



## NOTICE OF WORKSHOP MEETING

Notice is hereby given that Dean Holman, Mayor of the City of Ruidoso Downs, has called a Workshop Meeting of the Governing Body of the City of Ruidoso Downs for **Monday, March 11, 2024 at 3:00 PM**. The Workshop Meeting will be held at City Hall Hubbard Room, 123 Downs Drive, Ruidoso Downs, NM 88346. The purpose of the Workshop Meeting is as follows:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. NON- ACTION ITEM(S):
  - A. Discussion on Fiscal Year 2025 Budget Process.
  - B. Discussion on Personnel Recommendation to Hire Miguel Gallegos-Flores for the Position of Street Maintenance Worker for the Public Works Department.
  - C. Discussion on Affirming a Pay Raise for All Police Department Personnel After Restructuring of Police Department Personnel.
5. ADJOURNMENT

If you are an individual who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the City Clerk at least one week prior to the meeting or as soon as possible.

# AGENDA MEMORANDUM

## CITY OF RUIDOSO DOWNS

NON-ACTION ITEM(S): - A.

**To:** Mayor Holman and Councilors

**Presenter(s):**

**Meeting Date:** March 11, 2024

**Re:** Discussion on Fiscal Year 2025 Budget Process.

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### **Item Summary:**

Fiscal Year 2025 Budget Process please see attached.

### **Financial Impact:**

### **Recommendations:**

To Discuss Fiscal Year 2025 Budget Process.

### **ATTACHMENTS:**

Description

Council.budget process. 25

DFA- FY 24 -25 Budget Preparation & Submission Guidelines

## **Fiscal Year 2025 Budget Process**

**March 1, 2024** - The Finance Director will send worksheets to everyone who has a budget in the city.

**March 15, 2024** – Everyone's deadline for submission of worksheets and Capital purchases back to the Finance Director.

- Everyone will be given 3 weeks and 2 days to complete.
- No changes will be made after this due date.
- Everyone is responsible for keeping a copy of their worksheets for reference.

**April 3, 2024, and/or April 4, 2024** – Governing Body Budget Workshop

- The Governing Body has the authority to go line by line.
- The Finance Director will use the binders with all of the information provided by all of the city staff and provide the recap sheet to get the budget in balance.
- All of the materials provided in the binders will remain confidential until the budget is presented to the Governing Body for approval. This includes any requested copies of information in the binders. All binders and information will be shredded upon completion of the workshops.

**May 13, 2024** – If ready present the Interim Budget to the Governing Body (Workshop)

**May 27, 2024** – Present the Interim Budget to the Governing Body (Regular Meeting)

**June 1, 2024** – Interim Budget due to DFA.

**July 8, 2024** – If ready present the Final Budget to the Governing Body (Workshop)

**July 22, 2024** – Present the Final Budget to the Governing Body (Regular Meeting)

**July 31, 2024** – Final Budget due to DFA.

**PASSED and APPROVED** on the 25<sup>th</sup> day of March 2024 in regular session by the City of Ruidoso Downs Governing Body.



**New Mexico**  
**Department of Finance**  
**and Administration**

**407 Galisteo St,**  
**Santa Fe, NM 87501**  
**(505) 827-4985**

**Governor Michelle Lujan Grisham**  
**Cabinet Secretary Wayne Propst**

**Local Government Division**  
**Wesley Billingsley, Division Director**

**MEMORANDUM BFB #24-04**

**TO:** New Mexico Counties and Municipalities

**FROM:** Wesley Billingsley, Director, Local Government Division

**DATE:** February 21, 2024

**SUBJECT:** Fiscal Year 2024-25 Budget Preparation & Submission Guidelines for Counties and Municipalities

DocuSigned by:  
*Wesley Billingsley*  
D891C24BB85B4E9...

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We cordially provide the following guidelines to ensure statutory compliance with Section 6-6-2 NMSA 1978 that requires each local public body to furnish and file with the Department of Finance and Administration (DFA), Local Government Division (LGD) a proposed (interim) budget for the next fiscal year. Furthermore, this statute authorizes the LGD to prescribe the form for all budgets, books, records, and accounts for local public bodies.

Pursuant to Section 6-6-2.K. NMSA 1978, DFA/LGD requires that Fiscal Year 2024-25 interim budgets for counties and municipalities be submitted on the Local Government Budget Management System (LGBMS). Additionally, budget supporting schedules in the prescribed Excel format must also be submitted electronically as attached files via LGBMS.

Please note, submission of a *NEW* Security Access Form (SAF) for each individual within your local government who requires access to the system for Fiscal Year 2024-25 is required. To safeguard the data submitted on LGBMS, be sure to submit a SAF to deactivate the account of anyone that no longer in need of access to the system or has left your organization.

The Security Access Form (SAF), LGBMS User Guide, LGBMS FAQ document, and other information can be found going to the following link:

<https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/lgbms/>

**Guidance and Tips**

We offer the following recommendations in preparing a balanced interim budget, in the event your local government is facing financial/budgetary challenges:



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- Adopting and applying a formal policy that strictly disallows recurring expenditures from cash balances and non-recurring revenues,
- Implementing an immediate freeze on all current vacant employee positions (excluding health and public safety services positions) as well as increases to employee salaries (excluding union contractual obligations),
- Implementing an immediate freeze on any new non-essential contracts that affect the General Fund,
- Discontinue the practice of providing funds to any non-profit organizations that are not tied to a legislative appropriation

#### INTERIM Budget Deadlines

<b>Counties &amp; Municipalities</b>	Budget Submittal on LGBMS	June 1, 2024 (Submission extensions cannot be granted)
	Budget Resolution	June 1, 2024 (Optional at this date)
	Property Tax Resolution	June 1, 2024 (Changes to the operating or GO Bonds mill levy)
<b>LGD</b>	Interim Approval Letter	July 1, 2024

*NOTE: Approval of the interim budget designates it a legal binding document until the final budget is approved.*

#### FINAL Budget Deadlines

<b>Counties &amp; Municipalities</b>	Budget Revisions on LGBMS	July 31, 2024
	Budget Resolution	
	Budget Supporting Schedules	
	4th quarter report	
	4th quarter report Resolution	
<b>LGD</b>	Final Approval Letter	September 6, 2024

*NOTE: Approval of the final budget designates it as a legal binding document. The final budget as approved on LGBMS is the official budget of record for your local government.*

#### Additional Required Items

#### Resolutions



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Sample resolutions for budget and 4th quarter report adoptions can be found at the following link:  
<https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>

### Supporting Schedules

Required schedules that support the budget are listed below and can be found at the following link:  
<https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>

Property Tax Calculation Worksheet	Calculates projected property tax revenue.
Debt Schedule	Lists all outstanding debt {loans, revenue & general obligation bonds}. <i>Electronically in LGBMS.</i>
S-5 (DETAIL OF NON-BUDGETED RESERVE REQUIREMENTS form)	Lists additional reserves (not LGD required reserves which are automatically calculated by LGBMS) and must tie to amounts reported in LGBMS under Object Code 10105 Locally Imposed Reserve.
Revenue Checklist	Lists all GRT imposed increments including intercepted GRT amounts [refer to Memorandum #BFB-19-02 "Guidelines for Reporting Gross Receipts Tax and Various Intercepts" however, due to de-earmarking of GRT revenue (enactment of 2019 House Bill 479), local governments have more discretion in budgeting revenue so long as "GRT" LGBMS line items are used for tracking purposes; refer to Memorandum #BFB-21-05 "Guidelines on Revised GRT Reporting Codes"] located on our website: <a href="https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-memos/">https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-memos/</a> .
Form S-2 (SCHEDULE OF INSURANCE)	Lists all insurance costs.
Salary Schedule	Lists salaries and benefits associated with each budgeted position; [Personnel schedules generated from your systems will be accepted].
County Elected Official Salary Schedule	Lists salaries of all county elected officials to review compliance with NM Statutory caps.
FY24 Co-Muni Budget Work Plan Questionnaire	Describes major issues affecting an entity's FY2024-25 budget and how those factors are being addressed in the budget.

### 4th Quarter Report

This report must be submitted on the LGBMS Reporting Module, under the "FY2024 Q4" reporting period. A governing body approved resolution approving the 4<sup>th</sup> Quarter Report is also required and must be attached in the "files" menu of the LGBMS Reporting Module.



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#### OTHER:

Items on the Budget Recapitulation (Recap) Page to be aware of:

- Beginning cash on recap page **must tie** to the **4th quarter report ending cash** (before reserves)
- Investments **must be** reported in the investment's column
- Total Transfers **must always** equal to zero (LGBMS will flag this as an error)
- Adjusted Ending Cash balances of any Fund **cannot be negative**, including Funds that are awaiting grant reimbursements (LGBMS will flag this as an error)
- County Expenditure Limitations: Pursuant to Section 6-6-7 NMSA 1978, county officials may not expend in excess of 50% of the approved budget for the fiscal year during which the terms of office of any official will expire.

#### Local Governing Body Procedures for Credit Card and Electronic Transfer Payments

Pursuant to 6-10-1.2, NMSA 1978, the Department of Finance and Administration (DFA), Local Government (LGD), Budget and Finance Bureau (BFB), is streamlining the process on how the Local Governing Bodies submit their internal policies and procedures dealing with the acceptance of payments by credit card or electronic transfers at the local level.

As noted in 6-10-1.2:

*"The local governing body shall adopt procedures, subject to the approval of the **department**, on the terms and conditions of accepting payments by credit card or electronic transfer."*

**"Department" is the Department of Finance and Administration (DFA).**

"Checklist for Acceptance of Credit Cards and Electronic Transfers" and supporting documentation required with the **"Checklist"** to be submitted with the **Interim Budget, on or before June 1, 2024**, located at the following link: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>

#### STATE REQUIRED RESERVES (LGBMS will automatically calculate)

General Fund Reserve Requirements	Muni Reserve is 1/12 <sup>th</sup> of total budgeted expenditures
	County Reserve is 3/12 <sup>ths</sup> of total budgeted expenditures
County Road Fund Reserve Requirements	County Reserve is 1/12 <sup>th</sup> of total budgeted expenditures

#### Salary Increases

One- time temporary salary increases (known as bonuses) are not allowed.





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See the "July 2, 2008 Memo Performance Bonuses, Retroactive Pay Increases and Bonuses In Lieu of Pay Increases" memo located at the following link: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-memos/>

#### **Law Enforcement Protection Fund (LEPF)**

Budget LEPF distributions in LGBMS under **Fund 21100 Law Enforcement Protection**, Department 1005 County Sheriff –or- Department 3001 Law Enforcement, **Object Code 47110 Law Enforcement Protection (DFA)**.

- LEPF funds should be expended to zero each fiscal year.
- If a balance remains at the end of the previous fiscal year, approval from LGD is required prior to spending. After June 30<sup>th</sup> but on or before July 31<sup>st</sup>, please fill out the LEPF Carryover Request Form.

**For additional information, please contact:** Contact: Julie Krupcale, [julie.krupcale@dfa.nm.gov](mailto:julie.krupcale@dfa.nm.gov), or 505-269-2845

#### **Local Assistance Tribal Consistency Fund (LATCF)**

Budget LATCF distributions in LGBMS as follows:

- Fund 11000 General Fund,
- Revenue line item "0001"
- Object Code "47600 Federal – Local Assistance Tribal Consistency Fund (LATCF)"

#### **New Mexico's Cannabis Regulation Act**

Cannabis revenue does not have any expenditure restrictions, therefore, for reporting purposes, and to not lose its identity, LGD is requiring all Cannabis revenue and related expenditures be reported in "**Fund 28000**".

#### **New Mexico Opioid Allocation Agreement (NMOAA)**

Budget NMOAA opioid settlement funds awarded to eligible counties and municipalities under **Fund "27000 LG Abatement Opioid Fund"** using available line items that best fit settlement agreement requirements.

*Pursuant to NMOAA requirements, every participating local government shall create a separate fund, called the "LG Abatement Fund". Abatement funds shall not be commingled with any other money or funds of the local government.*

#### **Law Enforcement Retention Fund**

**Statute: NMSA 1978, § 9-19-14**

**Administering Agency: DPS**

DPS The department shall administer the fund to provide:

- retention differential disbursements for law enforcement officers meeting certain levels of tenure; and
- support for disbursement administration processes and reporting compliance.





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DPS appropriation encompass restrictions, therefore, for reporting purposes, LGD is requiring all DPS revenue and related expenditures be reported in **Fund “21300 DPS- Law Enforcement Retention”**. For additional information or questions contact: Contact: Sylvia Serna, [sylviam.serna@dps.nm.gov](mailto:sylviam.serna@dps.nm.gov), 505-827-3347

#### **Law Enforcement Recruitment and Retention Stipends (LERRF)**

Funding provided by DFA to distribute to local law enforcement agencies to provide recruitment and retention stipends to law enforcement officers. This includes: a Stipend for those who are recruited, trained, and become certified law enforcement officers; a stipend for a recently trained and hired law enforcement officer; a stipend for a current law enforcement officer. Law enforcement officers should be at their department for more than one year for stipend. All year two appropriations must be expended on or before June 30, 2024; any cash balance will require revision to DFA. The final report data submitted to LGD must reconcile with the fourth quarter financial report in LGBMS. Allocation for FY25 (year 3) must be budgeted in the following fund: 21211. For Information or questions contact: Geovanna Losito, [Geovanna.Losito@dfa.nm.gov](mailto:Geovanna.Losito@dfa.nm.gov) or 505-827-8051.

#### **Law Enforcement Recruitment Fund –(LERF)**

Statute: NMSA 1978, § 9-6-5.3

Administering Agency: DFA

The department of finance and administration shall establish a program to distribute funds for local law enforcement agencies to provide recruitment and retention stipends to law enforcement officers. The program shall establish criteria for distribution of funds appropriated for that purpose, prioritizing recruitment and retention of personnel to increase investigative capacity. The program shall also establish appropriate guidelines on the use of those funds, including recruitment and retention stipends that may be distributed to:

- A person who is not certified as a law enforcement officer pursuant to the Law Enforcement Training Act upon employment with a law enforcement agency, provided that the recipient successfully obtains such certification.
- A person who is certified as a law enforcement officer pursuant to the Law Enforcement Training Act upon employment with a law enforcement agency; provided that the recipient remains employed with that agency for three months; and
- A person who is certified as a law enforcement officer pursuant to the Law Enforcement Training Act currently employed by a law enforcement agency, provided that the law enforcement officer remains employed with that law enforcement officer's current agency for one additional year



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DFA grant agreements encompass restrictions, therefore, for reporting purposes, LGD requires allocation for FY25 (year 2) must be budgeted in the following fund 21221. All FY24 appropriations must be expended on or before June 30, 2024; any cash balances not expended will require reversion to DFA. The Final Report data submitted to LGD must reconcile with the fourth Quarter Financial Report. For information or questions, contact: Contact: Bianca Quintana, [Bianca.Quintana@dfa.nm.gov](mailto:Bianca.Quintana@dfa.nm.gov), 505-231-3052.

### Budget Training

- DFA Local Government Division, Budget, and Finance Bureau (BFB) will be providing a virtual training on **March 21, 2024, from 9:00 am to 11:30 am** on **"Introduction to Local Government Budget Management System (LGBMS)-Budgeting 101 training for new users"** presented by BFB Analysts. A virtual "Teams Meeting" invitation will be sent out by your analyst in the next couple of days. Please "accept" this meeting invitation to add to your calendar.
- **TARGETED AUDIENCE: Newly hired local government finance staff and anyone with new job duties that include LGBMS Budget reporting.**

If you have any further questions, please contact your assigned analyst. Staff contact information can be located at the following link: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/>

xc: BFB Analysts  
Jeannette Gallegos, Local Government, Deputy Director  
[jeannette.gallegos@dfa.nm.gov](mailto:jeannette.gallegos@dfa.nm.gov)  
Shawna Sasser, Rural & Frontier Equity Ombudsman  
[shanna.sasser@dfa.nm.gov](mailto:shanna.sasser@dfa.nm.gov)  
Bianca Quintana, LGD-LERF Administrator  
[Bianca.Quintana@dfa.nm.gov](mailto:Bianca.Quintana@dfa.nm.gov)  
Geovanna Losito, LGD-LERRF Administrator  
[Geovanna.Losito@dfa.nm.gov](mailto:Geovanna.Losito@dfa.nm.gov)  
Alison M. Nichols, NMML  
[anichols@nmml.org](mailto:anichols@nmml.org)  
Alanna Goodman, Office of the State Auditor  
[alanna.goodman@osa.state.nm.us](mailto:alanna.goodman@osa.state.nm.us)  
Joy Esparsen, NMC Executive Director  
[jesparsen@nmcountries.org](mailto:jesparsen@nmcountries.org)  
File

# AGENDA MEMORANDUM

## CITY OF RUIDOSO DOWNS

NON-ACTION ITEM(S): - B.

**To:** Mayor Holman and Councilors

**Presenter(s):**

**Meeting Date:** March 11, 2024

**Re:** Discussion on Personnel Recommendation to Hire Miguel Gallegos-Flores for the Position of Street Maintenance Worker for the Public Works Department.

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### **Item Summary:**

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Ruidoso Downs, for the Public Works Department as Street Maintenance Worker under the supervision of the Public Works Director Director.

General Information:  
Miguel Gallegos-Flores  
Street Maintenance Worker  
\$16.00 per hour

### **Financial Impact:**

### **Recommendations:**

To Discuss Personnel Recommendation to Hire Miguel Gallegos-Flores for the Position of Street Maintenance Worker for the Public Works Department.

### **ATTACHMENTS:**

Description

Recommendation\_to\_Hire\_Miguel\_Gallegos-Flores\_-\_Street\_Maintenance\_Worker

# City of Ruidoso Downs

## Interoffice Memorandum

Mayor Dean Holman

**To:** The Members of the City Council

**From:** Joe Jarvis, Public Works Director

**Date:** February 28, 2024

**RE:** Recommendation to Hire Miguel Gallegos-Flores for the position of Street Maintenance Worker

JJ

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Ruidoso Downs, subject to a pre-hire drug screen, background check and physical examination. If any problems arise, the Mayor and/or City Clerk may pull the item off the agenda prior to the Council meeting.

### **General Information:**

Name: Miguel Gallegos-Flores

Classification/Position: Full-Time

Department: Public Works

☒ Regular

☒ Full Time

☒ Hourly - \$16.00 per hour

☐ Seasonal

☐ Part Time

☐ Salary \$\_\_\_\_\_ per annum

☐ Temporary

☐ On Call

### **Education Level:**

☒ High School Diploma

☐ GED or equivalent

☐ Associates Degree

☐ Bachelors Degree

☐ Masters Degree

\_\_\_\_\_

☐ Other

\_\_\_\_\_

### **Employment:**

Present or last Employer: Casa Blanca Restaurant and Ruidoso Athletic Club

From: Casa Blanca (2021 – Present) Ruidoso Athletic Club (2023-Present)

**Related Experience:** Has some experience with chainsaws, jackhammers, shovels, rakes, and hand tools.

# **AGENDA MEMORANDUM**

## **CITY OF RUIDOSO DOWNS**

NON-ACTION ITEM(S): - C.

**To:** Mayor Holman and Councilors

**Presenter(s):**

**Meeting Date:** March 11, 2024

**Re:** Discussion on Affirming a Pay Raise for All Police Department Personnel After Restructuring of Police Department Personnel.

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### **Item Summary:**

Respectfully request the approval of a plan which implements raises for all police department personnel.

There will be no additional monies taken from or put into the police personnel budget.

### **Financial Impact:**

### **Recommendations:**

To Discuss Affirming a Pay Raise for All Police Department Personnel After Restructuring of Police Department Personnel.

### **ATTACHMENTS:**

Description

Raise for Police Department Personnel

Salary Comparison

# *POLICE DEPARTMENT*

## *CITY OF RUIDOSO DOWNS*



*CHIEF OF POLICE: JOE COMMANDER*

### *INTERDEPARTMENTAL MEMORANDUM*

Date: February 27, 2024

To: City Council Members, City of Ruidoso Downs

From: Robert Knight, Deputy Chief of Police, Ruidoso Downs Police Department

Re: DISCUSSION AND POSSIBLE ACTION TO APPROVE PAY RAISE FOR ALL POLICE DEPARTMENT PERSONNEL.

The purpose of this memorandum is to respectfully request approval of the following raise request for Ruidoso Downs Police Department Personnel (Including Civilian). As you may or may not know, a couple months ago, I attempted to submit a TEMPORARY PAY RAISE for police department personnel.

At that time, I was advised by Finance Director Castaneda, temporary pay raises are illegal under NM State Statute. However, at that time, Director Castaneda informed me we could complete a permanent pay raise for police department personnel, but it would require cutting a position and a half within the police department in order to afford it on my current budget.

I asked Director Castaneda if I need to figure out the math on the position cuts for the remainder of this fiscal year. She informed me it needed to be figured out for the full fiscal year, even though more than half of the fiscal year is gone. This is due to the upcoming budget negotiations and how much it would cost my budget should I attempt to get the position and a half back in my budget for the next fiscal year (2024-2025). I will inform you now, if I must give up a position and a half to get this current raise accomplished, which I am willing to do, it will be my intention to ask the council for those positions back at budget negotiations.

Initially, I asked Director Castaneda to do the math for me with regard to figuring out how many positions I would have to cut in order to have the monies in my budget. However, due to significant family issues Director Castaneda is experiencing, she indicated she had no time to complete the figures for me. As a result, Human Resources Director Donna Miller has stepped into the role of helping me figure out the numbers.

By Director Miller's calculations, I would have to make position cuts up to \$145,277.50 in order to afford the police department personnel their raises, which I will list below. Using the above figure, I would

# *POLICE DEPARTMENT*

## *CITY OF RUIDOSO DOWNS*



*CHIEF OF POLICE: JOE COMMANDER*

### **INTERDEPARTMENTAL MEMORANDUM**

have to cut a police officer and a CSO position from my budget to cover the expense. For details of the math, Director Miller supplied me with a spread sheet, which is attached with this document.

My intentions are to give all police personnel raises in the following amounts:

#### **POLICE OFFICERS WILL GET A \$4 PER HOUR PAY RAISE EACH:**

Chief Joe Commander  
Deputy Chief Robert Knight  
Sergeant Nicholas Malone  
Officer Nickolas Hanshaw  
Officer Karl Becker

#### **CIVILIAN PERSONNEL WILL GET A \$3 PER HOUR PAY RAISE EACH:**

CSO Jim Marion  
Records Supervisor Celia Villarreal  
Evidence Technician / Grant Writer Rebecca Michael

It is imperative we be allowed to give these personnel pay raises to stay competitive with surrounding agencies. As you are all too familiar, I have lost many police officers to other agencies due to the lack of adequate pay offered by this city. By allowing the above listed pay rate increases, we still will not be the highest paid agency in the area, but we will be very close to competing with the higher paid agencies.

In closing, I am asking that the two position cuts mentioned earlier be approved. Additionally, based on these cuts, I also ask for your vote to approve the pay raises as listed in this document. I thank you for your time and effort in this matter.



	Current Hourly Rate	FY 2023-24 ANNUAL	FICA	MEDICARE	PERA	W/C	INSURANCE	C/ALLOW	S/L Pay	WCP	TOTAL
<b>Police Department</b>											
Police Chief, Commander Joe	37.82	73,291.20	4,544.05	1,062.72	14,768.18	9.20	66.96	1,500.00	400.00	2,755.75	98,398.06
Officer-Becker, Karl	26.02	54,402.40	3,372.95	788.83	10,982.08	9.20	21,969.72	1,500.00	400.00	2,045.53	95,450.72
Officer-Malone, N	30.35	57,383.68	3,557.79	832.06	11,592.81	9.20	11,527.44	1,500.00	500.00	2,157.63	89,030.81
Deputy-Knight, Robert	34.42	68,140.80	4,224.73	988.04	13,730.37	9.20	21,969.72	1,500.00	500.00	2,562.09	113,624.96
Officer-Vacant	24.06	50,044.80	3,102.78	725.65	10,084.03	9.20	33,223.80	1,500.00	400.00	1,881.68	101,071.94
Officer-Hanshaw, N	25.26	50,044.80	3,102.78	725.65	10,084.03	9.20	33,223.80	1,500.00	400.00	1,881.68	100,971.94
Officer-Vacant	24.06	55,417.84	3,435.91	803.56	11,166.69	9.20	33,223.80	1,500.00	500.00	2,083.71	108,140.71
Officer-Vacant	24.06	50,044.80	3,102.78	725.65	10,084.03	9.20	33,223.80	1,500.00	400.00	1,881.68	100,971.94
Evidence Tech - Michael, R	19.47	39,383.92	2,441.80	571.07	4,263.46	9.20	21,969.72	1,500.00	400.00	941.28	71,470.45
Secretary-Villarreal, C	19.13	37,876.80	2,340.36	549.21	4,090.69	9.20	11,527.44	900.00	700.00	727.23	58,728.94
Full Time Laborer -Valdez, P 40%		7,977.00	494.57	115.67	861.52	4.60	8,787.89	180.00	160.00	417.99	18,999.24
Vacation Liability 30% of total		13,176.00	816.91	191.05	0.00					495.42	14,679.38
Incentive Pay		1,560.00	96.72	22.62	314.34					58.66	2,052.34
OVERTIME		50,100.00	3,106.20	726.45						1,883.76	55,816.41
<b>Total</b>		<b>558,744.04</b>	<b>37,748.33</b>	<b>8,829.24</b>	<b>101,952.23</b>	<b>96.60</b>	<b>230,714.09</b>	<b>14,580.00</b>	<b>4,860.00</b>	<b>21,774.10</b>	<b>1,029,407.63</b>

ORIGINAL BUDGET

<b>Community Service Officer (PD)</b>											
Vacant	18.36	40,539.20	2,513.43	587.82	4,378.23	9.20	33,223.80	1,500.00	400.00	1,767.51	84,919.19
Marion, J	21.69	42,515.20	2,635.94	616.47	4,591.64	9.20	11,527.44	1,500.00	600.00	1,853.66	85,849.56
Vacation Liability 30% of total		1,766.00	109.49	25.61	0.00					77.00	1,978.10
Incentive Pay		832.00	51.58	12.06	89.86					36.28	1,021.78
OVERTIME		200.00	12.40	2.90						8.72	224.02
<b>Total</b>		<b>85,652.40</b>	<b>5,322.85</b>	<b>1,244.86</b>	<b>9,059.73</b>	<b>18.40</b>	<b>44,751.24</b>	<b>3,000.00</b>	<b>1,000.00</b>	<b>3,743.16</b>	<b>153,992.84</b>

BUDGET WITH WAGE INCREASES

<b>Police Department</b>											
Police Chief, Commander, Joe	41.82	86,986.02	5,393.13	1,261.30	17,962.61	9.20	66.96	1,500.00	400.00	3,270.67	116,849.89
Officer-Becker, Karl	30.02	62,441.60	3,871.38	905.40	12,894.19	9.20	21,969.72	1,500.00	400.00	2,347.80	106,339.30
Officer-Malone, N	34.35	71,448.00	4,429.78	1,036.00	14,754.01	9.20	11,527.44	1,500.00	500.00	2,686.44	107,890.87
Deputy-Knight, Robert	38.42	79,913.60	4,954.84	1,158.75	16,502.16	9.20	21,969.72	1,500.00	500.00	3,004.75	129,512.82
Officer-Vacant	28.06	58,364.80	3,618.62	846.29	12,052.33	9.20	33,223.80	1,500.00	500.00	2,194.52	112,309.55
Officer-Vacant	29.26	60,860.80	3,773.37	882.48	12,567.76	9.20	33,223.80	1,500.00	400.00	2,288.37	115,505.77
Officer-Vacant	28.06	58,364.80	3,618.62	846.29	12,052.33	9.20	33,223.80	1,500.00	500.00	2,194.52	112,309.55
Officer-Vacant	28.06	58,364.80	3,618.62	846.29	12,052.33	9.20	33,223.80	1,500.00	400.00	2,194.52	112,209.55
Evidence Tech - Michael, R	22.47	48,817.60	3,026.69	707.86	5,516.39	9.20	21,969.72	1,500.00	400.00	1,166.74	83,114.20
Secretary-Villarreal, C	22.13	46,030.40	2,853.88	667.44	5,201.44	9.20	11,527.44	900.00	700.00	883.78	68,773.58
Full Time Laborer -Valdez, P 40%		7,977.00	494.57	115.67	861.52	4.60	8,787.89	180.00	160.00	417.99	18,999.24
Vacation Liability 30% of total		13,176.00	816.91	191.05	0.00					495.42	14,679.38
Incentive Pay		1,560.00	96.72	22.62	314.34					58.66	2,052.34
OVERTIME		50,100.00	3,106.20	726.45						1,883.76	55,816.41
<b>Total</b>		<b>654,305.42</b>	<b>43,673.14</b>	<b>10,213.88</b>	<b>122,731.40</b>	<b>96.60</b>	<b>230,714.09</b>	<b>14,580.00</b>	<b>4,860.00</b>	<b>25,087.94</b>	<b>1,156,362.46</b>

Community Service Officer (PD)

Vacant	22.36	44,428.80	2,754.59	644.22	5,020.45	9.20	33,223.80	1,500.00	400.00	1,937.10	89,918.15
Marion, J	24.69	51,347.50	3,183.55	744.54	5,602.27	9.20	11,527.44	1,500.00	600.00	2,238.75	76,953.25
Vacation Liability 30% of total		1,766.00	109.49	25.61	0.00					77.00	1,978.10
Incentive Pay		832.00	51.58	12.06	89.86					36.28	1,021.78
OVERTIME		200.00	12.40	2.90						8.72	224.02
<b>Total</b>		<b>98,374.30</b>	<b>6,111.61</b>	<b>1,429.33</b>	<b>10,912.58</b>	<b>18.40</b>	<b>44,751.24</b>	<b>3,000.00</b>	<b>1,000.00</b>	<b>4,297.84</b>	<b>170,095.30</b>

<b>FY 2024-25 ANNUAL</b>											
Police Officers		74,880.00	4,642.56	1,085.76	15,462.72	9.20	66.96	1,500.00	400.00	2,815.49	100,862.69
Civilian Employees		18,720.00	1,160.64	271.44	2,115.36	9.20	11,527.44	1,500.00	600.00	816.19	36,720.27
<b>Total</b>											<b>137,582.96</b>

TOTAL NEEDED

**From:** Human Resources <[HR@lincolncountynm.gov](mailto:HR@lincolncountynm.gov)>

**Sent:** Wednesday, March 6, 2024 9:32 AM

**To:** Robert Knight <[rknight@ruidosodowns.us](mailto:rknight@ruidosodowns.us)>

**Subject:** Current Deputy Pay Scale

Good morning,

Please see the current pay scales for our deputies and sergeants.  
If you have any other questions, please feel free to reach out to me.

Effective 9/16/2023		
Uncertified	\$ 23.3757	
D 1	\$ 24.0769	100 hours advanced training
D 1.5	\$ 24.7992	150 hours advanced training
D 2	\$ 25.8584	12-24 months experience w/100 hours of advanced training
D 2.5	\$ 26.6341	150 hours advanced training
D 3	\$ 27.6552	25-60 months experience w/200 hours advanced training
D 3.5	\$ 28.4849	300 hours advanced training
D 4	\$ 29.4431	61-120 months experience w/over 400 hours advanced training
D 4.5	\$ 30.3264	450 hours advanced training
D 5	\$ 31.2499	121 months experience w/over 500 hours advanced training
D 5.5	\$ 32.1874	600 hours advanced training
<b><u>Sgt Pay (10% above deputy base rate)</u></b>		
D3S	\$ 30.4207	
D3.5S	\$ 31.3334	
D4S	\$ 32.3874	
D4.5S	\$ 33.3590	
D5S	\$ 34.3749	
D5.5S	\$ 35.4061	

**Regards,**

**Brianna Ventura**  
**HR Director/Admin. Assistant/PIO**  
**County of Lincoln**  
**(575) 937-0674-cell**  
**(575) 648-2385 ext. 100-office**  
**[hr@lincolncountynm.gov](mailto:hr@lincolncountynm.gov)**  
**[bventura@lincolncountynm.gov](mailto:bventura@lincolncountynm.gov)**

# Sheriff's Deputy - Certified

employee.job desc sheriff deputy

Please submit all completed applications to Brianna Ventura by email at [hr@lincolncountynm.gov](mailto:hr@lincolncountynm.gov), by mail to PO BOX 711, Carrizozo, NM 88301 or in person at 300 Central Avenue, Carrizozo, NM 88301.

Please request an application from [hr@lincolncountynm.gov](mailto:hr@lincolncountynm.gov) or print the application off at the link below and email to [hr@lincolncountynm.gov](mailto:hr@lincolncountynm.gov).

## **PAY RATE**

\$23.3757-\$32.1874/hrly - DOE

## **CLOSING DATE**

Until Filled

## APPLY OFFLINE

### **Completed applications can be submitted in person at:**

300 Central Avenue  
Carrizozo, NM 88301

**Email:** [hr@lincolncountynm.gov](mailto:hr@lincolncountynm.gov)

### **or by mail to:**

Human Resources  
PO BOX 711  
Carrizozo, NM 88301



## Village of Ruidoso Police Officer Certified

<b>SALARY</b>	\$45,760.00 - \$61,089.60 Annually	<b>LOCATION</b>	Ruidoso, NM
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	201900058
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	01/12/2021

### Classification Summary

***Great opportunity for competitive salary, excellent benefits and PERA retirement!***

***The Village of Ruidoso is a Drug Free Workplace.***

Under general supervision, performs a variety of routine police work for the Ruidoso Police Department, on an assigned shift. Non-exempt FLSA

This position patrols the Village on an assigned shift in a radio-equipped vehicle to preserve law and order, including checking businesses and residences, discovering and preventing the commission of crimes, and enforcing state and municipal laws and ordinances.

### Duties and Responsibilities

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Checks for traffic hazards and illegal or unsafe activities.
- Responds to calls for assistance, including traffic accidents, assaults, fights, alarms, domestic disturbances, thefts, and other criminal or civil complaints.
- Works to strengthen police/community relations and as assigned accomplishes this by using avenues such as foot or bike patrol, and responds to questions/requests from the public.
- Intervenes in disputes, apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts investigations, collects evidence, assists injured persons, and re-establishes law and order at the scene.
- Conducts follow-up investigations.
- Preserves crime scenes.
- Books arrested persons in accordance with state, federal, and departmental procedures.
- Types complaints, affidavits, warrants, writes reports, processes evidence.
- Presents cases and testifies in court.

### Other Responsibilities or Job Requirements

- Some positions may assist with criminal investigations, intelligence gathering, and undercover work.
- Transports suspects and persons with outstanding arrest warrants to jail facilities.
- May train other officers
- May serve on special assignments, such as special response team, DWI roadblocks, or narcotics task force.
- Responsible for maintenance program of assigned vehicles and special equipment.
- Ensures computer is backed up once a month and adheres to Village of Ruidoso IT Policies
- Adheres to all Village of Ruidoso's policies not limited to IT, Purchasing, and Personnel Manual



## Village of Ruidoso

### Patrol Officer - Non-Certified

<b>SALARY</b>	\$19.00 - \$22.00 Hourly \$39,520.00 - \$45,760.00 Annually	<b>LOCATION</b>	Ruidoso, NM
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	08-28-23-NC
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	09/05/2023
<b>CLOSING DATE</b>	Continuous		

### Classification Summary

Under immediate supervision, actively participates in the Police Academy training program. Performs all related learning and testing activities at a training level for preparation as a Police Officer. Patrol Officer performs a variety of routine police work for the Ruidoso Police Department, on an assigned shift. Non-exempt FLSA

This position patrols the Village on an assigned shift in a radio-equipped vehicle to preserve law and order, including checking businesses and residences, discovering and preventing the commission of crimes, and enforcing state and municipal laws and ordinances.

### Duties and Responsibilities

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Performs tasks employing patrol methods, community relations, courtroom procedures, fingerprinting, report preparation, physical agility and strength formulation, and other patrol officer-related duties commensurate with attained skills
- May assist an Officer in patrolling assigned areas of the Village in a car, bicycle, or on foot.
- Perform all work duties and activities in accordance with Village and Department policies, procedures, and safety practices.
- Learns criminal law, arrest and control techniques, use of firearms, report writing, vehicle operation, First Aid, CPR, narcotics, crowd control, court room demeanor, public relations, patrol procedures, physical conditioning and training.
- Checks for traffic hazards and illegal or unsafe activities.
- Responds to calls for assistance, including traffic accidents, assaults, fights, alarms, domestic disturbances, thefts, and other criminal or civil complaints.
- Works to strengthen police/community relations and as assigned accomplishes this by using avenues such as foot or bike patrol.
- Searches for missing persons and lost and stolen property.
- Intervenes in disputes, apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts initial investigations, collects evidence, assists injured persons, and re-establishes law and order at the scene.
- Books arrested persons in accordance with state, federal, and departmental procedures.
- Types complaints, writes reports, processes evidence, and distributes copies to courts and superiors, issues warrants and subpoenas.



# We Are Hiring!

## The Carrizozo Police Department is currently hiring for a Certified Police Officer (Lateral Position)

### Minimum Qualifications

- 2 years Experience as a New Mexico Law Enforcement Officer
- Must be a United States citizen.
- Possess and maintain valid New Mexico driver's license with no DUI or DWI convictions.
- 21 years of age or older at the time of employment.
- Must be able to read and write the English language.
- Must have not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
- Ability to meet and maintain departmental physical standards.
- Must have completed police academy training and be certified and/or willing to attend the New Mexico Police Academy to become certified.
- Valid New Mexico State Driver's license required.
- Must have a good driving record to be insurable for liability purposes.
- Must have good vision, hearing and reflexes.

### Salary and Benefits

- **Starting Salary is \$49,358.40 (\$53,518.40 after 6 months probation)**
- Paid Holidays, Vacation and Sick Time
- Paid Health Insurance and Life Insurance
- Dental and Vision Insurance
- Retirement through PERA

### To Apply:

Email us at: [carrizozopolice@tularosa.net](mailto:carrizozopolice@tularosa.net)

Contact Chief Diron Hill at (575) 648-2351 for more information.

or click here: [INDEED](#) to immediately apply