         | \$173,102.72                     |

| <b>PLUMBING/MECH INSPECTIONS</b>          | <b>This Month</b> | <b>Permits Applied This Month 2025</b> | <b>Permits Applied YTD*</b> | <b>Permits Applied 2025 YTD*</b> |
|-------------------------------------------|-------------------|----------------------------------------|-----------------------------|----------------------------------|
| Plumbing & Mechanical Permits—Residential | <b>38</b>         | 50                                     | <b>320</b>                  | 344                              |
| Plumbing & Mechanical Permits—Commercial  | <b>6</b>          | 25                                     | <b>86</b>                   | 91                               |
| <b>Total Permits Issued</b>               | <b>44</b>         | 75                                     | <b>406</b>                  | 435                              |
| <b>Total Fees Collected</b>               | <b>\$2,114.75</b> | \$3,365.50                             | <b>\$23,054.25</b>          | \$21,026.50                      |

| <b>ELECTRICAL INSPECTIONS</b> | <b>This Month</b> | <b>Permits Applied This Month 2025</b> | <b>Permits Applied YTD*</b> | <b>Permits Applied 2025 YTD*</b> |
|-------------------------------|-------------------|----------------------------------------|-----------------------------|----------------------------------|
| Electric Permits—Residential  | <b>0</b>          | 32                                     | <b>158</b>                  | 199                              |
| Electric Permits—Commercial   | <b>0</b>          | 10                                     | <b>87</b>                   | 76                               |
| <b>Total Permits Issued</b>   | <b>0</b>          | 42                                     | <b>245</b>                  | 275                              |
| <b>Total Fees Collected</b>   | <b>\$0</b>        | \$3,615.00                             | <b>\$26,312.50</b>          | \$27,876.01                      |

\*Figures calculated to reflect FYTD

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Resolution 26-XX: consider recommending adoption of Resolution 26-XX, which shall require the removal or demolition of three (3) dilapidated structures. (Toby Franco)

**BACKGROUND:**

Initiated by: Toby Franco These structures constitute a public nuisance harmful to the public health, safety and general welfare.

**FINANCIAL CONSIDERATION:**

Resolution and notice will be served to owners requiring action within fifteen (15) days. Demolition by the City will proceed if no action is taken and a lien will be placed on the property for costs ranging from \$3,000 to \$30,000 for each property for removal.

**LEGAL REVIEW:**

The City Attorney has reviewed the current resolution. Resolutions must be adopted by a majority vote of the entire City Council.

**BOARD AND COMMITTEE ACTION:**

This is to be reviewed by the Legal Committee at their meeting on February 26, 2026.

**STAFF RECOMMENDATION:**

Resolution 26-XX: consider recommending adoption of Resolution 26-XX shall require the removal or demolition of three (3) dilapidated structures.

---

**Attachments**

ATT 2 Resolution 26-XX Condemnations  
ATT 2 Resolution 26-XX Condemnations

---

CITY OF ROSWELL  
RESOLUTION 26-XX

A RESOLUTION REQUIRING THE REMOVAL AND/OR DEMOLITION OF CERTAIN DAMAGED AND DILAPIDATED BUILDINGS, STRUCTURES OR PREMISES; PROVIDING THAT THE CITY SHALL HAVE A LIEN FOR THE COST OF REMOVAL; PRESCRIBING THE PROCEDURE INCIDENT TO SUCH REMOVAL AND/OR DEMOLITION AND DECLARING CERTAIN PROPERTY TO BE IN SUCH STATE OF DISREPAIR, DAMAGE AND DILAPIDATION AS TO CONSTITUTE A DANGEROUS BUILDING AND A PUBLIC NUISANCE PREJUDICIAL TO THE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.

WHEREAS, it is the opinion of the City Council of the City of Roswell, New Mexico, that those certain buildings or structures upon the premises located as follows and purportedly owned of record, or occupied by the parties hereinafter named, are and have become in such state of disrepair, damage and dilapidation as to be a menace to the public health, safety and general welfare of the inhabitants of the community; and further, that it is in the public interest to require the removal thereof, according to law, by reason of the condition or conditions set forth in Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO:

1. That the buildings or structures set forth in Exhibit "A" are declared to be in such state of disrepair, damage and dilapidation as to constitute a dangerous building within the purview of Roswell Municipal code section 16-12, as well as being a public nuisance prejudicial to the public health, safety and general welfare. That such dangerous buildings or structures set forth, if any, cannot reasonably be repaired so that they will no longer exist in violation of the terms of the ordinance.

2. The owners, occupants, if any, or agent in charge of said premises be, and they hereby are ordered and required to remove such dangerous buildings, or structures within a reasonable time thereafter not to exceed fifteen (15) days from the receipt of notice by certified mail or from date of publication of this resolution as hereinafter provided, and as the case may be. In the event such removal be not commenced by such owner, occupant or agent, or written objection thereto be filed with the City Clerk within ten (10) days after service of a copy of this resolution by certified mail or by publication, requesting a hearing, then and in such event, the City Manager is hereby authorized and directed to cause such dangerous buildings or structures to be removed at the sole cost and expense of the owner, owners or other parties having an interest in said properties, and further, that the reasonable cost of such removal shall be and become a subsisting and valid lien against such property so removed and the lot or parcel or land from which such removal was made and shall be foreclosed in the manner provided by law for the foreclosure of municipal liens. Alternatively, the City Manager may act pursuant to Article 3-18-5 (G) (NMSA, 1978), and cause the dangerous buildings or structures to be removed and give title to them or their components to the removing person or persons.

3. In the event the owner or other interested party aggrieved shall file his

protest within the time herein provided, requesting a hearing, on the matter, the City Council shall fix a date for hearing, at which time said Protestants shall be entitled to be heard in person, by agent or attorney, and the City Council shall consider evidence whether or not its previous action should be enforced or rescinded. If it shall be determined that the removal order should be enforced, and the owner(s) shall fail or neglect to comply with said decision of the City Council, they shall have a right of appeal to a court of competent jurisdiction by giving notice of such appeal to the City Council within the (10) days after the date of the City Council decision, together with his petition for court review duly filed with the Clerk of the Court within thirty (30) days of the date of the decision complained of.

4. Upon the adoption of this resolution, it shall be the duty of the City Building Inspector to notify the owner, occupant or agent in charge of such building or structure of the adoption of this resolution by serving a copy thereof upon him by certified mail, return receipt requested; and in the event such owner, occupant or agent cannot be found or served within said City as herein above provided, such notice may be served by posting a copy of said resolution upon the premises complained of, followed by legal publication of said resolution one time in a newspaper of general circulation within the city.

ADOPTED, SIGNED AND APPROVED 12<sup>th</sup> day of March 2026.

CITY SEAL

\_\_\_\_\_  
Timothy Z. Jennings, Mayor

ATTEST:

\_\_\_\_\_  
Amalia Martinez, City Clerk

| Location                                                                                                                 | Condition                                                                  | Name                                                                |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1813 CAMBRIDGE AVE<br>JOHNSON & ALLISON REDIV<br>BLK 1 VICTORIA HEIGHTS<br>Block B Lot 19 Quarter<br>SW S 29 T 10S R 24E | Dilapidated/<br>Deterioration<br>Open To Public,<br>Inadequate Maintenance | MEDINA, MODESTA VARGAS<br>1813 N CAMBRIDGE AVE<br>ROSWELL, NM 88201 |
| 902 AVENIDA DEL SUMBRE<br>CASA BONITA<br>Block 5 Lot 20                                                                  | Dilapidated/<br>Deterioration<br>Open To Public,<br>Inadequate Maintenance | ZAMORA, BENITA<br>902 AVENIDA DEL SUMBRE<br>ROSWELL, NM 88203       |
| 107 E ALBUQUERQUE ST<br>SOUTH ROSWELL<br>Block 21 Lot S 14 16                                                            | Dilapidated/<br>Deterioration<br>Open To Public,<br>Inadequate Maintenance | ALBAREZ ESTATE, VINCENT S<br>1502 S UNION AVE<br>ROSWELL, NM 88203  |

1813 CAMBRIDGE AVE



902 AVENIDA DEL SUMBRE



107 E ALBUQUERQUE ST



**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Resolution 26-XX: consider recommending the adoption of Resolution 26-XX relating to Industrial Revenue bonds. (Yntema)

**BACKGROUND:**

Initiated by: Hessel Yntema  
Gallagher Solar LLC seeks to develop a 2.70-megawatt (AC) community solar energy facility on two parcels of land (4-137-062-172-063-000000; 4-137-062-189-117-000000), also known as "Lots One and Two (1 & 2) of Gallagher Summary Replat," located at 1612 E 2nd St, Roswell, NM 88201 (the "Property"). The Project was granted a Conditional Use Permit under Zoning Case CUP-25-0046. The Applicant intends to develop all the property with a community solar energy facility. Community solar is a relatively new feature in New Mexico that allows local residents to receive a direct benefit by subscribing to receive credits, which lowers their electricity bills. The 2.70-megawatt system is sufficient to provide credits to approximately 600 homes in Xcel. This facility will produce an electric energy power generation facility under the "Community Solar Act," for use by the Company, which will constitute an industrial development project. The County has already been contacted and is not opposed to the issuance of this IRB. This resolution is the first step in issuing an IRB.

**FINANCIAL CONSIDERATION:**

The City will see increased payments over the 15-year life of the project, as well as the schools.;

**LEGAL REVIEW:**

Legally sufficient.

**BOARD AND COMMITTEE ACTION:**

Legal Committee will be the first to consider this item.

**STAFF RECOMMENDATION:**

City management believes that this is a project that will increase revenue for the City both in the short and long term.

---

**Attachments**

Solar IRB

---

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION RELATING TO THE PROPOSED INDUSTRIAL REVENUE BONDS ENTITLED CITY OF ROSWELL, NEW MEXICO TAXABLE INDUSTRIAL REVENUE BONDS (GALLAGHER SOLAR LLC PROJECT), SERIES 2026, DECLARING THE INTENT OF CITY OF ROSWELL TO ISSUE SUCH INDUSTRIAL REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT UP TO \$4,800,000 IN CONNECTION WITH A PROPOSED PROJECT LOCATED WITHIN THE BOUNDARIES OF CITY OF ROSWELL FOR THE PURPOSE OF INDUCING GALLAGHER SOLAR LLC OR ITS SUCCESSORS OR ASSIGNS TO CONSTRUCT AND INSTALL THE PROJECT.

WHEREAS, the New Mexico legislature has passed the “Industrial Revenue Bond Act” (the “Act”), Sections 3-32-1 to 3-32-16 inclusive, NMSA 1978, as amended, which authorizes the City of Roswell, New Mexico (the “City”) to issue industrial revenue bonds and to acquire projects as defined in the Act; and

WHEREAS, the City desires to promote industry and trade by inducing manufacturing, industrial and commercial enterprises to locate or expand in the City, to promote the use of the natural resources of the City, and to promote a sound and proper balance in the State of New Mexico between agriculture, commerce and industry, and to promote the public health, safety, security, and the general welfare of the citizens of the City; and

WHEREAS, Gallagher Solar LLC, a Delaware limited liability company (the “Company”) has made a proposal to the City whereby the City will acquire equipment, improvements and other tangible personal property located in the City for an electric energy power generation facility under the “Community Solar Act”, Sections 62-16B-1 to 62—16B-8 inclusive, NMSA 1978, as amended (the “Community Solar Act”) for use by the Company which will constitute an industrial development project (the “Project”); and

WHEREAS, the proposed project site for the Project is within the corporate boundaries of the City of Roswell; and

WHEREAS, the City’s issuance of industrial revenue bonds in one or more series for the Project (the “Bonds”) to finance the Project will constitute one of the inducements whereby the Company will determine to proceed with the Project; and

WHEREAS, the City Council (the “Council”) constitutes the governing body of the City within the meaning of the Act; and

WHEREAS, the Project has been considered by the Council and the Council has concluded that the Project will promote the health, safety, security, and general welfare of the citizens of the City, and the Council desires to indicate its intent to consider proceeding with the issuance of the Bonds for the financing of the Project; and

WHEREAS, concurrently with the issuance of the Bonds and subject to negotiations and approval from the City, the Company will enter into an installment sale, lease or other financing agreement with the City under which the City will acquire the Project, and which will provide for the payment of installments, lease rentals or other payments by the Company from the revenues generated by the Project or other funds of the Company sufficient to pay the debt service on the Bonds, subject to the prior adoption by the Council of an ordinance for the Project approving such agreements and authorizing issuance of the Bonds (the “Bond Ordinance”); and

WHEREAS, the City and the Company understand that the adoption of this Resolution shall not obligate the City to issue the Bonds except in full compliance with the terms of the Bond Ordinance to be considered for adoption by the Council prior to the issuance of the Bonds and with the terms of the related bond documents; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO:

Section 1. All actions (not inconsistent with the provisions hereof) heretofore taken by the Council and the officers and employees of the City, related to the proposal, the acquisition of the Project, and the sale and issuance of the Bonds therefor, be and the same hereby are, ratified, approved and confirmed.

Section 2. The Council has been informed as follows.

- A. The Project will consist of an 2.7 MW electric energy power generation project developed under the Community Solar Act.
- B. The developer and operator of the Project will be the Company or its permitted successors or assignees.
- C. The proposed project site of the Project is located within the corporate boundaries of the City.
- D. The Company will make all necessary arrangements with the proposed bond purchaser for the purchase of the Bonds issued to finance the Project and the City shall have no responsibility to make such arrangements.
- E. The Company has agreed to pay or reimburse the City for all costs of financial advisors, legal counsel, including independent bond counsel of the City directly related to adoption of this Resolution, consideration and adoption of the Bond Ordinance and issuance of the Bonds. The Company has agreed to such payment or reimbursement irrespective of whether the Bonds are issued.
- F. The Company shall make payments in lieu of taxes to the City and the school districts located within the City as agreed upon by the Company and the City, which arrangement shall be as set forth in the transaction documents approved by the Bond Ordinance.

Section 3. In order to promote the health, safety, security and general welfare of the citizens of the City, it is the Council's intent to take all necessary and advisable steps to consider and, if appropriate, to effect the issuance of the Bonds in an aggregate principal amount up to \$4,800,000 in one or more series in order to defray part or all of the costs of the Project. The Bonds are to be entitled substantially as follows: "City of Roswell, New Mexico Taxable Industrial Revenue Bonds (Gallagher Solar LLC), Series 2026," provided, however, that the Bond Ordinance may authorize a different title and series designation for the Bonds.

Section 4. The Bonds shall be payable from the revenues of the Project or other moneys payable by the Company with respect thereto, and shall not constitute a debt or indebtedness of the City within the meaning of any provision or limitation of the Constitution or statutes of the State of New Mexico. In addition, if the Bonds are issued, the Company shall indemnify and hold harmless the City, the Council and their respective officers, employees, designated representatives and agents (collectively, the "Indemnified Persons") from and against any liability to the Company or to any third parties that may be asserted against the City with respect to the City's ownership of or leasehold interest in the Project or the issuance of the Bonds. Nothing contained in this Resolution or in any other instrument shall be considered as obligating the City to any pecuniary liability or a charge upon the general credit of the City or against its taxing power, it being understood that no costs are to be borne by the City and that all costs incurred by the City in connection with the Bonds are to be promptly reimbursed by the Company. The City's adoption of this Resolution shall not be deemed a conclusion or expression of approval by the City or any Indemnified Person of the Company or any Project.

Section 5. The Company, as agent for the City, will acquire the Project. For tangible personal property relating to any Project, the City will cooperate with the Company to obtain and allow use of Type 9 Nontaxable Transaction Certificates ("Certificates"), if applicable, that have been properly executed for acquisition of tangible personal property relating to the Project as applicable under the New Mexico Gross Receipts and Compensating Tax Act. The Company shall not use the Certificates other than for such things as may be permitted by law, if any, nor shall the Company use such Certificates after the completion of the Project. Prior to the use of such Certificates by the Company as agent for the City, the City Manager and the Company will agree to certain procedures regarding the use of the Certificates and protection of the City from any unpaid taxes determined to be due to the Taxation and Revenue Department. No costs, expenses or other monetary relief will be recoverable from the City by any vendors of equipment for use in the Project to the Company.

Section 6. The City Councilors and other appropriate City officials and employees are hereby authorized and empowered to take such steps and to do such things as may be necessary to achieve the purposes of this Resolution; provided, however, the issuance of the Bonds and the execution and delivery of any documents to which the City is a party in connection therewith shall be subject to the approval and authorization of the Council pursuant to the Bond Ordinances, adopted following public notice of the Council's intent to adopt such Bond Ordinances at least fourteen days prior to the consideration of the Bond Ordinance by the Council at a public meeting, such public notice to specify the time, date and place of the Council's public hearing on the Bond Ordinances and the meeting at which the Bond Ordinances will be considered. In particular, no provision of this Resolution shall in any way obligate the City or any other person to issue the

Bonds or any other bonds, or to in any way finance any Project; and the City retains full and complete discretion with respect thereto.

Section 7. If Bonds are issued by the City, the documentation evidencing the obligations of the Company shall provide that the Company shall make annual payments in lieu of taxes to the City and the school districts located within the City for the term set forth in that documentation.

Section 8. This Resolution shall not give rise to a pecuniary liability of the City and shall not give rise to a charge against its general credit or taxing powers.

Section 9. The City Clerk is hereby directed to publish in a newspaper of general circulation within the City a title and general summary of the Bond Ordinance, substantially the form attached hereto as Exhibit A at least two weeks prior to the meeting at which the City Council will consider such ordinance. The City Clerk may undertake such publication upon her own initiative, following consultation with the City Manager and receipt by the City of draft Bond Ordinance and any necessary documents related thereto.

Section 10. If any section, paragraph, clause or provision of this Resolution 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 of the remaining provisions of this Resolution.

Section 11. All orders and resolutions, or parts thereof, in conflict with this Resolution are hereby repealed; provided, however, this repealer shall not be construed to revive any order, resolution or part thereof, heretofore repealed.

Section 12. This Resolution shall take effect immediately upon its adoption and approval by the Council.

PASSED, ADOPTED, SIGNED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Mayor

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

(SEAL)

ATTEST:

By: \_\_\_\_\_  
City Clerk

**Exhibit A**

**FORM OF NOTICE OF INTENT TO ADOPT  
INDUSTRIAL REVENUE BOND ORDINANCE FOR PUBLICATION**

**CITY OF ROSWELL, NEW MEXICO  
NOTICE OF INTENT TO ADOPT  
INDUSTRIAL REVENUE BOND ORDINANCE**

Notice is hereby given that at its regular meeting on \_\_\_\_\_, 2026, commencing at the hour of [6:00 p.m.] the City Council of the City of Roswell, New Mexico will conduct a public hearing to consider a proposed Ordinance, the title of which appears below. The meeting will take place at the regular meeting place of the Council at Roswell City Hall, Large Conference Room 425 N. Richardson Ave. Roswell, New Mexico 88203,. A complete copy of the Ordinance is available for public inspection during normal and regular business hours at the Office of the City Clerk at 425 N. Richardson Ave. Roswell, New Mexico 88203.

The title of the proposed Ordinance is:

CITY OF ROSWELL, NEW MEXICO  
BOARD OF CITY COUNCILORS  
ORDINANCE NO. \_\_\_\_\_]

AUTHORIZING THE ISSUANCE AND SALE OF CITY OF ROSWELL, NEW MEXICO TAXABLE INDUSTRIAL REVENUE BONDS (GALLAGHER SOLAR LLC PROJECT), IN A MAXIMUM PRINCIPAL AMOUNT OF UP TO \$4,800,000 IN ONE OR MORE SERIES TO PROVIDE FUNDS TO FINANCE THE EQUIPPING OF AN INDUSTRIAL REVENUE BOND PROJECT FOR USE BY GALLAGHER SOLAR LLC OR ITS SUCCESSORS OR ASSIGNS; AUTHORIZING THE EXECUTION AND DELIVERY OF AN INDENTURE, A LEASE, A BOND PURCHASE AGREEMENT, A SUBLEASE, THE BONDS AND OTHER DOCUMENTS IN CONNECTION WITH THE ISSUANCE OF THE BONDS AND THE PROJECT; AUTHORIZING A PAYMENT IN LIEU OF TAXES TO THE CITY BY THE COMPANY BY THE COMPANY; AND MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO THE BONDS AND THE PROJECT; RATIFYING CERTAIN ACTIONS TAKEN PREVIOUSLY; AND REPEALING ALL ACTIONS INCONSISTENT WITH THIS ORDINANCE.

As proposed in the Ordinance: (1) the Bonds will be issued under the authority of the New Mexico City Industrial Revenue Bond Act, Chapter 3, Article 32, NMSA 1978, as amended; (2) the proceeds of the Bonds will finance the acquisition of equipment for an electric energy power generation facility in the City of Roswell, New Mexico (the "Project") for the use by Gallagher Solar LLC, (the "Company"); and (3) the Project will be leased to the Company.

Under the terms of a proposed Lease Agreement (each, a "Lease") between the City and the Company, the Company will be obligated to pay rent for the Project sufficient to pay, when

due, the principal of, interest on and redemption price, if any, of the Bonds and to make certain other payments as provided in each Lease. The Bonds will be issued pursuant to an Indenture (the "Indenture") among the Company, the City, the bond purchaser and a depository. The Bonds will be sold to a bond purchaser pursuant to the terms of a proposed Bond Purchase Agreement.

THE PRINCIPAL OF, INTEREST ON AND REDEMPTION PRICE OF THE BONDS WILL NEVER CONSTITUTE AN INDEBTEDNESS OF THE CITY WITHIN THE MEANING OF ANY PROVISION OR LIMITATION OF THE CONSTITUTION OR STATUTES OF THE STATE OF NEW MEXICO. THE BONDS WILL NEVER CONSTITUTE NOR GIVE RISE TO A PECUNIARY LIABILITY OF THE CITY OR A CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWERS.

The Bonds will mature, bear interest, be subject to prior redemption and contain other terms and provisions all in accordance with the Indenture and the Ordinance.

This notice is given pursuant to Section 3-17-3 NMSA 1978.

*(To be published once in a newspaper of general circulation in City of Roswell at least two weeks before consideration of Bond Ordinance)*

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Resolution 26-XX: Consider recommending adoption of Resolution 25-XX pursuant to the New Mexico Open Meetings Act. (Martinez)

**BACKGROUND:**

Initiated by: City Clerk

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

**FINANCIAL CONSIDERATION:**

There is no direct financial impact of this resolution.

**LEGAL REVIEW:**

The City Attorney has reviewed the proposed resolution. Resolutions require a majority of the Governing Body for adoption.

**BOARD AND COMMITTEE ACTION:**

The February 26, 2026, Legal Committee meeting will be the first consideration of this matter.

**STAFF RECOMMENDATION:**

Proceed as presented

---

**Attachments**

Resolution 26-XX: Recommending adoption of 26-XX pursuant to the New Mexico Open Meetings Act.

---

**RESOLUTION 26-XX**  
**ADOPTING RESOLUTION 26-XX PURSUANT TO THE OPEN MEETINGS ACT**

**WHEREAS**, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any council, commission, committee, or other policy-making body of any state or local public agency held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation, or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1 (D) of the Open Meetings Act requires the City Council of the City of Roswell to determine annually what constitutes reasonable notice of its public meetings as well as meetings of any commission, committee, or other policy-making body of the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO**, that:

1. All meetings of the Roswell City Council shall be held at the Chaves County Administrative Center, Commission Chamber- #1 St. Mary's Place, Roswell, New Mexico, or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the second Thursday at 6:00 p.m. The agenda will be available from the City Clerk, whose office is located at City Hall in Roswell, New Mexico, at least seventy-two (72) hours prior to the meeting. In addition, for the convenience of its citizens, the City's goal is to enhance this process by also posting the agenda on its website, located at [www.roswell-nm.gov](http://www.roswell-nm.gov). Notice of any other regular meetings of the City Council will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Regular meetings of the standing committees of the City Council shall be held monthly at the same time and on the same day of the same week of the month as determined by each standing committee at the Roswell City Hall Conference Room, 425 N Richardson Street, Roswell, New Mexico, or as indicated in the meeting notice. The agenda will be available from the City Clerk, whose office is located at City Hall in Roswell, New Mexico, at least seventy-two (72) hours prior to the meeting. In addition, for the convenience of its citizens, the City's goal is to enhance this process by also posting the agenda on its website, located at [www.roswell-nm.gov](http://www.roswell-nm.gov). Notice of any other regular meeting of a standing committee will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained. As of the date of this resolution, the standing committees of the City Council meet regularly as follows (unless otherwise posted):

|                           |                                                       |
|---------------------------|-------------------------------------------------------|
| Finance Committee:        | first Thursday of each month at 2:00 p.m.             |
| Infrastructure Committee: | third Monday of each month at 2:00 p.m.               |
| Public Safety Committee:  | first Tuesday after City Council meeting at 4:00 p.m. |
| Legal Committee:          | fourth Thursday of each month at 2:00 p.m.            |

4. Special meetings may be called by the Mayor or a majority of the members of the City Council or by the Chair of a standing committee at least seventy-two (72) hours prior to any special meeting. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two (72) hours prior to any special meeting.
5. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss in accordance with all state and local laws. The City Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or by a majority of the members of the City Council upon twenty-four (24) hours' notice unless a threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.
6. For the purposes of regular meetings described in paragraphs 2 and 3 of this resolution, notice requirements are met if notice of the date, time, place, and agenda is sent, i.e., emailed, to newspapers of general circulation and posted on the City Hall located at, 425 North Richardson Avenue, Roswell, New Mexico or other location determined by the City of Roswell if 425 N. Richardson Avenue is not available. The City Clerk shall also email copies of the written notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. In addition, for the convenience of its citizens, the City's goal is to enhance this process by also posting the agenda on its website, located at [www.roswell-nm.gov](http://www.roswell-nm.gov).
7. For the purposes of special meetings and emergency meetings described in paragraphs 4 and 5 of this resolution, notice requirements shall be met by posting notice of the date, time, place, and agenda on the City Hall located at 425 North Richardson Avenue, Roswell, New Mexico. The City Clerk shall also provide email notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
8. For the purpose of telephonic conference or voting and the approval of the presiding officer, a member of the City Council may participate by telephone or other similar communications equipment when it is otherwise difficult or impossible for the Councilor to attend the meeting in person, provided that the Councilor can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the Council.
9. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624- 6700

if a summary or other type of accessible format is needed.

10. The Council or Committee may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act.

- a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Council or Committee taken during the open meeting. The authority for closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
- b. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- c. Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by the vote of the Council or Committee in an open public meeting.

**PASSED, ADOPTED, AND APPROVED this 12<sup>th</sup> day of March 2026**

CITY SEAL

\_\_\_\_\_  
Timothy Z. Jennings, Mayor

ATTEST:

\_\_\_\_\_  
Amalia Martinez, City Clerk

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Resolution 26-XX: consider recommending adoption of Amendment to Resolution 18-44 a Resolution Amending the Roswell Airport Advisory Commission. (Corn)

**BACKGROUND:**

Initiated by: Robert Corn

**FINANCIAL CONSIDERATION:**

No financial impact at this time.

**LEGAL REVIEW:**

N/A, drafted by Councilor Corn.

**BOARD AND COMMITTEE ACTION:**

On November 18, 2025, the Legal Committee decided to table the item.

**STAFF RECOMMENDATION:**

Staff recommends to proceed as presented.

---

**Attachments**

Resoultion 26-XX AAC 2025 version 3

---

## **RESOLUTION 25-XX**

### **AMENDMENT TO RESOLUTION 18-44**

#### **A RESOLUTION AMENDING THE ROSWELL AIRPORT ADVISORY COMMISSION**

**WHEREAS**, the City Council, as the local governing body of the City of Roswell (“City Council”) recognizes that the Roswell Air Center (“RAC”) is an important economic asset for the City of Roswell, and;

**WHEREAS**, the City Council believes the creation of an Airport Advisory Commission (“AAC”) to make recommendations regarding RAC resources that would be beneficial in creating and fostering continued economic activity and development, and;

**WHEREAS**, the City Council desires to amend the duties of the AAC.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:**

1. The AAC for the City of Roswell is hereby created pursuant to the provisions of the Resolution.
2. Purpose and authority:
  - a. The AAC is established and authorized to make recommendations to the City Council. These recommendations concern the development and improvements of the RAC, operations, financial reports, facilities, assets, and leases.
  - b. The AAC shall also make recommendations concerning the capital improvement projects applicable to priorities that it believes will best serve economic and development needs.
  - c. The AAC must report to the City Council after each AAC meeting and must act on all matters before any action is taken by the City Council.
  - d. Shall communicate with the community and other government agencies as the need is required.
3. The AAC shall not have any supervisory or management authority over any City employee or any party who contracts with the City, nor shall the AAC represent or have authority to act on behalf of the City. The AAC shall abide by Roswell City Code 2-96 to 2-105 and the Open Meeting Act Resolution as adopted by the City Council annually.
4. AAC meetings shall be held at a date, time, and location designated by the AAC in coordination with Air Center staff. The City Manager and City Legal Counsel or designees shall attend and participate in all meetings as ex officio members. Staff shall expeditiously make public municipal records available for AAC members upon

request. The AAC may enter into Executive Sessions, as appropriate, to discuss sensitive items. The AAC shall keep minutes of the meeting and shall present those minutes for review ten (10) days prior to and approved by the AAC during its next regular meeting.

5. The approved minutes of preceding meetings shall be kept on file in the office of the City Clerk. The AAC meetings shall be held within the corporate limits of the City of Roswell, subject to customary State and City requirements for public access and notice. The AAC shall meet at least quarterly and at such other times as the AAC determines useful to the conduct of its business.
6. The AAC shall be made up of 5 members. Vacancies shall be filled by appointment and made by the Mayor and confirmed by the City Council. AAC members shall each serve four-year staggered terms.
7. While membership on the AAC may be appropriately extended to any qualified person with an interest, it is the express policy of the City Council not to appoint persons who have a significant business interest in the anticipated considerations of the AAC. Nominees for the AAC shall be experienced in the fields of aviation, business, economic development, finance, commercial real estate investment or accounting; or possess other qualifications that are necessary or appropriate for conducting the business of the AAC.
8. AAC members serve strictly as volunteers and serve at the will of the Governing Body with no compensation, reimbursement, or authority other than advisement to the Mayor and City Council.

PASSED, ADOPTED, SIGNED, and APPROVED \_\_\_\_\_, \_\_\_\_\_.

CITY SEAL

ATTEST

\_\_\_\_\_  
Timothy Z. Jennings, Mayor

\_\_\_\_\_  
Amalia Martinez, City Clerk

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Ordinance 26-XX: Recommendation to authorize to advertise for a public hearing on proposed Ordinance 26-XX, An Ordinance Amending the City of Roswell's Purchasing Procedures. (Yntema)

**BACKGROUND:**

Initiated by: Councilor Edward Heldenbrand / Internal Auditor Judy Scharmer / City Manager

The original proposed ordinance by Councilor Heldenbrand sought to clarify what procurements and contracts need to be presented to the council, when, and how the City manager may promulgate policies and procedures. Since the initial drafting of the proposed ordinance, the City hired an Internal Auditor. As part of her services, the auditor shall "[c]ommunicate with City Leadership, including the City Manager, the Mayor, the Finance and Audit Committee, any identified deficiencies and weaknesses, and make recommendations for improvements on a regular basis." At the February Governing Body meeting, at the request of the City Manager, this proposed ordinance was referred by the Governing Body to the Legal Committee for consideration in light of the Internal Auditor's suggestions. The Internal Auditor's initial report to the Audit Committee is in draft, but due to the timing and subject matter of the proposed ordinance, the City Manager placed the suggestions before the legal committee.

**FINANCIAL CONSIDERATION:**

No financial impact at this time.

**LEGAL REVIEW:**

Both proposals are legally sufficient.

**BOARD AND COMMITTEE ACTION:**

This item was referred to the Legal Committee by the Governing Body. This is the first time the Auditor's suggestions will be presented to the Legal Committee.

**STAFF RECOMMENDATION:**

Given the Internal Auditor's recommendations and justification, the staff recommends adoption of the auditor's proposal

---

**Attachments**

Ordinance  
Procurement Current  
Procurement EH  
Procurement Auditor

---

## Finance and Audit Committee Memorandum

TO: Finance and Audit Committee

FROM: Judy Scharmer, Internal Auditor

DATE: 03 February, 2026

SUBJECT: Purchasing Thresholds, Management Delegation, and Preservation of Council Oversight

### Purpose

This memorandum explains the rationale for proposed revisions to Ordinance 26-01 that establish defined purchasing thresholds, delegate routine purchasing authority to City management, and enhance transparency and fiscal oversight for the City Council, particularly through the Finance and Audit Committee.

### Council Authority and Governance Are Preserved

The proposed revisions do not diminish the City Council's ability to govern. The Council retains full authority to adopt the annual budget and appropriate public funds, approve all unbudgeted expenditures regardless of amount, approve high-value and policy-significant contracts, oversee City finances through committee review, reporting, and audits, and require ratification of emergency procurements. These revisions clarify the distinction between Council's governance and policy responsibilities and management's administrative execution within Council-approved limits.

## **Why Purchasing Thresholds Are Appropriate**

Clear purchasing thresholds are a recognized best practice in municipal government. They focus Council review on transactions that present material fiscal or policy risk, reduce delays and administrative burden for routine, budgeted operations, and improve accountability by establishing predictable and transparent approval standards. The proposed thresholds—\$250,000 annual contract value or \$500,000 aggregate multi-year commitment—are intended to capture transactions that meaningfully affect the City’s financial position while allowing efficient daily operations.

## **Unbudgeted Expenditures Remain a Council Decision**

Under the proposed ordinance, any purchase or contract that is not budgeted or appropriated must receive Council approval, regardless of dollar amount. This preserves the Council’s authority over public funds and ensures management cannot commit the City to expenditures outside the adopted budget.

## **Transparency and Oversight Are Strengthened**

Rather than requiring pre-approval of routine transactions, the ordinance emphasizes ongoing transparency, including monthly purchasing and contract reports to the Finance Committee, disclosure of large purchases, sole-source and emergency procurements, and reporting of significant contract amendments and cumulative spending. This approach allows Council to monitor trends, ask informed questions, and intervene when necessary.

## **Conclusion**

The proposed purchasing framework balances efficient administration with strong fiscal oversight, preserves the City Council’s governing authority, reinforces transparency and accountability, and enables professional management to operate effectively within Council-approved budgets and policies.

## ORDINANCE 25-XX

### AN ORDINANCE AMENDING THE CITY OF ROSWELL'S PURCHASING PROCEDURES

**WHEREAS**, The City of Roswell is a local public body subject to the Procurement Code NMSA 1978, § 13-1-67, *and*

**WHEREAS**, The City has the authority enter into contracts and to procure personal property and services per NMSA 1978, § 3-18-1 *and*

**WHEREAS**, The Governing Body shall control the finances and property of the municipality, appropriate money for municipal purposes only, and provide for payment of debts and expenses of the municipality, NMSA 1978, § 3-37-2.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

**SECTION** Chapter 2 of the Roswell Code is amended as follows

#### ARTICLE V. PURCHASING PROCEDURES

Sec. 2-141. Application of procurement code.

- (a) "Procurement code" shall mean the provisions of the New Mexico Procurement Code as set forth in NMSA 1978, § 13-1-28 through 13-1-199, and all amendments thereto following the effective date of this article.
- (b) The City of Roswell, as a non-charter municipality in the State of New Mexico, is subject to the provisions of the procurement code.
- (c) The purchasing division of the finance department shall be the central purchasing office for the city, as that term is defined in the procurement code.
- (d) The city manager is authorized to adopt and amend policies and procedures for purchases of tangible personal property, services and construction on behalf of the city that are consistent with the provisions of the procurement code. The policies and procedures shall be updated to conform to changes made to the procurement code by the state legislature. The city manager may adopt additional requirements and controls for procurements which are more restrictive than the procurement code.
- (e) The threshold amounts set forth under the definition of "small purchases" under the procurement code (NMSA 1978, § 13-1-125), as may be amended, shall apply as part of the

city's policies and procedures for the purchases of tangible personal property, services and construction on behalf of the city.

(f) All purchases of tangible personal property, services and construction on behalf of the city shall be subject to the city's policies and procedures for purchasing unless otherwise exempted by the provisions of the procurement code.

PASSED, ADOPTED, SIGNED and APPROVED \_\_\_\_\_, \_\_\_\_\_.

CITY SEAL

\_\_\_\_\_  
Timothy Z. Jennings, Mayor

ATTEST

\_\_\_\_\_  
Amalia Martinez, City Clerk

***Councilor Heldenbrand Proposal***  
**ORDINANCE 26-XX**

**AN ORDINANCE AMENDING THE CITY OF ROSWELL'S PURCHASING PROCEDURES**

**WHEREAS,** The City of Roswell is a local public body subject to the Procurement Code NMSA 1978, § 13-1-67, *and*

**WHEREAS,** The City has the authority enter into contracts and to procure personal property and services per NMSA 1978, § 3-18-1 *and*

**WHEREAS,** The Governing Body shall control the finances and property of the municipality, appropriate money for municipal purposes only, and provide for payment of debts and expenses of the municipality, NMSA 1978, § 3-37-2.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

**SECTION** Chapter 2 of the Roswell Code is amended as follows

**ARTICLE V. PURCHASING PROCEDURES**

**Sec. 2-141.** Application of procurement code.

- (a) "Procurement code" shall mean the provisions of the New Mexico Procurement Code as set forth in NMSA 1978, § 13-1-28 through 13-1-199, and all amendments thereto following the effective date of this article.
- (b) The City of Roswell, as a non-charter municipality in the State of New Mexico, is subject to the provisions of the procurement code.
- (c) The purchasing division of the finance department shall be the central purchasing office for the city, as that term is defined in the procurement code.
- (d) Following a 30-day notice and comment period to the Governing Body, the city manager is authorized to adopt and amend policies and procedures for purchases of tangible personal property, services and construction on behalf of the city that are consistent with the provisions of the procurement code. The policies and procedures shall be updated to conform to changes made to the procurement code by the state legislature. The city manager may adopt additional requirements and controls for procurements which are more restrictive than the procurement code.

(e) The threshold amounts set forth under the definition of "small purchases" under the procurement code (NMSA 1978, § 13-1-125), as may be amended, shall apply as part of the city's policies and procedures for the purchases of tangible personal property, services and construction on behalf of the city.

(f) All purchases of tangible personal property, services and construction on behalf of the city shall be subject to the city's policies and procedures for purchasing unless otherwise exempted by the provisions of the procurement code.

.....

Sec.

(a) Before execution, any subject to the procurement code valued over \$60,00.00 per annum shall be approved by the governing body, excluding emergency procurements, which shall be ratified as circumstances require.

1. Procurements under existing coappropriated for the applic

2. Monthly, all purchases made subject to existing contracts shall be presented to the Finance Committee.

(b) Whenever a competitive sealed proposal is required under the procurement code, the award of such a proposal shall be approved by the Governing Body.

(c) The City Manager shall cause to be presented to the appropriate Governing Body committee, for prior approval, any competitive sealed proposal whose cost is not appropriated for the applicable fiscal year. Such presentation shall include the best estimate of anticipated costs for the proposal.

1. Any competitive sealed proposal whose cost is not budgeted for the fiscal year by the

Secs. 2-142-180. Reserved.

*Internal Auditor Recommendation*

**ORDINANCE 26-XX**

**AN ORDINANCE AMENDING THE CITY OF ROSWELL'S PURCHASING PROCEDURES**

**WHEREAS**, The City of Roswell is a local public body subject to the Procurement Code NMSA 1978, § 13-1-67, *and*

**WHEREAS**, The City has the authority enter into contracts and to procure personal property and services per NMSA 1978, § 3-18-1 *and*

**WHEREAS**, The Governing Body shall control the finances and property of the municipality, appropriate money for municipal purposes only, and provide for payment of debts and expenses of the municipality, NMSA 1978, § 3-37-2.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

**Section** Chapter 2 of the Roswell Code is amended as follows:

**ARTICLE V. PURCHASING PROCEDURES**

Sec. 2-141. Application of procurement code.

- (a) "Procurement code" shall mean the provisions of the New Mexico Procurement Code as set forth in NMSA 1978, § 13-1-28 through 13-1-199, and all amendments thereto following the effective date of this article.
- (b) The City of Roswell, as a non-charter municipality in the State of New Mexico, is subject to the provisions of the procurement code.
- (c) The purchasing division of the finance department shall be the central purchasing office for the city, as that term is defined in the procurement code.
- (d) Following a 30-day notice and comment period to the Governing Body, the city manager is authorized to adopt and amend policies and procedures for purchases of tangible personal property, services and construction on behalf of the city that are consistent with the provisions of the procurement code. The policies and procedures shall be updated to conform to changes made to the procurement code by the state legislature. The city manager may adopt additional requirements and controls for procurements which are more restrictive than the procurement code.
- (e) The threshold amounts set forth under the definition of "small purchases" under the procurement code (NMSA 1978, § 13-1-125), as may be amended, shall

apply as part of the city's policies and procedures for the purchases of tangible personal property, services, and construction on behalf of the city.

- (f) All purchases of tangible personal property, services, and construction on behalf of the city shall be subject to the city's policies and procedures for purchasing unless otherwise exempted by the provisions of the procurement code.

.....

Sec. 2-14

- a) Delegation of authority (budgeted purchases).

Within appropriations approved by the Governing Body in the annual budget, the City Manager or designee is authorized to approve and execute purchases, contracts, and amendments in accordance with the thresholds set forth in this section.

- b)

Governing Body approval is required prior to execution for: (1) any unbudgeted or unappropriated expenditure, regardless of amount; (2) any contract with an Annual Contract Value exceeding \$250,000; (3) any contract with an aggregate multi-year commitment exceeding \$500,000

- c) Competitive sealed proposal awards shall require Governing Body approval only when unbudgeted or when the Annual Contract Value exceeds \$250,000 or the aggregate multi-year commitment exceeds \$500,000. All other budgeted awards may be approved by the City Manager.
- d) The City Manager shall provide the Finance Committee with a
- e) In an emergency as defined by the Procurement Code, the City Manager may approve necessary procurements without prior Governing Body approval to protect life, safety, or property. Such actions shall be reported to the Finance Committee at the next regular meeting and presented to the Governing Body for
- f) Competitive sealed proposal awards shall require Governing Body approval only when unbudgeted or when the Annual Contract Value exceeds \$250,000 or the aggregate multi-year commitment exceeds \$500,000. All other budgeted awards may be approved by the City Manager.

Sec. 2-14

PASSED, ADOPTED, SIGNED and APPROVED \_\_\_\_\_, \_\_\_\_\_.

CITY SEAL

\_\_\_\_\_  
Timothy Z. Jennings, Mayor

ATTEST

\_\_\_\_\_  
Amalia Martinez, City Clerk

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Consider recommending the approval of contract, or one substantially similar, between Lifehouse LLC and the City of Roswell for the Provision of Opioid Abatement / Treatment Services. (Yntema)

**BACKGROUND:**

Initiated by: Hessel Yntema

The City of Roswell has received over \$2,000,000.00 in settlement money related to class action lawsuits regarding Opioids and done nothing with it for years. These funds may only be used for specific Opioid recovery purposes. LifeHouse is a nonprofit organization that focuses on, and has been active southeastern New Mexico; successfully utilizing a holistic approach in treating substance abuse, and in particular Opioid abuse. In 2023 Lifehouse was awarded a bid for Opioid Crisis Services in Eddy County and their program has been successful to date. Roswell seeks to take advantage of this successful arrangement in Eddy County and tailor it to Roswell's needs.

**FINANCIAL CONSIDERATION:**

The total agreement has a value of \$1.8 million dollars, \$75,000.00 less than the initial budget allocation.

**LEGAL REVIEW:**

Drafted by the City Attorney and City Manager

**BOARD AND COMMITTEE ACTION:**

Legal Committee will be the first to consider this item.

**STAFF RECOMMENDATION:**

City management believes that this is a prudent way to spend Opioid funds in a way that will lead to improved health outcomes for the community, lead to long-term job creation in the medical field, and lead to the occupancy of the DOH building at ROW, which has sat vacant for years.

---

**Attachments**

Agreement for Provisions

Exhibit B

---

**AGREEMENT FOR THE PROVISION OF OPIOID  
ABATEMENT/TREATMENT SERVICES BY CARLSBAD LIFEHOUSE,  
LLC, FOR THE BENEFIT OF THE CITIZENS OF THE CITY OF  
ROSWELL**

**THIS AGREEMENT FOR THE PROVISION OF OPIOID ABATEMENT/TREATMENT SERVICES** (hereinafter referred to as "the Agreement") is entered into by and between the **CITY OF ROSWELL, NEW MEXICO**, a New Mexico municipal corporation and political subdivision (hereinafter referred to as the "CITY"), and **CARLSBAD LIFEHOUSE LLC** (hereinafter referred to as "LifeHouse"), effective as of the date of the last signatory hereto, with the services to commence on \_\_\_\_\_, 2026 and ending on June 30, 2027, as set forth hereafter.

**WHEREAS**, CITY, was involved in litigation with numerous defendants for the manufacture, distribution and prescribing of Opioids to citizens, which has resulted in the receipt of settlement funding from numerous of such defendants; and

**WHEREAS**, the City of Roswell desires to use a portion of the Opioid Settlement Funds received from the various settlements reached with the settling entities and work to procure services from providers that could provide, among other services, Opioid treatment, abatement and/or educational services which comport with the restrictions placed on the use of such settlement funds; and

**WHEREAS**, LifeHouse is a nonprofit organization that focuses on, and has been active southeastern New Mexico; successfully utilizing a holistic approach in treating substance abuse, and in particular Opioid abuse; and

**WHEREAS**, City wishes to engage the services of LifeHouse for the provision of Opioid Crisis Services to all city residents as set forth in Exhibit "A", which services are authorized pursuant to the terms of the Opioid Settlement Agreements reached by the City of Roswell; and

**WHEREAS**, LifeHouse has the legal authority to enter into this Agreement, and LifeHouse's governing body/Board of Directors will duly adopt a resolution authorizing LifeHouse to enter this Agreement with the City; and

**WHEREAS**, LifeHouse's execution of this Agreement indicates its willingness to comply with all the requirements of the terms of this Agreement; and

**WHEREAS**, LifeHouse will be the entity responsible for compliance with this Agreement and shall undertake and be responsible for all aspects of planning, designing, operation, and undertaking the project described herein; and

**WHEREAS**, the project described herein is consistent with the terms, conditions, and restrictions as are contained in the various Opioid Settlement Agreements as concerns services and expenditures authorized to be made from those settlement proceeds which have been received; and

**WHEREAS**, LifeHouse stipulates and agrees it has reviewed the terms, conditions and restrictions referred to above and agrees to comply with such terms, conditions and restrictions.

**NOW, THEREFORE**, it is agreed between the parties hereto, as follows:

**ARTICLE 1  
SCOPE OF WORK**

**SECTION 1.**

**SCOPE OF WORK BY LIFEHOUSE**

**A. Scope of Work; Consideration for Services to be Provided.**

**1. General aim and goals of the Agreement.** Lifehouse, within 12-18 months of execution of this agreement, shall establish a full Certified Community Behavioral Health Clinic (CCBHC). This clinic is anticipated to employ approximately 40 people and serve approximately 200+ people monthly. Lifehouse will bring a comprehensive suite of services, consistent with the Certified Community Behavioral Health Clinic (CCBHC) model, designed to meet the diverse needs of Roswell and Chaves County.

**2. Term and Amount of Consideration.** The term of this Agreement shall commence on upon execution and end on June 30, 2027. No more than \$1.8 million shall be expended per the terms of this contract.

**3. TOTAL** amount to be paid to LifeHouse for its services shall not exceed the amounts set forth in the attached Exhibit A which stipulates that the City of Roswell will fund employee positions within LifeHouse LLC to provide exclusive services to the City, qualifying expenses, and salaries and expenses related to the purposes described herein. In addition, City will furnish at Fair Market Value and LifeHouse LLC will enter into a ten-year lease of the old department of Health Building at ROW for housing of this program.

**B. Use of Funds.**

**1. General Rule.** Activities to be provided as set forth in Exhibit A shall be, and are, all in response to the treatment of those impacted by the Opioid Crisis and its devastating impact on so many individuals and families throughout the City of Roswell. This crisis also has impacted millions more in the State of New Mexico and the entire United States.

**2. Use of Opioid Settlement Funds; Incorporation of Eddy County RFP 2023-07 and LifeHouse's Response to Same.** No portion of the funds being used for the funding of this Agreement and services to be rendered by LifeHouse will be utilized for any services, products or conditions that are not authorized by the terms of the Settlement Agreements reached City of Roswell which restrictions have been reviewed by LifeHouse. In addition, by the execution hereof, ALL TERMS AND CONDITIONS contained in RFP 23-07 and LifeHouse's proposal submitted in response thereto are incorporated herein by reference as though fully set forth and are made terms and conditions of this Agreement.

**3.** LifeHouse shall provide proper invoices and reports monthly for services provided within the Scope of Work to be eligible for payment under this Agreement as more fully discussed herein. The "Scope of Work" to be undertaken and completed by LifeHouse is described in the attached Exhibit A.

**4. LifeHouse's Certification.** LifeHouse certifies that the activities, services and program to be carried out under this Agreement as set forth in Exhibit A Scope of Work will be undertaken and completed to the satisfaction of City.

### **C. Performance Monitoring.**

1. The City will monitor the performance of LifeHouse, measuring its performance against the requirements of the Exhibit A: Scope of Work and the Opioid Settlement Agreement's applicable requirements, conditions and limitations on expenditures to be made from Settlement Funds from the State and Federal Opioid Settlements reached by the City of Roswell. A copy of those requirements, conditions and limitations have been provided to LifeHouse by City of Roswell.

2. Substandard performance as determined by the City will constitute noncompliance with this Agreement; included within such determinations will be LifeHouse's compliance with those requirements, conditions and limitations contained in the Settlement Agreements above-referenced. If action to correct such substandard performance is not taken LifeHouse within fifteen (15) days, unless a different length of time is specified by the prescribing entity, after being notified by the City or any State or Federal Agency concerning same, City may impose additional conditions on the LifeHouse and its utilization of said Opioid Funds and may suspend or terminate this Agreement, or initiate other remedies for noncompliance as appropriate and permitted.

### **SECTION 2. PROJECT DESCRIPTION**

Type of Project/Purpose: LifeHouse shall provide a program of continuum care as set forth in Exhibit "A" and in its response to RFP 23-07 as referenced in this Agreement, focusing on the individual mental health and related service and care needs of every client. LifeHouse shall provide in-person services or through HIPPA-approved virtual appointments, with bilingual/Spanish clinicians available.

Project Location: LifeHouse's location(s) in Roswell, New Mexico.

Amount Funded: Totals per year for completed requirements as provided in Exhibit A.

### **SECTION 3. EFFECTIVE DATE; TERM OF AGREEMENT**

A. This Agreement shall become effective when fully executed by the parties hereto and with the commencement of services to commence upon execution and remain in full force and effect until the funds for the obligations are expended for the projects described herein, but in no event later than June 30, 2027.

B. Should additional time for auditing this project be required, in accordance with Law; this Agreement shall be deemed extended until such time as the said audit shall be completed. The provisions herein shall be extended to cover any additional time period during which LifeHouse services are being audited, subject to the maximum amount set forth in in Exhibit A not being exceeded.

### **SECTION 4. REPORTING**

LifeHouse agrees to comply with all reporting requirements and submit reports for the project. LifeHouse shall submit such documentation as required by the City to meet City's obligations and also any obligations City and LifeHouse may have as concerns the authorized uses of the Opioid Settlement Funds from Federal and State conditions, requirements, and limitations covering same.

Applicable required documents may include, but are not limited to the following:

**A.** Monthly reports on the projects funded and project fund expenditures, with all such expenditures to be as provided within the conditions, requirements and limitations on expenditures prescribed pursuant the Federal and State Opioid Settlement Agreements reached with, by and on behalf of City. The total expenditures shall not exceed three hundred thousand and xx/00 Dollars (\$300,000.00) until June 30, 2026. For the remainder of this of this Agreement, ending on June 30, 2027, shall not exceed One Million five hundred thousand and xx/00 Dollars (\$1,500,000.00).

**B.** LifeHouse acknowledges that the City may be responsible for reporting to both Federal and State oversight groups on the use of the Opioid Settlement Funds for the duration of this Agreement, and LifeHouse will fully cooperate in all respects with the requests of City for information, reports and documentation from LifeHouse to assist City in its reporting responsibilities.

## **ARTICLE 2 FINANCIAL MANAGEMENT**

### **SECTION 1. PAYMENTS AND BUDGET**

**A. General Statement.**

**1. Compensation.** The City shall compensate LifeHouse's allowable costs on a monthly basis for the project(s) described herein, upon presentation of properly executed documentation as may be required by the City. LifeHouse shall present in support of its request for payment, copies of receipts and evidence of payment for each and every expenditure for which compensation is claimed.

**2. Full and Complete Payment.** Payments received by LifeHouse upon completion of all or a portion of a project shall constitute full and complete payment by the City for that portion, or all, of the project under this Agreement. Allowable costs include all costs identified and authorized under the Federal and State Opioid Settlement Agreements conditions, requirements and limitations that are reviewed and approved by the City.

**B. Payments.**

**Compensation Requests.** Monthly invoices, together with LifeHouse's required reports outlining all services and costs expended as authorized and in accordance with this Agreement and by Law, shall be submitted to City by mail or email to:

City of Roswell  
Attn: Finance Director  
101 W. Greene Street  
Roswell, New Mexico 88201  
t.gomez@roswell-nm.gov

Payments shall be made upon receipt of the completed requests with the attendant required reports which shall be reviewed and approved by the Finance Director.

**Compensation Payments.** Compensation payments shall be made to:

Carlsbad LifeHouse Inc.  
PO Box 3141  
Carlsbad, New Mexico 88221

**C. Closeout.**

**1. Closeout Requirements.** Upon termination of this Agreement, in whole or in part for any reason including completion of the project, the following provisions may apply:

i. LifeHouse shall submit within thirty (30) days after the date of expiration of this Agreement, all financial, performance and other reports required by this Agreement, and in addition, will cooperate in a program audit by the City or its designee; and

ii. Closeout of funds will not occur unless all requirements of City and any State or Federal agency inquiring into any aspect of this agreement and/or any expenditure pursuant thereto have been resolved to the satisfaction of the same.

**2. Completion of Closeout.** LifeHouse's obligations to the City shall not end until all closeout requirements are completed. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that LifeHouse has control over any Opioid Settlement funds.

**ARTICLE 3  
GENERAL CONDITIONS AND REQUIREMENTS**

**SECTION 1. NOTICES**

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

City of Roswell  
Attn.: City Manager and Treasurer  
425 N. Richardson Ave.  
Roswell, NM 88201

Carlsbad LifeHouse, Inc. Attn.:  
Carlsbad LifeHouse Inc. PO  
BOX 3141  
Carlsbad, NM 88221

**SECTION 2. GENERAL CONDITIONS**

**A. General Compliance.** LifeHouse shall comply with all applicable State and Federal laws, regulations, and requirements imposed in the Opioid Settlement Agreements from whence the funding for this Agreement came, as well as all provisions of this Agreement.

**B. Independent Contractor.** Nothing contained in this Agreement is intended or shall be construed in any manner to create or establish the relationship of employer/employee between the City and LifeHouse. LifeHouse shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement.

**C. Amendment and Suspension or Termination.** The City or LifeHouse may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, are approved by the City's governing body, and are signed in writing by a duly authorized representative of the City and the LifeHouse. Such amendments shall not invalidate this agreement, nor relieve or release the City or LifeHouse from its obligations under this Agreement.

**D. Remedies.**

City may pursue such remedies as are available to it, including but not limited to suspension or termination of this Agreement, if the Subrecipient materially fails to comply with any terms or conditions of this Agreement, which include, but are not limited to, the following:

- I. Failure to comply with any of the rules, regulations, and conditions, requirements and limitations imposed pursuant to the State and Federal Opioid Settlement Agreements which the City of Roswell is a party.
2. Failure, for any reason, of LifeHouse to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement;
4. Submission by LifeHouse to City reports that are incorrect or incomplete in any material respect; or
5. Failure to take satisfactory corrective action as directed by the City.

**SECTION 3. ADMINISTRATIVE REQUIREMENTS**

In general, this Agreement is subject to the following requirements:

**A. Documentation and Record Keeping.**

**1. Records to be Maintained.** Recipient must maintain records and financial documents for five years after all funds have been expended or returned to the City. The City may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. LifeHouse agrees to provide or make available such records to City upon request, and to any authorized oversight body as concerns Opioid Settlement Fund expenditures.

**2. Disclosure.** Recipient understands that its client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the LifeHouse's responsibilities with respect to services provided under this Agreement, is prohibited unless written consent is obtained from such person receiving service.

**SECTION 4. SEVERABILITY**

It is understood and agreed by the parties that if any part, term, or provision of this Agreement is held by the courts to be invalid, illegal or in conflict with any law, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

## **SECTION 5. SECTION HEADINGS AND SUBHEADINGS**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

## **SECTION 6. WAIVER**

The Grantee's failure to act with respect to a breach by LifeHouse does not waive its right to act with respect to subsequent or similar breaches. The failure of the City to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

## **SECTION 7. SUCCESSORS**

This Agreement shall be binding upon each of the parties, their assigns, purchasers, trustees, and successors.

## **SECTION 8. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between City and LifeHouse for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the City and LifeHouse with respect to this Agreement.

## **SECTION 9. NO THIRD-PARTY BENEFICIARIES**

Except as expressly provided otherwise, this Agreement is intended to be solely for the benefit of the parties and shall not otherwise be deemed to confer upon or give to any other person or third party any remedy, claim, cause or action or other right.

## **SECTION 10. GOVERNING LAW AND JURISDICTION**

This Agreement shall be construed in accordance with the laws of the State of New Mexico. In the event of any dispute over the Agreement's terms and conditions, the exclusive venue and jurisdiction for any litigation arising thereunder shall be in the 5<sup>th</sup> Judicial District Court of Chaves County, New Mexico, and, if necessary for exclusive federal questions, the United States District Court for the District of New Mexico.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date of the most recent signatory.

---

Hessel Yntema, City Manager

---

Philip Huston, Executive Director

## Exhibit A – Scope of Work

- I. Generally: Lifehouse, within 12-18 months of execution of this Agreement, shall establish a full Certified Community Behavioral Health Clinic (CCBHC). This clinic is anticipated to employ approximately 40 people and serve approximately 200+ people monthly. Lifehouse will bring a comprehensive suite of services, consistent with the Certified Community Behavioral Health Clinic (CCBHC) model, designed to meet the diverse needs of Roswell and Chaves County.
- II. Services (Continuum of Care) shall include:
  - 1. 24/7 Mobile Crisis Response
  - 2. Veteran Services
  - 3. Crisis Stabilization/Receiving (Non-Hospital)
  - 4. Screening, Diagnosis, and Assessment for Behavioral Health and Substance Use Disorders
  - 5. Individual & Group Therapy for Behavioral Health and Substance Use Disorders
  - 6. Primary Care screening and monitoring
  - 7. Treatment Planning
  - 8. Intensive Outpatient Programs (IOP) for Substance Use Disorders
  - 9. Peer Supports, Case Management (TCM & CCSS), and Life Skills
  - 10. Care Coordination with other healthcare providers
  - 11. Transportation Services including Chaves County Detention Center and Sunrise
  - 12. Community Education & Engagement Programs (e.g., Mental Health First Aid, Narcan Training)
  - 13. Medication Assisted Treatment
  - 14. Psychiatric Care
- III. Program creation: Lifehouse will create, design, and implement the creation of a Community Behavioral Health Clinic based up on the Certified Community Behavioral Health Clinic (CCBHC) model.
- IV. Program maintenance, operations, and support:
  - a. Lifehouse will employ a team of Community Support Workers, Certified Peer Support Specialists, and/or Community Health to support the aforementioned services. This team's annual positions and personnel expenses are anticipated as follows:

| <b>Staff Cost</b>                          | <b>number of employees</b> | <b>cost per employee</b> | <b>total</b>        |
|--------------------------------------------|----------------------------|--------------------------|---------------------|
| Reception                                  | 2                          | \$ 38,000.00             | \$ 76,000           |
| Site Admin                                 | 2                          |                          | \$ 130,000          |
| Facilities                                 | 2                          | \$ 42,500.00             | \$ 85,000           |
| Community Education                        | 1                          | \$ 55,000.00             | \$ 55,000           |
| Therapy                                    | 6                          | \$ 95,000.00             | \$ 570,000          |
| Case Management                            | 4                          | \$ 65,000.00             | \$ 260,000          |
| PC Screening                               | 1                          | \$ 45,000.00             | \$ 45,000           |
| MCT                                        | 8                          | \$ 70,000.00             | \$ 560,000          |
| CTC                                        | 8                          | \$ 70,000.00             | \$ 560,000          |
| RISE                                       | 1.5                        | \$ 65,000.00             | \$ 97,500           |
| SL                                         | 2                          | \$ 65,000.00             | \$ 130,000          |
| Care Coordination                          | 3                          | \$ 65,000.00             | \$ 195,000          |
| total staff cost                           | 40.5                       |                          | \$ 2,763,500        |
| admin costs                                |                            |                          | \$ 578,571          |
| variable expenses                          | 16%                        |                          | \$ 534,731          |
| Educational Materials/community engagement |                            |                          | \$ 50,000           |
| total facility cost                        |                            |                          | \$ 192,000          |
|                                            |                            |                          |                     |
| <b>Total Annual Cost (2027)</b>            |                            |                          | <b>\$ 4,118,802</b> |

b. Pertinent job descriptions follow on Exhibit B.

V. Payment for Design, Reimbursable Costs, and Remodeling Costs:

- a. Lifehouse shall be paid no more than one hundred thousand and xx/00 (\$100,000.00) per month for the creation, design, and implementation of a Community Behavioral Health Clinic. Such payments shall be condition on monthly reports outlining the work done and percent of creation, design, and implementation achieved. Such payment is capped at \$300,000.000 total and must be expended by June 30, 2026.
- b. Reimbursable expenses can include construction material and labor costs for remodeling the facility leased by ROW. Reimbursement for any remodeling costs may be requested at any time the Agreement is active.
- c. Reimbursable expenses shall include payroll expenses for employees working on and supplies directly supporting this Agreement. Monthly reporting for this Agreement will include number of referrals received and patients treated, the number of people completing training and materials distributed, payroll expenses, costs of any training classes, and any travel necessary to complete training classes, and the number of people attending training and safely in these situations. This would include an exam room area, an office, and a restroom. Reimbursable expenses shall be available every month beginning July 2026. The contents of these reporting requirements may be adjust from time to time.

*Carlsbad LifeHouse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## **JOB TITLE: Mobile Crisis Responder**

### **Position Summary**

As a vital member of our Community Response Team, you will provide immediate, community-based support to individuals and families experiencing behavioral health and substance use emergencies throughout our service area.

### **Key Responsibilities**

- Respond promptly to mobile crisis calls and emergency situations, working alongside other emergency responders.
- Conduct comprehensive assessments of individuals in crisis, utilizing de-escalation techniques and crisis intervention strategies.
- Collaborate with the 988 Suicide & Crisis Lifeline, local first responders, and healthcare providers to ensure coordinated care.
- Provide post-crisis support, including follow-up for individuals recovering from non-fatal overdoses and their families.
- Offer brief interventions and support in various settings, including emergency rooms and community locations.
- Maintain accurate and timely documentation of all crisis interventions and follow-up activities.
- Participate in ongoing training and professional development to stay current with best practices in crisis intervention.
- Contribute to community education efforts on mental health awareness and crisis prevention.

### **Position Requirements**

#### **Minimum Qualifications:**

- Must hold one of the following certifications or licenses, with active and unrestricted status:
  - Independently or Non-Independently Licensed Mental Health Therapist (i.e., LMSW, LCSW, LMHC, LPCC, LSAA, LADAC, CADAC, LAMFT, LMFT, LPAT)
  - Certified Peer Support Worker (CPSW), Certified Family Peer Support Worker (CFPSW), Certified Youth Peer Support Worker (CYPSW)

- All CPSWs, CFPSWs, and CYPSWs must also be or become certified as a Comprehensive Community Support Services (CCSS) provider.

- Community Support Worker (CSW)
- Community Health Worker (CHW) or Community Health Representative
- Certified Prevention Specialist
- Registered Nurse (RN) or Licensed Practical Nurse (LPN)
- Emergency Medical Service provider or Emergency Medical Technician (EMT-B, EMT-I, EMT-P)
- Non-independently licensed behavioral health professional (master's level social work or counseling interns)
- Strong understanding of crisis intervention, de-escalation techniques, and trauma-informed care
- Excellent communication and interpersonal skills, with the ability to build rapport quickly
- Knowledgeable about trauma-informed and trauma-responsive practices, client-centered care, and recovery-oriented principles.
- Demonstrated cultural competency and commitment to serving diverse populations
- Ability to work effectively in a fast-paced, teamwork-centered, high-stress environment
- Valid New Mexico driver's license and reliable transportation
- Flexibility to work various 12-hour shifts, including evenings, weekends, and holidays

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be added, deleted, or modified at any time, with or without notice, at the employer's discretion.*

## **Employee Acknowledgment**

I have read and understand the responsibilities and expectations outlined in this job description.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# LIFEHOUSE

---

*Carlsbad LifeHouse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## **JOB TITLE: Primary Care Screener**

### **Position Summary**

The Primary Care Screener provides direct care to individuals receiving care in the outpatient clinic. Reporting to the Provider and Director of Nursing, this position conducts health screenings for clients and employees, explains screening procedures, and ensures client understanding and comfort with the process. The Primary Care Screener plays a key role in delivering trauma-informed, patient-centered care with emphasis on emotional and psychosocial needs.

### **Key Responsibilities**

#### **Patient Assessment and Care**

- Conduct health screenings including urine analysis and Tuberculin skins tests for new employees (TST)
- Conduct pertinent health screens in EMR-Bear, PHQ-9, and GAD as indicated, alert crisis team, RN or the Provider of findings as necessary
- Participate in crisis intervention as necessary
- Update and maintain current medication lists for all incoming clients
- Place lab orders per protocol for new clients and existing clients
- Provide patient education as needed regarding medications, appointments and infection control
- Give injections (IM, SQ) as needed under the direction of Provider or RN

#### **Clinical Compliance and Documentation**

- Adhere to safety protocols, infection control standards, and emergency response procedures
- Maintain accurate, timely documentation in the Electronic Health Record (HER), including vitals past/current medications

#### **Administrative**

- Support scheduling, patient flow, and Provider coordination
- Answer and document patient calls/messages in EMR
- Manage documentation, referrals, and release of information requests ensuring HIPAA compliance

#### **Professionalism and Development**

- Respond to medical emergencies with call and efficient intervention
- Participate in staff training and continuing education to stay current on best practices

JOB DESCRIPTION: Primary Care Screener  
Last Updated: 01/19/2026

- Maintain strict confidentiality and uphold patient rights in accordance with the Health Insurance Portability and Accountability Act (HIPAA)
- Maintain professional appearance while on duty

## Position Requirements

### Minimum Qualifications:

- Previous experience in a healthcare or medical setting
- Certification in First Aid and CPR (or ability to obtain within 3 months of hire)
- Familiarity with health screening procedures and equipment
- Knowledge of medical terminology
- Strong critical thinking and communication skills
- Ability to work collaboratively in a fast-paced, team-based environment
- Commitment to trauma-informed, patient-centered care

### Preferred Qualifications:

- Strong interpersonal skills and ability to engage patients with empathy, professionalism, and cultural sensitivity
- Proficiency in electronic health record (EHR) systems
- Experience with trauma-informed care and crisis intervention techniques

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be added, deleted, or modified at any time, with or without notice, at the employer's discretion.*

## Employee Acknowledgment

I have read and understand the responsibilities and expectations outlined in this job description.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Carlsbad LifeHouse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## **JOB TITLE: Regional Director**

### **Position Summary**

The Regional Director oversees day-to-day operations ensuring that processes run smoothly and efficiently while fostering community relationships and ensuring compliance with organizational standards. This role plays a key part in team collaboration by coordinating efforts across departments and aligning them with organizational goals.

### **Key Responsibilities**

#### **Operations Management**

- Plan, schedule, and execute projects to ensure timely and successful outcomes
- Make critical decisions to address issues promptly and effectively
- Facilitate collaboration among different departments
- Monitor regional performance and implement continuous improvement initiatives

#### **Leadership and Oversight**

- Provide consistent, trauma-informed leadership to Maintenance, Janitorial, IT, Reception, and Community Education staff, supporting their growth while ensuring high standards of professionalism and accountability
- Foster a respectful, inclusive, and supportive workplace culture rooted in integrity, collaboration, and clear communication
- Ensure compliance with all regulatory requirements, organizational policies, and funding guidelines through effective oversight and documentation
- Participate in and facilitate training and continuing education to stay current on best practices
- Promote LifeHouse values, culture, and mission across all regional operations

#### **Stakeholder and Relationship Management**

- Build and maintain strong relationships with community partners, stakeholders, and service users to promote collaboration and program growth
- Support outreach, business development, and expansion initiatives

## Position Requirements

### Minimum Qualifications:

- Minimum of 5 years of experience in facility management, operations, or related role with progressive leadership or management experience
- Experience in leading teams and managing complex projects
- Exceptional communication skills, strong leadership, and problem-solving abilities
- In-depth understanding of industry regulatory compliance, safety protocols, building codes, and best practices in facility management

### Preferred Qualifications:

- Strong interpersonal skills and ability to engage with empathy, professionalism, and cultural sensitivity
- Relevant certifications such as CFM (Certified Facility Manager) are a plus
- Bilingual in English and Spanish

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be added, deleted, or modified at any time, with or without notice, at the employer's discretion.*

## Employee Acknowledgment

I have read and understand the responsibilities and expectations outlined in this job description.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# LIFEHOUSE

---

*Carlsbad LifeHouse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## **JOB TITLE: Receptionist**

### **Position Summary**

The Receptionist serves as the first point of contact for clients, visitors, and staff, playing a vital role in creating a welcoming, supportive, and organized environment. This position supports access to care for individuals seeking mental health and substance use services by managing front desk operations with professionalism, compassion, and efficiency. The Receptionist works closely with clinical and administrative teams to ensure smooth appointment flow, accurate documentation, and responsive communication.

### **Key Responsibilities**

- Greeting and welcome clients, visitors, and staff in a warm and professional manner
- Check in clients for scheduled appointments and notify appropriate staff
- Collect and enter insurance and payment information into the system accurately
- Conduct brief triage screenings for walk-in clients and identify initial service needs
- Communicate and coordinate with clinicians, intake specialists, and case managers to support timely service delivery
- Maintain order, cleanliness, and a calming presence in the lobby and reception area
- Monitor appointment flow and assist with late arrivals, cancellations, and no-shows
- Ensure compliance with HIPAA and always maintain client confidentiality
- Support internal communication across departments for scheduling and coordination needs
- Assist with administrative tasks such as appointment confirmations, data entry, or filing
- Respond calmly and effectively in high-stress or crisis situations

### **Position Requirements**

#### **Minimum Qualifications**

- High school diploma or equivalent
- Strong interpersonal and communication skills
- Proficiency with Microsoft Office Suite and basic computer systems
- Ability to multitask, stay organized, and prioritize in a fast-paced setting
- Comfortable interacting with diverse populations and individuals in emotional distress
- Commitment to maintaining confidentiality and supporting a trauma-informed environment

#### **Preferred Qualifications**

- Prior experience in a receptionist, front desk, or customer service role

- Experience working in behavioral health or healthcare settings
- Familiarity with insurance terminology and coverage verification
- Bilingual in English and Spanish

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be added, deleted, or modified at any time, with or without notice, at the employer's discretion.*

## **Employee Acknowledgment**

I have read and understand the responsibilities and expectations outlined in this job description.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



*Carlsbad LifeHouse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## **JOB TITLE: Outpatient Therapist**

### **Position Summary**

The Mental Health Therapist provides direct clinical services, including individual and group therapy, to clients with mental health and co-occurring conditions. This role supports clinical planning, documentation, and care coordination in accordance with LifeHouse policy and all relevant state and federal regulations. The therapist works closely with the Clinical Director and other treatment team members to ensure the delivery of high-quality, person-centered care.

### **Key Responsibilities**

#### **Clinical Care and Documentation**

- Deliver support therapy services through individual and group sessions as directed by the Clinical Administrator
- Conduct and complete comprehensive psychosocial intake assessments within 24 hours of admission
- Collaborate with clients to develop individualized treatment plans based on intake assessment, updated every 30 days
- Provide weekly individual therapy sessions and staff each client in collaboration with other clinicians
- Ensure timely and accurate completion of progress notes and billing documentation
- Monitor discharge appropriateness and assist in discharge planning across all discharge types
- Maintain electronic health records and program documentation in compliance with all applicable standards

#### **Supervision and Development**

- Participating in weekly clinical supervision with the Clinical Director
- Attend ongoing supervision, education, and training as required by licensure and LifeHouse
- Meet quarterly and annual productivity standards as defined by the supervisor
- Complete a full forty-hour workweek with flexibility to include crisis response and training

#### **Program Collaboration and Improvement**

- Review program structure with the treatment team to identify and implement clinical improvements
- Participate in quality improvement initiatives and best practice implementation
- Assist in planning and facilitating client-centered special events
- Provide consultation, education, and training to clients as needed

## Professional Conduct and Teamwork

- Maintain a professional, positive attitude and model premier customer service
- Incorporate recovery and resiliency principles into all service delivery
- Participate in rotating on-call coverage and respond to clinical needs as they arise
- Collaborate with the clinical team to resolve daily issues and support treatment decisions
- Advocate for LifeHouse's mission to enhance, change, and save lives
- Perform other duties as assigned by the Clinical Director of Mental Health Services

## Position Requirements

### Minimum Qualifications:

- Licensed in the State of New Mexico by the Counseling and Therapy Practice Board, Social Work Board, or Psychology Board
- Bachelor's degree with relevant licensure or credentialing
- Experience providing mental health services to individuals with mental health or co-occurring disorders
- Proficient in using Electronic Health Records and related software systems
- Familiarity with the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5)
- Ability to work with diverse populations, including children, adolescents, and adults

### Preferred Qualifications:

- Master's degree in counseling, psychology, social work, or related field with a focus on mental health counseling
- Two years of field experience providing individual and group therapy under clinical supervision
- Strong diagnostic skills and understanding of billing requirements for multiple payer sources
- Group facilitation and training experience
- Knowledge of community resources and the needs of high-risk populations

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be added, deleted, or modified at any time, with or without notice, at the employer's discretion.*

## Employee Acknowledgment

I have read and understand the responsibilities and expectations outlined in this job description.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



*Carlsbad LifeHouse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## **JOB TITLE: Community Education Specialist**

### **Position Summary**

The Community Education Specialist is responsible for delivering mental health education and outreach across Carlsbad LifeHouse's service area. This role focuses on increasing awareness of LifeHouse services, promoting early intervention through Mental Health First Aid training, and fostering partnerships with community organizations. Reporting to program leadership, this position plays a key role in destigmatizing mental health, expanding access to information, and building a supportive network of community stakeholders.

### **Key Responsibilities**

#### **Community Education and Engagement**

- Deliver presentations, workshops, and Mental Health First Aid training to community groups, schools, and stakeholder organizations
- Educate the public about LifeHouse services, behavioral health resources, and pathways to care
- Advocate for mental health awareness and stigma reduction through community involvement and public engagement

#### **Outreach and Partnership Development**

- Build and maintain relationships with local agencies, school systems, and service providers to expand the reach of LifeHouse's educational efforts
- Represent LifeHouse at health fairs, public forums, and community events
- Collaborate with internal staff to identify outreach opportunities and align messaging with organizational goals

#### **Training and Capacity Building**

- Train community members, volunteers, and partners in Mental Health First Aid and related programming
- Equip participants with tools to recognize and respond to mental health concerns within their own environments

#### **Tracking and Reporting**

- Maintain accurate records of training sessions, community contacts, and event participation
- Track impact data and prepare reports that highlight outreach efforts and outcomes

## Position Requirements

### Minimum Qualifications:

- Certified Peer Support Worker (CPSW) or Community Health Worker (CHW) certification
- Strong communication and interpersonal skills, with the ability to build trust and rapport in community settings
- Ability to speak confidently to groups and lead interactive training sessions
- Demonstrated understanding of mental health, community education, and relationship-building
- Cultural competency and sensitivity in working with diverse populations
- Valid driver's license and reliable transportation

### Preferred Qualifications:

- Experience providing Mental Health First Aid training or similar programming
- Background in behavioral health or nonprofit community engagement
- Familiarity with local resources and service networks

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be added, deleted, or modified at any time, with or without notice, at the employer's discretion.*

## Employee Acknowledgment

I have read and understand the responsibilities and expectations outlined in this job description.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Carlsbad LifeHouse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## **JOB TITLE: Community Education Specialist**

### **Position Summary**

The Community Education Specialist is responsible for delivering mental health education and outreach across Carlsbad LifeHouse's service area. This role focuses on increasing awareness of LifeHouse services, promoting early intervention through Mental Health First Aid training, and fostering partnerships with community organizations. Reporting to program leadership, this position plays a key role in destigmatizing mental health, expanding access to information, and building a supportive network of community stakeholders.

### **Key Responsibilities**

#### **Community Education and Engagement**

- Deliver presentations, workshops, and Mental Health First Aid training to community groups, schools, and stakeholder organizations
- Educate the public about LifeHouse services, behavioral health resources, and pathways to care
- Advocate for mental health awareness and stigma reduction through community involvement and public engagement

#### **Outreach and Partnership Development**

- Build and maintain relationships with local agencies, school systems, and service providers to expand the reach of LifeHouse's educational efforts
- Represent LifeHouse at health fairs, public forums, and community events
- Collaborate with internal staff to identify outreach opportunities and align messaging with organizational goals

#### **Training and Capacity Building**

- Train community members, volunteers, and partners in Mental Health First Aid and related programming
- Equip participants with tools to recognize and respond to mental health concerns within their own environments

#### **Tracking and Reporting**

- Maintain accurate records of training sessions, community contacts, and event participation
- Track impact data and prepare reports that highlight outreach efforts and outcomes

## Position Requirements

### Minimum Qualifications:

- Certified Peer Support Worker (CPSW) or Community Health Worker (CHW) certification
- Strong communication and interpersonal skills, with the ability to build trust and rapport in community settings
- Ability to speak confidently to groups and lead interactive training sessions
- Demonstrated understanding of mental health, community education, and relationship-building
- Cultural competency and sensitivity in working with diverse populations
- Valid driver's license and reliable transportation

### Preferred Qualifications:

- Experience providing Mental Health First Aid training or similar programming
- Background in behavioral health or nonprofit community engagement
- Familiarity with local resources and service networks

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be added, deleted, or modified at any time, with or without notice, at the employer's discretion.*

## Employee Acknowledgment

I have read and understand the responsibilities and expectations outlined in this job description.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*Carlsbad LifeHouse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## **JOB TITLE: Case Manager**

### **Position Summary**

Carlsbad LifeHouse, Inc. is looking for a caring and client-focused Case Manager to help individuals facing substance use and mental health issues. As a Case Manager, you will play a vital role in providing support, guidance, and encouragement to clients in our various programs, ensuring their safety, well-being, and progress toward recovery. This role emphasizes building trust, removing obstacles to care, and connecting individuals with resources and life skills needed for success in the community.

### **Key Responsibilities**

#### **Screening & Intake Support**

- Complete phone screenings and document responses accurately
- Assist the admissions coordinator in evaluating client suitability
- Participate in daily morning meetings and handle calls professionally
- Coordinate client orientation upon admission, including inventory of belongings and photo uploads
- Ensure correct completion and filing of Consent to Release Information forms

#### **Case Management in Residential Programs**

- Encourage family involvement in recovery planning and community resources
- Conduct discharge/aftercare planning with at least two client sessions
- Link clients to outpatient treatment, medical care, housing, and other supports
- Maintain post-discharge follow-up using face-to-face, phone, or online contact
- Connect clients with federal, state, and local assistance programs (e.g., Medicaid, TANF, housing)
- Provide transportation coordination and emergency care decisions as needed
- Facilitate and document treatment planning in collaboration with the clinical team
- Provide and support educational and resource-based group sessions
- Coordinate guest speakers and create documentation/screening forms as needed

#### **Team & Program Support**

- Participate in Community Group and group education sessions as scheduled
- Provide backup for group, case management, orientation, and discharge planning as needed
- Act as a liaison with external agencies, including legal, healthcare, education, and housing
- Collaboration with the Clinical Director on quality improvement initiatives

## Position Requirements

- Must be at least 18 years of age
- Must meet one of the following education and experience combinations:
  - Bachelor's degree in a human services field from an accredited university **and** one year of experience working with the target population
  - Associate's degree **and** two years of experience working with the target population
  - Associate's degree in an approved behavioral health coaching curriculum (no experience required)
  - High school diploma or General Educational Development (GED) certificate **and** three years of experience working with the target population
  - Certification as a **Certified Peer Support Worker (CPSW)** or **Certified Family Support Worker (CFSW)**

### Additional Certified Peer Support Worker (CPSW) Requirements:

- Must be self-identified as a current or former consumer of mental health or substance use services
- Must have at least three years of personal recovery from mental health or substance use challenges
- Must hold current certification as a Certified Peer Support Worker (CPSW)

### Additional Certified Family Support Worker (CFSW) Requirements:

- Must have personal experience navigating child- and family-serving systems or advocating for family members involved with behavioral health systems
- Must understand how these systems operate within New Mexico
- If the individual is also a consumer, they must be well-grounded in symptom self-management
- Must hold certification as a Certified Family Support Worker (CFSW) or as a Certified Peer Support Worker (CPSW) with a family support specialty

### Other Requirements:

- Valid New Mexico driver's license, reliable transportation, and active auto insurance
- Strong interpersonal, communication, and organizational skills
- Ability to maintain professional boundaries and uphold client confidentiality

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be added, deleted, or modified at any time, with or without notice, at the employer's discretion.*

## Employee Acknowledgment

I have read and understand the responsibilities and expectations outlined in this job description.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Legal

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Consider approval of the award ITB-26-008 to Mevacon LLC- for construction of the Roswell Public Library Children's Garden/Jardín de Niños project in the amount of \$297,774.70, which includes applicable New Mexico Gross Receipts Tax (GRT) (Costley)

**BACKGROUND:**

Initiated by Enid Costley

The City of Roswell submitted an Invitation To Bid (ITB-26-008) seeking sealed bids from licensed and qualified contractors for the construction of the Roswell Public Library outdoor Children's Garden/Jardín de Niños, located at 301 North Pennsylvania Avenue, Roswell, New Mexico. The project will redevelop an existing exterior landscape area into a secure, ADA-accessible outdoor learning and play space for children and families. The completed project will provide a safe, engaging environment that supports early childhood development, enhances library programming and promotes community use.

Bids were opened on February 10, 2026 and two bids were received:

1. Mevacon LLC of Fairacres, New Mexico -\$275,000.00 (excluding GRT)
2. AK Sales and Consulting Inc - 556,900.00 (excluding GRT)

After review Mevacon submitted the lowest responsive and responsible bid and is being recommended for award.

**FINANCIAL CONSIDERATION:**

See Fiscal Impact below. Funds are available through donations and gifts to pay for this project.

**LEGAL REVIEW:**

Contract will be reviewed by the Legal Department upon award.

**BOARD AND COMMITTEE ACTION:**

This is the first committee to hear this request.

**STAFF RECOMMENDATION:**

Consider awarding the bid to Mevacon LLC, for the amount of \$297,774.70 for the construction of the Roswell Public Library's Children's Garden/Jardín de Niños.

---

**Fiscal Impact**

**BUDGETED? Yes/No:** No

**FISCAL YEAR:** 2026-2027

**FUNDING/BUDGET SOURCE:** Donations and Gifts

**FINANCIAL CONSIDERATION:**

Funds are available for this project.

---

**Attachments**

Award recommendation  
Bid Tabulation

---

## Award Recommendation Report

Award Recommendation for: ITB-26-008 Roswell Public Library Children's Garden / Jardín de Niños

The City of Roswell issued Invitation to Bid (ITB) 26-008 for the construction of the Roswell Public Library Children's Garden, located at 301 N. Pennsylvania Avenue, Roswell, New Mexico.

The Roswell Public Library Children's Garden project will transform an existing exterior landscape area into a secure, ADA-accessible outdoor learning and play space for children and families. The completed garden will provide a safe, engaging environment that supports early childhood development, enhances library programming, and encourages greater community use.

The project scope includes site preparation, demolition, concrete work, installation of composite decking, fencing and gates, shade structures, landscaping, irrigation modifications, electrical improvements, and associated site features. Work will convert the existing exterior area into a dedicated children's play and learning space in accordance with the construction documents prepared by Studio 27, Inc.

Bids were opened on February 10, 2026, and two bids were received and reviewed:

- **Mevacon**, Fairacres, NM - \$275,000.00 (excluding GRT)
- **AK Sales and Consulting Inc.**, Roswell, NM - \$556,900.00 (excluding GRT)

After review, Mevacon submitted the lowest responsive and responsible bid in the amount of \$275,000, excluding Gross Receipts Tax.

Staff recommends award of ITB-26-008 - Roswell Public Library Children's Garden / Jardín de Niños to **Mevacon** for the total contract amount of \$297,744.70, including applicable Gross Receipts Tax.

Sincerely,  
  
Arely Peek  
Purchasing Agent



**BID TABULATION**  
ITB No. ITB-26-008  
Roswell Public Library – Children’s Garden / Jardín de Niños  
RESPONSE DEADLINE: February 10, 2026, at 2:00 pm

**VENDOR TOTALS**

| Vendor                      |  | Total        |
|-----------------------------|--|--------------|
| Mevacon LLC                 |  | \$275,000.00 |
| AK Sales and Consulting Inc |  | \$556,900.00 |

**PRICING TABLE**

| Pricing Table |           |                                                             | AK Sales and Consulting Inc | Mevacon LLC                  |
|---------------|-----------|-------------------------------------------------------------|-----------------------------|------------------------------|
| Selected      | Line Item | Description                                                 | Unit                        | Lump Sum Price (Without GRT) |
| X             | 1         | Roswell Public Library - Children's Garden Complete Project | Lump Sum                    | \$275,000.00                 |
| Total         |           |                                                             | \$556,900.00                | \$275,000.00                 |

**Legal Committee**

**Meeting Date:** 02/26/2026

**COMMITTEE:** Finance

**CONTACT:** C. Josh Nairn-Mahan

**CHAIR:** Will Cavin

---

**ACTION REQUESTED:**

Consider the approval of a budget adjustment in the General Operating Budget of the Roswell Public Library at the amount of \$18,504.00 to pay for utilities costs. (Costley)

**BACKGROUND:**

Initiated by Enid Costley

On February 5, 2026 the Roswell Public Library was alerted by the Finance Department that more funds were needed to pay the electric bill. There are 5(five) more months in FY2026 and the budgeted funds are not available. The average cost of the Roswell Public Library electric bill is \$3,700.77 per month. The Roswell Public Library has had several unexpected expenses this fiscal year for which we made hard decisions and transferred funds to allow for repairs to the HVAC System, replace 6 (six) cracked skylights and make repairs to the fire sprinkler system.

**FINANCIAL CONSIDERATION:**

See Fiscal Impact below. Our gifts and donated funds are restricted and may not be used to pay the electric bills. The Roswell Public Library does not have funds in its operating budget to cover these costs.

**LEGAL REVIEW:**

There has been no legal review.

**BOARD AND COMMITTEE ACTION:**

This is the first committee to hear this request.

**STAFF RECOMMENDATION:**

Consider approving a budget adjustment form [waiting for Finance to provide account line item] to the Roswell Public Library Operating Budget to cover the cost of the electric utilities for FY2026.

---