



Regular Governing Body Meeting
City of Rio Rancho
AGENDA
June 8, 2023
6:00 PM
Council Chambers

Governing Body Members

Greggory D. Hull, Mayor	Paul Wymer, Councilor District 4
Jim Owen, Councilor District 1	Karissa Culbreath, Councilor District 5
Jeremy Lenentine, Councilor District 2	Vacant, Councilor District 6
Bob Tyler, Councilor District 3	

Meeting Information

This meeting will be conducted in-person and virtually, as well as, streamed live on the City of Rio Rancho website at <https://rrnm.gov/2303/Watch-and-Download-City-Meetings>

Public comment on agenda items can be taken in-person or remotely via Zoom meeting software with the access information below.

Join by Computer:

<https://us06web.zoom.us/j/85302353741?pwd=bWp1QXliSGJoeHhJaGV0czF4MDN0UT09>

Meeting ID 853 0235 3741

Passcode 789419

Join by Phone:

Dial 1-720-707-2699 US then enter the Meeting ID and Passcode above

Call to Order and Pledge of Allegiance

Proclamations and Awards of Merit

Public Forum

Pursuant to Section 30.06 Rio Rancho Municipal Code, this section of the agenda is conducted as follows:

(A) Public forum. Any person wishing to address the governing body on any item which is not on the agenda, shall register with the City Clerk within 15 minutes before the beginning of the meeting.

Speakers shall be recognized in the order of registration with the City Clerk.

(B) Manner of address. Each person shall seek the recognition of the presiding officer. Each person shall give his name and address. Comments or questions shall be addressed to the governing body as a whole through the presiding officer and not to any members thereof. No person shall enter into any discussion without the permission of the presiding officer.

(C) Time limit. The presiding officer may place a limit on the amount of time any person may speak after being recognized.

*Must be in-person to participate under Public forum. Remote access is not available.

Comments by Councilors

Consent Calendar

There will be no discussion of these items unless a Governing Body Member so requests, in which event the item will be moved to a discussion item on the regular agenda.

- 1.** [Minutes of May 25, 2023 Regular Meeting](#)
[Minutes of May 25, 2023 Regular Meeting](#)

- 2.** [R73, Resolution Authorizing a Budget Adjustment to the Police Department Fleet Maintenance Budget for Insured Repair of a Police Patrol Vehicle](#)
[Resolution](#)

- 3.** [R74, Resolution Authorizing a Budget Adjustment to the Sandoval County Regional Communication Center Fund 280](#)
[Resolution](#)

Boards and Commissions

Public Hearings

Second Reading of Ordinances

First Reading of Ordinances

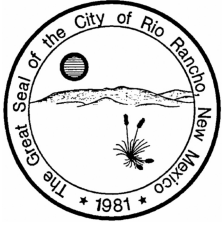
Discussion and Deliberation

- 4.** [R75, Resolution Approving a Waiver/Exception to the Personnel Policies & Work Rules for Stone Tyler](#)
[Resolution](#)
[Chapter 3 Personnel Policy.pdf](#)
[Animal Control Officer Position.pdf](#)
[S. Tyler application_Redacted.pdf](#)

City Manager

Comments by Councilors

Adjournment



**CITY OF RIO RANCHO
COVER PAGE**

Legislation Item:

AGENDA DATE:
June 8, 2023

DEPARTMENT:
City Clerk

SUBJECT:
Minutes of May 25, 2023 Regular Meeting

BACKGROUND AND ANALYSIS:

IMPACT:

ALTERNATIVES:

DEPARTMENT RECOMMENDATION:

ATTACHMENT: [Minutes of May 25, 2023 Regular Meeting](#)



Governing Body
of the
City of Rio Rancho

MINUTES

MAY 25, 2023
6:00 PM
Council Chambers, City Hall

MEMBERS PRESENT:

Jim Owen, Councilor Dist. 1
Jeremy Lenentine, Councilor Dist. 2
Bob Tyler, Councilor Dist. 3(virtual)
Paul Wymer, Councilor Dist. 4
Karissa Culbreath, Councilor Dist. 5
Daniel Stoddard, Councilor Dist. 6(virtual)

MEMBERS ABSENT:

Greggory D. Hull, Mayor

STAFF PRESENT:

Matt Geisel, City Manager
Peter Wells, Deputy City Manager
Josh Rubin, City Attorney
Rebecca Martinez, City Clerk
Charli Hannoona, Dir. of Information Tech.
Carol Jaramillo Dir. of Financial Svcs.
Stewart Steele, Police Chief
Jason Shoup, Library Director
Amy Rincon, Dir. of Dev Svcs.
James Chiasson, Dir. of Utilities
Connie Peterson, Dir of Parks, Rec. & Comm Svcs.
James DeFillippo, Fire Chief
Yolanda Lucero, Deputy City Clerk

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Deputy Mayor Lenentine called the meeting to order at 6:00 p.m.

Mayor Hull has been excused from the meeting.

PROCLAMATIONS AND AWARDS OF MERIT

1.) Government Finance Officers Association Distinguished Budget Presentation Award

Deputy Mayor Lenentine recognized the Finance Department for receiving the Government Finance Officers Association Distinguished Award.

Deputy Mayor Lenentine read a Proclamation in recognition and remembrance of Memorial Day.

PUBLIC FORUM

The following individuals spoke under this item:

Alan Silverman
Casey Robinson

1 **COMMENTS BY COUNCILORS**

2
3 **CONSENT CALENDAR**

4
5 2.) Minutes of May 11, 2023 Regular Meeting

6 3.) R69, Resolution Authorizing a Budget Adjustment to the Rio Vision Special Fund
7 (226) Budget

8 4.) R70, Resolution Authorizing the Disposal of Property Located at the Sandoval
9 County Regional Emergency Communications Center

10 5.) D23, Appointment of Armando Martinez Cantu to the Public Infrastructure Advisory
11 Board

12 6.) D24, Appointment of Scottie Richardson to the Planning and Zoning Board

13 7.) D25, Appointment of Salvatore Tortorici to the Planning and Zoning Board

14
15 Paul Wymer moved to approve Consent Calendar. Seconded by Jim Owen.

16
17 The motion carried by a vote of 6 FOR and 0 AGAINST.

18 YES: Jim Owen, Jeremy Lenentine, Bob Tyler, Paul Wymer, Karissa Culbreath,
19 Daniel Stoddard

20 NO: None

21
22 **BOARDS AND COMMISSIONS**

23
24 **PUBLIC HEARINGS**

25
26 8.) Public Hearing for Fiscal Year 2024 Budget

27
28 No individual signed up to speak under this item.

29
30 9.) Public Hearing for Fiscal Years 2024-2029 Infrastructure Capital Improvement Plan
31 (ICIP)

32
33 No individual signed up to speak under this item.

34
35 **SECOND READING OF ORDINANCES**

36
37 **FIRST READING OF ORDINANCES**

38
39 **DISCUSSION AND DELIBERATION**

40
41 10.) R71, Resolution Adopting the Fiscal Year 2024 Balanced Budget

42
43 Ms. Jaramillo presented this item. On April 14, 2023, the City Manager submitted his
44 Recommended Budget to the Mayor and City Council, meeting the requirements of the
45 City's Charter. The Mayor responded to the City Manager's recommendations and
46 proposed changes to the Recommended Budget pursuant to the City Charter. The

1 Governing Body held one budget review meeting on April 28, 2023, to discuss the City
2 Manager's FY 2024 Recommended Budget, at which time the City Manager accepted
3 the Mayor's recommended changes. The Governing Body also held two public hearings
4 on the budget on May 11 and May 25, 2023, to receive input from the public on the
5 proposed budget. The FY 2024 Balanced Budget represents the City's operating and
6 capital plan for the fiscal year for all funds and departments. For the General Fund, the
7 budget includes revenues of \$96.1 million, expenditures of \$82.6 million, and net
8 transfers to/from other funds of \$21.6 million. With all changes, the General Fund
9 Ending Fund Balance is projected to be \$27.9 million, which is 33.8 percent of the
10 expenditures and exceeds the State required 1/12th Reserved Ending Fund Balance
11 and City policy target of 25 percent.

12
13 Karissa Culbreath moved to approve R71. Seconded by Paul Wymer.

14
15 The motion carried by a vote of 6 FOR and 0 AGAINST.

16 YES: Jim Owen, Jeremy Lenentine, Bob Tyler, Paul Wymer, Karissa Culbreath,
17 Daniel Stoddard

18 NO: None
19

20 11.) R72, Resolution Adopting the Infrastructure and Capital Improvement Plan (ICIP)
21 for Fiscal Years 2024-2029

22
23 Ms. Jaramillo presented this item. Development of the FY 2024-2029 ICIP commenced
24 in December 2022 and culminated in presenting the recommended capital program to
25 the Governing Body in April 2023. Projects were identified through department-level
26 needs assessment and were reviewed by the City Manager as part of the annual budget
27 and capital plan development process.

28
29 Daniel Stoddard moved to approve R72. Seconded by Karissa Culbreath.

30
31 The motion carried by a vote of 6 FOR and 0 AGAINST.

32 YES: Jim Owen, Jeremy Lenentine, Bob Tyler, Paul Wymer, Karissa Culbreath,
33 Daniel Stoddard

34 NO: None
35

36 **CITY MANAGER**

37
38 Mr. Geisel gave a brief update on the recent soft opening of the HUB and stated the
39 Grand Opening will be on Saturday, June 17, 2023 from 10 a.m. – 1:00 p.m.

40
41 **COMMENTS BY COUNCILORS**

42
43 **ADJOURNMENT**

44
45 6:35 p.m.
46

1 **APPROVED THIS JUNE 8, 2023**

2

3

4

5 **ATTEST:**

6

7

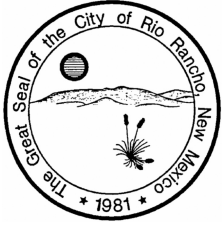
8 **Rebecca A. Martinez, City Clerk**

9

SEAL

Greggory D. Hull, Mayor

DRAFT



**CITY OF RIO RANCHO
COVER PAGE**

Legislation Item: R73

AGENDA DATE:
June 8, 2023

DEPARTMENT:
Police Department

SUBJECT:
R73, Resolution Authorizing a Budget Adjustment to the Police Department Fleet Maintenance Budget for Insured Repair of a Police Patrol Vehicle

BACKGROUND AND ANALYSIS:

On March 7, 2023, a vehicle traveling eastbound on U.S. 550 attempted to change lanes and side-swiped Police Patrol Unit 1720, which pushed the unit into the curb and caused damage.

The City has received an insurance claim payment totaling \$7,837.96 to repair the unit.

IMPACT:

Unit 1720 will be repaired upon the Resolution's approval and acceptance of insurance funds (\$7,837.96).

ALTERNATIVES:

Approve the Resolution.

Do not approve the Resolution.

DEPARTMENT RECOMMENDATION:

A budget adjustment is necessary to expend the funds as intended. Staff recommends approval.

ATTACHMENT: [Resolution](#)



**CITY OF RIO RANCHO
RESOLUTION**

RESOLUTION NO. 73

ENACTMENT NO.

**RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE POLICE
DEPARTMENT FLEET MAINTENANCE BUDGET FOR INSURED REPAIR OF A
POLICE PATROL VEHICLE**

WHEREAS: the City has received an insurance claim payment totaling \$7,837.96 to repair a police patrol car (Unit 1720) that was damaged in a motor vehicle accident; and

WHEREAS: a budget adjustment is necessary to expend the funds as intended.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY
OF RIO RANCHO:**

That authorization is given for the following budget adjustment:

Law Enforcement Fleet Maintenance (6025)

Account	Project No.	Revised Budget	Increase	Decrease	Adjusted Budget
101-0000-369.20-00 Insurance Recovery		\$35,883	\$7,838		\$43,721
Total Revenue		\$35,883	\$7,838		\$43,721

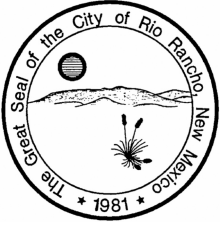
Account	Project No.	Revised Budget	Increase	Decrease	Adjusted Budget
101-6025-424.50-40 Fleet Maintenance		\$199,780	\$7,838		\$207,618
Total Expense		\$199,780	\$7,838		\$207,618

ADOPTED THIS _____ DAY OF _____ 2023.

Greggory D. Hull, Mayor

ATTEST:

Rebecca A. Martinez, City Clerk
(SEAL)



**CITY OF RIO RANCHO
COVER PAGE**

Legislation Item: R74

AGENDA DATE:
June 8, 2023

DEPARTMENT:
Police Department

SUBJECT:
R74, Resolution Authorizing a Budget Adjustment to the Sandoval County Regional Communication Center Fund 280

BACKGROUND AND ANALYSIS:

The Sandoval County Regional Emergency Communications Center (SCRECC) requires additional cables to be run via a vendor for technological upgrades (\$1,792.00).

New radio consoles require installation via a vendor (\$3,323.68).

IMPACT:

There is no General Fund impact. Existing funding (a total of \$5,116.00) will be reallocated between line items within Special Fund 280.

ALTERNATIVES:

Approve the Resolution.

Do not approve the Resolution.

DEPARTMENT RECOMMENDATION:

A budget adjustment is necessary to expend the funds as intended. Staff recommends approval.

ATTACHMENT: [Resolution](#)



**CITY OF RIO RANCHO
RESOLUTION**

RESOLUTION NO. 74

ENACTMENT NO.

**RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE SANDOVAL
COUNTY REGIONAL EMERGENCY COMMUNICATION CENTER FUND 280**

WHEREAS: the Sandoval County Regional Emergency Communications Center (SCRECC) requires additional cables to be run for technological upgrades and the installation of new radio consoles; and

WHEREAS: a budget adjustment is necessary to expend the funds as intended.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY
OF RIO RANCHO:**

That authorization is given for the following budget adjustment:

Regional Emergency Communications Center Fund (280)

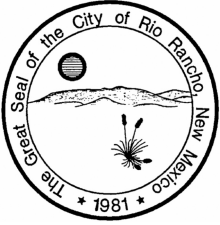
Account	Project No.	Revised Budget	Increase	Decrease	Adjusted Budget
280-0000-421-7040 Computer Equip & Soft.	TBD	\$0	\$5,116		\$5,116
280-0000-421-9004 Ending Fund Bal/Res.–Cap.		\$1,518,248		\$5,116	\$1,513,132
Total Expense		\$1,518,248	\$5,116	\$5,116	\$1,518,248

ADOPTED THIS _____ DAY OF _____, 2023.

Greggory D. Hull, Mayor

ATTEST:

Rebecca A. Martinez, City Clerk
(SEAL)



**CITY OF RIO RANCHO
COVER PAGE**

Legislation Item: R75

AGENDA DATE:
June 8, 2023

DEPARTMENT:
Administration

SUBJECT:
R75, Resolution Approving a Waiver/Exception to the Personnel Policies & Work Rules for Stone Tyler

BACKGROUND AND ANALYSIS:

Pursuant to applicable Personnel Policies and Work Rules (Chapter 3) established by the Governing Body, relatives (blood or marriage relations to the third degree) of elected City officials will not be employed by City; however, any relative employed before such officials are elected may remain employed but are not eligible for rehire if the employee leaves City employment and wishes to return while such elected official remains in office.

A waiver/exemption to this provision is allowed pursuant to applicable Personnel Policies and Work Rules (Chapter 3) through adoption of resolution by the Governing Body at a public meeting. Only a Governing Body member (Mayor or Councilor), the City Manager, or the Human Resources Department Director may sponsor and seek Governing Body consideration of waiver/exemption resolution.

The position of Animal Control Officer-1 was posted/advertised on December 27, 2022. To date, the City has received six applications meeting minimum qualifications for consideration and review. Three candidates were selected for interviews and two recently completed the interview process.

Stone Tyler was identified as the candidate the Parks, Recreation and Community Services Department – Animal Resource Center would like to extend an offer of employment to, and, if accepted, complete the hiring process.

Stone Tyler is the nephew of District 3 City Councilor Bob Tyler who was re-elected to a four-year term in April 2022.

IMPACT:

Approval of the Resolution will allow the Parks, Recreation and Community Services Department – Animal Resource Center and Human Resources Department to proceed with the hiring process for Stone Tyler to the Animal Control Officer -1 position.

ALTERNATIVES:

Approve the Resolution.

Do not approve the Resolution.

DEPARTMENT RECOMMENDATION:

Governing Body policy decision. The Parks, Recreation and Community Services Department – Animal Resource Center recommends completing the hiring process for Stone Tyler to the position of Animal Control Officer-1.

ATTACHMENT: [Resolution](#)

ATTACHMENT: [Chapter 3 Personnel Policy.pdf](#)

ATTACHMENT: [Animal Control Officer Position.pdf](#)

ATTACHMENT: [S. Tyler application_Redacted.pdf](#)



**CITY OF RIO RANCHO
RESOLUTION**

RESOLUTION NO. 75

ENACTMENT NO.

**RESOLUTION APPROVING A WAIVER/EXCEPTION TO THE PERSONNEL
POLICIES & WORK RULES FOR STONE TYLER**

WHEREAS: pursuant to applicable Personnel Policies and Work Rules (Chapter 3) established by the Governing Body, relatives (blood or marriage relations to the third degree) of elected City officials will not be employed by City; however, any relative employed before such officials are elected may remain employed but are not eligible for rehire if the employee leaves City employment and wishes to return while such elected official remains in office; and

WHEREAS: a waiver/exemption to this provision is allowed pursuant to applicable Personnel Policies and Work Rules (Chapter 3) through adoption of resolution by the Governing Body at a public meeting; and

WHEREAS: only a Governing Body member (Mayor or Councilor), the City Manager, or the Human Resources Department Director may sponsor and seek Governing Body consideration of waiver/exemption resolution; and

WHEREAS: Stone Tyler has been identified as the candidate the Parks, Recreation and Community Services Department – Animal Resource Center would like to extend an offer of employment to for the Animal Control Officer-1 position, and, if accepted, complete the hiring process; and

WHEREAS: Stone Tyler is the nephew of District 3 City Councilor Bob Tyler who was re-elected to a four-year term in April 2022.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY
OF RIO RANCHO:**

Pursuant to Personnel Policies and Work Rules, Chapter 3, a waiver/exception is granted to Stone Tyler so that the hiring process may be completed related to the Animal Control Officer-1 position.

ADOPTED THIS _____ DAY OF _____, 2023.

Greggory D. Hull, Mayor

ATTEST:

1 Rebecca A. Martinez, City Clerk
2 (SEAL)

PERSONNEL POLICIES AND WORK RULES

305. Reporting for Work:

- A. Employees are to be at the designated work place at the times determined by the supervisor, unless permission has been granted by the supervisor to leave the work place.
- B. Employees are to be at work in a capable condition, both physical and mental.
- C. Employees are expected to adhere to the work schedules with regularity. However, when an employee anticipates an absence, he/she must notify the supervisor as early as possible. Additional detail on the attendance and punctuality policy is included in Chapter 10 of these Policies and Rules.

306. Employment of Relatives: Applications for employment with the City from relatives of current City employees will be considered on the same criteria as the public at large. However, no person shall be hired, promoted or transferred to a position, which is under the supervision of a relative as defined in subsection (B) of this section.

- A. In the event two employees within the same department establish a relationship by marriage and are not in positions of supervision, both may continue in their current positions. However, if two employees are in positions of supervision or are in any chain of command and these two employees establish a relationship by marriage, the City Administrator may transfer one of the employees to a position removed from the supervisory control of the other if it is determined that such transfer is in the best interests of the City. If such transfer is determined to not be in the best interests of the City, the affected employees shall determine which one shall resign from City employment.
- B. For the purpose of this provision, relatives shall include blood or marriage relations to the third degree.
- C. The relatives of elected City officials and the City Administrator will not be employed. However, with regard to elected officials, any relative employed before such officials are elected may remain employed but are not eligible for rehire if the employee leaves City employment and wishes to return while such elected official remains in office. In addition, relatives of a department director or deputy director will not be employed within the same department as the director or deputy director.
- D. A waiver/exemption to this section may be granted only through the adoption of a resolution by the Governing Body at an appropriately noticed public meeting of the Governing Body. Only a Governing Body member (Mayor or City Councilor), City Administrator (City Manager), or the Human Resources Department Director may sponsor and seek Governing Body consideration of a waiver/exemption resolution.

Animal Control Officer - I AF

Class Title

Animal Control Officer - I AF

Class Code

00402

Salary

\$35,755.20 - \$44,699.20 Annually

- DEFINITION
- BENEFITS

Position Summary

The Animal Control Officer-I performs routine enforcement work with respect to the control, care, custody and disposal of strays, wild, or surrendered animals. Insures compliance with City ordinances pertaining to animal control.

Education, Training, Experience, Certifications, Licenses and Registrations

Education / higher education: High School Graduate or equivalent

Minimum number of years of directly related experience: Twelve months related work experience with animal care and behavior.

Education and/or experience preferences: Classes in bite prevention and pet care highly desirable.

Driver's License requirement: Frequent Driver -- Regular Driver's License
Required Endorsements: None

Note -- For any driver, driving record must always meet City driving and insurability standards.

Required certifications, licenses or registrations: None

Preferred certifications, licenses or registrations: None

Knowledge, Skills and Abilities

Knowledge: City and county ordinances, and state health regulations concerning animal control; Court procedures and rules of evidence; Care and feeding of domestic and wild animals; Working knowledge of the city and the location of streets, thoroughfares and buildings; Animal behavior, diseases and breeds and have the ability to control a variety of wild and domesticated animals.

Skills: Must be able to type rapidly and accurately enough to successfully produce documents/spreadsheets, communicate via e-mail, or perform data entry as necessary to accomplish the essential functions of the position (must test at or above 30 net WPM). Use of technology, equipment and software typically used in the office environment. Basic record keeping skills; Capturing, transporting, and confining/sheltering animals; Euthanizing and disposing of dead animals; Maintaining clean and sanitary kennels; Handling domestic and wild animals.

Abilities: Communicate effectively, orally and in writing; Establish and maintain effective working relationships with veterinarians, law enforcement agencies, City staff and the general public; Read, understand, and follow departmental rules and regulations, instructions in general, and laws and ordinances; Follow written and oral directions; Lift large animals up to 50-70 pounds onto an

animal control truck; Analyze situations and to adopt appropriate and reasonable courses of action; Enforce regulations with firmness, tact, impartiality, and professionalism, sometimes under confrontational situations; Prepare and maintain accurate and timely written reports; Talk to children and to teach dog and cat responsibilities and to know how to handle themselves in an attack from a dog; Utilize a restraint pole, a variety of animal traps, nets, snappy snare, and tranquilizer gun.

Interaction with Groups/Agencies/Entities: Internal: Works with other Public Safety officials and staff, veterinary and kennel staff. External: Works with the general public.

Essential Functions

The following functions are typical for this position. The omission of specific functions does not exclude them if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Perform routine enforcement work in the control, care, custody and disposal of strays and/or wild animals and insure compliance with City ordinances pertaining to animal control.
- Respond to resident complaints regarding animals in an Animal Resources Center vehicle.
- Pick up dead or injured animals or strays, including cats, dogs and other animals.
- Impound animals running at-large or picked up from a facility
- Visit homes to inspect licenses, vaccination certificates, and alleged complaints. Institute quarantines in bite cases.
- Investigate complaints concerning the treatment of animals or noncompliance with animal control ordinances.
- Cite animal owners for animal control violations, prepares cases and appears in court in subsequent legal action, representing the City.
- May be required to destroy animals in the field and in the kennel when needed.
- Assist Department of Public Safety by securing animals in emergency situations
- Inspect businesses for proper permits.
- Perform a variety of customer service and administrative duties related to animal control operations within the City.
- Maintain records and prepares periodic and special reports on enforcement activities.
- Interpret and explain animal control ordinances for City residents.
- Answer phones; enter calls into HTE CAD and Dispatch Field Officers.
- Issue licenses, maintain logs, records and collect fees, processes adoptions, reclaims, and surrender.
- Prepares daily deposit as needed.
- Perform a variety of duties in the kennel.
- Identify sex and breed of impounded animals.
- Vaccinate impounded animals, file appropriate paperwork, check for license or identification and place in kennel, Notify owners of impounded animals.
- Monitor animals for sickness and/or disease and transport to the veterinarian for treatment when necessary. Medicate animals as needed.
- Provide for food and water of impounded animals.

- Clean and disinfect cages, inside and outside runs, and cattery.
- Maintain inventory and keep supplies stocked.
- Clean Animal Resources Center facilities and vehicles.
- Does routine laundry as needed in kennels.
- Serve as needed for emergency response and recovery.
- Transport and pick up surgery animals.
- Pick up and deliver pet licenses.
- Make mail run as needed.

Authorities and Accountabilities

Level of independent decision making: Moderate--incumbent is expected to analyze situations that are not covered by established procedures or instructions and suggest to supervisor a recommended course of action

Budgetary/Financial/Asset accountability: None -- Position has no accountability for, or authority to make, budgetary or financial decisions.

Span of control: Responsibility for own work (no supervision or leadership expectations)

Physical Requirements and Working Conditions

Daily activity level: Primarily physical work on a continual basis

Physical characteristics: Job requires oral and aural communication; Job requires reading and comprehension of written materials; Job requires normal vision; Must be able to distinguish colors; Must be able to see in dim light; Exposure to high noise levels; Fine finger manipulation; Grasping with hand, gripping; Keystroking or repetitive motion of hands/fingers/arms; Subduing/restraining humans/animals; Involvement in verbal or physical confrontations; Use of medical equipment (i.e., AED, give injections, bandage/splint); Bending/kneeling/crawling; Lifting/carrying/push/pull greater than 70 lbs.; Working while standing for prolonged periods of time; Walking long distances; Running while carrying materials/ equipment/ gear/ tools; Working more than 8 hours/day

Exposures: Exposure to biological agents, human/animal body fluids, blood borne pathogens, excrement or tuberculosis; Handling hazardous chemicals or toxic substances bleach; Exposure to sharp objects including razor blades, teeth, finger/paw nails (incl. biting); Falling objects could injure feet; Working outside in inclement weather conditions; Violent or dangerous situations that could result in serious injury, psychological damage, or death

Extraordinary working conditions: May be required to work outside in inclement weather conditions

Hazardous equipment/machinery used: Needles to vaccinate and microchip; Exposure to chemicals and controlled substances.

Required personal protective equipment: Safety Glasses with or w/o side shields; Latex gloves; Rubber gloves; Ear Plugs; Gloves (incl. Kevlar gloves); Safety boots.

2022-00005 - Animal Control Officer - I AF

Contact Information -- Person ID: 50399080

Name: Stone Tyler Address: [REDACTED]
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]
 Text Messaging Mobile No: [REDACTED] Email: [REDACTED]
 Notification Preference: Email Former Last Name:

Personal Information

Driver's License: Yes, [REDACTED]
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Some College

Preferences

Minimum Compensation:
 Are you willing to relocate? Yes
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time , Part Time
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective

I want to work in a positive atmosphere that not only allows the employees to grow, but helps the community we work in.

Education

High School
Eldorado High School
 2015 - 2019
 Albuquerque, New Mexico
 Did you graduate: Yes
 Highest Level Completed: Other
 Did you receive a GED?
 Degree Received: High School Diploma

College/University
Central New Mexico Community College
 2019 - [Unspecified End]
 Albuquerque, New Mexico
 Did you graduate: No
 Major/Minor:
 Degree Received: Vocational

Work Experience

Early Morning Stocker
 7/2022 - Present
 Petsmart
 2100 Louisiana NE
 Albuquerque, New Mexico 87112
 505-313-8089
 Hours worked per week: 30
 Monthly Salary: \$0.00
 Name of Supervisor: Daniel - Rodriguez
 May we contact this employer? Yes

Duties

Ensured the shelves and store were fully stocked and cleaned. Also included pricing items and setting up displays.

Animal Control Officer

7/2020 - 5/2022

Town of Bernalillo Police Department
739 Camino del Pueblo
Bernalillo, New Mexico 87004
505-771-5872

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Chris Stoyell -
Police Chief
May we contact this employer? Yes

Duties

providing public safety to the community, and the welfare of animals.

Tasks included, enforcing the towns ordinance to ensure animals safety as well as peoples. Educated on the welfare of animals as well as handling wild animals, setting traps, catching stray and feral dogs, as well as interacting with the community and responding to peoples needs.

Reason for Leaving

Better opportunity

Sales Assistant

12/2019 - 3/2020

Larry H. Miller Toyota
10401 Copper NE
Albuquerque, New Mexico 87123
505-332-6500

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Brandon Robinson
May we contact this employer? Yes

Duties

Responsibilities as a Sales Assistant, serving Salesperson to aide in the process of selling, trading and leasing vehicles.

Learned how to make and receive sales calls, as well as a more in-depth customer interaction.

Reason for Leaving

COVID furloughed.

Auto Detail Washer

4/2019 - 10/2019

DNN Auto Detailing
305 Wyoming NE
Albuquerque, New Mexico 87123
505-433-4541

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Donald Meyers -
Owner
May we contact this employer? Yes

Duties

DNN Auto Detailing

Responsibilities of the Detail Washer: cleaning exterior of rental, dealership and customer vehicles.

Learned how to use a wide array of tools, chemicals and cleaning products on interiors.

Reason for Leaving

Better opportunity

Century Rio 24 Movie Theater

3/2017 - 10/2018

Century Rio
4901 Pan American Frwy NE
Albuquerque, New Mexico 87109
505-343-9000

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Scott Foderraro -
General Manager
May we contact this employer? Yes

Duties

Jobs and tasks including customer services, ticket sales, concessions and cleaning theaters.

Leaned how to work with others, as well as providing customer satisfaction and putting the customers' needs and wants first.

Reason for Leaving

School

Certificates and Licenses**Skills**

Office Skills

Typing:

Data Entry:

Languages

English - Speak, Read, Write

Additional Information**References**

Professional

Robinson, Brandon

Supervisor



Professional

Stoyell, Chris

Bernaillo Police Chief



Professional

Rodriguez, Daniel

Manager

**Resume****Text Resume****Attachments****City-Wide Questions**

1. Q: Are you a current City of Rio Rancho employee?

A: No

2. Q: Do you have any relatives working for the City of Rio Rancho?

A: Yes

3. Q: Where did you first hear about this opportunity?

A: Other

4. Q: Are you receiving a PERA pension?

A: Neither of these

5. Q: Are you a former City of Rio Rancho employee?

A: No

6. Q: Do you have a valid NM driver's license or will you obtain a valid driver's license if selected for the position?

A: Yes

7. Q: If you answered "yes" to question 9, please list your Driver's License number. If you do NOT have a driver's license or State identification card, please enter "n/a."

A: [REDACTED]

8. Q: For a limited time, existing City of Rio Rancho employees may be eligible to receive an incentive for referring prospective candidates to apply for City vacancies. If you were referred by a current City employee to submit an application with the City, please list their name below. Please note that only the name of one (1) referring employee will be accepted.

A: Robert Tyler

Supplemental Questions

1. Q: Are you able to work a flexible work schedule that includes nights, weekends, holidays, and includes varying shifts?

A: Yes

2. Q: Do you have a High School diploma or GED?

A: Yes

3. Q: Do you have one year of work experience or knowledge with animal care and behavior?

A: Yes

4. Q: Are you willing to clean and disinfect kennels and care for caged animals?

A: Yes

5. Q: Can you safely lift large animals weighing up to 70lbs (dead or alive) and get them into a cage in a vehicle?

A: Yes

6. Q: Are you willing to assist in destroying unwanted animals, if necessary?

A: Yes

7. Q: Are you knowledgeable about the City of Rio Rancho and Sandoval County animal control ordinances and State health regulations?

A: Yes

8. Q: Are you knowledgeable about court procedures and rules of evidence?

A: Yes

9. Q: Are you willing to investigate complaints concerning the treatment of animals or noncompliance with animal control ordinances, including citing owners for animal control violations, preparing cases and appearing in court as a representative of the City?

A: Yes

10. Q: Have you completed your Eskill typing test? If you answered "No", please do not submit your application until you have taken and passed (30 net WPM) the typing test. You will have three attempts to pass the typing test. Visit <https://es.eskill.com/es/quiz/?testId=c62d18a7f8763d57> to take the required typing test.

A: No