



**CITY OF ALAMOGORDO  
FISCAL YEAR 2018  
ANNUAL REPORT**

# Table of Contents

Message from City Manager Paluch _____	1
City of Alamogordo City Charter _____	3
City Commission _____	12
Boards & Committees _____	17
City of Alamogordo Organizational Chart _____	26
City Manager _____	27
Assistant City Manager _____	28
City Clerk _____	34
Community Services _____	40
Finance _____	63
Fire Department _____	70
Human Resources _____	76
Police Department _____	94
Public Housing Authority _____	101
Public Works _____	103



# MESSAGE FROM CITY MANAGER PALUCH

## Message from City Manager Paluch

Hello and welcome to the FY18 annual report. The goal of the annual report is to increase awareness of City operations as well as create a history of yearly projects and accomplishments that can be referenced in the future.

Fiscal year 2018 has come and gone with many projects and activities for our community. This year we welcomed two new Commissioners to the dais. Commissioner Josh Rardin was elected for District 4. Mr. Rardin is no stranger to the City Commission as he was elected previously in 2010. Commissioner Dusty Wright also joined our team representing District 6. With a new team in place the Commission is continuing to move the City forward in great ways for our citizens.

This year the City really focused on the overall appearance of our community including the development of our new Comprehensive Plan as well as Code Enforcement violations and blight. The City Attorney won in court declaring the Sahara Apartments dilapidated structures and the City was able to demolish the buildings. The neighbors around Sahara Apartments rejoiced as they had been dealing with the consequences of the blight for many years while the case was tied up in court. Additional buildings that were demolished were 1507 Rockwood and 508 Maryland. Additionally, the new Comprehensive Plan was completed. There was months of citizen and staff input before the plan was adopted by the City Commission. This plan will be a roadmap for the City for many years to come and will help leaders with planning and development in the future.

The Public Works Department saw several projects move forward in FY18 including the realignment of South Florida Avenue and First Street. This project was completed this year and residents can seamlessly drive across town on Florida Avenue. The Bonito Lake restoration project has continued throughout FY18, however, unfortunately, due to many weather delays the work was slowed at various times throughout the year. Construction also continued on the desalination plant with an expected completion date in FY19.

The Community Services Department also saw several upgrades during FY18 including a new Zoo perimeter fence and walking path. The Recreation Center received a much needed locker room overhaul, which the patrons are loving as well as a new gym ceiling, air conditioning upgrade, retaining wall renovation, interior painting and new lighting around the pool. Additionally, the Parks Department was able to receive several additional shade structures at various playground locations. The shade structures have been a huge hit with parents and kids alike and we are seeing higher attendance at all our playgrounds.

## MESSAGE FROM CITY MANAGER PALUCH

Economic development in Alamogordo pushed forward in a strong way in FY18. Several projects were approved by the City Commission for Local Economic Development Act dollars including Drought Adaptations Industries, Downtown Venture Corporation, TLC call center in the White Sands Mall and an expansion for Precheck. The economic development will continue in FY19 with several projects coming to our community including a new hotel at Mesa Village as well as the opening of Basin Lanes.

The future growth and prosperity of the City of Alamogordo continues to look bright. The United States Air Force has reassigned the F-16 program to Alamogordo bringing a large population increase not only from active duty, but also from contract maintainers for the aircrafts.

Finally, I want to acknowledge the hard work our Directors and Managers did to compile this annual report. I am hopeful that our citizens will appreciate the in-depth information and have a better understanding of how the City of Alamogordo operates.

Take care and best wishes to all.



Margaret Paluch  
City of Alamogordo City Manager

# CITY OF ALAMOGORDO CITY CHARTER

## City of Alamogordo City Charter

### **PREAMBLE**

We, the citizens of Alamogordo, New Mexico, under the Constitution and Laws of New Mexico, ordain and establish this Charter for the City of Alamogordo, New Mexico.

### **ARTICLE I. - INCORPORATION AND POWERS**

The incorporated municipality known as Alamogordo, (hereinafter "City") existing within its present or future boundaries, shall exercise all powers and perform all functions not expressly denied.

### **ARTICLE II. - FORM OF GOVERNMENT**

The form of government for the City of Alamogordo is the Commission-Manager form of government.

### **ARTICLE III. - ELECTORS**

Any registered, qualified elector of the City may vote in any City election and may be a candidate for any City office for which he or she is qualified.

### **ARTICLE IV. - ELECTED OFFICERS**

The elected officers of the City are six (6) Commissioners, one (1) Mayor, and one (1) Municipal Judge.

(Amd. of 3-6-12)

### **ARTICLE V. - QUALIFICATIONS FOR CANDIDACY**

Candidates for elective office in the City shall be qualified electors with the following additional qualifications:

Section 1. - Candidates-at-Large.

Candidates-at-Large must reside within the city.

(Amd. of 3-1-16)

Section 2. - Candidates for District Offices.

Candidates for District Offices must reside in the District they seek to represent.

(Amd. of 3-1-16)

Section 3. - Disclosure.

# CITY OF ALAMOGORDO CITY CHARTER

Each candidate for City office shall file a disclosure statement with the City Clerk, at the time of filing for the office. This statement shall identify all real property and businesses in New Mexico in which the candidate has a financial interest.

## ARTICLE VI. - ELECTIONS

### Section 1. - Regular City Elections.

- A. Regular City elections to elect City officers, as required, shall be held on the first Tuesday in March of even-numbered years.
- B. Unless specifically inconsistent with this Charter, New Mexico law governing the manner of conducting City elections shall govern elections in the City.

### Section 2. - Elections.

- A. In the regular City election for Commissioners the candidate receiving the greatest number of votes in each district represented is elected.
- B. In the regular City Election for Mayor, the candidate receiving the greatest number of votes is elected unless that candidate fails to receive more than 50% of the vote. In that case, there shall be a special run-off election between the two candidates receiving the greatest number of votes. The run-off election shall be held within 45 days after the date that the final canvass is completed. The City Commission shall by resolution set the date of the run- off election and specify the names of the candidates. The resolution shall be published once at least seven days prior to the run-off election.
- C. If a tie exists after the certification of the results of any election, the determination as to which of the tied candidates is elected shall be decided by lot.

(Amd. of 3-7-00; Amd. of 3-1-16)

### Section 3. - Vacancies.

- A. A vacancy occurs upon an elected officer's death, recall, resignation, or, as to Commissioners, upon termination of residency in the district represented, or upon absence from Commission meetings for a consecutive period exceeding sixty (60) days, unless a majority of the remaining incumbent City Commissioners vote to retain the absent Commissioner or the absent Mayor for an additional sixty (60) days, which vote must take place at the next following regular meeting.
- B. A vacancy in the commission, including the office of mayor, occurring after completion of one-half of that commissioner's term, shall be filled by appointment of the commission of a person qualified under Article V. In all other cases a special election must be called to fill the vacancy. The Commission must declare by resolution that a vacancy exists. The resolution declaring the vacancy must be adopted by the Commission within fifteen days of the vacancy. The Commission must appoint an eligible person by

# CITY OF ALAMOGORDO CITY CHARTER

majority vote to fill the vacant office at the first regular meeting following the expiration of thirty days after the adoption of the resolution. If the Commission fails to make the appointment at that meeting, the Mayor must, within fifteen days, appoint an eligible person to fill the vacancy. The Commission may by ordinance establish the specific procedures for selecting an eligible person to fill a vacancy. The commissioner or mayor appointed or elected shall serve for the remainder of the unexpired term for which the commissioner or mayor who vacated the position was elected.

C. If the entire Commission is vacated simultaneously, the Municipal Judge shall perform the function of the Commission only as concerns the calling of a special election to fill the vacancies.

D. Special elections shall be called at the next regular meeting after the occurrence of the vacancies, the date of special elections to be proclaimed in accordance with state law.

(Amd. of 3-7-00; Amd. of 3-2-10; Amd. of 3-6-12)

## Section 4. - Non-Partisan Elections.

Elections for City officers shall be non-partisan. The party affiliation of candidates shall not appear on the ballot nor on any official document relating to the candidate or to the election.

## ARTICLE VII. - THE GOVERNING BODY

### Section 1. - Equality of Commissioners.

All Commissioners, including the Mayor, except as otherwise provided by this Charter, shall have equal voting power, privileges and prerogatives.

(Amd. of 3-6-12)

### Section 2. - Composition.

The governing body shall be comprised of six (6) members to be known as commissioners and one (1) member to be known as mayor. The six (6) commissioners shall be elected by the qualified voters of each of the six (6) single-member districts. The mayor shall be elected at large.

(Amd. of 3-6-12; Amd. of 3-1-16)

### Section 3. - Term of Office.

The term of office for all commissioners, including the mayor, shall be four (4) years. Elections shall be on a staggered basis. Two (2) commissioners shall be elected in 2014. The remaining four (4) commissioners shall be elected in 2016. Any incumbent whose four (4) year term would expire in 2014 shall stand for re-election. The term of office for all commissioners, including the mayor, shall begin upon certification of the election.

# CITY OF ALAMOGORDO CITY CHARTER

(Amd. of 6-20-95; Amd. of 3-18-97; Amd. of 3-6-12)

## Section 4. - Districts.

The Commission shall be divided into six (6) districts. The boundaries of each district shall be established by ordinance. Within one year after publication of each National Census, the Commission shall reaffirm that the City is divided into six (6) Districts that are compact in area and as nearly equal in population as possible.

(Amd. of 3-18-97; Amd. of 3-6-12; Amd. 3-1-16)

## Section 5. - Meetings.

All City Commission meetings are open to the public and the official records open to inspection, except for closed executive sessions held in accordance with the State Open Meetings Act. A quorum consists of a majority of incumbent Commissioners and the Mayor.

A. Regular meetings shall take place twice monthly at a place, time and day determined by ordinance. Regular meetings shall not occur on legal holidays.

B. Special meetings shall be called by the Mayor or any two (2) Commissioners, for the purpose of discussing or acting on any City business.

C. Emergency meetings shall be called by the Mayor or any Commissioner, to resolve emergency matters involving clear and present danger to the health, safety or welfare of the citizens of Alamogordo.

(Amd. of 3-1-16)

## Section 6. - Compensation.

Upon implementation of this Charter, Commissioners shall receive fifty dollars (\$50.00) compensation for expenses for each regular meeting attended and for each regular meeting not attended by reason of official City business. This minimum compensation shall not be changed unless the proposed change is submitted to, and approved by, the electorate at a regular City election. Any additional compensation shall be established by ordinance.

(Amd. of 3-1-16)

## Section 7. - Incompatibility of Offices.

No member of the Commission or the Mayor may hold any other local, state, or federal elected office. Acceptance of the second elected office constitutes an automatic resignation from the position of Alamogordo City Commissioner or Mayor, and the vacancy thereby created shall be filled in the same manner as other vacancies on the City Commission are filled.

# CITY OF ALAMOGORDO CITY CHARTER

(Amd. of 3-2-10; Amd. of 3-1-16)

## ARTICLE VIII. - MAYOR AND MAYOR PRO-TEM

### Section 1. - Selection; Term; Removal.

- A. An organizational meeting shall be held as soon as practicable after each Regular City election in which Commissioners are elected.
- B. The Commission and Mayor shall elect one of its members to serve as Mayor Pro-Tem. The term of office for the Mayor Pro-Tem shall be until the next organizational meeting of the Commission.
- C. An organizational meeting shall also be held if the office of the Mayor Pro-Tem becomes vacant. Said office becomes vacant in the manner specified in Article VI, Section 3.
- D. A motion for removal of the Mayor Pro-Tem shall be made at a regular meeting, and must be seconded by two (2) Commissioners or one (1) Commissioner and the Mayor. The motion for removal shall be voted upon at the next regular meeting and shall require the affirmative votes of no fewer than five (5) Commissioners for passage.

(Amd. of 3-2-10; Amd. of 3-6-12; Amd. of 3-1-16)

### Section 2. - Powers and Duties of Mayor.

The Mayor shall preside at all meetings of the Commission and shall perform such duties as are imposed by the Commission. The Mayor has all the powers and duties of a Commissioner, including the right to vote upon all questions under consideration.

The Mayor is the official head of the City for all ceremonial and military purposes. With the advice, and subject to the approval of a majority of the Commission, the Mayor shall appoint and may remove, if necessary, members of the public boards, commissions and committees of the City. The Mayor shall lead, guide and develop with the City Commission, City Manager, and other appropriate individuals, short and long range plans and goals for the City concerning its growth and development. The Mayor shall present an annual state of the City message at a Public Meeting determined by the Mayor.

(Amd. of 3-6-12; Amd. of 3-1-16)

### Section 3. - Powers and Duties of Mayor Pro-Tem.

In the absence of the Mayor, the Mayor Pro-Tem shall perform the duties of the Mayor.

## ARTICLE IX. - THE MUNICIPAL JUDGE

There shall be one Municipal Judge elected at-Large for a four-year term, who shall serve in accordance with applicable state law.

# CITY OF ALAMOGORDO CITY CHARTER

(Amd. of 6-20-95; Amd. of 3-1-16)

## ARTICLE X. - INITIATIVE, REFERENDUM, AND RECALL

### Section 1. - Initiative.

A. Upon petition, signed by the qualified electors in a number no less than twenty (20) per cent of the average number of voters who voted at the previous four (4) regular City elections or no less than twenty (20) per cent of the number of voters who voted at the previous regular City election, whichever is the greater, any measure may be proposed to the Commission for enactment within thirty (30) days of the date of filing the petition. If the Commission: (1) fails to act, (2) acts adversely, or (3) amends the proposed measure, the Commission shall call a special election in not less than thirty (30) days nor more than sixty (60) days for the purpose of submitting the measure to the electorate.

B. The ballot shall contain the proposed measure and the measure as amended, if the Commission amends the proposed measure. After each measure there shall be printed the words:

"for" and "against," with spaces for crosses after each word.

C. The measure receiving a majority of the votes cast on that measure in its favor is adopted. If each measure receives a majority of votes cast on that measure in its favor, the measure receiving the greatest number of votes cast in its favor is adopted.

### Section 2. - Referendum.

A. If within thirty (30) days following the adoption of an ordinance or resolution by the Commission, a petition, signed by the qualified electors, in a number no less than twenty (20) per cent of the average number of voters who voted at the previous four (4) regular City elections or no less than twenty (20) per cent of the number of voters who voted at the previous regular City election, whichever is greater, is presented to the Commission asking that the ordinance or resolution in question be submitted to a special election for its adoption or rejection, the ordinance or resolution shall become ineffective and the Commission shall provide for an election on the measure within sixty (60) days of the filing of the petition.

B. The ballot shall contain the text of the ordinance or resolution in question. Below the text shall be the phrases:

"for" and "against," with spaces for crosses after each word.

If a majority of the votes cast favor the measure, it shall take effect immediately. If a majority of the votes cast are against the measure, it shall not take effect.

C. If an ordinance or resolution is an emergency measure, it shall go into effect immediately, but it shall be subject to repeal by an adverse majority at a referendum election.

# CITY OF ALAMOGORDO CITY CHARTER

D. The referendum procedure of this section shall not be available for any ordinance authorizing bonds or other obligations where such ordinance, bonds or other obligations previously have been approved at a City election.

## Section 3. - Recall.

Any City Commissioner, including the Mayor, is subject to a recall election. Upon petition seeking a recall of a Commissioner or Mayor, the Commission shall call a special election within sixty (60) days, unless the regular City election occurs within ninety (90) days.

Notice of Intent to circulate a petition for recall must be dated and filed with the City Clerk and shall include a statement of the reason for the recall. Each page of a recall petition, before any signatures are signed to it, must be endorsed by the manual or facsimile signature of the City Clerk and the date of filing of Notice of Intent; the City Clerk shall provide this without charge. The recall petition must be submitted to the City Clerk with the requisite number of signatures, within one hundred and twenty (120) days of the date of filing the Notice of Intent.

The petition shall be signed by no less than twenty (20) percent of the number of registered voters in that Commissioner's district at the time the Commissioner was elected. If the petition seeks to recall the Mayor, the petition shall be signed by no less than twenty (20) percent of the number of registered voters residing in the City at the time the Mayor was elected. The special recall election of a Commissioner shall be held only in that Commissioner's district. The special recall election of a Mayor shall be citywide.

If a majority favors recall and this majority equals or exceeds the number of votes the Commissioner or the Mayor received when elected, the office shall be declared vacated, and the office shall be filled as are other vacancies. A Commissioner or Mayor who is recalled shall not be eligible for re-election until the term for which the Commissioner was originally elected has expired.

If a recall election results in a failure to secure the votes necessary to recall, the Commissioner or Mayor who is the subject of the election shall not again be subject to recall until after six (6) months from the date of the recall election.

(Amd. of 3-18-97; Amd. of 3-6-12; Amd. of 3-1-16)

## ARTICLE XI. - THE CITY MANAGER

### Section 1. - Qualifications; Appointment.

A City Manager shall be appointed, solely on the basis of his or her qualifications, for an indefinite term. His or her selection shall not be limited by reason of former residence. His or her salary shall be fixed by the Commission. The appointment or removal of a City Manager shall require the affirmative votes of no fewer than four (4) Commissioners or three (3) Commissioners and the Mayor.

# CITY OF ALAMOGORDO CITY CHARTER

(Amd. of 3-1-16)

## Section 2. - Duties.

The City Manager is the chief executive officer of the City. He or she shall have a seat, but no vote, at every meeting of the Commission. The City Manager:

- (a) Shall enforce and carry out all ordinances, rules and regulations adopted by the Commission;
- (b) Shall employ and discharge employees of the City;
- (c) Shall prepare and submit an annual budget to the Commission;
- (d) Shall make recommendations to the Commission concerning the welfare of the City;
- (e) Or his or her designated agent, shall be the person for the purpose of civil process.

(Amd. 3-1-16)

## ARTICLE XII. - THE CHARTER

### Section 1. - Saving Clause.

All bylaws, ordinances and resolutions in force in the City before the adoption of this Charter shall remain in full force and effect until amended or repealed. All rights and property which were vested in the City shall remain so vested under this Charter. No existing contract or franchise and no existing right or liability and no pending litigation of any kind shall be affected by the adoption of this Charter.

### Section 2. - Severance Clause.

The provisions of this Charter are severable, and if any provision or part thereof is held to be illegal or unconstitutional as applied to any person or situation, the remainder of this Charter or its applicability to other persons or situations shall not be affected.

### Section 3. - Amendment or Repeal; Periodic Review.

A. This Charter shall be amended or repealed in accordance with state law, except that any petition for amendment or repeal must be signed by qualified electors in a number no less than twenty (20) per cent of the average number of voters who voted at the previous four (4) regular City elections or no less than twenty (20) per cent of the number of voters who voted at the previous regular City election, or by five (5) per cent of the qualified electors of the municipality, whichever is greater.

B. Every ten (10) years, the Commission shall appoint a committee to review the effectiveness of this Charter and make written recommendations to the City Commission within sixty (60) days of its appointment.

# CITY OF ALAMOGORDO CITY CHARTER

## Section 4. - Effective Date.

This Charter shall become effective ten (10) days following the certification of the election of City officials required.

## Section 5. - Reserved.

An amendment of March 7, 2000, amended the Charter by repealing former section 5 in its entirety. Former section 5 pertained to the transition of the city government, and was a part of the original Charter.

PASSED, APPROVED AND ADOPTED THIS 9th DAY OF March, 1983. \*

\*Amended June 20, 1995; Amended March 18, 1997; Amended March 7, 2000; Amended March 6, 2012; Amended March 1, 2016.

# CITY COMMISSION

## City Commission



**RICHARD BOSS**  
**MAYOR**

(Term Expires March 2022)

Richard Boss moved to Alamogordo with his family in 1955, when he was eight years old. He graduated from Alamogordo High School and attended two years of college at NMSU-A. He earned a bachelor's degree in Business Administration with an emphasis on Accounting from NMSU, and then worked in Phoenix and El Paso for National Public Accounting firms. Richard is a retired certified CPA in both New Mexico and Texas. In the early 1980's, Richard and his family moved back to Alamogordo where he practiced as a CPA for 20 years. He also became a licensed residential builder and built 13 homes in the City. Currently, he is retired and enjoys golf and other outdoor activities. Mr. Boss, who was first elected to the position of Mayor in the March 1, 2016 election, and reelected to a 4-year term March 6, 2018, believes in transparency and financial responsibility at all government levels.

---



**JASON BALDWIN**  
**MAYOR PRO TEM/DISTRICT 1**

(Term Expires March 2020)

On March 13, 2018, Jason Baldwin was nominated and voted in by the City Commission to serve as Mayor Pro Tem in addition to serving as City Commissioner for District 1. Jason Baldwin is currently in his second term as City Commissioner for the district, having been first elected in March 2012, and re-elected to this position in March 2016. Jason is currently the Ex-Officio of two appointed board positions, the Chamber of Commerce and the Otero County Economic Development Council. Commissioner Baldwin is presently the Head Professional at the Desert Lakes Golf Course, employed by G&L Golf in Alamogordo, and has held this position since 2010. He is a native of Alamogordo, living in our community since 1980. Serving the community has been his priority since he was 24 years of age.

---

## CITY COMMISSION



**NADIA SIKES**  
**DISTRICT 2**  
(Term Expires March 2022)

Nadia Sikes has been serving District 2 since July of 2012. A 14-year resident of Alamogordo, Nadia volunteers with many organizations including the Otero County Behavioral Health Coalition, the Friends of the Library, the Otero Juvenile Justice Committee, the Prescription Drug Overdose Committee (PDOPS), GCRMC Community Advisory Board, the NAACP and LULAC. She is a member of the Chamber of Commerce Transportation Committee and is a voting member of the Southern New Mexico Economic Development Council. Sikes spent her career in marketing and sales, beginning with computer sales and later with NPR radio stations in Las Vegas, Nevada, and Wichita Falls, Texas. She currently serves on the board of KRWG FM/TV, our local public television station, and hosts a weekly radio show on KRSY AM 1230, "Community Corner", highlighting happenings in and around Alamogordo.

---



**SUSAN L. PAYNE**  
**DISTRICT 3**  
(Term Expires March 2020)

Susan Payne has lived in Alamogordo since 1994 and was elected in March of 2016 as the District 3 Commissioner. In addition to her new role as a city commissioner, Susan has served her community since 2009 as the Executive Director of a local non-profit human services organization. She is a past member of the Alamogordo Community Development Advisory Board. Currently Susan serves as Ex Officio member of the Otero County Economic Development Council and on the advisory committee of the National Board of Love INC. Susan holds a bachelor's degree in Criminal Justice Administration and a master's degree in Public Administration.

# CITY COMMISSION



**JOSH RARDIN**  
**DISTRICT 4**  
(Term Expires March 2022)

Josh Rardin is serving his second 4-year term as District 4 City Commissioner. Josh was first elected as District 4 Commissioner in 2010 and, again, elected to the position March 6, 2018. Commissioner Rardin is a fourth generation native of Alamogordo, and graduate of Alamogordo High School. For the past 16 years he is owner and operator of a local construction business. Josh is proud to serve as City Commissioner, and as a commissioner, works to make a difference with the commission.



**ALFONSO "AL" HERNANDEZ**  
**DISTRICT 5**  
(Term Expires March 2020)

Al Hernandez is currently serving his third 4-year term on the Alamogordo City Commission, representing District 5, where he has lived all of his life. Commissioner Hernandez is a graduate of Alamogordo High School and is also a graduate of the Alamogordo Chamber of Commerce's Leadership Otero program. Al is currently employed by Gerald Champion Regional Medical Center in the Engineering Department where he has worked for 19 years.



**DUSTY WRIGHT**  
**DISTRICT 6**  
(Term Expires March 2020)

Dusty Wright was elected to serve as City Commissioner for District 6 on March 6, 2018. Commissioner Wright is a lifelong resident and native of Alamogordo, and graduate of Alamogordo High School. Dusty, in partnership with his family, runs a 3<sup>rd</sup> generation business, local to Alamogordo. Dusty is honored to represent District 6 and believes that being actively involved in the City Commission is a positive way to support and give back to Alamogordo where he and his wife will continue to live and raise their family.

# CITY COMMISSION

## **CITY OF ALAMOGORDO CITY COMMISSION MISSION STATEMENT**

The City of Alamogordo is a Municipal Corporation that exists solely for the purpose of providing the best possible services to our customers, the citizens of Alamogordo. We are committed to providing these services with honesty, integrity, compassion, fairness, and a commitment to excellence. We are committed to the long-term financial stability and responsible growth of the City and all decisions will be driven by our commitment to provide the best services possible in a financially sound and responsible manner given the economic realities facing the City.

Alamogordo City Commission Values and Beliefs:

- Values:  
Integrity  
Honesty  
Accountability
- Beliefs:  
Work together for the good of Alamogordo  
Respect each other and those organization and committee members with whom we work  
Be knowledgeable, be informed

We the elected officials recognize:

- The covenants are personal commitments made to each commissioner
- Our job descriptions and duties as elected officials
- We have been elected to represent all citizens of Alamogordo
- The need to share our common goals
- We honor and support the decision of the commission
- Being open and upfront about intent and information to avoid blindsiding fellow commissioners and the city manager

We the elected officials are committed to:

- Listening for understanding with respect
- Being prepared and involved
- Having positive intent when we work with each other
- Communicating with each other
- Keeping confidential information confidential
- Being open to opposing positions and to constructive criticism
- Informing all commissioners of meetings attended when pertinent information is shared

# CITY COMMISSION

Commissions promise to citizens:

- We will execute our oath to the best of our abilities. We will adhere to our mission statement and to the commission's values and beliefs.

Commissions promise to City Manager:

- We will operate with strict adherence to our values and beliefs. We will work within the guidelines set forth by the city manager when working with staff. Any opposing position or need to express concern will be done in private to the best of our ability. We will not micromanage.

This document shall be reviewed after any change in the elected body during any organizational meetings, and no later than three (3) regular meeting dates after the change. ADOPTED: 11/18/2014

# BOARDS & COMMITTEES

## Boards & Committees

**Airport Advisory Board** (Five members – two of whom shall be licensed pilots; no more than two members may reside in the County). The Airport Advisory Board makes recommendations to staff and City Commission as to the needs of the White Sands Regional Airport. Meetings held quarterly (January, April, July and October) on the first Thursday of the month at 2:00 p.m. at the Airport Conference Room, 3500 Airport Road. Staff Support: Cheryl Otero-Baker can be reached at 575-439-4203.

**Airport Zoning Board** (Five members – two County members, two City members, one at-large member). The existence of this Committee is required by the Federal Aviation Administration in order for the City to continue to receive grants in the best interest of the Airport. Meetings are held as needed. Staff Support: Cheryl Otero-Baker can be reached at 575-439-4203.

**Alamogordo Promotion Board** (Five members - two lodging industry representatives, two tourist related industry representatives, and one at-large member. No more than two members may reside outside City limits, with the stipulation that these two members must own or be an employee of a tourist-related business located within the City limits). The Promotion Board makes recommendations to staff and City Commission as to the promotion of the City of Alamogordo. Meetings held on the second Wednesday of each month at 1:30 p.m. in the General Conference Room at City Hall, 1376 E. Ninth St. Staff Support: Michelle Brideaux can be reached at 575-439-4264.

**Alamogordo Public Library Board** (Seven members - five City members and two County members). Provides advisory direction and input regarding the public library. Meetings held on the second Wednesday of each month at 4:00 p.m. at the Library, 920 Oregon Ave. Staff Support: Melissa Garcia can be reached at 575-439-4140.

**Cemetery Board** (Three members). Provides advisory direction and input regarding the Monte Vista Cemetery. Meetings are held once a year, typically the first Thursday in June in the General Conference Room in the main hall of City Hall, 1376 E. Ninth Street. Staff Support: Jan Wafful can be reached at 575-439-4353.

**Community Development Advisory Committee** (Seven members). The purpose of the CDAC is to help identify funding needs for the City of Alamogordo and to provide citizen participation in the Community Development Block Grant (CDBG) Program. Meetings held as needed. Staff Support: Debbie Osbourne can be reached at 575-439-4257.

**Housing Authority Advisory Board** (Five members – four members of the community and one Housing Authority resident). The Housing Authority Advisory Board makes recommendations to the City Commission on all Housing Authority related matters including five-year and annual plans, policies, budgets and disposition of property. Meetings are held every third Thursday of the month at 5:00 p.m. at

## BOARDS & COMMITTEES

the Housing Authority office, 104 Avenida Amigos. Staff Support: Evelyn Huff can be reached at 575-437-5621.

**Mayor's Committee on Aging** (Seven members - no more than two members may reside outside City limits). Meetings are held on the third Thursday of each month at the Alamo Senior Center, 2201 Puerto Rico Ave. The MCoA represents the perspective of Seniors and their unique abilities and needs as residents of Alamogordo. Staff Support: Britney Courtier can be reached at 575-439-4150.

**Parks and Recreation Board** (Seven Members – five at-large members and two school representative members). The board considers programs, fees, and other operational issues. This advisory board makes recommendations in order for the City to offer superb year-round leisure services and recreation for the Community. The board provides input on policy decisions and fee structure (yearly user fee increase, what percent if any) for leisure services. Meetings are held quarterly (January, April, July and October) on the second Wednesday of the month at 6:00 p.m. at the Family Recreation Center, 1100 Oregon Avenue. Staff Support: Jan Wafful can be reached at 575-439-4353.

**Planning and Zoning Commission** (Five voting members and one HAFB Ex-Officio member. One City representative to sit on the Otero County Planning Commission). Provide recommendations to the City Commission regarding issues relating to zoning, subdivisions, variances, etc. Meetings held on the first Thursday of each month in the City Commission Chambers at City Hall, 1376 E Ninth St. Staff Support: Stella Rael can be reached at 575-439-4208.

**Senior Volunteer Programs Advisory Council** (Eleven members - nine at-large members, one Foster Grandparent Representative, and one Senior Companion Representative. No more than two members may reside outside City limits). RSVP/FGP/SCP Advisory Council promotes the engagement of older persons as community resources in planning for community improvement, and in the delivery of volunteer services in our County. Provides persons 55 and older an opportunity to improve their community's critical needs through volunteer service. Meetings held on the third Wednesday of each month at the Alamogordo Senior Center, 2201 Puerto Rico Ave. Staff Support: Neil McFarland can be reached at 575-439-4551.

## BOARDS & COMMITTEES

### **Airport Advisory Board 2017 Report**

The Alamogordo Airport Advisory Board (AAB) is an advisory body to the City Commission on matters concerning the Alamogordo White Sands Regional Airport. The board is made up of five members, at least two of which are certified pilots, at least three live in the City of Alamogordo and the remaining two may live in Otero County or the city. The primary responsibility of the AAB is to present Airport matters to the City Commission such as recommendations to hangar transfers, sales & construction, business operation, minimum standards, airport construction plans and other operational matters.

In 2017, the AAB assisted in completing a crack sealing project for the entire ramp area. The AAB is currently working with the Airport consultant, Armstrong Airport Consultant, to complete the Airport Master Plan, a 20-year look into the future for airport development. They are also coordinating with Holloman AFB to expand the role the airport serves for the Air Force community. Future plans include developing a glider staging area possibly on the south side of runway 22/04, expansion of the hangar area and re-designating the airport taxiway plan. This involves changing the Forest Service lease area and naming current unnamed taxiways. The AAB's goal for the short-term future is to establish the airport as an FAA part 139 airport.

### **Alamogordo Promotion Board 2017 Report**

The Alamogordo Promotion Board is made up of 5 members, two lodging industry representatives, two tourist related industry representatives, and one at-large member. No more than two members may reside outside City limits, with the stipulation that these two members must own or be an employee of a tourist-related business located within the City limits. The Promotion Board makes recommendations to staff and City Commission as to the promotion of the City of Alamogordo as it relates to tourism. All advertising done through this board is outside of a 50-mile radius of the city. Funding for this advertising comes from Fund 16, which is 40% of the Lodger's Tax collected by the City. Alamogordo is a New Mexico True partner, and this board and the staff liaison work closely with the New Mexico Tourism Department.

Year End accomplishments:

- Lodgers Tax income was up by 10.44% from FY17 to FY18
- City of Alamogordo was award one of top 5 largest Co-op Marketing Grants from the New Mexico Tourism Department, in the amount of \$40,087 in matched advertising. The tourism areas of focus will be the same as in years past, but the City will be paying ½ as much for the same/similar advertising. The City was also able to bring in community partners on the grant, tourism-based businesses that will benefit from this advertising and will help to offset the City of Alamogordo's match for the grant.

## BOARDS & COMMITTEES

- The City of Alamogordo's Commercial "Let us take you to the Moon and Back" was a finalist for the Best Broadcast Campaign at the New Mexico Hospitality Association's Top Hat Awards.
- City of Alamogordo Staff Liaison, Michelle Brideaux, was appointed to the Southeast Tourism Board by Secretary of Tourism, Rebecca Latham.
- The City's tourism website was redesigned and expanded as was the City's Free mobile App.

The City of Alamogordo contracts with an outside advertising firm. That contract was up for renewal this year, so an RFP went out and 4 firms (local and national) submitted proposals. The firm that is awarded the contract will work closely with the Alamogordo Promotion Board to create a strategic plan for the best use of the tourism advertising dollars. One of the many benefits for partnering with an advertising firm is that the City benefits from the firm's many years of experience and understanding of Tourism Marketing, and the City is able to benefit from the firm's ability to get group/bulk advertising prices because of the numerous clients they have in the tourism market.

Promotional advertising in 2017 and Fiscal Year 2018 included billboards; print advertising in tourism magazines, visitor guides and AARP magazine; television and digital advertising in New Mexico and West Texas; digital advertising on tourism websites; a newly redesigned Alamogordo brochure; redesign and expansion of our tourism website [www.alamogordonmtrue.com](http://www.alamogordonmtrue.com); an update to our free mobile app highlighting Alamogordo and the surrounding area and the addition of a new relocation module geared towards military families. Assets highlighted included White Sands National Monument, New Mexico Museum of Space History, Alameda Park Zoo, our historic downtown including the Flickinger Center for Performing Arts and Tularosa Basin Museum of History. We also highlighted the Toy Train Depot, Lincoln National Forest, Oliver Lee State Park, the Pistachio Farms and Wineries and our proximity to all these wonderful adventures.

### **Alamogordo Public Library Advisory Board 2017 Report**

The Alamogordo Public Library Advisory Board advises and assists the City Commission and the County Board of Commissioners to insure the efficient and economical management and operation of the Alamogordo Public Library. The Board consists of seven members (five City members and two County members): Karen Hutchison, Joel R. Hamilton, William G. Dennis II, Gloria Vaughn and Roque Rosales, with two county seats vacant.

The Board acts as a liaison between the community and its government for the following purposes: (1) to keep itself informed of library needs and to serve as a forum for discussion; (2) to recommend to the City Manager and/or City Commission and the County Commission policies for overall development, including

## BOARDS & COMMITTEES

plans for additional library facilities and programs; and (3) to encourage the greatest use of library facilities and programs.

During 2017, the Board assisted the Library Manager in creating policies regarding library patron behavior, collection development, library technology and computer use. Many of these policy updates were required by the New Mexico State Library, and those deadlines were met. State grants and aid to public libraries were also discussed.

A request for reconsideration of material was discussed at the July 2017 meeting. Librarians Jean-Ann Stump and Victoria Berry presented information on the merits of the challenged book. The board voted 2-0-1 to retain the item in the library collection, with one member abstaining.

Two policies were approved at the December 13, 2017 meeting. The Computer Use Policy, a revised document, and the Exam Proctoring Policy, a new document, were both approved by a 3-0 vote.

A revised Circulation Policy was discussed for the remainder of the FY2018 year but not approved. Approving this policy will be a goal for FY2019.

The Board has had issues with quorums, due to vacancies. The primary plan for the upcoming year will be to have those vacancies filled, so that business can be conducted on a regular basis.

### **Cemetery Board 2017 Report**

The Cemetery Board makes recommendations to staff and City Commission regarding the overall maintenance and capital improvements for the Monte Vista Cemetery. The Cemetery Board consists of three members: Robert Ortega, Victoria Eastman and Richard Merrick.

In 2017, the Board discussed indigent burials and markers. It was determined that guidelines might need to be established for this type of burial to prevent possible future issues. For the next meeting cemetery staff was asked to provide a process description of how these type burials are handled. The focus in the FY19 year will be to review these procedures and recommend guidelines for this type of burial.

### **Housing Authority Advisory Board 2017 Report**

The Housing Authority Advisory Board makes recommendations to the City Commission on all Housing Authority related matters including five-year and annual plans, policies, budgets and disposition of property. The board is a five-member board made up of four members of the community and one Housing Authority resident: Rhonda Devine, Anna Blanch Rabe, Leroy Copeland, Colleen Lenart and Daniel Darr.

During 2017 and Fiscal Year 2018, the Board reviewed and approved the new Admissions and Continued Occupancy Policy, the new housing lease, the new 5-year Capital Fund Plan and the new Smoke Free Housing Policy. They also reapproved the Resident Employee Plan and the Otero Hunger Coalition lease.

## BOARDS & COMMITTEES

For Fiscal Year 2019, the Board will be focusing on the completion of the roofing project at Alta Vista and looking for ways to update the Homeownership Program.

### **Mayor's Committee on Aging 2017 Report**

The Mayor's Committee on Aging represents the perspective of seniors and their unique abilities and needs as residents of Alamogordo. The Committee is presently at full-capacity with seven members: Alan Kuchinsky (Chairperson), Barbara Jo Telles (Vice-Chairperson), Blaza Madrid, Kenneth Nicholson, Rosanna Heath, Carol Smith and Jose Rodriguez.

In 2017, MCoA members endeavored to make the Committee more relevant, and they also sought ways to garner more community involvement on the Committee. In an effort to obtain useful feedback, the Mayor was formally invited to a MCoA meeting. Mayor Boss attended the April, 2017 meeting where arrangements were made for him to go on a Meals on Wheels ride-along. Mayor Boss also provided some great suggestions on how to involve the community in the efforts of the MCoA. MCoA Chairperson Alan Kuchinsky made arrangements for the V.F.W. Service Officer to come the Senior Center on a monthly basis to provide seniors with valuable benefit information and assistance. These visits will be of a great help to our seniors.

At the December MCoA meeting, a suggestion was made to paint the Senior Center's wooden donations boxes in a brightly colored hue to make them more visible and hopefully increase the level of donations. Shortly after this meeting, Facility Maintenance painted the boxes in fluorescent orange, and, needless to say, the donation boxes are much more visible than they were before.

In January of 2018, a special meeting was called for the purpose of approving the Thrive of Southern New Mexico funding application. The Senior Center requested \$5,000 for the transportation program and \$10,000 for the Meals on Wheels program. All were in favor of the application's approval.

In the year 2020, the Senior Center will celebrate a twenty-five-year anniversary. To prepare something special for this momentous occasion, MCoA members set aside an hour following the March meeting to sort through historical items (newspaper clippings, photographs, etc.). Discussion was also held regarding planning for the anniversary.

At the March MCoA meeting, a suggestion was made to advertise senior events (monthly menu, dances, etc.) in the Hollogram, a military news publication. Staff promised to check into this possibility.

MCoA members hope to accomplish the following goals in the 2019 fiscal year:

- Bring in new guests to attend MCoA meetings. Fresh input and feedback would be helpful to the Committee.
- Continue to work on the Senior Center 25th anniversary project.
- Create a pet food bank in our community for seniors who struggle to feed their pets.

# BOARDS & COMMITTEES

## **Parks & Recreation Board 2017 Report**

The Parks & Recreation Board considers programs, fees, and other operational issues. This advisory board makes recommendations in order for the City to offer updated and current year-round leisure services and recreation for the community. The Board provides input on policy decisions and fee structure for leisure services. They help develop positive priorities for recommended leisure services, and review progress of capital improvement projects for parks and recreation divisions. The Parks and Recreation Board consists of seven members: Steven Ensminger, Dale Lindley, Lori Adams, Moyra Robuck, Jerrett Perry--and newest citizen member--Colleen Moon, with one vacant seat.

Much of the Board discussions in 2017 were in regard to the Family Recreation Center implementation of the new schedule for the facility's pool. Due to costs associated with the building of a permanent structure, the pool schedule was changed to close the pool during the winter months and reopen as soon as possible each spring.

The recreation center presented a change to the sponsorship form for annual financial proof to last for a period of one calendar year, and that small change was approved by recommendation.

Kids Kingdom Park re-building was an on-going project planned and designed during the 2017 year. This new construction will continue through the year 2018 and into FY19.

## **Planning and Zoning Commission 2017 Report**

The Planning and Zoning Commission (P&Z) provides recommendations to the City Commission regarding issues relating to zoning, subdivisions, variances, etc. The commission is comprised of 5 voting members and one Ex Officio Holloman Air Force Base member. The P&Z Commission, currently, does not have a vacant member position.

During the calendar year of 2017, P&Z undertook the following actions associated with its on-going initiatives:

The P&Z Commission continued its support for the Alamogordo Main Street Program, an initiative developed by P&Z to revitalize Alamogordo's historic downtown. The Main Street program undertook several improvement projects and is often cited by the New Mexico Main Street Program as an example of a successful Main Street Program. Alamogordo Main Street was fully certified by the state of New Mexico in February 2017.

On November 1, 2016 the City Commission approved P&Z's recommendation for an ordinance establishing the White Sands Beautification Committee ("Committee") to oversee the revitalization of the White Sands Boulevard Corridor ("Corridor"). The Committee was given authority to create further subcommittees and to develop a plan for the White Sands Boulevard Corridor, including

## BOARDS & COMMITTEES

controls for future construction and remodeling. The Committee consists of six members: one appointed by each City Commissioner; a Chair appointed by the Mayor; and, the Planning and Zoning Commission Chairman. The first Committee meeting was in March 2017. Since then the Committee has undertaken a cleanup day along the Corridor and is developing a plan for future tasks.

During the period, the Planning and Zoning Commission reviewed and made recommendations on four rezoning requests.

### **Alamogordo Main Street Program:**

Alamogordo MainStreet is a local grassroots economic development and beautification nonprofit organization serving Alamogordo's historic downtown district. The organization is in direct partnership with the City of Alamogordo and Otero County and fully accredited through the New Mexico Economic Development Department's New Mexico MainStreet program, and Main Street America. Managed by 11 board members and one full-time Executive Director, Alamogordo MainStreet serves to enhance downtown and its small businesses through organization, economic vitality, promotion, and design.

Some notable accomplishments of Alamogordo MainStreet in 2017-2018 include:

- Completed a full-scale beautification "Façade Squad" project at the corner of 10th Street and New York Avenue where they received a \$5,000 New Mexico Resiliency Alliance grant that they leveraged into a painting and facelift project on three downtown buildings utilizing building owner investments, local contractors and businesses, and volunteers totaling \$27,000+ and over 250 volunteer hours.
- Planned, organized and implemented five extremely successful downtown small business promotional events: Day of the Dead, Native American Heritage, St. Patrick's Day, Olde Fashioned Christmas, and Atomic City Cosplay.
- Qualified the City of Alamogordo for a \$50,000 reimbursable grant from the New Mexico Finance Authority in order to develop a Metropolitan Redevelopment Area (MRA) plan. Alamogordo MainStreet promoted and organized multiple public and steering committee meetings in order to provide momentum and public input for the ongoing development of the plan. Plan development started in December 2017 and is expected to be completed by fall of 2018.
- Volunteers and staff attended six New Mexico MainStreet-sponsored training sessions, five state conferences and one national Main Street America conference. As a state-recognized successful program, Alamogordo MainStreet also provided state requested start-up consultation to both the Ruidoso and Taos MainStreet organizations.

## BOARDS & COMMITTEES

- Alamogordo MainStreet reported over \$305,000 in private building improvement reinvestments, an overall increase in employment within the downtown district, completion of Executive Director state-certification, 12 board meetings, 50+ volunteer project taskforce meetings, and 1,056 volunteer-hours.

### **White Sands Boulevard Beautification Initiative:**

The White Sands Beautification Committee's (WSBC) fiscal year 2018 (July 1, 2017 through June 30, 2018) initiatives continued to move forward despite a shortage of committee members. The WSBC successfully accomplished two White Sands Blvd cleanup days with approximately twenty volunteers each. WSBC partnered with the 49th Contracting Squadron for Big Give and addressed several other cleanup projects on White Sands Blvd to include painting the long-time unoccupied restaurant building at 700 N White Sands Blvd. The committee is also working with community members and City Staff to develop a Veterans Memorial Park Project proposal. Another project under way is the plan for Alamogordo's first live web cam from the space museum into downtown. WSBC is now featured on Facebook with its own page to increase our social media foot print.

For the committee and its efforts to truly be successful, more citizen input and participation is needed. Other projects expected on the horizon include the start-up of the drafting of the White Sands District master plan. This will be the document that will guide the clean-up and development of White Sands Blvd for both near term and long term

### **Senior Volunteer Programs Advisory Council 2017 Report**

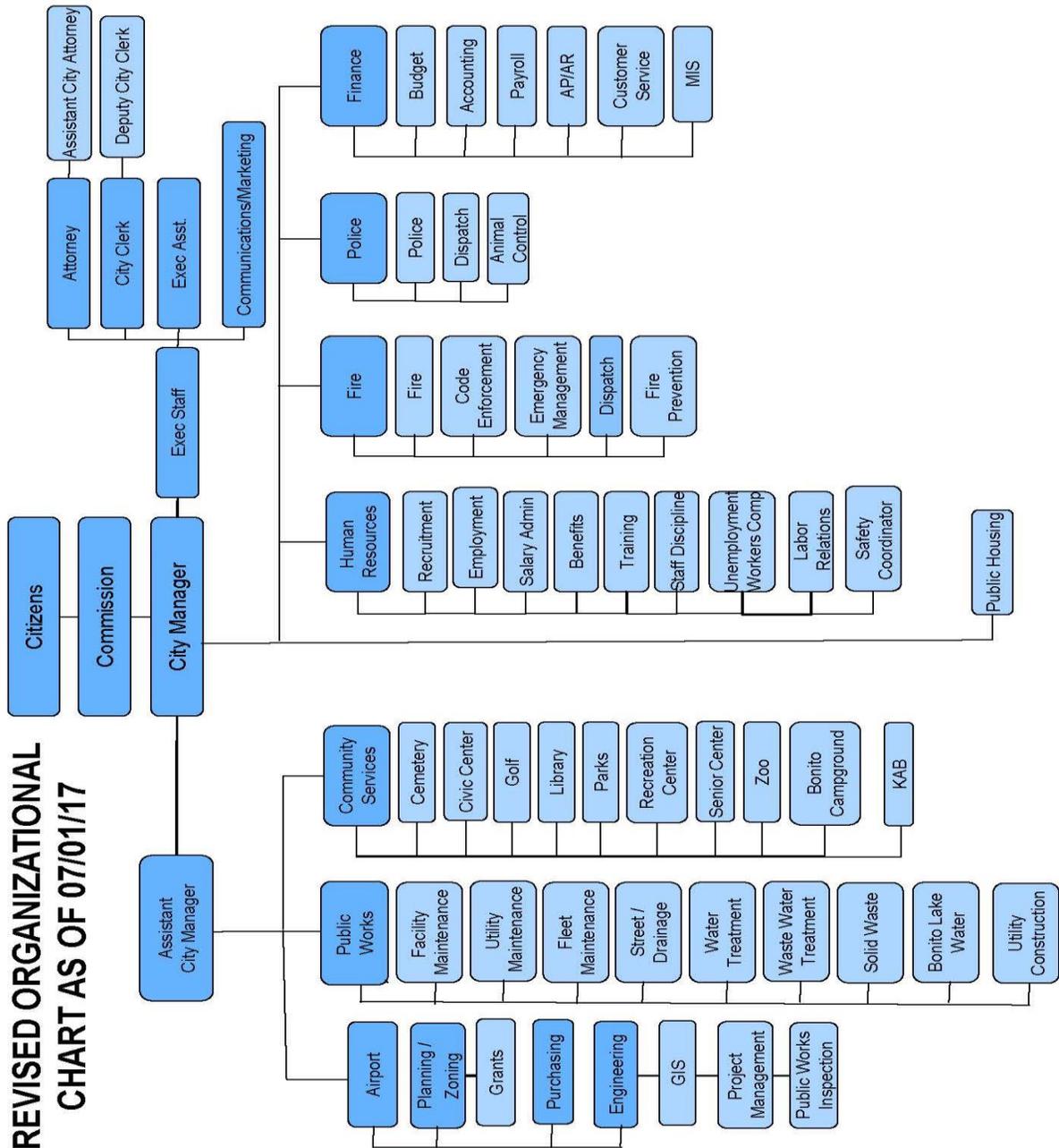
The Senior Volunteer Programs (RSVP/FGP/SCP) Advisory Council promotes the engagement of older persons as community resources in planning for community improvement, and in the delivery of volunteer services in our County. The Council provides persons 55 and older an opportunity to improve their community's critical needs through volunteer service. The Council consists of eleven members, including nine at-large members, one Foster Grandparent Representative, and one Senior Companion Representative: Eldon E. Hoover, Michael Groves, John Ely, Stephen Butler, Nina Walker-Saenz, Billy Power, Catherine Yee, Susan Hopkins, with one vacant seat.

The council has several focus areas, including our fundraising efforts, which include several raffle projects held throughout the year and our annual Spaghetti Dinner with silent auction fundraiser held each October. The council is instrumental in helping with preparations for our Volunteer Appreciation Banquet in the first Friday in May. The council provides a vital link to the senior community and will make suggestions and offer ideas on how the Senior Volunteer Programs can better meet the needs of both our volunteers and our worksites.

The active volunteer count was reported at 334 at 74 active worksites throughout Otero County.

# CITY OF ALAMOGORDO ORGANIZATIONAL CHART

## City of Alamogordo Organizational Chart



# CITY MANAGER

## City Manager

It is the goal of the City Manager's Office to implement the City Commission's directives and policies, to ensure the efficient delivery of services to the community, and to communicate with citizens regarding the progress of this goal. The City Manager's Office works to efficiently manage the City organization. The City Manager is the chief executive officer of the City. Alamogordo's City Charter states that "the City Manager shall enforce and carry out all ordinances, rules, and regulations adopted by the Commission; and to make recommendations to the Commission concerning the welfare of the community."

The City Manager directly supervises the City's department directors. Departments under the City Manager are the Assistant City Manager, City Clerk, Legal, Finance, Fire, Human Resources, Police and Public Housing. The City Manager provides direction, guidance and support to department directors in day-to-day operations of the City to ensure projects are completed in a timely manner and that the citizens of Alamogordo are provided with quality service.

The City Manager's Office is also the main source of communication between the City and the public through the Communications and Marketing Administrator, who distributes public service announcements, maintains the City's website and social media pages, and acts as liaison with local media outlets.

# ASSISTANT CITY MANAGER

## Assistant City Manager

The Assistant City Manager assists the City Manager with the day-to-day operations of the City of Alamogordo. The Assistant City Manager also supervises some divisions and departments. The divisions under the Assistant City Manager include the Alamogordo White Sands Regional Airport, the Engineering Department (including GIS), Planning & Zoning (including Grants), the Purchasing Department. The departments under the Assistant City Manager are Community Services and Public Works.

### **Alamogordo White Sands Regional Airport**

In Fiscal Year 2018, the Alamogordo White Sands Regional Airport completed crack sealing of the entire aircraft ramp area.

The Airport Manager has continued to promote the city and the airport at the New Mexico Airport Managers Association yearly aviation day at the Round House in Santa Fe. Each year, the Alamogordo airport is highlighted in a brochure presented to each of the state's legislators. As a result of this and ongoing focus of the Airport Manager, the City has been awarded an FAA grant to add a runway safety area around runway 04/22.

The Airport Manager also represented the City, Airport and State at the EAA Air-venture week-long event in Oshkosh WI. The Airport Manager continues to work on obtaining a static display aircraft for the City. One of the Holloman based QF-4 has been awarded and is awaiting painting to represent the many Airmen from Holloman who flew and maintained this historic aircraft. Neptune has offered the city a P2V Neptune for a static display at the airport. Additionally, the German Air Force has presented a GAF Tornado the Space Hall for a static display. An area is being prepared for this aircraft and it will be moved in FY 19.

The legacy P2V Neptune aircraft have been replaced by the four engine jet BAe-146. The BAe-146 is an aircraft that flies under instrument flight rules, unlike the P2V which was visual flight rules only. As a result of this more instrument approaches are needed for the airport. Coordination through the FAA, the Airport Managers Association, Armstrong consultants and the National Business Aviation Association (NBAA) are being worked to design and implement these new and much needed additional approaches.

Organizations that call the Alamogordo airport home have been exceedingly active this year. The local Civil Air Patrol has continued to grow and serve the area. The cadet squadron has participated in many local activities and has worked on the Cyber Patriot program, as well as assisted with the Bataan Death March marathon. The seniors have continued to fly search and rescue missions, counter drug sorties, provide glider towing, and have participated in Army training exercises.

# ASSISTANT CITY MANAGER

The EAA (Experimental Aircraft Association) has had three Young Eagle events, where youngsters are offered free aircraft flights to introduce them to the world of aviation. In addition to the normally scheduled Young Eagle events, the EAA offered free flights to the new High School Aviation Class. Even more exciting is the upcoming aviation exposition planned for September, which is again projected to be the largest event of its kind in the country.

In a continuing effort to better city services for its citizens, the Alamogordo Airport Advisory Board, in conjunction with the Main Gate program and OCEDC, is pursuing an airline for service into the Alamogordo Airport. In parallel to this effort the Airport Manager is working on re-establishing the airport as an FAA part 139 airport. This will not only make larger airline service possible, but increase the possibility of greater FAA funding in the future.

## Engineering Department

Fiscal Year 2018 has been a year whereby several large and complex projects are either underway or have been completed. Just a few of these are:

### **First Street and Florida Avenue Intersection Realignment**

This project was completed in February 2018 and includes a skewed intersection with four-way signalization, new storm drainage, drop inlets, and street lighting. The project was awarded to Mesa Verde Enterprises, Inc., a local contractor, at a final cost of approximately \$3.15 million.

### **1-MGD Brackish Water Treatment Facility**

This project is scheduled to be completed by December 2018. It was conceived almost 20 years ago and was awarded in March 2017 to Smithco Construction, Inc. of Caballo, NM. This facility will initially treat up to one million gallons per day (MGD) of brackish water, via reverse osmosis. The brackish water will be pumped from Snake Tank Well 5 north of Tularosa and gravity fed to Alamogordo. The facility is being constructed so as to allow for future expansion up to 4 MGD with very few building modifications. Cost to date is approximately \$9.8 million.

### **Bonito Lake Restoration**

This project was awarded to Smithco Construction in September 2017. It involves the dewatering of the lake by use of a coffer dam and 48-inch HDPE bypass pipeline to divert incoming flows over the dam spillway. Currently funded by FEMA primarily, the project will also involve the removal of approximately 247,000 cubic yards of burn scar material resultant from the Little Bear fire which occurred during the summer of 2012. Completion is scheduled for March 2020. Cost to date is approximately \$8.75 million.

Other completed projects are:

- Abbott Ditch Improvements
- Family Recreation Center Locker Rooms

# ASSISTANT CITY MANAGER

## GIS Department

In Fiscal Year 2018, GIS continued to update and enhance the City's various location-based electronic infrastructure as follows:

- Fostered working relationship with the Otero County GIS department enabling the City to acquire high resolution color aerial imagery. This was provided at no cost, saving tens of thousands of dollars.
- Created map packages for the GTG web mapping portion for police dispatch operations.
- Created web map for Public Works for the inspection and updates of the sanitary sewer manholes. This will allow Public Works personnel to update the manhole GIS data layer attribute information as each manhole is inspected. This inspection information can now be included in the GIS layer as well as creating a powerful tool for manhole maintenance.
- Incorporated trash pickup schedule data layer to the general map to enhance customer service.
- Action: Provided the public and staff with map and information requests and inquiries.

## Planning and Zoning

The Department of Planning and Zoning (P&Z) is responsible for overseeing the City's long range planning efforts to include: the comprehensive plan, economic development plan, resource conservation and water plan, transportation plan, the city infrastructure and green space development plan. P&Z is also responsible for reviewing all building permit paperwork for zoning compliance and approval prior to review and issuance of building permit by the State's Construction Industries Division. Lastly, P&Z staff facilitates all the Planning and Zoning Commission meetings, as well as assisting the P&Z Commissioners with administrative and research needs as their City staff liaison.

On a day to day basis, the P&Z staff performs duties to include updates to any of the major planning documents, researching building and zoning cases for history and evidence of compliance, and providing support to the MainStreet Alamogordo program. The P&Z Administrator reviews all requests for permit towards ordinance and zoning compliance and facilitates fee processing for ordinance reviews and zoning variance reviews. Cases that are routinely reviewed include zoning, variances, annexations, sub-divisions, and vacating public property like streets and public right-of-ways. Additionally, the Administrator also issues encroachment permits, placement permits for manufactured housing, curb cuts, and excavation permits, as well as assess and allow business registrations for zoning compliance, assign street addresses, zoning review for signage and roofing projects, new construction and alteration of existing construction.

This past year, P&Z reviewed numerous cases on zoning and variances, brought before the P&Z Commission for recommendation, and saw a vast majority passed at the City Commission. Projects that

# ASSISTANT CITY MANAGER

were worked included the hiring of Consensus Planning, Inc. to update the City's Comprehensive Plan. This plan will lead to a real update of the City's existing plan and will enable City leaders to truly begin integrated planning and development.

In the coming year, P&Z is working on a predictable and enduring schedule for the five major plans that comprise the City's Master Plan. This will be developed into a recurring 10-year cycle where one of the five plans is contracted in one Fiscal Year and completed in the next Fiscal Year. It is also expected P&Z staff will be well on its way to a complete review of all applicable zoning and development ordinances. The goal will be to align ordinance revisions, deletions, or additions to comply with the City's deliberate planning documents, the City Commission's vision for the future of Alamogordo, and to bring them into compliance with current Federal, State, and County mandates.

FY2018 Planning and Zoning Ordinance Review/Permit Actions													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan 18	Feb	Mar	Apr	May	Jun	Total
New Construction (residential)	3	9	2		2	2	6	4	9	8	3	3	51
New Construction (Commercial)	3		3	2		1	4	6	6	1		3	29
Carport		3	1	2	1			1		1	3	2	14
Reroof	51	53	39	33	27	16	21	29	22	28	25	16	360
Addition (Living Space)		1	1	3	1		1	1	2			2	12
ADA Upgrade													0
Solar Panels	1	1		2	1	1		2				1	9
Exterior Repair			2										2
Swimming Pools		1		2		2	1			1			7
Accessory Buildings	1			2		1	1	2		2	1		10
Structure Demolition	2	1			1	2	2		2		1	1	12
Signs/Billboards	4	2	2		1	1		4	4		4		22
Cell Towers	1		1			1							3
Excavation	5	18	21	10	11	10	8	7	5	4	4	6	109
Interior Remodel	1		5	3	3	1	4	3		2	1	1	24
Curb Cuts				2		2			4	2	3	2	15
Blocking Permits (mobile homes)					1		2	1			1	1	6
Window Replacement	2	3	1	2				4	3	2	3	1	21
Foundation Repair		3		3	1		1	2			5		15

# ASSISTANT CITY MANAGER

FY2018 Planning and Zoning Actions													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan 18	Feb	Mar	Apr	May	Jun	Total
Subdivision													0
Variance													0
Zoning	2				1					2	1	1	7
Annexation													0
Land Transfer													0
R.O.W. Vacation												1	1
Agreements													0

## Grant Coordinator

Over the past year the Grant Coordinator (formerly titled Grant Compliance Officer) administered over 45 federal, state and local grants that supported projects and programs to positively impact the citizens of Alamogordo. Federal and state grants include FAA and NMDOT grants that provide funding to airport projects, a State of NM Area on Aging grant that continues to help fund the Alamo Senior Center Meals on Wheels Program, and a newly awarded training grant enabling our police officers to participate in the Crisis Intervention Training Model project which is a part of a larger program within the Bureau of Justice Assistance's (BJA) Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative.

## Purchasing Department

Procurement of goods and services plays a critical role in government and the Purchasing Department continues to assure fairness in the procurement process, ensuring that the City receives the best value for each tax dollar spent. The Purchasing Department provides a purchasing system that ensures integrity and fairness, to oversee the purchases of the City, the City's solicitations and disposal of the City's surplus property.

The Purchasing Department is responsible for reviewing and administering the Public Purchasing Ordinance to maintain integrity and provide assistance in this area to all departments and divisions within the City organization. The department ensures that all quotes, purchases, IFB's, and RFP's are awarded according to the City Public Purchasing Ordinance and the State Procurement Code. In addition, the Purchasing Department oversees the Central Receiving warehouse, which oversees the large inventory of stocked supplies.

The Purchasing Department is responsible for the sale of surplus and unclaimed personal property. The Purchasing Manager is required to oversee and sign off on the destroyed items due to unusable condition.

## ASSISTANT CITY MANAGER

Fiscal Year 2017 brought in \$176,987. To date in this Fiscal Year, we are at \$9,257. The City uses an electronic based auction site, Public Surplus, so there is no expense to the City.

The Purchasing Department maintains Liability, Property and Auto Insurance. Property coverage includes building, content and EDP is covered at an estimated value of \$58,461,827, with an annual premium of \$103,881. Liability coverage including General Liability, Auto Liability, Civil Rights and Law Enforcement coverage is an annual premium of \$574,190.

The Purchasing Department also maintains vehicle registration for all vehicles.

### **Central Receiving Warehouse**

This department is a division of Purchasing and includes 90% of the Central Receiving salary and benefits. Central Receiving maintains inventories for City supplies and materials for departments throughout the City; however, it is estimated that the bulk of inventory is related directly to the Utility Fund and, therefore, the bulk of expenditures for salaries and benefits is charged directly to the Water & Sewer Fund.

Because of the extensive inventory dealing with the water & sewer departments, the warehouse supervisor and attendant maintain training in all aspects of new and developing products and techniques associated with water and sewer products. This keeps the warehouse inventory at its most functional capacity.

Inventory in the warehouse averages \$500,000. The 2018 Fiscal Year-End inventory ratio was .005. National Average is .05.

## City Clerk

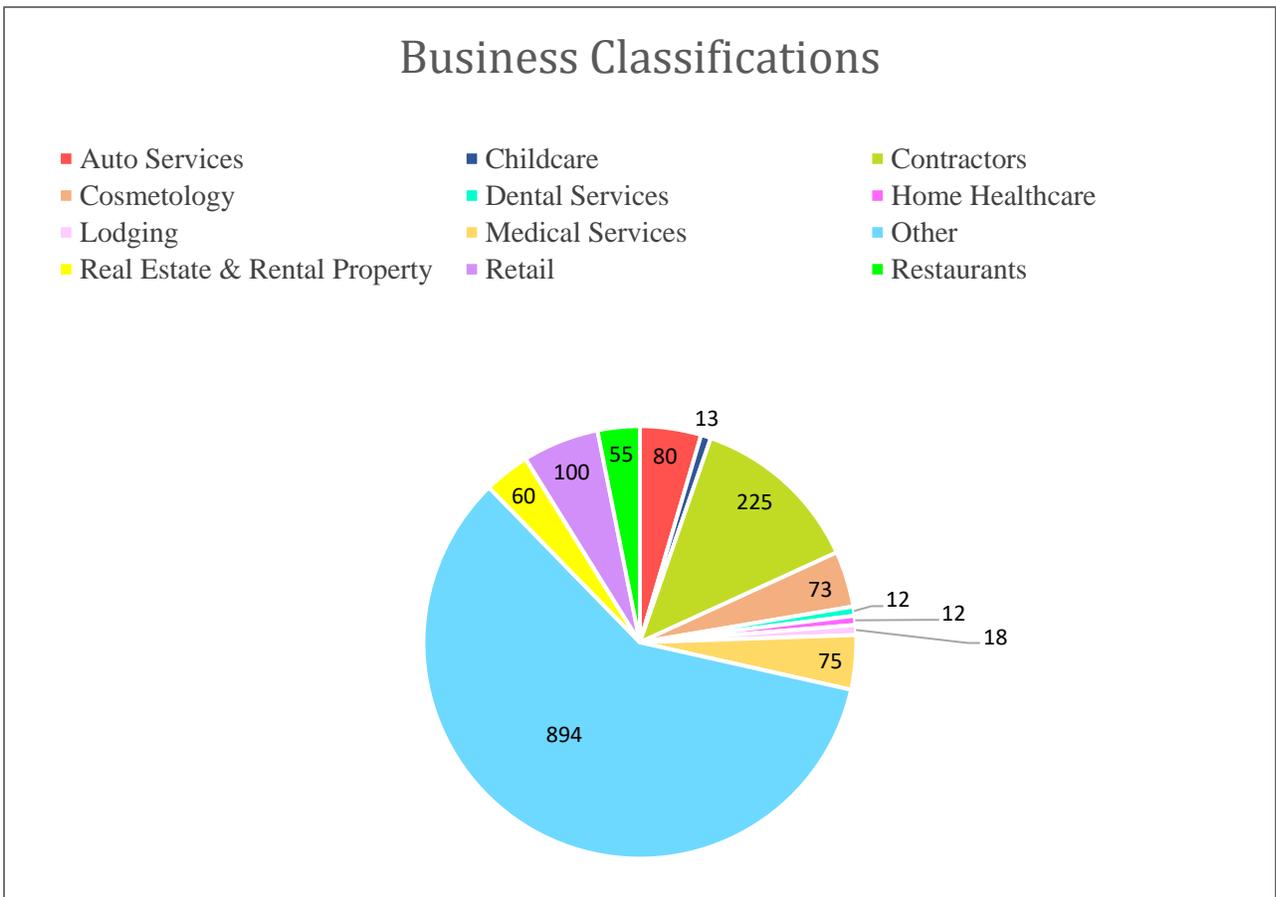
The City Clerk is one of the oldest professions in the public service, next to the tax collector, dating back to 1272 A.D. The City Clerk is the official Custodian of Records for the City. The City of Alamogordo was incorporated May 9, 1912.

**The City Clerk's office provides the following services for the City of Alamogordo:**

- City Commission Agendas and transcribe Minutes for Commission Meetings every two weeks, plus any special meetings
- 13 Boards and Committees
- Cemetery Deeds
- Request for Public Records
- Records Management and Archiving for the City of Alamogordo
- Over 1,600 Business Registrations
- Special Licenses (route food vendor, special police, vehicle for hire, etc.)
- Special Events permits (special events, noise, block party and street closure)
- Liquor Licenses
- Commercial Solicitor's licenses and Vehicle for Hire licenses
- Proclamations for the Mayor
- Municipal Elections every two years and special elections
- Notary Public services

## BUSINESS REGISTRATIONS

The City of Alamogordo currently has 1,617 Regular Business Registrations, which include outside City limit businesses that registered with the City of Alamogordo. Businesses that are outside the Alamogordo City limits are not required to have a business license, unless they are contracted to do business with the City. There are 166 different business classifications. Business registrations are \$35 per calendar year, with a \$10 late fee if not paid by January 31<sup>st</sup> of each year.



# CITY CLERK

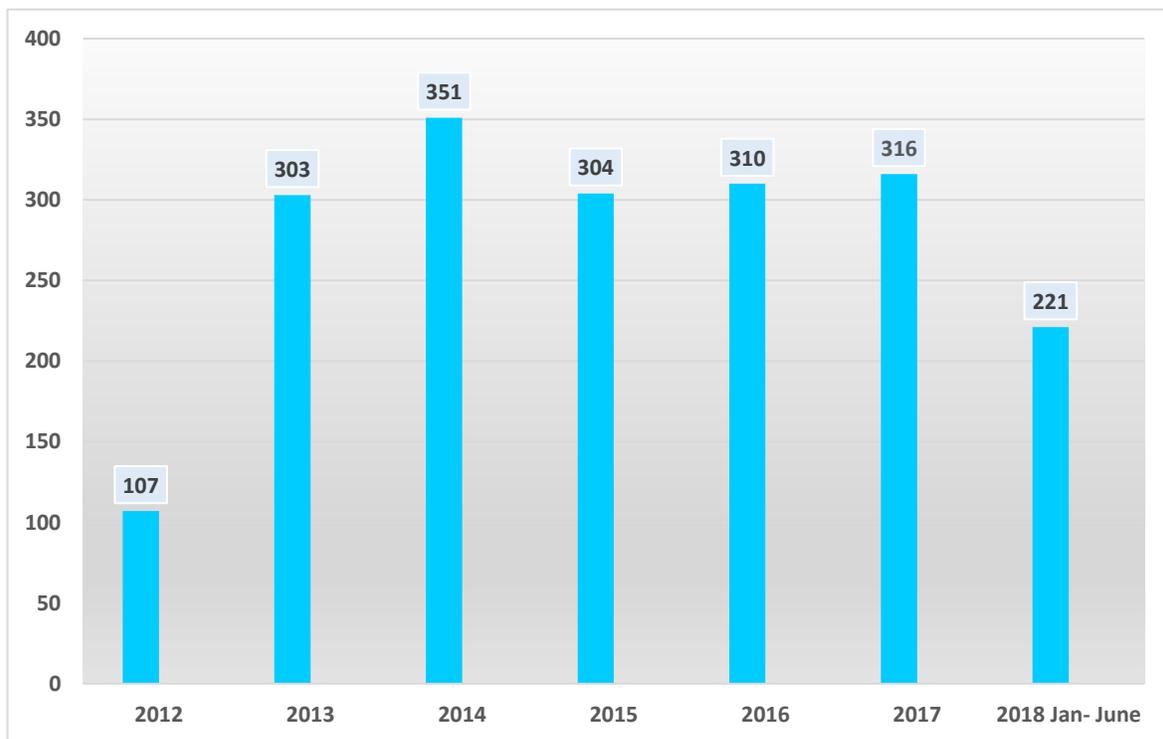
## REQUEST FOR PUBLIC RECORDS

The inspection of public records is to provide the public with information about governmental business. However, there are some exceptions as why the public may not be able to inspect certain records. The chart below indicates the total amount of request for public records the City Clerk's office has received since 2012.

The process of a single request for public records is as follows:

1. The request for public records is received in the City Clerk's office.
2. The City Clerk's department sends the request to 1-5 departments to gather the requested information.
3. The City Clerk's department reviews the information and extracts and redacts the information following the New Mexico Inspection of Public Records Act before sending the information to the requestor.

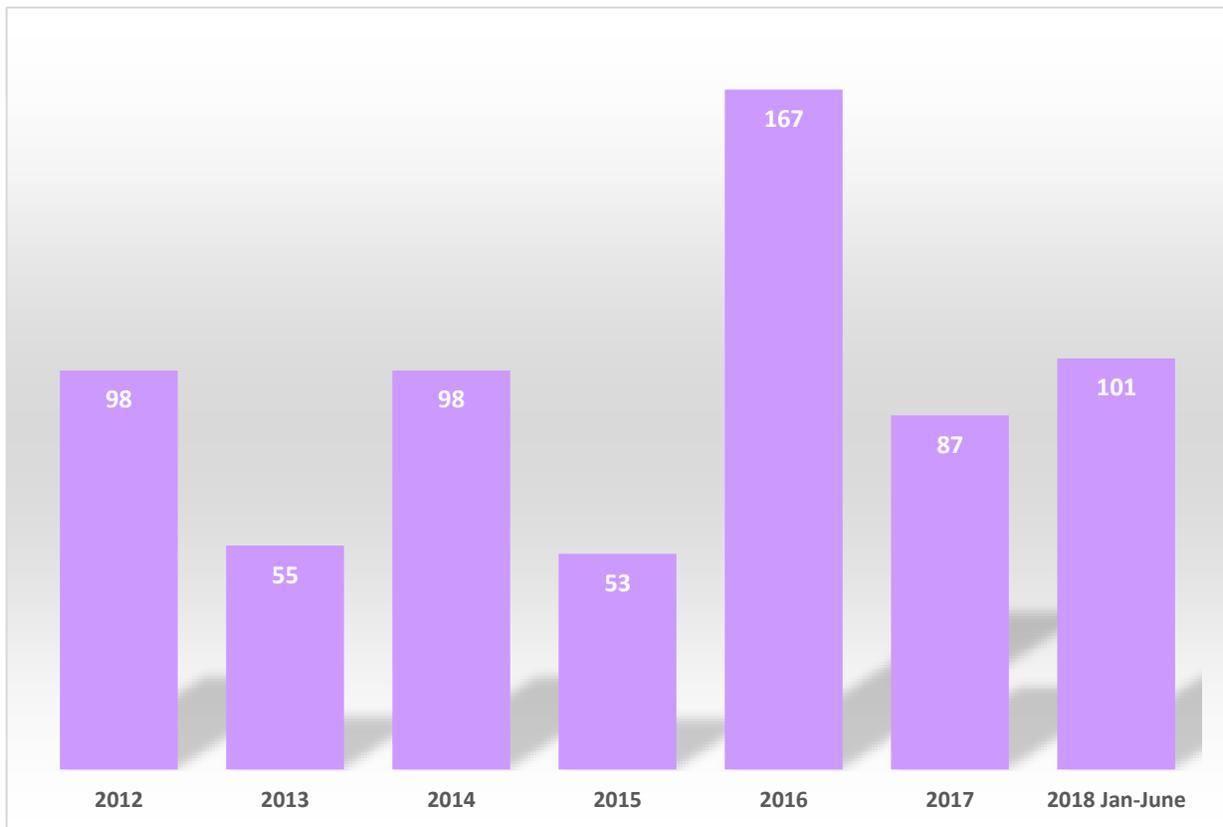
The average researched emails are between 3,000 and 7,000, however there have been as many as 33,000.



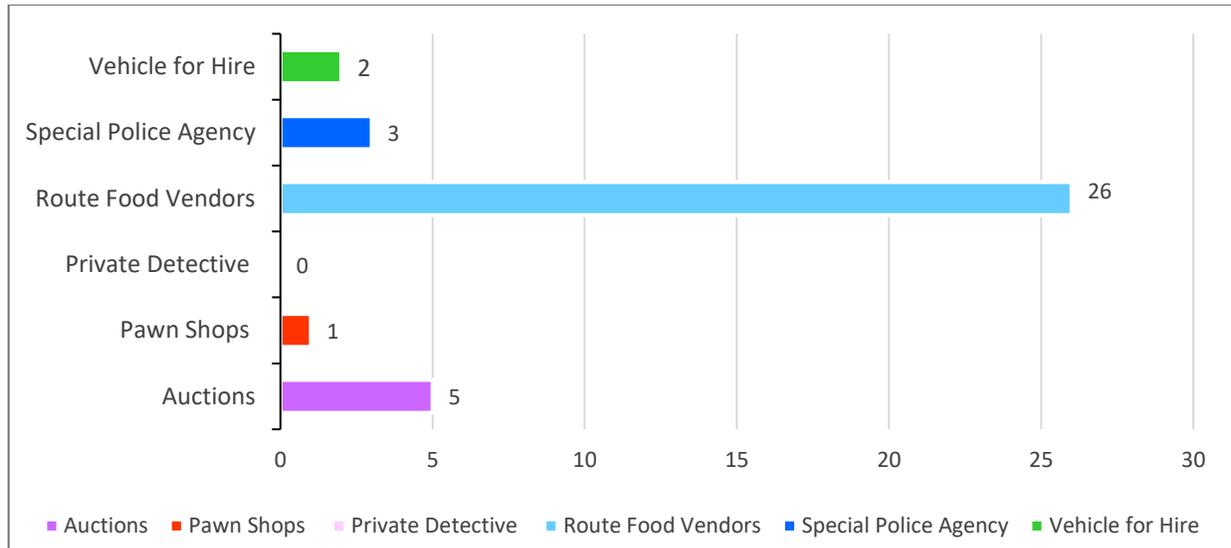
# CITY CLERK

## SPECIAL PERMITS

Special permits include Special Events permits, Noise permits, and Block Party/Street Closure permits. There is no fee for the special permits. It normally takes 7-10 business days to process the permits as they go through at least 3 departments for review and approval. Some special event permits also require reservations with the Recreation Center.



## SPECIAL LICENSES



Special licenses are different from business registrations in that they require more certifications. There are currently 25 businesses that have a special license with the City of Alamogordo. These licenses normally take 7-10 business days to process.

Special License fees per year are as follows:

- Auctioneer \$35
- Pawn Shops \$35
- Private Detective \$ 25
- Route Food Vendor \$35
- Special Police Agency \$100
- Vehicle for Hire \$35

# CITY CLERK

## ARCHIVING

The City Clerk's office archives City documents for the City of Alamogordo. Our archiving system requires following the State of New Mexico Retention Schedule. The timeframe City documents are kept depends on what type of document it is, year the document was created, and date of destruction. There are some documents that are permanent and are not destroyed. Every year the City Clerk's office archives over 200 boxes from the City's various departments.

The majority of City archived documents and boxes are stored at a designated climate-controlled City owned storage facility.



# COMMUNITY SERVICES

## Community Services

### City Mission Statement - Community Services

The City of Alamogordo Community Services Department will provide and maintain quality parks, facilities, open natural space, programs and services which will enhance the physical, social and emotional well-being of the citizens of Alamogordo.

There are many different departments that together make up the Community Services Department. These departments include: Alameda Park Zoo, Monte Vista Cemetery, Desert Lakes Golf Course, Sgt. Willie Estrada Civic Center, Alamogordo Public Library, Alamo Senior Center, Parks Department and the Alamogordo Family Recreation Center. Together the departments make life more enjoyable for the citizens of Alamogordo.

### Community Services Administrative

Community Services Administrative is the department that takes care of the daily administrative duties overseeing all Community Services projects and duties. One of the central duties conducted is the regular advisory board meetings. There are currently two boards that conduct meetings. The boards consist of the Cemetery Board, which meets once a year, and the Parks & Recreation Board that meets quarterly.

### Alamogordo Family Recreation Center

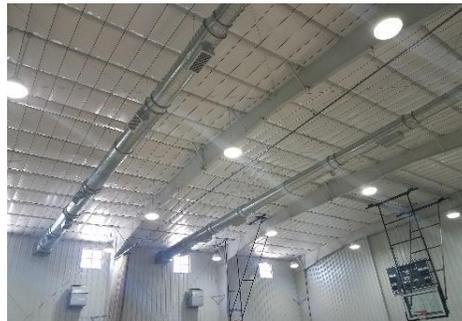


Alamogordo Family Recreation Center (AFRC) is responsible for identifying the recreation needs of the community and offering quality programs in a variety of interest areas. AFRC also oversees the rental of all City parks, including community sports league scheduling. The division has a committed staff focused on customer satisfaction while offering quality recreational opportunities (both directed and self-directed) in sports, fitness, aquatics, day camps and afterschool child care programming.

Fiscal Year 2018 was dominated by facility improvement projects. Large scale projects included a complete renovation of the locker rooms and installation of a HVAC system for the gymnasium. Both projects required extended closures of the pool and gymnasium facility. Other projects included the installation of a facility wide video security system (18 cameras total), repair of the gymnasium ceiling, installation of shade structures over the playground, repair of the retaining wall, completion of the office/storage space restructuring and interior painting.

# COMMUNITY SERVICES

Future facility projects include installation of an electronic sign and replacement of exterior and interior doors. Facility changes have improved functionality while providing a more enjoyable and inviting facility experience for patrons.



AFRC experienced multiple staffing transitions in FY18. Three of our staff were promoted within the department and division. New staff have brought with them both renewed energy and fresh ideas especially in youth programming. Our goal is still to keep the tradition of past programs going while opening the door for new and innovative activities. In FY18, AFRC reestablished past programs including Men's Basketball League, Water Safety Instructor and Lifeguard certification programs. As well, new programs were initiated including GO H2O! Advanced Swim Training, Sports Sampler Camp and Game On! Camp.

## AFRC Facility Use and Recreation Activities

During Fiscal Year 2018, AFRC will have filled over 3,000 organized activity spots based on traditional program offerings and served over 20,000 facility patrons. Please note, programming and facility revenue related to the pool and gym are lower than originally budgeted due to extended closures for renovations.

Revenue for FY18:

Adult Programs (open gym, weight room)	\$ 8,742.12
Youth Programs (ASF, Camp Cottonwood, sports, specialty programs)	\$ 137,809.06
Pool Programs (swim lessons, Aquacize, Aquablast, Open swim)	\$ 36,662.78
Concession (pool and ballfield)	\$ 4,881.03
Recreation Memberships (full facility, gym/weight room)	\$ 3,114.53
Pool Memberships	\$ 8,971.28
Vending	\$ 207.91

## COMMUNITY SERVICES

Donations	\$	283.55
Misc: Refunds & Collections	\$	9.55
Misc: Sale of Scrap (old pool cover, vehicles and miscellaneous items)	\$	47.32
Misc: Credit Card Fees (negative balance - credit card payment fees)	\$	- 3,602.07

### **Park Facility Rentals & Community Sports Leagues**

As stated, AFRC oversees the rental of all the City parks, including community sports league scheduling. Popular park rental sites include Alameda Park, Washington Park and the Garden Center. Community sports leagues offer both competitive and recreational levels of participation for adults and youth. Adult leagues include softball (co-ed and men's), tennis and roller derby. Youth leagues include baseball, fast pitch softball, swimming, football and soccer.

Throughout the year, our community sports leagues offer recreational opportunities to hundreds of people in city parks through use agreements. The Recreation Division manages the agreements ensuring that all necessary requirements for use are met, including insurance and permits. Use fees are determined by assessing the maintenance costs from group use and approved by the City Commission. In FY18, began charging youth sports leagues field light use fees for practices and tournaments. Adult leagues had started paying field light use fees in FY17. The light use fees will help offset the electricity expense incurred by the City for field light use.

Revenue for FY18:

Park Rental Fees	\$	27,946.43
------------------	----	-----------

### **Sponsorship Program**

AFRC provides activity sponsorships for the children of families in financial need that qualify under the Federal Poverty Level (FPL) guidelines. Each qualifying child may receive up to \$300 in sponsorship disbursements per year. In FY18, there were eight families (12 children) that participated in the program. The program has been funded by community donations and designated special event revenue.

FY18 Sponsorship Disbursements	\$	2,423.00
--------------------------------	----	----------

### **Community Services Brochure**

AFRC has expanded its annual publication of a Community Services brochure to a biannual publication. The brochure distributed to community residents through various community organizations and businesses including Community Service facilities. We work closely with all Community Services divisions to provide a comprehensive listing of the department's various services, facilities, activities, programs and events.

# COMMUNITY SERVICES

## Looking Forward

AFRC plans to continue making improvements to the facility as well as expanding the services, programs and events that are offered. Our goal is to keep the tradition of successful past programs while opening the door for new and innovative activities with facility improvements which provide a more enjoyable and inviting facility experience for patrons.

Focus for the new fiscal year:

- Complete identified facility improvement projects including installation of new signage and repair/replacement of exterior and interior doors.
- Continue to establish adult sports leagues (e.g., cornhole, volleyball) and develop programming in various interest areas (e.g., art/crafts, youth dances, fitness).
- Expand partnerships and contracted instructors allowing for more specialized programming.
- Continue to fund and provide sponsorships to children of families in need.

## Alamogordo Public Library



The mission of the Alamogordo Public Library is to provide educational, informational, and recreational resources in print and non-print formats to all residents of all ages and socioeconomic backgrounds in order that they might have equal access to information representing all points of view.

### Reference Services

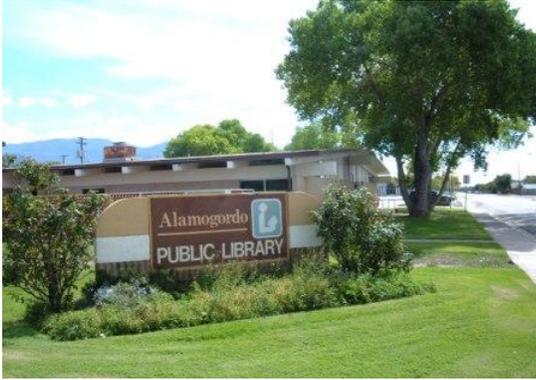
The Reference Department houses a large collection of current reference materials covering a large array of subjects. A reference librarian is always available to help patrons find the materials and information they need. Twelve public-use computer workstations are available in the reference area for internet use. These computers also have Microsoft Office and other software available for library patrons. Two computers are available for genealogy research, for students taking online classes, or patrons who require extra time for resumes and job applications.

### Youth Services

The Children's Room offers an excellent selection of both classic and contemporary books for children from infants through 8th grade. Special collections in the Children's room include: Spanish language and German language books, audio books, and children's videos. We also have a special collection for teaching that include books, kits, globes, and other items to help the teacher or homeschooler provide the best teaching possible. Six computer workstations in Children's Room offer a variety of children's educational programs and filtered internet access. The library offers many programs for youth, including Toddler

# COMMUNITY SERVICES

STEM (Science, Technology, Engineering, and Mathematics), Preschool Story Time, Tween program, Teen Cafe, and more.



## Other Services

- Homebound Book Delivery Program
- Interlibrary Loan
- Self-service Photocopy Machine and scanner
- Federal and New Mexico Income Tax Forms
- Public Meeting Rooms

## Grants & Funding

Following submission of the Annual Report to the New Mexico State Library, the Library received \$7,598 in State Aid, which can be used in support of Library operations. Otero County granted \$24,750 to provide library services to county residents for Fiscal Year 2018. County residents comprise approximately 20% of the registered users and borrow about 22% of the materials checked out.

## Facilities

During Fiscal Year 2018, a storage building was installed outside the Library for storing seasonal program supplies.

## Programming

- A genre book club featuring a different topic every month such as Historical fiction, Noir, Science Fiction, Fantasy, etc.
- Infant Sign Language classes for caregivers.
- Genealogy programs on the following topics and more: Genetic Genealogy, Internet Genealogy, Dead Ends, Organization, Vital Records, Maps, Local History, Ethnic Genealogy.
- A Poetry Slam event for National Poetry Month in April 2018.
- Events for Summer Reading such as Art Day and musician The Pizza Guy, as well as special story time days for daycares and the Girls and Boys Club. Activities were offered every weekday. Adults enjoyed Quietly Challenging Trivia and a Silent Book Club (bring your own book to read quietly and relax.) 85 adults and 987 children registered for the program.
- Field Trips and special programs for the Boys and Girls Club, local public and private schools, daycares, and homeschooling groups throughout the year.
- Special displays including Banned Books Week, Constitution Week, Dios de los Muertos, and Eugene Manlove Rhodes.
- A reception for the Historical Society of New Mexico's conference. Author Michael McGarrity was present to sign his books.

## COMMUNITY SERVICES

- New technologies: Freegal, a downloadable and streaming music service, and wireless/remote printing services. Another AWE educational software workstation was added for children.
- An Indie Authors Event, Fright Nite, and a Volunteer Fair of community organizations.
- Some groups that have used the Library this year: Alamo Aspies, Autism Support, Early Childhood Services Center, Flowering Desert Garden Club, MUFON, National Federation of the Blind, New Mexico Solar Energy, New Mexico Virtual Academy, and United Health Care.

### Alamogordo Senior Center



The Alamo Senior Center (ASC) is a recreational center providing services for individuals 60 years old and older. The Center offers support, education, recreation, nutrition and entertainment for the seniors of Alamogordo and the surrounding area. The goal of the Center is to provide an opportunity for all seniors to maintain a high quality of life.

For most of our services, a donation is suggested; however, no one is denied a service.

### Congregate Meal

A nutritious lunch is served Monday-Friday in the Dining Room. This is not to just provide a hot meal, but to also offer socialization and activities for seniors to keep them engaged and living at home. From July 2017 through June 2018, the Alamogordo Senior Center has served more than 40,500 meals.

Each meal is assessed by a dietitian and cooked according to approved recipes. The kitchen staff strives to cook virtually everything from scratch to keep food costs within federal and state budgets guidelines.



### Meals on Wheels

Meals on Wheels (MOW) is intended to help those who are 60 and above who are effectively homebound and unable to prepare a meal for themselves. The program gives seniors the ability to remain in their own homes longer, allowing them a better quality of life. Some clients are temporary, while others stay on the program long-term. All of our clients receive a home-delivered lunch; some who have exceptional need may also receive breakfast and/or weekend meals. From July 2017 through June 2018, the Center has delivered more than 30,000 lunches to 252 seniors.

# COMMUNITY SERVICES

## Transportation

Our transportation program makes it possible for clients who are unable to drive to take advantage of the wide variety of educational, recreation, and nutritional programs that the Alamo Senior Center has to offer. The transportation program does more than just offer a ride, it offers seniors socialization, friendship, volunteer and educational opportunities that lend to the seniors becoming more active and having a more meaningful and vital life. The Center also offers grocery shopping two times weekly and access to educational trips. From July 2017 through June 2018, the Alamo Senior Center has provided well over 12,000 rides.

## Homemaker Program

The Homemaker Program provides house cleaning, grocery shopping and some bill pay services on a sliding fee scale. The program is contracted through the state agency to homemaker service with one part-time employee. Clients are set up on a weekly and bi-weekly cleaning schedule. The homemaker spends between 45 mins to 1½ hours in the client's home, depending on the need.

## Physical Fitness

The fitness center offers over 20 classes geared towards senior fitness. The classes are all taught by volunteer instructors. The fitness center has treadmills, an elliptical, nautilus machines, and free weights. The program has counted over 12,500 visits by more than 300 seniors from July 2017 through June 2018.

## Events

The Senior Center offers a variety of annual events throughout the year. Bingo is played every Tuesday and Friday in the Center. Local bands offer dances on Friday nights. Pool is played daily, and many players also attend the local pool tournaments. Grocery shopping is offered weekly to a variety of different stores. The Center also offers a special dinner for the Thanksgiving and Christmas holidays and throws an annual dinner/dance for New Year's. The Center celebrates birthdays monthly with cake. The seniors enjoy live music, coffee and friends each morning. Pinochle, dominos, canasta and bridge are also played, jigsaw puzzles are popular, and the Center has books galore. The seniors have enjoyed several trips to include shopping in Ruidoso and a trip to the Hondo Iris Farm.



## Senior Volunteer Programs

The Senior Volunteer Program offers seniors who are 55 and over the opportunity to volunteer at local organizations throughout the county. The program allows those who are retired from working to put those skills to use through volunteer programs. There are over 300 active volunteers who serve over

# COMMUNITY SERVICES

100,000 hours to our local community. The program has over 70 worksites that service every aspect of our community.

Of special note are the Senior Companion Program (SCP) and the Foster Grandparent Program (FGP). SCP pairs senior volunteers with homebound seniors to provide companionship and some small services to keep the senior living independently. FGP pairs senior volunteers with schools and school-aged children to provide tutoring assistance.

For the fiscal year of 2019 the Senior Center will complete state funded capital improvement projects to replace its fitness center roof, re-floor the Senior Center's kitchen and replace one of the transportation buses. The Homemaker Program was terminated with the state for FY19.

## Alameda Park Zoo



The Alameda Park Zoo provides an aesthetically pleasing naturalistic environment, which promotes education in the environmental fields of study, conservation of local and global environments, recreation, and biological research. The intended concept is to instill through audio, visual, and tactical means, a unity of non-human and human relationships. Through professional cooperation and tactics, the Alameda Park Zoo will provide the public with high standards of environmental education. This educational procedure takes place in an atmosphere that promotes

environmental recreation as well as education.

### Animal Inventory

<u>Type of Animal</u>	<u>Number of Animals</u>	<u>Number of Species</u>
Mammals	53	20
Birds	115	36
Reptiles	47	12

# COMMUNITY SERVICES

Fish	98	8
Invertebrates	4	2
<b>TOTAL</b>	<b>317</b>	<b>78</b>

## Attendance

<u>Category</u>	<u>Number of Visitors</u>
Regular Paid	54,810
AFOTZ Members	14,608
Special Events	20,000+
<b>TOTAL</b>	<b>89,418</b>



## Special Events

- Earth Day
- Four 4th Fridays
- Zoo Boo & Broo
- After Hour Parties
- Armed Forces Appreciation Day
- 62 Birthday Parties at the Zoo

## Educational Programs

- 2 new Docents were trained for the Education Center, now open 3 days a week with 7,000+ visitors
- 20 Reptile programs
- Several film crews filmed at the Zoo



During Fiscal Year 2018, two new Patas Monkeys were added to the collection and are enjoying their new enclosure with their roommates the African Crested Porcupines. A male springbok (Peter Pan) was added

# COMMUNITY SERVICES

to accompany Tinkerbell. We also welcomed Oscar the male otter to keep Suzy company. The perimeter fence was completed, a new deck was installed at the Waterfowl Pond, main walkways were replaced, a shade structure was constructed over the playground. Shrubs and flowering plants donated by Home Depot were planted and maintained by zoo staff and volunteers. The Education Center was rejuvenated with a new tile floor and paint by AFOTZ. All hoofed stock sprinkling systems were repaired and the Big Give volunteers water-sealed the Aviary deck, entrance buildings, pond deck and painted railings.

## Revenue

Admission	\$83,449
Donation	\$427
Merchandise and Concession	<u>\$53,649</u>
Total	\$137,525

## Civic Center/Special Events



The Civic Center provides facilities and services for meetings, seminars, conventions, trainings, concerts, and social, educational, cultural, business or entertainment events. The services of the Civic Center consist of setting up, tearing down of tables, chairs, stage and audio/visual equipment, routine maintenance inside and outside of the facility and being available at each one of the events scheduled. Most events have

mandatory requirements such as security guards and or liability insurance that must be confirmed. Each event consists of setting up stage platforms for Bands/DJ's, presentations, and setting of tables and chairs. The Civic Center can provide audio/visual equipment which consists of portable microphones, LCD projector, and a 15 foot retractable screen. A new bar can offer liquor services for events when requested.

The Civic Center has undergone management changes this year. The facility is managed by the Special Events Manager with the Civic Center Specialist as the facility assistant. Previously planned improvements that are now finished include the hanging of acoustic wall pieces, a new roof, a new HVAC unit, a built in self-sustaining bar, a new large storage shed, new flag poles and landscaping at the corner of First Street and Florida Avenue and newly repaved and expanded parking lot. The parking lot has created more parking in the back of the building and is now a safer lot. The South Florida Realignment Project has concluded, and traffic is running smoothly around the facility.

Three newly renovated Conference Rooms are available for rental. Each room has new carpet, paint and tables and chairs as well as updated presentation equipment. Conference rooms "A" and "B" can be

# COMMUNITY SERVICES

utilized as two small conference rooms or opened up to create one large room. Combined they provide 10 new aluminum tables and 40 new padded chairs. Conference Room “B” has a new ceiling projector, retractable screen and white board. These rooms are ideal for classroom-style trainings, meetings and smaller celebrations. Conference room “D” has rolling office chairs and two conference tables that are newly combined to seat 20 plus. This room is equipped with a ceiling projector, retractable screen, white board and a TV screen for any type presentation.

Auditorium



Conference Room A-B



## Events Held in Civic Center

The Civic Center held 118 events for Fiscal Year 2018, ending June 30, 2018.

External Reservations (Public Reservations)	Internal Reservations (City Use)
79	39

Civic Center Room	Number of Rentals
Auditorium	81
Kitchen (Only)	7
Conference Room	30

# COMMUNITY SERVICES

## Special Events

Special Events plans and executes larger scale events for the community to enjoy and add to the quality of life for Alamogordo residents. Special events have no staff members other than the Special Events Manger, but often has a team built from Civic Center staff, Recreation Center staff, Library staff, Parks staff and others throughout the Community Services and other departments.

## Special Events Held

Event	Month	Location	Attendance (approx.)
4 <sup>th</sup> Fridays	May, June, July, Aug	Alameda Park Zoo	4,000
Independence Day Parade	July	AFRC to 10 <sup>th</sup> Street	32 floats / Entries spectators
Pupfish Baseball	May, June, July	Griggs Field	5,000
Zoo Boo	October	Alameda Park Zoo	3,000
Zoo Broo (21+)	October	Alameda Park Zoo	400
Friday13 <sup>th</sup> Zoo Movie	October	Alameda Park Zoo	300
Christmas Craft Show	November	Civic Center	100
Christmas Tree Event	December	Washington Park	400
Lady of the Mtn Run	December	Griggs Sports Complex	280 runners
Margaritas for Señoritas	February	Civic Center	45
Easter in the Park	March	Washington Park	4,000
Murder Mystery	April	Civic Center	80
Armed Forces Appreciation	May	Alameda Park Zoo	1,500

## New External Special Events Reservation Policy

A new external special event policy is now in place. The purpose of the new policy is to establish a process for permitting members of the public to use city streets, parks and facilities that better supports cost recovery for the utilization of City resources. Any reservation that would accommodate 100+ people is considered a “special event” and must comply with the reservation process and guidelines presented to and approved by the City Commission. This policy includes new fees for park rentals that are based on event attendance as well as the option to apply for City partnership or sponsorship to reduce those fees if desired. The City recognizes that special events enhance Alamogordo citizens’ quality of life and wishes to support their efforts in a way that benefits all.

# COMMUNITY SERVICES

## **New Technology at the Civic Center**

The Civic Center now has the ability to process payments for events and event related costs (i.e. vendor booth space rentals) at the Civic Center. Online ActiveNet payments as well as a credit card reader have been installed. This makes the facility a more convenient 1-stop shop for city customers. There is an updated point of sale system for liquor related events, so the bar is now able to accept credit cards. The Civic Center also installed a new security camera system to help ensure the safety of its patrons. Thirteen cameras are now used for monitoring the bar, the auditorium, and for exterior surveillance of the building.

## **Keep Alamogordo Beautiful**

Keep Alamogordo Beautiful (KAB) is a grant funded program that works to eradicate graffiti and eliminate litter in our community. KAB has had four events this year that have supported youth employment by paying youth organizations to keep other community and special events clean and litter free. KAB has also supported Curb Your Tree, the city's annual Christmas tree recycling initiative. The City Commission has granted KAB permission to seek grant funds again for FY19 to continue these programs.

## **FY19 Goals**

### **Civic Center**

Improvements on the facility will continue to better accommodate our patrons' events and encourage more reservations. Future plans are to repaint and enhance the exterior of the building. Upgrades include replacing the existing auditorium centerpiece with a more elegant option like a chandelier as well as future requests to replace flooring throughout the auditorium and kitchen areas.



# COMMUNITY SERVICES

## Special Events at the Civic Center

The Civic Center is experiencing a great response from the public by doing smaller, more frequent event nights at the Civic Center. During FY19 plans are in place to provide more in-house events for the public to enjoy. This facility would also partner with other organizations to make large events even bigger, better, and more exciting for the local community.

## Keep Alamogordo Beautiful

In FY19, KAB leadership would like to not only keep our youth employment and recycling initiatives, but also expand on being a more widely known program by sponsoring and supporting more local events in Alamogordo. KAB will work with other organizations putting on non-profit events to support and advertise during those types of events next year.

## Desert Lakes Golf Course

### 2017 Report

The following report is an annual recap of the services and programs G & L Golf, Inc. provides for the City of Alamogordo along with statistical and KPI's (Key Performance Indicators) needed to evaluate the business.



### Hours of Operation & Personnel

- G & L Golf employed an average of 30 employees throughout the year with an increase in the summer season and decrease in winter season. Approximately two-thirds were employed in the Food & Beverage area and the remainder in the Golf Shop and Service Staff area (carts & range).
- G & L Golf serviced hours of operation from 6:30am to 7:30pm for 364 days of the year. Hours of operation increase based on the season and business but never decrease.

### Rounds of Play

- 2017 – 41,229
  - 57% were 9 hole rounds

# COMMUNITY SERVICES

- 43% were 18 hole rounds
- 41% were Green fee rounds
- 51% were Golf Pass rounds
- 5% were employee and promotional rounds & 3% were High School golfer rounds

## Revenues

There has been a downward trend to golf rounds in Alamogordo and New Mexico as a whole for the last decade. This is a problem that the industry understands is multi-faceted. We have been aggressive with new ideas such as foot golf and new types of golf outings & tournaments and growth of the game initiatives.

The 2017 year saw another decline mostly due to the course condition as a result of the lake lining project. While the project improved the course for the long term, the interruptions from construction and effects on playing conditioning overall were difficult to overcome.

In early months (Jan-March) the course was dry and as the growing season began the course could not withstand the lack of water and conditions deteriorated. This dramatically effected play and decreased revenue. In April of 2017, G & L Golf encouraged the Superintendent to close the back nine until 10am daily to allow for a complete watering cycle of the entire golf course. Although this water cycle was necessary to keep the course viable, keeping the back nine closed until 10am on weekdays did impact revenues.

Alamogordo has a small golfing population and when course conditions are poor some players limit or quit playing all together. It will take significant promotion to entice those players back to playing on a regular basis. G & L Golf will increase its marketing programs to encourage those "lost" golfers to come back and increase our growth of the game initiatives to create new golfers. We have shown a consistent pattern and have been recognized regionally for our marketing & growth of the game programs.

## Historical Rounds of Play vs: Total Golf Revenue (green fees & golf pass)

### Rounds Revenue

2017	41229	\$390,173 - Lake Project
2016	42617	\$416,700
2015	42514	\$408,100
2014	42697	\$393,218 - Bunker Remodel
2013	43488	\$450,740
2012	45856	\$444,409

# COMMUNITY SERVICES

2011	42055	\$414,707 - Significant Weather interruptions Feb. & Dec.
2010	45471	\$446,516
2009	48146	\$472,123
2008	47940	\$436,000
2007	43991	\$405,852 - New Club house

**Below are historical revenues for different areas:**

**Green Fees:**

- 2017 - \$232,1692
- 2016 - \$265,800
- 2015 - \$269,300

**Golf Pass:**

- 2017 - \$158,003
- 2016 - \$150,900
- 2015 - \$138,800

**Carts:**

- 2017 - \$161,173
- 2016 - \$167,500
- 2015 - \$174,700

**Trail & Shed:**

- 2017 - \$38,121
- 2016 - \$32,500
- 2015 - \$29,300

**Range:**

- 2017 - \$44,301
- 2016 - \$42,500
- 2015 - \$42,700

**Food & Beverage**

The Food & Beverage once again has been the main support of the facility and continues to gain popularity and success. This is due to aggressive management, exceptional customer service and continued monitoring of the market and its trends. The 19<sup>th</sup> Hole has more than 20 regular events that take place in the banquet facility. Many of these are service clubs that utilize the facility every week or once a month. Most of these functions are “order off the menu” functions meaning, that we do not have prepared food for them and they are served as they come in.

- The 19<sup>th</sup> Hole was host to more than 50 banquets of various types including weddings, birthdays, anniversaries, class reunions, holiday and business parties and those special functions associated with tournaments.

# COMMUNITY SERVICES

- The 19<sup>th</sup> Hole has become the place to go on Sunday mornings and for large groups because we have become known as the place that will accommodate them even without a reservation.
- The 19<sup>th</sup> Hole had 3 major holiday buffets that served over 200 people, the Easter Buffet, Mother's Day buffet and the Thanksgiving Day buffet which saw over 300 people attend.
- Total Revenues are as follows:
  - 2017 - \$843,895 - 14% increase!
  - 2016 - \$725,000
  - 2015 - \$680,000

## Programs

- Tournaments & Events – Desert Lakes was host to over 40 events & tournaments in 2017
  - There were over 2000 participants for these events.
  - Nearly \$72,000 was raised in these events for various charities. These are local charities that support local needs and give back to the community!
- Leagues - Desert Lakes was host to ten (10) various leagues most of which were weekly.
  - Weekly leagues included events on every day of the week except Friday.
  - Weekly events were host to 350 regular golfers and an additional 100 on a bi-weekly or monthly basis.
  - Four (4) of the largest leagues run from April to August with 6 running all year long.
- Junior Program
  - DLGC was host to four (4) junior camps
  - A total of 72 juniors were serviced in the camp season
- Growth of the Game Program
  - DLGC ran weekly beginner clinics from April through September
  - An average of 20 people attended these clinics that were branded as Six after Six and included a clinic, range, golf, cart and food. These were our most popular clinic series.
  - DLGC also was host to 2 – 6 week series of classes in conjunction with NMSUA. These historically have been very popular and create the most regulars for our Six after Six series. Total Participants in the NMSUA classes was approximately 20.

## Re-Investment

The Facility saw re-investment from G & L Golf, Inc. in the following areas:

- Painting of the Banquet room
- New Steam table

# COMMUNITY SERVICES

- New Ice Machine
- 6,000 new range balls
- 35 New gas Club Car golf carts
- Over \$10,000 spent by G & L Golf & the Otero County Golf Foundation to complete the Tiger/Teaching facility.



## Maintenance

The Golf Division (Maintenance) continues improvements and support to the facility. Overall, the golf maintenance division has provided a well-maintained golf course for the public with good support for the pro shop services. Some of the improvements made in FY18 were:

- New golf course superintendent joined the golf maintenance team at the end of December
- Continued weed spray out for both pre-emergent and post emergent. Fertilized and aerated twenty-one golf greens and practice areas. Aerated and fertilized 18 fairways and additional practice areas.
- Prepared course set-up for play on multiple tournaments to include pin setting, painting cups, mowing and rolling greens and raking bunkers.
- Replaced 1400 linear feet of 12" drain line between ponds 8a and 10 on back 9
- Continued pruning and removing dead trees
- Continued education for employees – Tier 4 diesel classes, weed ID, irrigation troubleshooting
- Assisted with lake rehabilitation project (both phases) by providing support with drainage/pumping of lakes and location of irrigation lines, valves and boxes. Relocated irrigation laterals and sprinkler heads and repaired lines that had been damaged by construction.
- Maintained an aged irrigation system (parts in excess of 25 years old) by replacing or repairing satellite controllers, sprinklers and valves. Continued to adjust or change irrigation heads as needed.
- Purchased 2 new utility carts to replace old carts that were 20 years old

# COMMUNITY SERVICES

## Monte Vista Cemetery

The Monte Vista Cemetery is a full-service operation which includes all aspects of casket and cremation remains interment, funeral service preparation and monument installation, as well as all associated grounds maintenance tasks required to keep the appearance of the property acceptable to the public. Efforts are coordinated with the local funeral homes and the day-to-day operations are primarily handled by the Cemetery Sexton, with daily supervision by the Parks Supervisor and Parks Foreman.

Tree care in the cemetery by the Parks Maintenance staff was a priority this year. Trimming and removal of dead limbs and trees was conducted to improve the overall health of the plant material as well as the appearance of the site. Significant tree maintenance and removal of failed trees and trees in need of cleanup was completed. The cemetery continues to receive volunteer assistance this year from a local veteran organization. Weed removal and routine maintenance of the non-perpetual care areas was the focus. Installation of signage to recognize individual volunteer groups was received and installed. Installation of a flood detention pond connecting to the storm water system was completed this year by contractors. This has alleviated the flooding caused by the construction of the Washington Avenue extension previously. The following paid services were performed for the public at Monte Vista Cemetery through May of 2018:

<b>Funerals/Interments:</b> <ul style="list-style-type: none"><li>• Casket type - 45</li><li>• County Site casket - 0</li><li>• Cremation type - 41</li><li>• Infant type - 0</li></ul>	<b>Headstone Installation:</b> <ul style="list-style-type: none"><li>• Single Headstones - 25</li><li>• Double Headstones - 8</li><li>• Flat VA stones - 7</li><li>• Upright VA stones - 1</li><li>• Survey for stones - 23</li><li>• Vases - 0</li></ul>
---	---

## Parks Maintenance



Parks Maintenance Operations for the City of Alamogordo maintains approximately 450 acres of public owned land. Approximately 220 acres of this area is actively growing public park space consisting of park area grass, sports fields, trees and ornamental landscaping. The remaining acreage consists of hardscapes such as parking areas, sidewalks, trails, and recreational facilities. The City's public recreational facilities maintained by the division include multiple tennis courts, basketball courts, playgrounds, pavilions, benches, tables, and skate park.

# COMMUNITY SERVICES

The major tasks currently being performed by Parks Maintenance are as follows:

- Daily trash receptacle and litter removal in public park areas
- Daily cleaning of public restrooms in parks
- Irrigation maintenance and repair
- Gopher removal
- As needed tree maintenance (major function in off season)
- Weekly mowing, trimming, and edging of grass areas
- All aspects of sports field maintenance
- League field preparation at Sports Complexes
- Set Up and coverage of large tournaments at Sports Complexes
- Seasonal aeration, fertilization, and weed control applications
- Ornamental landscape installation (by project and to replace failed plants in existing ornamental beds)
- Ornamental landscape maintenance including trimming, watering and weed removal
- Tree watering in areas without access to the effluent system (medians)
- Event preparation and clean up
- Playground inspection
- Playground maintenance and repairs
- Fence construction and repair
- Facility repair tasks as needed including painting, carpentry and plumbing
- Equipment maintenance and repair



There are a multitude of other minor tasks performed daily and as needed to keep the city park spaces in good repair.

## Projects

There are a number of ongoing and completed projects within the purview of the Parks Operations:

- Griggs Field Upgrades – Project is essentially complete with a shade pavilion pad poured and the pavilion constructed near the playground. Another pavilion will be constructed near the parking lot.
- Hooser Field Upgrades - The main ongoing priority project for the department is the Hooser Field Upgrades. Roofing upgrades coordinated by Public Works were completed, a shade pavilion was installed near the playground and the construction of a storage building is in progress, with the foundation pad poured in July and the building



## COMMUNITY SERVICES

installation scheduled for August. A retaining wall for the playground is planned and additional fencing improvements are ongoing.

- Balloon Park Renovation – Renovation of the Balloon Park to accommodate youth soccer is currently underway. The entire park has been re-seeded and fertilized and is currently being aerated with topdressing scheduled for the 2<sup>nd</sup> week of August.

Significant progress is being made on multiple projects

- Picnic Pavilions - Ten 16' and two 20' permanent metal shade pavilions have been purchased for install. Foundation pad has been poured, and installation completed on the 1st 20' pavilion in Alameda Park, which will be ADA accessible. The permit has been received and the second pavilion installation is in progress at Griggs Sports Complex.
- Park Amenities - Restroom Doors have been replaced by contractors in all park areas. Additional stock material for future repair and installation of post & rail fencing has been obtained. 56 Replacement picnic tables have been received for installation in pavilions.
- Union Pacific Grant-The City Parks have historically received \$5,000 Union Pacific Foundation Grants. These funds are exclusively for improvements in Alameda Park. To date, all previously received funds have been expended for additional replacement trees in the park. 8 old picnic tables throughout the park have also been replaced with these funds. Unfortunately, the grant will no longer be available for municipalities going forward due to a rule change by the Union Pacific Foundation.
- Washington Permanent Stage-Installation was completed by Public Works and additional concrete aprons were added to the wings of the stage. A permanent Christmas tree was planted adjacent to the area and all irrigation affected by the project has been repaired and re-installed. Re-establishment of the lawn in the area is in progress.
- Disc Golf Course – A 9-hole disc golf course was installed in Alameda Park.
- Median Beautification-This project is ongoing. All failed trees have been removed throughout the city's medians and the majority of established trees that were in need of transplanting closer to the median centers have been completed. The Indian Wells boring work has been completed by contractors and Public Works has scheduled connection to the effluent water supply for the six islands on Indian wells between Florida and Washington. Irrigation lateral lines and flood bubbler risers have been installed by staff on all 6 medians. Landscaping staff are in the process of prepping these medians for the installation of landscape rock. A concrete curb machine has



# COMMUNITY SERVICES

been purchased with Parks Capital funds to accommodate the creation of decorative concrete curbing to be installed on all medians as tree wells.

- Substantial completion of Landscape installation at the 1<sup>st</sup> & Florida intersection was accomplished. Minor utility areas in front of several residential properties is in progress by a contractor.

## **Special Events/League Support**

The Parks Department supported a variety of special events and a multitude of league and tournament activity at both sports complexes and in many parks. The department supported the annual Military Appreciation Day held this year at Alameda Park Zoo, with general site set up as well as ongoing clean up and support throughout the event. Staff also manned the hospitality tent and provided event tear down and clean up. Events included:

- The annual Cottonwood Festival
- The annual Balloon Festival
- The ICC Festival
- Zoo Boo
- Christmas Tree Lighting. Staff installed and decorated a permanent pine tree at the new Washington Stage, decorated and assisted with event set up for this fun holiday activity. Staff also decorated the already established Christmas tree located in front of the Alameda Zoo.
- Easter in the Park
- Fourth Fridays monthly throughout the summer.

Likewise, staff supported the annual Keep Alamogordo Beautiful Christmas Tree Drop Off event by setting up drop off areas at the Civic Center and the Senior Center, and transporting dropped off trees to the Convenience Center on Lavelle Road.

Four youth leagues and five adult leagues utilized much of the city parks and both sports complexes for practice and play at different times throughout the year. Routine turf grass maintenance, restroom cleaning, field set up and field marking were provided to support their use. Staff at Griggs Sports Complex provided routine field care and marking for Rotary Little League, Otero County Youth Football, as well as all home games for the White Sands Pupfish semi-pro baseball team. Another successful season of this popular activity wrapped up in July. Staff at Hooser Sports Complex covered over a dozen weekend tournaments at their site while simultaneously keeping fields in shape for multiple seasons of both youth and adult softball leagues. Otero County Youth Soccer and both youth football leagues utilized areas in almost all parks throughout the city to support their team practices and soccer game play took place at both Oregon and Washington Parks.

## **Notable Accomplishments**

Several new or notable accomplishments were completed this year by Parks Maintenance Department staff.

## COMMUNITY SERVICES

- Alameda Park Aesthetic Improvements - Staff removed old bicycle gaps in the post and rail fencing, painted 50% of the fencing, repaired, prepped and painted the exteriors of all restrooms, prepped and painted the Wooden Gazebo and replaced 8 picnic tables with UP Foundation grant funds.
- Tree Maintenance & Removal - Significant tree maintenance and removal was completed in Alameda Park, the Alameda Zoo, and Washington Park, along Indian Wells, as well as in the Monte Vista Cemetery.
- Fertilization & Aeration - 8 tons of fertilizer were applied to all park areas in the fall of 2017 and an additional 8 tons applied in spring 2018. Major park areas received slicing, deep tine and core aeration multiple times throughout the growing season.
- Signage in general to address several maintenance issues in different park areas continues to be a growing trend in operations this year.
- Volunteer Support was received during the spring from a local Eagle Scout candidate who coordinated a group of fellow volunteers. They successfully painted all restrooms in Oregon and Washington Park.
- Parks Shop/Lot Organization-A pole barn was moved from the center of the Parks Shop equipment area and relocated to an adjacent area on the periphery of the yard. Additional covered storage was added to the front of the Herbicide storage barn and the interior of the North Bay equipment storage area was re-organized to incorporate wall racks for hand held equipment and a storage area for fertilizer. A large amount of old equipment was processed off the inventory for public sale.
- White Sands Roses in Alameda Park – A minor internal reorganization of staff was effected to allow a full time crew member to provide the appropriate maintenance for the Roses in Alameda Park. An additional 135 roses were planted along the fence line to re-establish the original continuity of climbing roses throughout the area. Each plant was mulched and is being hand watered multiple times weekly and periodically fertilized to ensure establishment and plant health. The roses in Airborne Park likewise received additional attention.

## Finance

The City of Alamogordo's Finance Department oversees the operational and capital finances, and manages the City's financial assets and resources in accordance with the goals established by the City Commission, the City Manager, and in compliance with applicable laws, principles, rules, and regulations promulgated by the State of New Mexico Department of Finance and Administration, New Mexico State Statutes, and Generally Accepted Accounting Principles. The Finance Department is also responsible for standardization of processes City-wide in areas of finance and budget. The Finance Director oversees the operations of Accounting, Customer Service / Utility Billing, and Management Information Systems.

### **ACCOUNTING**

The Accounting division of the Finance Department is organized into five areas:

Accounting: The Accounting area of Finance is responsible for the maintenance and control of general accounting records, financial reporting, maintenance and management of debt service, maintenance and assistance of investments, inventory of \$377,472,567 in fixed assets, as well as administering the annual audit. Accounting also oversees the functions of Payroll, Accounts Payable, and Internal Control Analyst.

Payroll: The Payroll area of Finance is responsible for the administration of all payroll related functions and activities, including preparation and issuance of bi-weekly payroll for approximately 380 employees.

Accounts Payable: The Accounts Payable area of Finance is responsible for the preparation and issuance of all vendor checks; and pre-audits of all purchase orders, invoices, and disbursements charged against the City.

Internal Control Analyst: The Internal Control Analyst area of Finance is responsible for writing, implementing and enforcing finance policies of the City; performing internal audits, and audits pertaining to contracts with financial impacts to the City, (i.e. Economic Development Incentive Contracts). The following were performed this past year:

- 77 Internal Audits
- 9 LEDA Audits (Neptune Aviation, Emerging Technologies, PreCheck, Drought Adaption Industries, Downtown Venture Corp)
- 45 Accounts Payable Audits
- 40 Petty Cash and Start-Up Cash Audits

# FINANCE

Budget Analyst: The Budget area of Finance is responsible for administering and coordinating the annual budget, to include the preparation, projection of revenues and expenditures, department assistance and training, budget resolutions, and amendments to the budget document.

## **CUSTOMER SERVICE / UTILITY BILLING**

Customer Service is responsible for municipal utility billing, receipting utility payments, business registration payments, miscellaneous accounts receivable, maintenance & repair of the AMI, and administering Chapter 28 of the Alamogordo Municipal Code.

FY 17-18 Budget: \$757,587

### Calendar Year 2017 Statistics:

- Miscellaneous Accounts Receivable Invoiced: 1,901 for total of \$4,636,207
- Municipal Utility Accounts Billed: 153,359 for total of \$12,243,337
- Processed 45,260 mail payments
- UB Service Orders Worked: 18,554
- Leak Abatements Processed: 598
- Courtesy Notices Delivered: 1,356

## **MANAGEMENT INFORMATION SYSTEMS (MIS)**

The MIS Division is responsible for the maintenance of over 438 workstations, 19 servers, 2 IBM mid-range systems, a City-wide 6 fiber run computer network, 6 WiFi Public hot spots, private wireless access points, computer support to all departments, and the main VoIP phone system.

The MIS mission is to provide for the proper purchase, installation, training, maintenance, and repair of all City-owned computer equipment to ensure that each City department has the necessary computer resources available to them to get the job done in an efficient and timely manner within the approved division budget.

Fiscal Year 2018 accomplishments include: 65 user desktop computers replaced, replacement of two mid-range IBM systems (IBM Power 8), replacement of main City firewall, and upgrades to various software applications throughout the City.

Fiscal Year 2019 projects include: Replacement of the Citywide VoIP phone system, PC Replacement Program of approximately 75 PC's with Microsoft Windows 10 and upgrades to the latest PTF versions of Superion Financials and Crimes/CAD400.

# FINANCE

MIS is proudly sponsoring two intern programs. 1) Continued with the NMSU-A internship program and hosted 3 interns over the FY18 fiscal year. 2) New participation with the Air Force Retraining Program, a venture that allows retiring Air Force personnel to actively train in a new field of study to transition into the private work sector.

## **FINANCIAL AUDIT – FY2017**

The most recent annual financial audit for FY2017 was conducted by RPC CPAs + Consultants, LLP, and released by the State of New Mexico Office of the State Auditor on February 19, 2018. The FY2017 audit received an unmodified opinion, with two Other-Noncompliance findings. The City responded to these findings and both items have been resolved. The following financial statements are attached:

- Statement of Net Position – June 30, 2017
- Statement of Activities – June 30, 2017

## **FINAL BUDGET – FY2019**

Budget public hearings were held May 14-17, 2018 to present the FY2019 Preliminary Budget to the City Commission and citizens of the City of Alamogordo. The FY2019 Preliminary Budget was subsequently approved by the City Commission on Resolution No. 2018-26 at the Regular Commission Meeting on May 22, 2018.

The FY2019 Final Budget was approved by the City Commission on Resolution No. 2018-29 at the Regular Commission Meeting on July 30, 2018. Total FY2019 final budgeted revenues across all funds are \$69,009,016 and total FY2019 final budgeted expenditures across all funds are \$121,237,259. The FY2019 Final Budget was forwarded to the State of New Mexico Department of Finance and Administration (DFA) on July 31, 2018 and approved on September 10, 2018.

# FINANCE

**STATE OF NEW MEXICO**  
City of Alamogordo  
Statement of Net Position  
June 30, 2017

	<b>Primary Government</b>			<b>Component Unit</b>
	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>	
<b>Assets</b>				
<b>Current assets</b>				
Cash and cash equivalents	\$ 8,206,906	\$ 2,910,133	\$ 11,117,039	\$ 120,816
Investments	45,669,395	14,211,152	59,880,547	3,690,591
Receivables:				
Taxes receivable	4,496,866	-	4,496,866	4,150
Due from other governments	1,019,886	152,912	1,172,798	-
Customer receivable, net	-	661,191	661,191	-
Other receivables, net	245,894	43,939	289,833	49,179
Inventory	214,465	384,643	599,108	-
Prepaid expenses	7,309	20,697	28,006	-
Internal balances	14,461	(14,461)	-	-
<i>Total current assets</i>	<u>59,875,182</u>	<u>18,370,206</u>	<u>78,245,388</u>	<u>3,864,736</u>
<b>Noncurrent assets</b>				
Restricted cash and cash equivalents	198,115	66,562	264,677	-
Restricted investments	5,266,881	1,233,360	6,500,241	789,642
Bond discounts, net of accumulated amortization of \$26,955 and \$153,133	205,519	38,741	244,260	-
Assets held for sale	-	88,338	88,338	-
Capital assets	254,086,563	147,886,589	401,973,152	6,643,240
Less: accumulated depreciation	(184,876,354)	(52,772,987)	(237,649,341)	(2,888,221)
<i>Total noncurrent assets</i>	<u>74,880,724</u>	<u>96,540,603</u>	<u>171,421,327</u>	<u>4,544,661</u>
<i>Total assets</i>	<u>134,755,906</u>	<u>114,910,809</u>	<u>249,666,715</u>	<u>8,409,397</u>
<b>Deferred outflows of resources</b>				
Loss on extinguishment of debt	719,428	-	719,428	-
Employer contributions subsequent to the measurement date	1,192,635	174,750	1,367,385	16,478
Changes of assumptions	1,374,026	246,877	1,620,903	22,702
Changes in proportion	32,916	6,118	39,034	533
Net difference between projected and actual investment earnings	3,555,197	791,960	4,347,157	62,036
Difference between expected and actual experience	1,286,577	242,115	1,528,692	20,643
<i>Total deferred outflows of resources</i>	<u>8,160,779</u>	<u>1,461,820</u>	<u>9,622,599</u>	<u>122,392</u>
<i>Total assets and deferred outflows of resources</i>	<u>\$ 142,916,685</u>	<u>\$ 116,372,629</u>	<u>\$ 259,289,314</u>	<u>\$ 8,531,789</u>

The accompanying notes are an integral part of these financial statements.

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	
<b>Liabilities</b>				
Current liabilities				
Accounts payable	\$ 1,931,823	\$ 629,524	\$ 2,561,347	\$ 26,576
Accrued payroll	682,290	122,270	804,560	12,336
Other accrued expenses	-	1,430	1,430	-
Accrued compensated absences	844,605	197,288	1,041,893	17,107
Funds held in trust for others	12,643	660,730	673,373	-
Accrued interest	233,442	135,237	368,679	-
Unearned revenue	17,545	61,007	78,552	845
Current portion of long-term debt	2,385,748	1,525,786	3,911,534	-
<i>Total current liabilities</i>	<u>6,108,096</u>	<u>3,333,272</u>	<u>9,441,368</u>	<u>56,864</u>
Noncurrent liabilities				
Accrued landfill closure costs	-	-	-	1,139,092
Bond premiums, net of accumulated amortization of \$40,859 and \$134,216	240,120	86,903	327,023	-
Long-term debt	35,502,342	23,878,980	59,381,322	-
Net pension liability	22,888,720	4,037,876	26,926,596	346,207
<i>Total noncurrent liabilities</i>	<u>58,631,182</u>	<u>28,003,759</u>	<u>86,634,941</u>	<u>1,485,299</u>
<i>Total liabilities</i>	<u>64,739,278</u>	<u>31,337,031</u>	<u>96,076,309</u>	<u>1,542,163</u>
<b>Deferred inflows of resources</b>				
Changes of assumptions	139,389	18,588	157,977	1,753
Changes in proportion	937,573	179,082	1,116,655	14,843
Difference between expected and actual experience	117,128	25,109	142,237	1,648
<i>Total deferred inflows of resources</i>	<u>1,194,090</u>	<u>222,779</u>	<u>1,416,869</u>	<u>18,244</u>
<b>Net position</b>				
Net investment in capital assets	37,273,827	69,660,674	106,934,501	3,755,019
Restricted for:				
Debt service	3,478,020	-	3,478,020	-
Capital projects	39,264,138	-	39,264,138	-
Special revenue	1,239,951	-	1,239,951	-
Permanent fund	801,240	-	801,240	-
Unrestricted	(5,073,859)	15,152,145	10,078,286	3,216,363
<i>Total net position</i>	<u>76,983,317</u>	<u>84,812,819</u>	<u>161,796,136</u>	<u>6,971,382</u>
<i>Total liabilities, deferred inflows of resources, and net position</i>	<u>\$ 142,916,685</u>	<u>\$ 116,372,629</u>	<u>\$ 259,289,314</u>	<u>\$ 8,531,789</u>

The accompanying notes are an integral part of these financial statements.

# FINANCE

**STATE OF NEW MEXICO**  
City of Alamogordo  
Statement of Activities  
For the Year Ended June 30, 2017

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
<b>Governmental Activities</b>				
General government	\$ 8,836,212	\$ 3,517,310	\$ 131,467	\$ 479,166
Public safety	9,017,042	377,106	798,720	-
Public works	6,477,616	66,532	253,048	1,947,449
Culture and recreation	4,955,540	633,158	516,385	507,643
Health and welfare	250,901	-	213,774	-
Interest on long-term debt	1,415,931	-	-	-
<i>Total governmental activities</i>	<u>30,953,242</u>	<u>4,594,106</u>	<u>1,913,394</u>	<u>2,934,258</u>
<b>Business-type Activities:</b>				
Water and sewer	10,068,427	9,890,754	454,872	-
Solid waste	1,991,729	2,116,109	-	-
Bonito lake	77,954	-	71,286	-
Golf course	1,786,584	1,380,614	-	-
Airport	777,804	145,118	9,477	-
Low rent public housing	1,306,936	256,205	602,514	746,681
Home ownership	268,945	108,851	-	-
<i>Total business-type activities</i>	<u>16,278,379</u>	<u>13,897,651</u>	<u>1,138,149</u>	<u>746,681</u>
<i>Total primary government</i>	<u>\$ 47,231,621</u>	<u>\$ 18,491,757</u>	<u>\$ 3,051,543</u>	<u>\$ 3,680,939</u>
<b>Component Unit:</b>				
Otero - Greentree Regional Landfill	\$ 1,126,789	\$ 1,759,391	\$ -	\$ -
<b>General revenues and transfers:</b>				
Taxes				
Property taxes				
Gross receipts taxes				
Gasoline and motor vehicle taxes				
Other taxes				
Investment income (loss)				
Miscellaneous revenue				
Change in estimate (note 15)				
Gain on disposition of assets				
Transfers				
Total general revenues and transfers				
Change in net position				
Net position, beginning				
<i>Net position, ending</i>				

The accompanying notes are an integral part of these financial statements.

# FINANCE

Exhibit A-2

<b>Net (Expense) Revenue and Changes in Net Position</b>			
<b>Primary Government</b>			
<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>	<b>Component Unit</b>
\$ (4,708,269)	\$ -	\$ (4,708,269)	\$ -
(7,841,216)	-	(7,841,216)	-
(4,210,587)	-	(4,210,587)	-
(3,298,354)	-	(3,298,354)	-
(37,127)	-	(37,127)	-
(1,415,931)	-	(1,415,931)	-
(21,511,484)	-	(21,511,484)	-
-	277,199	277,199	-
-	124,380	124,380	-
-	(6,668)	(6,668)	-
-	(405,970)	(405,970)	-
-	(623,209)	(623,209)	-
-	298,464	298,464	-
-	(160,094)	(160,094)	-
-	(495,898)	(495,898)	-
(21,511,484)	(495,898)	(22,007,382)	-
-	-	-	632,602
4,022,781	-	4,022,781	-
21,583,502	-	21,583,502	-
607,489	-	607,489	-
551,102	-	551,102	-
70,986	(5,434)	65,552	36,316
748,249	198,207	946,456	36,172
-	-	-	(349,450)
25,800	-	25,800	9,887
(2,889,046)	2,890,766	1,720	(1,720)
24,720,863	3,083,539	27,804,402	(268,795)
3,209,379	2,587,641	5,797,020	363,807
73,773,938	82,225,178	155,999,116	6,607,575
<u>\$ 76,983,317</u>	<u>\$ 84,812,819</u>	<u>\$ 161,796,136</u>	<u>\$ 6,971,382</u>

The accompanying notes are an integral part of these financial statements.

# FIRE DEPARTMENT

## Fire Department



### Message from Chief Jim LeClair

As the Alamogordo Fire Department closes out another year, I am honored to give the community the Annual Report for the Alamogordo Fire Department. Henry Ford once said, "Coming together is a beginning; keeping together is progress; working together is success". As I look back at the last twelve months, this quote is a perfect representation of the men and women of the Alamogordo Fire Department. Throughout 2017, no matter what the task, or the struggle, the Alamogordo Fire Department always stayed together showing true team work, we came out on top due to being on the same page and we worked together towards one common goal - being successful. It is

truly my privilege to be part of such an exceptional organization, and I truly enjoy every day as I get to work with these professionals!

### Mission Statement

We, the City of Alamogordo Fire Department, are committed to providing everyone in our diverse community with the most effective, efficient, and professional services attainable at the lowest cost possible. We promise exceptional fire protection, fire prevention, emergency response, emergency and disaster management, planning, and code enforcement services possible. We promise to be committed and diligent in the preservation of life, the environment, and property.

# FIRE DEPARTMENT

## **The Life of an Alamogordo Firefighter**

The Alamogordo Firefighters are the back bone of the department. These men and women work continuously throughout the year training approximately two hours a day, conducting an average of seven fire inspections a day, assisting with the testing of 25,000 feet of fire hose, assisting with the testing of all ladders in the AFD inventory, maintaining 1,750 hydrants a year, assisting with all SCBA pack flows, SCBA cylinder hydrostatic testing, pump testing all the apparatus in the AFD fleet, Inspecting a total of 1800 businesses annually, and still have time to give fire extinguisher classes, and provide fire prevention classes to the public, businesses and civic groups in our community.

As you read through the report you will find that the commitment of the men and women of the Alamogordo Fire Department is one of honesty, integrity, and compassion. As we move forward to another year, we remain focused on providing the citizens of Alamogordo the best fire protection attainable.

Some of the best examples of this would be the implementation of the Fire Investigation Team, our Rope Rescue Team, the purchase of three (3) new Class-A pumpers, and the Insurance Service Office Survey for the City of Alamogordo.

### **Accomplishments**

- The implementation of the Alamogordo Fire Investigation Team.
- The implementation of the Alamogordo Rope Rescue Team.
- The purchase of three (3) new Class-A pumpers
- Completing the Insurance Service Office Survey for the City of Alamogordo.

## **Fire Investigation Team**

The Alamogordo Fire Department now has a team of two (2) qualified trained personnel that hold the IFSAC (International Fire Service Accreditation Congress) seal in fire investigations. This Investigation Team attends some of the best training available to allow these team members to fine tune their investigation skills to stay efficient and investigate approximately 12 to 24 fires annually.

## **Rope Rescue**

In addition; the Alamogordo Fire Department now has a team of six (6) qualified trained personnel that hold the IFSAC (International Fire Service Accreditation Congress) seal in Rope Rescue. Our Rope Rescue Team leader holds a Rope Rescue II certification and is an adjunct instructor for the State Fire Academy, the other five (5) members hold a Rope Rescue I certification. Both teams are highly dedicated individuals and are truly motivated to serve. The Alamogordo Fire Department is continually looking into the future making sure we stay abreast of the community's needs in addition to our community's growth.

# FIRE DEPARTMENT

## **Class-A Pumper Purchases**

The City of Alamogordo has purchased three new Class-A Pumpers, two which are 2018 Pierce Dash CF Puc's, and one that is a 2017 Saber. All three pumpers have been a long-awaited addition, all are equipped with 1500 GPM Pump, and specifically built and specked out for the community. The purchase approval went before Commission, and the total purchase price for all three apparatus totaled \$1,468,050.00. The purchase funding sources were a combination of capital equipment replacement funds (City), state fire protection funds, state fire protection grant funding along with a grant award through the Department of Homeland Security.

## **Insurance Service Office Survey**

Through team work, the Alamogordo Fire Department worked tirelessly for the last twelve months getting ready for the City's Insurance Service Office (ISO) survey. Some may ask what does this classification mean? The price of property insurance in a community with a good Public Protection Classification (PPC) is lower than in a community with a poor PPC. In addition, State Fire Funding is directly tied to a communities PPC. I am happy to announce that the City's ISO rating has been lowered to an ISO-3. Keep in mind the lower the score the better the community's rating.

## **Fire Prevention/Public Education**

The entire Alamogordo Fire Department is the epitome of "Fire Prevention". We look at the youth of our community as our future. All staff provide countless hours of training and education on various safety topics to not just the youth, but to all that attend the public and private schools, businesses and civic groups throughout our community.

## **"October Fire Prevention Week" And A Day in the Park**

The entire Alamogordo Fire Department shows its dedication to the community by teaming up with the Otero County Fire Fighters Association for a day in the park. During this event all Otero County and Holloman Airforce Base Firefighters participated in competitive games and had a cook-out for the community. For 2017, The Fire Prevention Week topic was "Know Two Way's Out"! Every Second Counts, Plan Two Ways Out". This was an effort to get all families to practice two ways out of the home twice during the year - once at night and once during the day.

## **Live Fire Training**

The Alamogordo Fire Department participates in live fire training quarterly. This type of training is conducted in a controlled environment to build on firefighting techniques, rescue skills, radio communications, proper breathing techniques, size-up, accountability, and making sure staff understands the allocation of resources. As we work through these drills, fire staff will understand the importance of trusting your personal protective equipment, recognizing hazards, building on team work and communication. The Alamogordo Fire Department uses this time to make sure everyone is on the same page, and we all stay safe as we perform our firefighting tasks.

# FIRE DEPARTMENT

## Annual Stats for the Alamogordo Fire Department

### Fires by Type

The Alamogordo Fire Department responded to a total of 86 fires during this last year, 21 of this number were structure type fires. These type fires occurred in single family homes, assemblies, schools, businesses, and apartments. This number equates to 1.75 structure type fires per month. We also responded to numerous fires involving vehicles, brush/wildland fires, and rubbish fires (dumpsters). Regardless of the type, the Alamogordo Fire Department is committed to life safety, property conservation and hazard mitigation.

### FIRE TYPE CALLS



### Calls by Type

“Medical” calls continue to make up the majority of our overall call volume at 1091 calls for service. We responded to a total of 360 calls identified as “Other”, 149 “False Alarm” calls, and 86 calls identified as “Fire Type calls. The Alamogordo Fire Department continues to look at ways to better all levels of service we provide to our community.

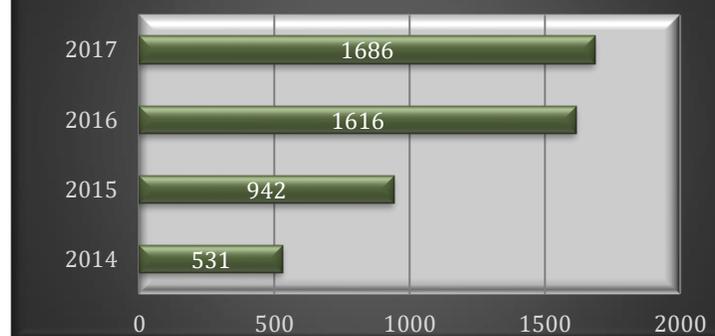
### CALLS BY TYPE



### Calls by Volume

In 2017 the Alamogordo Fire Department experienced an increase in our call volume compared to 2014, 2015, and 2016. In 2015 we changed our response protocols to give the citizens of Alamogordo a better level of service.

### CALL VOLUME BY YEAR



# FIRE DEPARTMENT

## Code Enforcement

The Code Enforcement component provides those services most commonly associated with the enforcement of code violations relating to public health or welfare. The Department is committed to responding to complaints as well as developing a systematic method of identifying and addressing offenses related to code violation.

### The Life of the Alamogordo Code Enforcement Division

The Alamogordo Code Enforcement Division is the back bone to enforcing and keeping city properties maintained according to ordinances adopted by the City of Alamogordo. In 2017 a total of 5,502 calls were initiated either by citizen complaints or self-Initiated. As you review the following Code Enforcement statistics you will see an increase of calls in 2017 compared to 2016. This increase in call volume is contributed to staffing that has been rectified as we moved into 2017. For any of your Code Enforcement needs you can call: 575-439-4179 or 575-43-WEEDS.

### Code Enforcement Statistics by Year

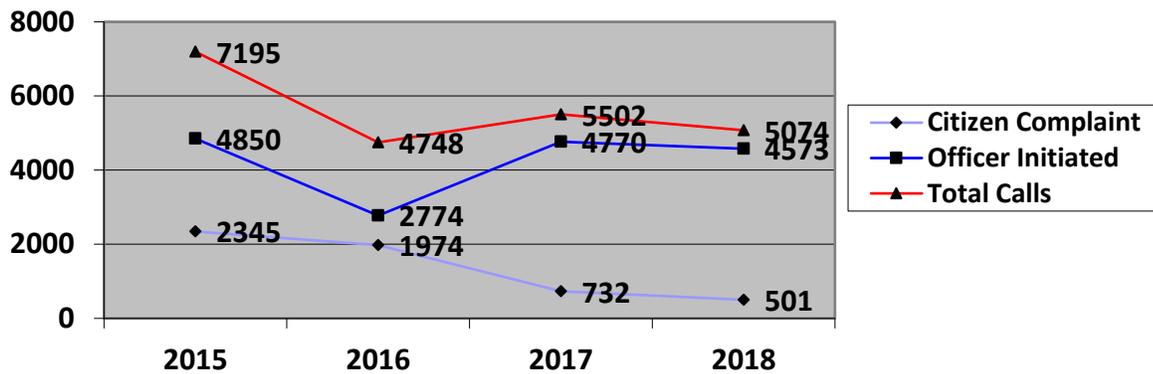
Violations	2015	2016	2017	2018
Abandonment of Dangerous Containers	0	4	5	2
Advertising	756	704	216	276
Businesses to be Licensed*	61	122	44	192
Dumpsters in Alleys	55	106	161	465
Garage Sales	48	67	18	12
Garbage	1070	726	957	662
Graffiti	43	44	55	33
Hedges & Shrubbery	86	74	41	34
House numbers	313	71	101	70
Outdoor Automotive Storage	136	123	183	175
Outdoor Storage	113	98	444	446
Sidewalks	1235	722	920	898
Recreational vehicles	12	10	12	11
Trees to be Trimmed	218	181	232	201
Unlawful Growth / Weeds	5548	3454	4274	3485
Water Conservation	41	33	30	26
Unfounded Calls	71	148	104	98
Total Violations	9735	6539	7697	6988

# FIRE DEPARTMENT

Calls for Service				
Officer-Initiated	4850	2774	4770	4573
Citizen Complaint	2345	1974	732	501
Total calls	7195	4748	5502	5074

## Code Enforcement Calls Broken Down by Year

### Calls For Service 2015-2018



## City Ordinances Enforced by the Code Division

- Obstruction of Sidewalk 8-07-040
- Accumulation of Garbage Refuse and Debris 14-01-020
- Display of Address 8-01-180
- Elimination of Graffiti 8-07-040
- Abandonment of Dangerous Containers 14-01-070
- Plastic Bags for Garbage 14-01-120
- Placing Signs on Poles 3-01-010
- Garage and Yard Sales 17-06-040
- Location; Permits; Exception 25-01-020
- Garbage Refuse; Pre-Collection Practices 14-01-030
- Outdoor Automotive Storage 14-01-140
- Outdoor Storage 14-01-150
- Trees to be Trimmed 26-01-010
- Hedges and Shrubbery 26-01-020
- Offenses; Nuisances; Procedures Nonexclusive 17-01-100
- Unlawful Growth / Accumulation on Lots 26-03-030
- Water Conservation 28-03-033

# HUMAN RESOURCES

## Human Resources

Once referred to as “Personnel”, the role and functions of Human Resources have rapidly expanded, partly in response to regulatory requirements affecting employers to include such responsibilities as equal employment opportunity programs, health and safety efforts, labor relations, more complex and variable benefit programs, specialized training and development, and a range of organizational development, and career planning programs that had not been considered essential in simpler times.

The HR management strategic role emphasizes that the employees are the most valuable resources and they represent a significant investment in the organization. The operational role of HR management is administrative and tactical in nature; ensuring that there is compliance with City policies, equal employment opportunity and other employment laws and regulations.

### **Mission Statement**

As a strategic partner with City departments, the Human Resources Department seeks to provide our customers with a full range of professional quality services in a timely and cost-efficient manner.

Human Resources will take a leadership role and provide service in support of the City of Alamogordo’s vision by promoting the concept that our employees are our most valuable resource and will be treated as such. We will actively attract, retain, develop and ensure that each individual has an equal opportunity to succeed in the organization.

### **FY2018 Changes and Accomplishments**

Human Resources accomplished a re-write of the City’s Personnel Manual, now referred to as the Employee Manual. The City’s Anti-Drug and Alcohol Policy was also updated and incorporated into the Manual. The Commission approved the Manual effective January 19, 2018. Distribution of the Manual was transitioned to electronic format, reducing the time and cost associated with distributing and updating the Manual going forward. Human Resources also completed a new Safety and Health Manual that was approved and distributed to staff in June 2018. Work is almost complete on the implementation of an electronic, standard performance management system to conduct and track employee performance evaluations. A Safety Coordinator position was established in FY18 in efforts of expanding our safety program with an objective to provide a proactive safety plan and safe workplace environment.

An analysis of our insurance benefits and premiums was completed in FY18. A leader in the industry conducted a thorough analysis of our plan benefits, premiums, and claims history. The insurance provider reported back that they could not meet our current plan premiums or benefits.

# HUMAN RESOURCES

They also indicated their proposal would include premiums approximately 15-20% higher than our July 2018 premiums through the State Plan under NM Risk Management. HR staff will be conducting further analysis of the City's insurance plan during FY2019.

The Dispatch division under the Alamogordo Police Department reclassified one Certified Dispatcher position to a Dispatch Supervisor position. The department had one supervisor position and added the second position to provide leadership coverage sufficient for their 24 hour operation.

The Recreation Center made some adjustments to their Youth Program Staff to include a salary increase to Aide and Assistant positions, the elimination of one seasonal position, and a reduction in overtime. Changes were requested in effort to attract and retain qualified candidates for these positions. This change has been successful and resulted in a small decrease in the department's annual budget. Reclassification of several other positions were also successful in Community Services, Engineering and Public Works.

Effective management of unemployment claims has resulted in a 74% decrease over the past five years. Although our turnover rate has slightly increased, the average tenure of City employees has increased by one year over last year, to 8 years of service.

An employee engagement program was implemented by the City Manager in FY17 that continued into FY18. The program was successful and resulted in several changes made based on employee feedback. Although the cost to continue TinyPulse is prohibitive, we intend to continue an employee feedback system in FY19. The City's employee appreciation program was expanded to include more events. In FY18 we supported a full week of events in September 2017, a holiday event in December 2017, and a spring event in May 2018. We also added a one-year service award to the award program and implemented a quarterly distribution system. The Veteran's Day holiday was added to the list of holidays observed by the City, and the paid holiday benefit was extended to regular part-time staff. City facility and services discounts were extended to employees retiring from the City of Alamogordo in good standing under PERA. Multiple opportunities for leadership and management training were also provided in FY18.

## **FY2019 Projected Changes and Accomplishments**

Funding for a comprehensive salary survey by a third party was budgeted for in FY19. Our objective is to measure the marketability of City employment as compared to our competitors. We also intend to establish an incremental plan for any necessary adjustments over the next few fiscal years.

A reorganization project for Community Services will be completed in FY19. The objectives and process will be similar to the Public Works reorganization project completed in FY17. The

# HUMAN RESOURCES

primary objective is updating job descriptions; and aligning pay grades, salaries, and position requirements within and across departments.

A four-year contract was accomplished with both the AFSCME and APSOA Unions in FY17. A \$0.25 per hour increase will be extended to all union eligible and non-represented employees reaching ten years of service in either FY19 or FY20. Budget funding for the \$0.25 hourly increase was included in the FY19 budget for an estimated 125 recipients. Unions may re-open economic negotiations April 1, 2019.

The City Manager approved several personnel budget requests for FY2019. New positions and reclassifications were approved in Administration, Community Services, Police, Fire and Public Works. All Dispatch positions will be reclassified to a higher pay grade and the Fire Department will change their pay structure from 16.25 hour paid shifts to 24 hour paid shifts. The unpaid sleep period for Firefighters during each 24-hour shift will be compensated, which is common in other Fire Departments.

FY17 and FY18 workers compensation claims included some high cost individual claims resulting in an increase in the City's workers comp mod rate in FY19 from 1.21 to 1.32. The implementation of a new Safety Coordinator position in FY18 is expected to enhance efforts in providing a safer work environment and decreasing workers compensation costs.

The City will continue to offer a competitive benefit plan to include NM PERA Retirement, NM Retiree Health, group health, dental, vision and life insurance plans, Paid Time Off (PTO) leave, and paid holidays. A 4% increase in group health, dental, and vision premiums was included in the FY19 budget. The City intends to continue supporting numerous employee appreciation events throughout the year.

# HUMAN RESOURCES

## Staffing Information and Statistics

### FY2018 BUDGET - EMPLOYEE STATISTICS

TURNOVER RATE - CY2017	19.5%	
AVERAGE # EMPLOYEES - CY2017	366	
AVERAGE TENURE - AUGUST 2018	8	
BUDGETED POSITIONS & FULL-TIME EQUIVALENTS - FY2019	426	393

### VACANCY SAVINGS INFORMATION

	FY2017 PROJ BUDGET	FY2017 ACTUAL BUDGET	DIFFERENCE
WAGES	\$12,980,720	\$12,307,996	\$ (672,724)
BENEFITS	\$ 5,796,997	\$ 5,478,671	\$ (318,326)
TOTAL S & B	\$18,777,717	\$17,786,667	\$ (991,050)

	FY2018 PROJ BUDGET	FY2018 ACTUAL BUDGET	DIFFERENCE
WAGES	\$13,776,751	\$12,782,092	\$ (994,659)
BENEFITS	\$ 6,012,128	\$ 5,264,423	\$ (747,705)
TOTAL S & B	\$19,788,879	\$18,046,515	\$ (1,742,364)

# HUMAN RESOURCES

## Staffing and Compensation Plan

### FY2019 BUDGETED POSITIONS/CLASSIFICATION PLAN

POSITION TITLE	PAY GRADE	FTE	CURRENT ANNUAL BASE SALARY
<b>COMMUNITY SERVICES - CEMETERY</b>			
CEMETERY LABORER	S02	1.00	17,914
CEMETERY SEXTON	S06	1.00	26,883
<b>COMMUNITY SERVICES - CIVIC CENTER</b>			
BEVERAGE SERVERS	NR0	0.15	3,120
BEVERAGE SERVERS	NR0	0.15	3,120
BEVERAGE SERVERS	NR0	0.15	3,120
CIVIC CENTER MAINTENANCE	S04	0.50	10,831
CIVIC CENTER MAINTENANCE	S04	0.50	10,415
CIVIC CENTER SPECIALIST	S07	1.00	26,954
SPECIAL EVENTS MANAGER	NR5	1.00	48,000
<b>ASSISTANT CITY MANAGER - AIRPORT</b>			
AIRPORT LIGHT EQUIP OPERATOR	S05	1.00	23,612
AIRPORT MANAGER	NR5	0.80	44,335
<b>CITY MANAGER - PUBLIC HOUSING AUTHORITY</b>			
PHA ACCOUNTANT	NR6	1.00	37,291
PHA ELIGIBILITY SPECIALIST	NR8	1.00	23,232
PHA MANAGER	NR3	1.00	58,760
PHA OCCUPANCY SPECIALIST	NR7	1.00	25,881
PHA OFFICE ASSISTANT	NR9	1.00	18,720
PHA PROPERTY MGMT COORDINATOR	NR5	1.00	37,856
<b>COMMUNITY SERVICES - GOLF COURSE MAINTENANCE</b>			
GOLF COURSE ASST SUPERINTDT	NR6	1.00	37,476
GOLF COURSE IRRIGATION SPEC.	S05	1.00	23,839
GOLF COURSE LABORER	S02	1.00	18,911
GOLF COURSE LABORER	S02	1.00	18,631
GOLF COURSE LABORER	S02	1.00	17,914
GOLF COURSE LABORER - SEASONAL	S00	0.50	8,580
GOLF COURSE LABORER - SEASONAL	S00	0.50	8,580
GOLF COURSE LABORER - SEASONAL	S00	0.50	8,580

# HUMAN RESOURCES

GOLF COURSE SUPERINTENDENT	NR4	1.00	58,000
MECHANIC JOURNEYMAN	S06	1.00	31,805
<b>CITY MANAGER - PUBLIC HOUSING AUTHORITY MAINTENANCE</b>			
PHA BUILDING MAINTENANCE TECH	NR8	1.00	26,672
PHA BUILDING MAINTENANCE TECH	NR8	1.00	22,888
PHA BUILDING MAINTENANCE TECH	NR8	1.00	23,232
PHA GROUNDS MAINT LABORER	NR9	1.00	18,720
PHA LABORER	NR9	1.00	19,761
PHA MAINTENANCE FOREMAN	NR6	1.00	34,605
<b>PUBLIC WORKS - LANDFILL</b>			
LANDFILL HEAVY EQUIPMENT OPTR	S06	1.00	25,717
LANDFILL HEAVY EQUIPMENT OPTR	S06	1.00	26,103
LANDFILL HEAVY EQUIPMENT OPTR	S06	1.00	24,728
LANDFILL LABORER	S03	1.00	22,862
LANDFILL MECHANIC JOURNEYMAN	S06	1.00	30,001
LANDFILL SUPERVISOR	NR5	1.00	40,604
LANDFILL TECHNICIAN	S05	1.00	26,921
LANDFILL WORKER	S04	1.00	20,829
<b>PUBLIC WORKS - COLLECTION CENTER</b>			
COLLECTION CENTER LABORER	S03	1.00	19,499
COLLECTION CENTER SUPERVISOR	NR6	1.00	32,949
COLLECTION CENTER TECHNICIAN	S04	1.00	20,829
COLLECTION CTR HEAVY EQUIP OP	S06	1.00	21,840
<b>COMMISSION - ELECTED OFFICIALS</b>			
COMMISSIONER	EO	1.00	6,000
COMMISSIONER	EO	1.00	6,000
COMMISSIONER	EO	1.00	6,000
COMMISSIONER	EO	1.00	6,000
COMMISSIONER	EO	1.00	6,000
COMMISSIONER	EO	1.00	6,000
MAYOR AT LARGE	EO	1.00	9,000
<b>MUNICIPAL COURT</b>			
COURT ADMINISTRATOR	MCR	1.00	48,360
DEPUTY COURT CLERK	MCR	1.00	40,569
JUDICIAL AIDE/FILE CLERK	MCR	0.50	10,400
JUDICIAL CLERK	MCR	1.00	28,122

# HUMAN RESOURCES

JUDICIAL SPECIALIST	MCR	1.00	32,935
MUNICIPAL JUDGE	MCR	1.00	41,843
MUNICIPAL JUDGE/SUBSTITUTE	MCR	0.01	1,500
<b>CITY MANAGER</b>			
ASSISTANT CITY MANAGER	EX1	1.00	110,520
CITY MANAGER	EX0	1.00	120,000
COMMUNICATIONS/MARKETING ADMIN	NR5	1.00	46,000
COMMUNICATIONS/MARKETING ASST	NR7	1.00	25,881
EXECUTIVE ASST TO CITY MANAGER	NR6	1.00	32,516
<b>LEGAL</b>			
ASSISTANT CITY ATTORNEY	NR2	1.00	70,000
CITY ATTORNEY	EX1	1.00	90,000
PARALEGAL	NR6	1.00	47,840
PARALEGAL	NR6	1.00	33,280
<b>ASST CITY MANAGER - PROCUREMENT</b>			
CENTRAL RECEIVING ATTENDANT	S04	1.00	20,829
CHIEF PROCUREMENT OFFICER	NR4	1.00	49,720
INVENTORY ADMINISTRATOR	NR7	1.00	31,200
PROCUREMENT SPECIALIST	S07	1.00	32,198
<b>HUMAN RESOURCES</b>			
ADMINISTRATIVE ASST - HR	NR8	1.00	22,008
HUMAN RESOURCES DIRECTOR	EX2	1.00	78,520
HUMAN RESOURCES GENERALIST	NR6	1.00	34,528
HUMAN RESOURCES GENERALIST	NR6	1.00	38,938
SAFETY COORDINATOR	NR4	1.00	44,198
SR HUMAN RESOURCE GENERALIST	NR5	1.00	48,360
<b>PUBLIC WORKS ADMINISTRATION</b>			
DEPUTY PUBLIC WORKS DIRECTOR	NR2	1.00	75,000
DISPATCHER/CLERK	S04	1.00	23,560
EXECUTIVE ASSISTANT-PUBLIC WKS	NR7	1.00	31,200
PUBLIC WORKS DIRECTOR	EX2	1.00	83,520
<b>CITY CLERK</b>			
ADMINISTRATIVE ASST-CITY CLERK	NR8	1.00	23,829
CITY CLERK	EX2	1.00	59,914
DEPUTY CITY CLERK	NR6	1.00	31,200
RECORDS & ARCHIVES CLERK	NR8	0.50	11,444
<b>FINANCE - ACCOUNTING</b>			

# HUMAN RESOURCES

ACCOUNTANT	NR6	1.00	35,768
ACCOUNTING MANAGER	NR4	1.00	60,520
ACCOUNTING TECHNICIAN	NR7	1.00	27,775
ACCOUNTING SPECIALIST	NR7	1.00	28,984
ACCOUNTS PAYABLE SPECIALIST	S05	1.00	25,250
ACCOUNTS PAYABLE SPECIALIST	S05	1.00	22,704
ADMINISTRATIVE ASST-FINANCE	NR8	1.00	22,008
FINANCE DIRECTOR	EX2	1.00	90,000
INTERNAL CONTROL ANALYST	NR6	1.00	30,436
LEAD PAYROLL TECHNICIAN	NR6	1.00	34,208
PAYROLL ACCOUNTING TECHNICIAN	NR7	1.00	28,996

## FINANCE - CUSTOMER SERVICE/UTILITY BILLING

CUSTOMER SERVICE MANAGER	NR4	1.00	50,000
CUSTOMER SERVICE REPRESENTATIVE	S04	1.00	20,829
METER TECHNICIAN	S05	1.00	29,782
METER TECHNICIAN	S05	1.00	23,612
METER TECHNICIAN SUPERVISOR	NR6	1.00	39,130
UTILITY BILLING CLERK	S05	1.00	23,839
UTILITY BILLING CLK/COLLECTION	S06	1.00	26,223
UTILITY BILLING SUPERVISOR	NR6	1.00	40,300

## FINANCE - CUSTOMER SERVICE

CUSTOMER SERVICE SUPERVISOR	NR7	1.00	34,933
CUSTOMER SVC REPRESENTATIVE	S04	1.00	25,498
CUSTOMER SVC REPRESENTATIVE	S04	1.00	20,829

## FIRE DEPT - CODE ENFORCEMENT

CODE ENF ABATEMENT WORKER	S04	1.00	20,829
CODE ENFORCEMENT OFFICER - AFD	S05	1.00	30,875
CODE ENFORCEMENT OFFICER - AFD	S05	1.00	22,704
CODE ENFORCEMENT OFFICER - AFD	S05	1.00	22,704
CODE ENFORCEMENT SUPERVISOR	NR6	1.00	43,995

## PUBLIC WORKS - FACILITY MAINTENANCE

DISPATCHER/CLERK	S04	1.00	27,122
ELECTRICIAN JOURNEYMAN	S09	1.00	33,439
ELECTRICIAN JOURNEYMAN	S09	1.00	34,320
ELECTRONIC TECH APPRENTICE	S04	1.00	21,662
ELECTRONIC TECHNICIAN	S06	1.00	26,103
FACILITY MAINTENANCE FOREMAN	NR5	1.00	46,689

# HUMAN RESOURCES

FACILITY MAINTENANCE HVAC TECH	S06	1.00	25,964
FACILITY MAINTENANCE MANAGER	NR3	1.00	64,817
FACILITY MAINTENANCE POOL TECH	S05	1.00	22,704
FACILITY MAINTENANCE TECHNICIAN	S05	1.00	22,704

## FINANCE - MANAGEMENT INFORMATION SYSTEMS

ADMIN. SECRETARY - M.I.S.	S04	0.50	10,994
COMPUTER SPECIALIST	NR6	1.00	31,653
COMPUTER SPECIALIST	NR6	1.00	30,436
MANAGEMENT INFORMATION SYS MGR	NR3	1.00	68,922
NETWORK ADMINISTRATOR	NR4	1.00	49,920

## PUBLIC WORKS - FLEET MAINTENANCE

FLEET MAINT HEAVY EQUIP MECHANIC	S08	1.00	29,385
FLEET MAINTENANCE MANAGER	NR4	1.00	50,274
FLEET MAINTENANCE PARTS CLERK	S04	1.00	21,987
MECHANIC 1	S06	1.00	26,103
MECHANIC 1	S06	1.00	24,728
MECHANIC 3	S08	1.00	40,296

## ASST CITY MANAGER - PLANNING & ZONING

CITY PLANNER	NR3	1.00	60,000
GRANT COORDINATOR	NR5	1.00	37,582
PLANNING/ZONING ADMIN ASST	NR7	1.00	28,080
PLANNING/ZONING ADMINISTRATOR	NR6	1.00	39,160
ZONING ENFORCEMENT OFFICER	NR6	0.50	15,218

## POLICE DEPT - ANIMAL CONTROL

ANIMAL CONTROL ADMIN ASSISTANT	S04	1.00	20,829
ANIMAL CONTROL KENNEL OFFICER	S02	1.00	18,911
ANIMAL CONTROL KENNEL OFFICER	S02	1.00	18,911
ANIMAL CONTROL MANAGER	NR4	1.00	43,776
ANIMAL CONTROL OFFICER	S05	1.00	26,201
ANIMAL CONTROL OFFICER	S05	1.00	23,612
ANIMAL CONTROL OFFICER	S05	1.00	23,612
ANIMAL CONTROL OFFICER	S05	1.00	22,704

## POLICE/FIRE DEPTS - DISPATCH

APD CERTIFIED DISPATCHER	S07	1.00	41,704
APD CERTIFIED DISPATCHER	S07	1.00	28,302
APD CERTIFIED DISPATCHER	S07	1.00	28,302
APD CERTIFIED DISPATCHER	S07	1.00	28,302

# HUMAN RESOURCES

APD CERTIFIED DISPATCHER	S07	1.00	28,600
APD CERTIFIED DISPATCHER	S07	1.00	32,032
APD CERTIFIED DISPATCHER	S07	1.00	30,888
APD CERTIFIED DISPATCHER	S07	1.00	26,954
APD CERTIFIED DISPATCHER	S07	1.00	26,954
APD DISPATCH SUPERVISOR	NR5	1.00	45,646
APD DISPATCH SUPERVISOR	NR5	1.00	45,646
APD DISPATCHER TRAINEE	S06	1.00	25,964
APD DISPATCHER TRAINEE	S06	1.00	25,964
APD DISPATCHER TRAINEE	S06	1.00	25,964

## POLICE DEPARTMENT

ADMIN ASST/INVENTORY CLK-POLIC	NR8	1.00	26,897
APD ADMINISTRATIVE MANAGER	NR4	1.00	48,034
APD CAPTAIN	R1	1.00	75,817
APD CAPTAIN	R1	1.00	81,671
APD CUSTODIAN/PART-TIME	S03	0.50	9,749
APD DEPUTY POLICE CHIEF	R0	1.00	83,347
APD LIEUTENANT	R2	1.00	60,730
APD LIEUTENANT	R2	1.00	60,730
APD LIEUTENANT	R2	1.00	65,165
APD POLICE CHIEF	EX2	1.00	93,000
APD POLICE OFFICER	PSO	1.00	45,781
APD POLICE OFFICER	PSO	1.00	46,283
APD POLICE OFFICER	PSO	1.00	47,552
APD POLICE OFFICER	PSO	1.00	40,779
APD POLICE OFFICER	PSO	1.00	45,781
APD POLICE OFFICER	PSO	1.00	43,165
APD POLICE OFFICER	PSO	1.00	39,337
APD POLICE OFFICER	PSO	1.00	38,989
APD POLICE OFFICER	PSO	1.00	38,998
APD POLICE OFFICER	PSO	1.00	38,998
APD POLICE OFFICER	PSO	1.00	37,875
APD POLICE OFFICER	PSO	1.00	39,582
APD POLICE OFFICER	PST	1.00	38,421
APD POLICE OFFICER	PSO	1.00	38,183
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	37,875

# HUMAN RESOURCES

APD POLICE OFFICER	PSO	1.00	38,421
APD POLICE OFFICER	PSO	1.00	38,183
APD POLICE OFFICER	PSO	1.00	36,964
APD POLICE OFFICER	PSO	1.00	38,421
APD POLICE OFFICER	PSO	1.00	38,183
APD POLICE OFFICER	PSO	1.00	37,875
APD POLICE OFFICER	PSO	1.00	37,875
APD POLICE OFFICER	PSO	1.00	37,875
APD POLICE OFFICER	PSO	1.00	39,020
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	36,192
APD POLICE OFFICER	PSO	1.00	39,233
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	39,233
APD POLICE OFFICER	PSO	1.00	33,696
APD POLICE OFFICER	PSO	1.00	39,233
APD POLICE OFFICER	PSO	1.00	33,696
APD POLICE OFFICER	PSO	1.00	33,696
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	36,418
APD POLICE OFFICER	PSO	1.00	36,418
APD RECORDS CLERK	S04	1.00	25,670
APD RECORDS CLERK	S04	1.00	25,498
APD RECORDS CLERK	S04	1.00	21,662
APD SERGEANT	PSS	1.00	51,350
APD SERGEANT	PSS	1.00	52,887
APD SERGEANT	PSS	1.00	53,217
APD SERGEANT	PSS	1.00	51,671
APD SERGEANT	PSS	1.00	51,148
APD SERGEANT	PSS	1.00	50,830
APD SERGEANT	PSS	1.00	50,830
APD SERGEANT	PSS	1.00	48,481
EVIDENCE TECHNICIAN	S05	1.00	26,201

# HUMAN RESOURCES

EVIDENCE TECHNICIAN	S05	1.00	23,966
EXECUTIVE ASSISTANT - POLICE	NR7	1.00	30,285

## FIRE DEPARTMENT

ADMINISTRATIVE ASST-FIRE	NR8	1.00	22,008
AFD DEPUTY FIRE CHIEF	FR1	1.00	63,993
AFD FIRE CHIEF	EX2	1.00	85,520
AFD FIRE LIEUTENANT	FR4	1.00	43,937
AFD FIRE LIEUTENANT	FR4	1.00	41,520
AFD FIRE LIEUTENANT	FR4	1.00	40,864
AFD FIREFIGHTER	FFT	1.00	34,260
AFD FIREFIGHTER	FFT	1.00	32,792
AFD FIREFIGHTER	FFT	1.00	32,792
AFD FIREFIGHTER	FFT	1.00	31,193
AFD FIREFIGHTER	FFT	1.00	30,732
AFD FIREFIGHTER	FFT	1.00	30,732
AFD FIREFIGHTER	FFT	1.00	30,732
AFD FIREFIGHTER	FFT	1.00	30,732
AFD FIREFIGHTER	FFT	1.00	30,295
AFD FIREFIGHTER	FFT	1.00	29,130
AFD FIREFIGHTER	FFT	1.00	29,130
AFD FIREFIGHTER	FFT	1.00	29,130
AFD FIREFIGHTER	FFT	1.00	29,130
AFD FIREFIGHTER	FFT	1.00	29,130
AFD FIREFIGHTER	FFT	1.00	29,130
AFD FIREFIGHTER	FFT	1.00	29,130
AFD FIREFIGHTER	FFT	1.00	29,130
AFD FIREFIGHTER	FFT	1.00	29,130
AFD FIREFIGHTER	FFT	1.00	29,130
EXECUTIVE ADMIN ASST - FIRE	NR7	1.00	38,727

## POLICE DEPT - SCHOOL RESOURCE OFFICERS

APD SCHOOL RESOURCE OFFICER	PSO	1.00	48,973
APD SCHOOL RESOURCE OFFICER	PSO	1.00	41,133
APD SCHOOL RESOURCE OFFICER	PSO	1.00	37,845

## ASST CITY MANAGER - ENGINEERING

ENGINEERING MANAGER	NR3	1.00	73,520
GIS/LAND MANAGEMENT COORDINATO	NR5	1.00	47,590
PROJECT MANAGER	NR4	1.00	67,012
PROJECT MANAGER	NR4	1.00	61,661

# HUMAN RESOURCES

PUBLIC WORKS INSPECTOR	S10	1.00	34,208
UTILITY LINE LOCATE TECHNICIAN	S10	1.00	34,208

## **PUBLIC WORKS - STREETS MAINTENANCE**

STREET FOREMAN/GENERAL CONTRAC	NR5	1.00	55,050
STREET MAINTENANCE JOURNEYMAN	S07	1.00	33,078
STREET MAINTENANCE TECHNICIAN	S05	1.00	26,178
STREET MAINTENANCE TECHNICIAN	S05	1.00	30,001
STREET MAINTENANCE TECHNICIAN	S05	1.00	26,599
STREET MAINTENANCE WORKER	S03	1.00	20,801
STREET MAINTENANCE WORKER	S03	1.00	19,499

## **PUBLIC WORKS - WEEDS/DRAINAGE MAINTENANCE**

WEED/DRAINAGE MAINT FOREMAN	NR6	1.00	32,968
WEED/DRAINAGE MAINT LABORER	S02	1.00	21,096
WEED/DRAINAGE MAINT LABORER	S02	1.00	18,631
WEED/DRAINAGE MAINT LABORER	S02	1.00	17,914
WEED/DRAINAGE MAINT TECHNICIAN	S04	1.00	21,662
WEED/DRAINAGE MAINT WORKER	S03	1.00	20,279

## **PUBLIC WORKS - UTILITY MAINTENANCE**

UTILITY MAINT TECH WELDER	S06	1.00	37,408
UTILITY MAINTENANCE FOREMAN	NR5	1.00	50,228
UTILITY MAINTENANCE JOURNEYMAN	S07	1.00	43,330
UTILITY MAINTENANCE LABORER	S04	1.00	22,642
UTILITY MAINTENANCE LABORER	S04	1.00	22,642
UTILITY MAINTENANCE LABORER	S04	1.00	20,829
UTILITY MAINTENANCE SUPERVISOR	NR4	1.00	45,947
UTILITY MAINTENANCE TECHNICIAN	S06	1.00	39,350
UTILITY MAINTENANCE WORKER	S05	1.00	29,001
UTILITY MAINTENANCE WORKER	S05	1.00	28,481

## **PUBLIC WORKS - WASTEWATER TREATMENT PLANT**

WASTEWATER PLANT FOREMAN	NR5	1.00	47,840
WASTEWATER PLANT LABORER	S05	1.00	22,704
WASTEWATER PLANT LABORER	S05	1.00	22,704
WASTEWATER PLANT LABORER	S05	1.00	22,704
WASTEWATER PLANT SUPERVISOR	NR4	1.00	54,080
WASTEWATER PLANT TECHNICIAN	S07	1.00	41,166
WASTEWATER PLANT WORKER	S06	1.00	33,284
WASTEWATER PLANT WORKER	S06	1.00	26,369

# HUMAN RESOURCES

## PUBLIC WORKS - WATER FILTER PLANT

ADMIN ASST-WATER/WW DIVISION	NR8	1.00	29,640
WATER PLANT FOREMAN	NR5	1.00	43,784
WATER PLANT JOURNEYMAN	S08	1.00	47,717
WATER PLANT LABORER	S05	1.00	22,704
WATER PLANT LABORER	S05	1.00	22,704
WATER PLANT LABORER	S05	1.00	22,704
WATER PLANT TECHNICIAN	S07	1.00	42,397
WATER PLANT TECHNICIAN	S07	1.00	40,479
WATER PLANT WORKER	S06	1.00	26,369
WATER PLANT WORKER	S06	1.00	25,717
WATER PLANT WORKER	S06	1.00	25,717
WATER/WW CONTROL SYSTEMS JNMAN	S09	1.00	49,298
WATER PLANT SUPERVISOR	NR4	1.00	67,167

## COMMUNITY SERVICES - RECREATION CENTER

AQUATICS/RECREATION COORDINATO	NR6	1.00	30,436
LIFEGUARD - SEASONAL - 14/WKS	S01	0.14	2,660
LIFEGUARD - SEASONAL - 14/WKS	S01	0.14	2,660
LIFEGUARD - SEASONAL - 14/WKS	S01	0.14	2,660
LIFEGUARD - SEASONAL - 14/WKS	S01	0.14	2,660
LIFEGUARD - SEASONAL - 14/WKS	S01	0.14	2,660
LIFEGUARD - SEASONAL - 14/WKS	S01	0.14	2,660
LIFEGUARD - SEASONAL - 14/WKS	S01	0.14	2,660
LIFEGUARD - SEASONAL - 28/WKS	S01	0.40	8,320
LIFEGUARD - SEASONAL - 28/WKS	S01	0.40	8,320
LIFEGUARD - SEASONAL - 28/WKS	S01	0.40	8,320
LIFEGUARD - SEASONAL - 28/WKS	S01	0.40	8,320
LIFEGUARD - SEASONAL - 28/WKS	S01	0.40	8,320
LIFEGUARD - SEASONAL - 28/WKS	S01	0.40	8,320
LIFEGUARD - SEASONAL - 28/WKS	S01	0.40	8,320
RECREATION AIDE	NR9	0.63	12,285
RECREATION AIDE	NR9	0.63	11,696
RECREATION AIDE	NR9	0.63	11,696
RECREATION AIDE-SEASONAL	S00	0.23	3,960
RECREATION AIDE-SEASONAL	S00	0.23	3,960
RECREATION AIDE-SEASONAL	S00	0.23	3,960
RECREATION AIDE-SEASONAL	S00	0.23	3,600
RECREATION AIDE-SEASONAL	S00	0.23	3,960
RECREATION ASSISTANT	S04	1.00	20,829

# HUMAN RESOURCES

RECREATION ASSISTANT-SEASONAL	S00	0.23	4,063
RECREATION ASSISTANT-SEASONAL	S00	0.23	4,063
RECREATION CASHIER - SEASONAL	S00	0.17	2,625
RECREATION CENTER MAINTENANCE	S04	1.00	21,871
RECREATION CLERK	S03	1.00	20,583
RECREATION CLERK	S03	1.00	20,279
RECREATION CLERK/ PART-TIME	S03	0.73	14,137
RECREATION CLERK/SEASONAL	S00	0.20	3,045
RECREATION CUSTODIAN - SEASONAL	S00	0.15	2,708
RECREATION FACILITY MANAGER	NR4	1.00	48,000
RECREATION TECH II	NR7	1.00	25,881

## COMMUNITY SERVICES - PARKS MAINTENANCE

PARKS FOREMAN	NR6	1.00	32,448
PARKS LABORER	S02	1.00	22,601
PARKS LABORER	S02	1.00	25,616
PARKS LABORER	S02	1.00	17,914
PARKS LABORER	S02	1.00	17,914
PARKS LABORER	S02	1.00	17,914
PARKS LABORER	S02	1.00	17,914
PARKS LABORER	S02	1.00	17,914
PARKS LABORER	S02	1.00	17,914
PARKS LABORER	S02	1.00	17,914
PARKS LABORER	S02	1.00	17,914
PARKS LABORER	S02	1.00	17,914
PARKS LABORER	S02	1.00	17,914
PARKS MAINTENANCE	S05	1.00	29,516
PARKS MAINTENANCE	S05	1.00	30,430
PARKS MAINTENANCE	S05	1.00	26,201
PARKS MAINTENANCE	S05	1.00	32,114
PARKS MAINTENANCE	S05	1.00	24,486
PARKS MAINTENANCE	S05	1.00	22,704
PARKS MAINTENANCE	S05	1.00	22,704
PARKS MAINTENANCE/WELDER	S05	1.00	23,612
PARKS MECHANIC	S06	1.00	32,410
PARKS SUPERVISOR	NR5	1.00	54,067

## COMMUNITY SERVICES - ALAMEDA PARK ZOO

ZOO CURATOR	NR5	1.00	45,820
ZOO EDUCATION COOR/ADMIN ASST	S06	1.00	24,728
ZOO FACILITY SUPPORT ASSISTANT	S03	1.00	27,716

# HUMAN RESOURCES

ZOO GIFT SHOP CASHIER	NR0	0.73	11,537
ZOO MAINTENANCE TECHNICIAN	S05	1.00	23,966
ZOO MANAGER	NR4	1.00	52,000
ZOOKEEPER FULL-TIME	S05	1.00	24,685
ZOOKEEPER FULL-TIME	S05	1.00	22,704
ZOOKEEPER FULL-TIME	S05	1.00	22,704
ZOOKEEPER FULL-TIME	S05	1.00	22,704

## COMMUNITY SERVICES - ADMINISTRATION

COMMUNITY SERVICES DIRECTOR	EX2	1.00	78,000
EXECUTIVE ASST-COMMUNITY SVCS	NR7	1.00	36,177

## COMMUNITY SERVICES - PUBLIC LIBRARY

HEAD OF CIRCULATION/ADMIN SUPP	NR6	1.00	45,092
LIBRARY ASSISTANT	S05	1.00	26,073
LIBRARY CLERK	S04	1.00	27,452
LIBRARY CLERK	S04	1.00	27,452
LIBRARY CLERK	S04	0.63	15,197
LIBRARY CLERK	S04	1.00	23,167
LIBRARY CLERK	S04	0.50	10,935
LIBRARY CLERK - CHILDREN'S	S04	0.63	13,018
LIBRARY MAINTENANCE	S04	0.75	18,766
LIBRARY MANAGER	NR4	1.00	48,214
LIBRARY PAGE	S01	0.47	8,129
LIBRARY PAGE	S01	0.47	8,009
LIBRARY PAGE	S01	0.47	7,701
LIBRARY PAGE	S01	0.47	7,701
LIBRARY-CATALOGER	NR6	1.00	40,869
REFERENCE LIBRARIAN	NR6	1.00	33,092
REFERENCE LIBRARIAN	NR6	1.00	30,436
YOUTH SERVICES LIBRARIAN	NR6	1.00	43,829

## PUBLIC WORKS - UTILITY CONSTRUCTION

UTILITY CONST TECHNICIAN	S06	1.00	31,720
UTILITY CONSTRUCTION FOREMAN	NR5	1.00	46,618
UTILITY CONSTRUCTION LABORER	S04	1.00	26,658
UTILITY CONSTRUCTION LABORER	S04	1.00	20,829
UTILITY CONSTRUCTION LABORER	S04	1.00	20,829
UTILITY CONSTRUCTION LABORER	S04	1.00	20,829
UTILITY CONSTRUCTION LABORER	S04	1.00	20,829

# HUMAN RESOURCES

UTILITY CONSTRUCTION LABORER	S04	1.00	20,829
UTILITY CONSTRUCTION LABORER	S04	1.00	20,829
UTILITY CONSTRUCTION LABORER	S04	1.00	20,829
UTILITY CONSTRUCTION LABORER	S04	1.00	20,829
UTILITY CONSTRUCTION LABORER	S04	1.00	20,829
UTILITY CONSTRUCTION LABORER	S04	1.00	20,829
UTILITY CONSTRUCTION TECHNICIAN	S06	1.00	24,728
UTILITY/STREETS CONST MANAGER	NR3	1.00	64,000

## COMMUNITY SERVICES - SENIOR CENTER/HOME SERVICES

HOME SERVICES SUPERVISOR	NR6	1.00	40,981
NUTRITION COORD/PROGRAM AIDE	S03	1.00	25,361

## COMMUNITY SERVICES - SENIOR CENTER/KITCHEN

ASST FOOD SERVICES ADMINISTRAT	NR7	1.00	25,881
FOOD SERVICES ADMINISTRATOR	NR5	1.00	43,000
KITCHEN AIDE-FT	S02	1.00	22,127
KITCHEN AIDE-PT	S02	0.50	8,957
KITCHEN AIDE/CUSTODIAN-FT	S02	1.00	18,631
KITCHEN COOK	S04	1.00	23,186
MEALS ON WHEELS AIDE	S01	0.63	10,978

## COMMUNITY SERVICES - SENIOR CENTER/SENIOR SERVICES

RECEPTIONIST - SENIOR CENTER	S03	1.00	20,829
SENIOR CENTER DATA ENTRY CLERK	NR9	0.63	11,696
SENIOR CENTER MAINTENANCE	S04	1.00	27,888
SENIOR CTR INFO/RESOURCE COOR	S05	1.00	22,912
SENIOR CTR PROGRAM AIDE/DRIVER	S03	1.00	20,583
SENIOR CTR PROGRAM AIDE/DRIVER	S03	1.00	19,499
SENIOR SERVICES SUPERVISOR	NR6	1.00	31,958
SENIOR HOMEMAKER	NR8	0.73	15,956
SENIOR CENTER FITNESS COORDINATOR	NR8	0.48	10,454

## COMMUNITY SERVICES - SENIOR CENTER ADMINISTRATION

ADMINISTRATIVE ASST-SENIOR CTR	NR7	1.00	28,659
SENIOR CENTER MANAGER	NR3	1.00	55,000

## COMMUNITY SERVICES - RETIRED SENIOR VOLUNTEER PROGRAM

RSVP VOLUNTEER COORDINATOR	S05	1.00	22,704
SENIOR VOL. PROGRAMS ADMINISTR	NR6	1.00	31,653
SCP/FGP VOLUNTEER COORDINATOR	S05	1.00	25,946

# HUMAN RESOURCES

TOTAL POSITIONS	426	393	\$13,243,721
-----------------	-----	-----	--------------

**NOTE:** Current annual base salary reflects actual base salary as of 08/03/2018, and does not include add rates such as physical fitness pay, bilingual pay, acting pay, etc.

# POLICE DEPARTMENT

## Police Department



2017 was another transformative year for the Alamogordo Police Department (APD). Chief Brian Peete was sworn in in April 2018 taking the helm from Chief K. Daron Syling who guided the Department through one of its most difficult times. Chief Peete is a United States Air Force veteran who comes to Alamogordo from Chicago, IL.

In January 2018, APD was re-accredited by the New Mexico Law Enforcement Professional Standards Council (NMLEPSC) for another 3 years. NMLEPSC accreditation is voluntary ongoing process whereby agencies evaluate policy and procedure against established criteria and have compliance of that criteria verified by an independent and authoritative body. The process includes an in-depth on-site assessment where the auditing team spends days conducting community interviews, and reviewing written materials, examining policies, procedures, and protocols of the Department and compares them with 200 professional standards set by the industry. Of over 200 police departments in the State of New Mexico, only 20 agencies have achieved this designation.

In April and May 2018, hard work from the City's new Grants Coordinator in collaboration with APD resulted in the Department being awarded a large Bureau of Justice Assistance (BJA) grant from the U.S. Department of Justice to establish a Crisis Intervention Training (CIT) model. CIT is a community-based approach that provides police officers, dispatchers, and first responders with essential tools designed to de-escalate interactions with people suffering from mental illness who are in crisis. APD competed with 16 larger agencies and was selected in part because of the commitment and level of support from the City and County's mental health providers. This grant will allow for APD to train its own officers, as well as officers in the area and state, in Crisis Intervention de-escalation.

# POLICE DEPARTMENT

Also, in May 2018, the City passed an ordinance whereas APD now can search local pawn shops and other internet sites for stolen property through LeadsOnline. This is a significant investigative tool our department can use in investigating robberies and burglaries which occur in our community.

APD has hosted its annual DARE graduation and picnic at the Alameda Park Zoo and was sponsored by the Gerald Champion Regional Medical Center to hold a Bike Rodeo where officers gave bike safety tips to kids and families. Additionally, a commercial design video was developed and filmed for APD recruitment. The video will highlight many City attractions and stars several of APD's finest.



The Department would also like to thank the community, civic, and business organizations for their generosity and support. We would especially like to recognize:

- The Otero County Law Enforcement Appreciation Committee for continuous support
- Christ Community Church DARE to 5K for their DARE program contribution of \$5,300,
- Vested Interest in K9s, Inc, for their charitable donation of bullet and stab protective vests
- The XI Alpha Chi Chapter of Alamogordo Beta Sigma Phi for their donation to the DARE program
- Aftermath Services LLC for a \$4,000 grant to the K9 program
- The National Police Dog Foundation and Code 3 Services for K9 heat alarm systems
- The Kiwanis Club of Alamogordo for its \$300 donation to APD



# POLICE DEPARTMENT

The Alamogordo Police Department has adopted new Vision, Mission and Value statements which will serve as the Department's foundation and guiding principles in directing its priorities:

*Vision:* To be recognized as a national model of excellence in public service and as the premier law enforcement and animal control agency in the state.

*Mission:* We are professionals who will strive every day to provide the best possible service to our community. We will implement effective strategies that reduce crime, the fear of crime, and advocate for animals and their care.

*Values:*

*Integrity-* To always do the right thing. We will be truthful; free from bias, discrimination, deceit and preferential treatment.

*Professionalism-* To conduct ourselves in a mutually respectful manner which preserves dignity for all and is deserving of the public's trust.

*Proficiency-* Competence and legitimacy through constant pursuit of knowledge and development.

*Pride-* We will take pride in our profession, department, self and community.

*Wellness and Safety-* To champion initiatives that are designed to provide the public and our personnel the tools needed to sustain physical and mental well-being.

## Police Department Divisions

The Alamogordo Police Department's Law Enforcement arm is divided into two major divisions: The Patrol Division and the Special Services Division. The Patrol Division is responsible for day-to-day police operations and calls for service. The Special Services division supports and supplements the patrol mission.



### Patrol Division

The Patrol Division of the Alamogordo Police Department is the largest division within our department. The Patrol Division is comprised of two (2) Lieutenants, four (4) Sergeants and 28 Officers. The APD Patrol Division is a 24/7, 365-day operation. The priority of the patrol division is to enhance the health, safety and welfare of our community through proactive

# POLICE DEPARTMENT

patrol techniques. The Patrol Division is the initial response for all police calls for service. Our uniformed patrol division also provides support when needed for our local ambulance service and the Alamogordo Fire Department during medical and fire emergencies.

The APD patrol assignments are divided by patrol districts with officers being assigned to the North or South side patrol districts. Often additional officers are assigned to a center district allowing for an overlap in patrol coverage. Officers are assigned to specific patrol districts to reduce response times to calls. Specific patrol districts also allow officers to learn and establish patterns within their area of responsibility and assist in proactive patrol tactics.

## Communications

APD is responsible for the City of Alamogordo's Public Safety Answering Point (PSAP). 911 calls made within the city limits to include Police, Fire and Medical emergencies. Non-emergency calls for service are also handled by our dispatch center. APD dispatch is allotted 13 full time dispatchers to handle the around the clock operation. The emergency dispatcher is often the true first responder to an emergency, offering emergency medical direction or directing victims to safety while sending emergency responders to assist. They are truly "the angels on our shoulders."

### Total Dispatch Calls for Service:

2015	2016	2017	2018 YTD
45,805	38,258	37,525	28,022

## Special Services Division

The Special Services Division supports and supplements the Patrol Division. Both divisions work together allowing for a practical division of work. Special Services Division includes, Investigations, Training, Community Relations and Animal Control.

### Investigations

The investigations section is comprised of one Lieutenant, one Sergeant and currently four detectives. Detectives are assigned to major cases and cases that require lengthy follow-up, or special tools or skills. APD has one detective on-call at all times, and in the event of a major case or incident additional detectives are called to assist with the scene. The evidence section of the Alamogordo Police Department is under supervision of the Investigations Lieutenant.

APD detectives and officers have attended training in child abuse investigations. Working closely with child forensic interviewers from Kids, Inc, APD has increased the number of child forensic interviews

# POLICE DEPARTMENT

to ensure the safety of children during alleged child abuse investigations. The numbers below are an indicator of the working relationships between APD and Kids, Inc.

## Child Forensic Interview Conducted for APD

2015	2016	2017	2018 YTD
82	134	177	87

## Training and Community Relations

In efforts to provide the best trained law enforcement professionals to our community, APD has dedicated one full-time officer to oversee training initiative for our agency. The full-time Training Officer is responsible for in-service and advanced training scheduling. The Training Officer is under the direct supervision of the Community Relations Sergeant. All officers are required to complete mandatory training hours to maintain their state certification. Some of the required training includes; Safe Pursuit Act, firearms qualifications and updates, child abuse investigation, Child Safety Act, dealing with the mentally impaired and hate crimes. Recent advanced training initiatives include; advanced handgun, response to active shooters, emergency vehicle operations instructor, use of force instructor, defensive tactics instructors, advanced interview techniques, child car seat technician and DARE instructor, to name a few.



Our training section has also developed and instructs a Pre-Academy for all new officers of the Alamogordo Police Department. The Alamogordo Police Department sends officers to become instructors in almost every area of law enforcement. The on-staff instructors are coordinated by the training section to deliver quality state accredited instruction to the new officers and veteran officers of the department. Community relations is the cornerstone of the ongoing positive relationships with our citizens and other agencies. The Community Relations Sergeant oversees the school resource officers. APD and Alamogordo Public Schools negotiate an annual contract to place full-time police officers in our high school and middle schools. School resource officers are also required to become DARE instructors. The DARE program (Drug Abuse Resistance and Education) is given to the fifth-grade students of our local elementary schools. This program initiates a positive relationship with the youth of our community at the early stages of their education.

Community relations is also responsible for all public events conducted by APD. The events include: community car seat clinics, Leadership Otero and Jr. Leadership Otero, Juvenile Drug Court, Take Back

# POLICE DEPARTMENT

the Night, 4th Fridays, Military Appreciation Day, Special Olympics Law Enforcement Torch Run, school sporting events / activities and various other events and speaking engagements performed by APD.

In the effort to maintain a strong community policing philosophy, APD is committed to supporting full-time community relations outreach. Positive community relationships are a requirement for any law enforcement agency to be successful. APD will continue to look for new and innovative community relations tools.

## **Animal Control**

Animal Control for the City of Alamogordo falls under the special services section. APD is very proud of the operations performed by Animal Control. In combined efforts with local animal rescues and activist groups, Animal Control has developed a positive environment for our animal friends, and works diligently to adopt animals that enter the shelter and are not claimed. This includes sending animals to various rescues to increase the probability of adoption of the animal.

### **Calls for Animal Control Officer Service:**

2015	2016	2017	2018 YTD
3079	2589	2999	1309

## **Administration**

The final departments in the Alamogordo Police Department fall directly under the administrative staff. Our civilian records section is comprised of three full time employees who handle all walk-in customer traffic. Our records staff is responsible for the maintenance of our reporting system, as well as our Uniform Crime Reports. The final administrative position is a new position that answers directly to the Deputy Chief. This position is the Administrative Sergeant. This position is responsible for actively applying for grants that APD may be eligible to receive. The administrative sergeant also monitors all grants that are currently awarded to APD to ensure we remain in compliance with grant requirements.

# POLICE DEPARTMENT

## **Promotions and New Hires**

Attaining levels in leadership is difficult in any organization, but especially hard in law enforcement. It takes a mastery of legal and procedural knowledge as well as interpersonal leadership. APD command staff and would like to recognize the following individuals who were promoted and hired in 2017:

Lt. Richard Denton, Patrol  
Lt. David McColley, Patrol  
Sgt. Rodney Scharmack, Patrol  
Sgt. Eliza Fernandez, Patrol  
Don Brockett, Dispatch Supervisor  
Melody Sparks, Dispatch Supervisor  
Desiree McKay, Dispatch  
Carie Hayhurst, Dispatch  
Officer Mitchell Martin, Patrol  
Officer Edgar Soto, Patrol  
Officer Juan Carlos Hernandez, Patrol  
Officer Christoph Wallenstein, Patrol

## **Awards and Recognition**

APD command staff would like to recognize the following individuals for outstanding work and going above and beyond in the performance of their duties:

Officer Mauricio Puente, Patrol: Recognized by CYFD Children Youth and Families Department for protecting and serving children, April 2017

Officer John Goepfert recognized by CYFD Children Youth and Families Department for protecting and serving children, April 2018

Officer Mauricio Puente nominated APD's OCLEAC Officer of the Year, May 2018

Kerry Marie Krzenski, Dispatch: Heart of the City, May 2018

Officer James Guinn, SRO: Heart of the City, March 2018

# PUBLIC HOUSING AUTHORITY

## Public Housing Authority

Established in 1955, the mission of the Housing Authority of the City of Alamogordo (Housing Authority) is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. The Housing Authority accomplishes this mission by administering the conventional public housing program funded and regulated by the Department of Housing and Urban Development (HUD). In order to be eligible for the program, the total household income must be under 80% of the median area income, along with meeting other criteria. This program is administered at two separate developments and one scattered site.



The two public housing developments are Alta Vista and Plaza Hacienda. Alta Vista opened in 1955 and has 70 housing units including 1 bedroom, 2-bedroom, 3 bedroom and 4 bedroom units. Alta Vista offers residents individual fenced privacy yards, a playground and a laundry facility. Plaza Hacienda opened in 1970 and has 150 housing units including efficiency, 1 bedroom, 2-bedroom, 3 bedroom and 4 bedroom units. Plaza Hacienda offers residents a limited number of handicap accessible units and access to a playground. There is one scattered site public housing unit which is a standalone house located in the community.

The Housing Authority is governed by the Housing Authority Advisory Board and the Alamogordo City Commission. The Housing Authority Advisory Board meets every third Wednesday of the month at 5:00 at the main office located at 104 Avenida Amigos. The board makes recommendations to the City Commission on all housing related issues including policies, plans and budgets. The City Commission has final approval on all Housing Authority matters. Since all of the funding for the Housing Authority comes directly from HUD, the department maintains close oversight on all operations to ensure compliance with the 24CFR, the section of the Code of Federal Regulations which governs the Housing Authority.

In fiscal year 2018, the Housing Authority began the planning for phase 2 of a project to reroof 6 buildings at Alta Vista. This work included removing a large portion of the decking and repairing the trusses underneath. There will also be a replacement of the roofing at the Main Office and the Maintenance Shop. The Housing Authority also completed a replacement of inoperable plumbing at Plaza Hacienda. In fiscal year 2019, we will look to complete phase 2 of the Alta Vista reroof and begin design work on the replacement of windows at both complexes. The Housing Authority will also continue to address plumbing inadequacies and work to increase parking availability and aesthetics at Alta Vista.

In fiscal year 2019, the Housing Authority will continue to work to be 100% occupied. We plan to continue our outreach marketing through various media outlets. Management will be directing the effort to create a resident advisory board. The Housing Authority Advisory Board will be looking at developing a new program to utilize the funds that belong to the old Homeownership program.

# PUBLIC HOUSING AUTHORITY

<b>Housing Authority Statistics</b>			
Applications Distributed	610		
Applications Returned	158		
Return Rate	25.9%		
<b>Month</b>	<b>Units Available</b>	<b>Units Leased</b>	<b>Percentage</b>
July	221	216	97.94%
August	221	215	97.29%
September	221	215	97.29%
October	221	215	97.29%
November	221	215	97.29%
December	221	215	97.29%
January	221	217	98.19%
February	221	217	98.19%
March	221	212	95.92%
April	221	214	96.83%
May	221	213	96.38%
June	221	215	97.29%
Total for FY2018	2,652	2,579	97.25%

# PUBLIC WORKS

## Public Works

The Department of Public Works supports and enhances a high quality of life for the City's residents, businesses and visitors by providing well planned, environmentally sensitive, cost effective infrastructure and services to promote public health, personal safety, transportation, economic growth and civic vitality. The department is committed to the planning and implementation of the policies, goals, and objectives as established by the City Commission and the City Manager. It is our inherent duty to preserve and protect the City's major investment in its infrastructure so that we may realize the maximum possible benefit of its intended purpose. The department's mission is accomplished through the prudent use of resources, technology, innovations, teamwork and coordination with other service providers in the City.

### **Fleet Management Division**

Provides for all operational aspects of the City of Alamogordo's fleet of vehicles and equipment. This includes procurement, maintenance, insuring and disposal, thus allowing other departments/divisions to perform their missions.

The Fleet Management Division exists solely for the purpose of providing a fleet of reliable, safe, and well-maintained vehicles and equipment to all City of Alamogordo divisions. Fleet Maintenance services and maintains over 500 vehicles and pieces of equipment to include all heavy equipment, police units and fire apparatus. The division provide 24-hour road call service to better serve all our City customers. The City has many Departments such as Public Works, Police and Fire Departments that work around the clock. Fleet Maintenance is committed to serve them if something happens after hours for their safety as well as the safety of our citizens. In the last year the Fleet Manager and his Parts Specialist have been involved with the Vehicle Replacement Committee. Effective with fiscal year 2019 budget a policy is in place that will assist with determining when vehicles and equipment are replaced. Fleet Maintenance is working with multiple departments to standardize our heavy trucks and equipment. By standardizing our heavy trucks and equipment fleet will be able to better train its mechanics and better serve our City customers.



### **The Facility Maintenance Division**

This division's fundamental role is providing quality repairs and maintenance services to City owned facilities including permanent building structures, traffic lights, alarm systems, radio and telephone.

# PUBLIC WORKS

Minor maintenance and repair services include structural, mechanical and electrical services, carpentry, plumbing, painting, heating and cooling repairs and maintenance.

Our mission is to provide a professional service to all city departments and their employees, as well as the citizens of Alamogordo by maintaining all city owned equipment and buildings to the best of our ability. To accomplish this, we will strive to maintain a highly professional and knowledgeable staff.

Facility Maintenance completed a total of 2,250 work orders for this calendar year. The projects continue, and we are dedicated to providing the best quality available to all of our projects.

Highlighting some of the work Facility Maintenance has completed over the past year:

- Assisted with installation of new main service disconnect at City Hall to bring up to code for the new generator and to finish project. Also replaced main breakers associated with project.
- Installed new LED lighting in several locations throughout the city.
- Installed the new service and all the electric for the new stage at Washington park.
- Installed a new service for the cart away project in the city yard.
- Worked with contractor on the installation of the new LED lights for the hockey rink and the skate park over in Washington park.
- Installed camera systems at the Senior Center, Civic Center, Police Department, Animal Control, Courts at City Hall, and Recreation Center.
- Installed crosswalk signals at 10<sup>th</sup> /Oregon, 14<sup>th</sup> /Cuba, and 9<sup>th</sup> /Oregon.
- Rewired the intersection at 10<sup>th</sup> /College.
- Replaced the cooling unit on the walk-in freezer at the Zoo.
- Helped with the installation of the 20-ton HVAC unit at City Hall.
- Helped with the installation of the new HVAC unit for the civic center.
- Installed foam insulation in the ceiling of the City Manager's office.
- Removed several desks and installed new ones for the remodel at City Hall.
- Painted downstairs hallway and booking rooms at Police Department.
- Dismantled old monkey exhibit at the Zoo.
- Formed and poured concrete for the new storage building at the Library.
- Installed air-line at Fire Station 6.
- Installed air to new lift at Fleet Maintenance.
- Dug trench for the gas line to generator at Upper Heights radio site. Poured a concrete slab and installed generator at Upper Heights radio site.
- Repaired a wall after a police chase at 8<sup>th</sup> / Delaware.
- Replaced the filter in the splash park
- Had East wall repaired around the pool.
- Had a new chemical controller installed at the pool for better control of chemical feed.

# PUBLIC WORKS

## **The Streets Maintenance Division**

Streets Maintenance is responsible for most street and alley related maintenance including but not limited to concrete and asphalt repair, sign and street marking maintenance, street sweeping, alley and dirt road maintenance, and even some City building construction and demolition.

Our mission is to provide unparalleled service by fostering an organizational environment that encourages a commitment to teamwork and to the efficient delivery of quality municipal services to all of our citizens; to strive to be consistent in the efficient and effective maintenance of our streets, alley and any other area entrusted to this department, ensuring quality and safety for our citizens.

The Street Maintenance Department completed 1444 work orders for sweeping, 1060 work orders for pothole patching, 256 work orders for street sign maintenance, 5 work orders for street striping, and 1 work order for raised pavement markers, and purchased and laid approximately 205 tons of Hot Mix Asphalt.

The Street Maintenance department was also involved in the demolition of the old Monkey Cage building at the zoo, which was completed within a short time frame, safely and at a significant cost savings to the City over contracting the work.

The Street Maintenance Department also designed, and with help from the Drainage Department constructed the Washington Park Covered Stage which considering its complexity was completed within a short time frame, safely and also at a significant cost savings to the City over contracting the work.

The Street Maintenance Department also purchased and installed a Cart-A-Way Concrete Plant in the Public Works Yard. This plant will be used by all Public Works crews in order to save time and cost with small concrete projects and repairs.

This department of 7 full time regular employees plus 1 Manager, who also manages 3 other departments, completed a total of 3106 work orders in 2017.

## **The Drainage Maintenance Division**

Drainage Maintenance is responsible for maintaining most of the City drainage right-of-ways with respect to debris and trash removal, weed spraying and cutting, soil stabilization, and minor dam maintenance and construction.

Our primary mission is to maintain the city's storm drainage system. By doing so we reduce the danger of property damage to the drainage system, community and keep the cost of flood insurance to a minimum.

# PUBLIC WORKS

This department is also responsible for weed maintenance and removal on all City owned property and right-of ways including City streets, City wide Mosquito control in the form of larviciding, and City-wide Graffiti removal. Additionally, the department supports the Street Maintenance department with equipment and personnel for large projects.

During fiscal year 2017 the Drainage Maintenance Department completed 490 work orders for weed spraying, 352 work orders for weed cutting, and 175 work orders for storm drain cleaning. They also completed 119 work orders for larviciding, and 78 work orders for Graffiti removal.

This small department of 6 full time regular employees completed 1709 weed and drainage related work orders.

## **The Water Filter Division**

Water Filter is committed to providing customers with the best water quality available. We are proud to report that last year drinking water met all applicable health standards regulated by the State and Environmental Protection Agency. These standards are met through continuous round the clock monitoring in conjunction with collecting over 1300 regulatory samples. In 2017, the Water Filter Division treated and distributed approximately 1.5 billion



gallons of water through our 13,117 water customer connections. The highest maximum daily production for 2017 was 6.9 million gallons on July 9<sup>th</sup> with the average being 4.3 million gallons per day. Managing this number is important because our water system can only pump, treat and distribute a certain amount of water at one time before the customer demand can no longer be met. The water treatment plants are capable of treating 8.5 million gallons per day, but the well field is only capable of supplying 3.5 million gallons in a single day.

## **The Wastewater Reclamation Division**

Wastewater Reclamation collects sanitary waste from our 12,321 wastewater customer connections. This is done through a system of wastewater mains and lift stations that connect to the wastewater plant located on Airport Rd. This sewage is then treated through a Sequencing Batch Reactor (SBR) process and disinfected and returned back to the City's green spaces such as the Golf Course, Parks, pivot irrigation system and schools. In 2017, the Wastewater Reclamation Division treated over 793 million gallons of raw sewage, applied over



# PUBLIC WORKS

380 dry metric tons of sludge and successfully reclaimed 592 million gallons of water for the green spaces. The remainder of the reclaimed water is distributed to section 16 for evaporation during periods of low demand. This was all accomplished while operating within the State and Environmental Protection Agency mandated guidelines with no reportable violations.

## The Utility Maintenance Division



Utility Maintenance performs regular maintenance on the water distribution, wastewater collection and reclaimed distribution systems. This includes activities such as jetting sewer mains to remove buildup and other debris, utility locates, service line repairs, hydrant repairs, valve maintenance, and meter can replacement, placement of concrete collars, valve operation, manhole inspection and emergency water main repairs. During 2017 utility maintenance staff completed 56 emergency water main repairs, 2236 service line repairs and replacements, repaired or replaced 10 fire hydrants while tending to 146 sewer collection system calls that required the vac-truck and completed over 5200 work orders.

## The Utility Construction Division

Utility Construction is responsible for the construction and or replacement of the City's aging infrastructure which includes raising and replacing manholes, curb and gutter replacement, water and sewer pipeline installation and replacement and pavement repairs behind the Utility Maintenance Division. In 2017 the Utility Construction Division staff completed over 1130 work orders which consisted of applying more than 1750 tons of asphalt and installed and finished over 129 cubic yards of concrete. They also assist the Utility Maintenance Division with the maintenance of over 295 miles of water mains, over 215 miles of sewer lines, over 25 miles of reclaimed water mains. They are also called upon for several special projects that require their expertise and machinery such as preparing the grounds at the High School for the Big Give project, prepped and paved 4<sup>th</sup> St between Maryland and Delaware, constructed retaining wall and asphalt at the Recreation Center, replaced numerous valves on the Golf Course west nine irrigation system, successfully dismantled the old bowling alley, and safely removed the debris from the fire at Kids Kingdom. Currently, Utility Construction Division staff is working on the installation of taps for the Family Fun Center, replacing valves on the Golf Course east nine, transporting soil from the ponds to various parks, constructing a new cart path that permits access to the well and omitting in pond 4 and Demolition of various dilapidated structures throughout the City.



# PUBLIC WORKS

## **The Public Works Solid Waste Collections Center (Convenience Center)**

Solid Waste Collections Center is responsible for receiving solid waste and green waste from the residents of the City of Alamogordo. This waste is containerized and hauled to the Otero-Greentree Landfill. Most of the waste is brought to the Collections Center location, however, 30 and 40 Cubic Yard containers are also delivered to various locations within that City to accommodate large quantities on location.

Responsibilities for this department are routine with weighing incoming vehicles, directing them where to dump, chipping much of the green waste and hauling the full containers to the Landfill for dumping and disposal. They also are responsible for the collection and disposal of white goods brought into the facility. The supervisor also has discretion to go around the community and clean up overlooked areas such as the desert in and around the Airport or dropping off large roll off containers for various events held throughout the City.

This department has a supervisor, and three full time regular employees that handle the Collection center and everything coming into the facility.

The total received solid waste tons at the facility for 2017 was 3476 tons at the collection center. However, with the addition of special projects hauled a total of 3913 tons in 692 containers to the Otero-Lincoln, helped 14,900 Citizens at the Collection center and collected and recycled 4,125 gallons of oil. They also maintain and collect trash in various areas around the City such as New York for example.

## **The Otero-Greentree Landfill**

Otero-Greentree Landfill is part owned by the City of Alamogordo and operated by the City of Alamogordo Public Works Division. This department's routine mission is to receive and dispose of solid waste originating in Otero and Lincoln Counties in accordance with New Mexico Environment Department- Solid Waste Division rules.

This facility is also permitted to receive Asbestos waste which can originate anywhere as long as it follows proper environmental, Solid Waste Bureau, and transportation rules.

This department also has the ability to sell red sand that is native to the area and used mainly for horse racing tracks, sandbags, and gardening. However, the facility is required to pay the New Mexico State Mines and Minerals division a royalty fee for the sale of this material

The routine responsibilities include scaling (weighing), incoming solid waste layering and compacting that waste, covering the waste and doing all of this while following very strict environmental rules for blowing trash, air quality, groundwater monitoring, methane gas monitoring, and mapping the areas of disposal.

For calendar year 2017 the Landfill received 85,056.67 tons of solid waste and 849005 Cubic Yards of asbestos, sold 2096.84 tons of sand, and generated a total revenue of \$2,740,882.75. .

