

**AGENDA  
TOWN OF EDGEWOOD  
SPECIAL MEETING  
OF THE GOVERNING BODY  
MAY 28, 2019 @ 8:30 A.M.**

**TOWN OF EDGEWOOD COUNCIL CHAMBERS – 171A State Rd. 344**

(The Town of Edgewood Council is pleased to have residents of the community take time to attend Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared. Public comments may not be disruptive or harassing, and all persons are expected to maintain respect and decorum. Accordingly, rude, slanderous, or abusive comments and/or boisterous behavior will not be permitted. Written comments are welcomed and should be given to the Clerk-Treasurer prior to the start of the meeting).

**CALL TO ORDER.**

**PLEDGE OF ALLEGIANCE.**

**I. APPROVAL OF AGENDA**

**II. ACTION ITEMS**

- A. Discussion, Consideration and Action on the recommendation to hire Tim Dvorak as the Planning and Zoning Code Compliance Officer for the Town of Edgewood

**III. ADJOURN**

If you are an individual with a disability who needs 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 Clerk at the Town Offices located at 171A State Rd. 344, at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the Town Clerk at (505)286--4518, or by e-mail at [clerk@edgewood-nm.gov](mailto:clerk@edgewood-nm.gov) if a summary or other type of accessible format is needed. **The complete council packet may be viewed on the web, visit [www.edgewood-nm.gov](http://www.edgewood-nm.gov) and click on Agendas and Minutes.**

**Timothy Dvorak**  
[REDACTED]  
**Edgewood, NM 87015**  
[REDACTED]  
[REDACTED]

May 12, 2019

Juan Torres  
Clerk Treasurer  
Town of Edgewood  
171A NM 344  
Edgewood, NM 87015  
(505) 286-4518

Dear Mr. Torres,

I am very interested in the position for Code Compliance Officer and Planning Assistant which has become internally available. I was referred by Planning and Zoning Administrator, Ms. Tawnya Mortensen. I believe my employment as an Animal Control Officer with the Town of Edgewood for the previous five years, along with my willingness to grow and work with our community, makes me a perfect candidate for this position.

Edgewood is a small community and relies heavily on the interworking of both its administration and its citizens. As an Animal Control Officer, I have worked hard to foster relationships with the public to reinforce not only confidence from the public in our department, but a willingness from citizens to comply with our Animal Control Ordinance. During my time here, our department has created a network of residents to help us identify problems and remedy them. Every day I work closely with managing our growing volunteer base at our shelter, as well as working cooperatively with our fellow departments. I am proficient in all Microsoft computer programs, as well as Incode, Crimestar, and Adobe programs. I work closely and frequently with the Edgewood Municipal Court and have presented cases to Judge White on a frequent basis.

I believe I am the best fit for this position, as I have worked closely with the Edgewood community for years and would be humbled to have the opportunity to serve them in a different manner, as well as gain continual knowledge from a new department. I pride myself in working well with others, as well as fostering the best relationship possible with our community. I thank you very much for your consideration and your time. I hope that I will be able to continue to serve my community in a different and engaging capacity.

Respectfully yours,



## TIMOTHY DVORAK

Edgewood, NM 87015

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**Objective** Code Compliance Officer & Planning Assistant, Town of Edgewood

**Education** University of New Mexico, Albuquerque, NM  
BA with Honors in English Studies, Concentration in Creative Writing

Central New Mexico Community College, Albuquerque, NM  
AS in Liberal Arts, Film Technician Certificate

*Related Course Work*

Independent Creative Writing Fiction Thesis with Prof. Daniel Mueller

Advanced Creative Writing: Fiction, Non Fiction, & Poetry

Poetics & Literary Theory      Interpersonal Communications

IT 1010

Film Set Technician, Script Supervision

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**Employment** 7/2012-present Animal Control Officer  
*Town of Edgewood, Edgewood, NM*  
Manage shelter & shelter volunteers.  
Responsible for maintenance/care of animals at shelter.  
Frequent public interaction and argument de-escalation.  
Customer service in-person and via phone with patrons and community.  
Write detailed reports documenting actions and for-court testimony.  
Present detailed cases to Edgewood Municipal Court.  
Assist in revising and re-formatting Town of Edgewood Animal Control Ordinance.  
Proficient knowledge in jurisdictional boundaries of Town of Edgewood  
Work closely with Town government departments: Edgewood Police, Accounting, and Planning & Zoning.  
Organize community adoption events utilizing grant and government resources.  
Enforce local and state ordinance statutes regarding the care/handling of animals.  
Author narratives and descriptions for adoptable animals at shelter.  
Maintain Facebook page and respond to questions and inquiries from public.  
Respond to animal calls for service within community.  
Write and disseminate advertising for adoption and community events.  
Design signage and logos for adoption events and other community events.  
Volunteer training and form design for applications.  
Teaching local public via Citizen's Academy.  
Carry out animal adoptions and reclaims.  
Process individual animal licenses for canines and felines.

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**Honors** Graduated with 4.1 GPA with honors. 2<sup>nd</sup> place in creative writing fiction category for Lena M. Todd Award. Certified Animal Control Officer via NACHO Module by Code 3 Associates.

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**Skills**

Computer literate: proficient in Word, Excel, PowerPoint, Publisher, Incode, Crimestar, Ark Shelter Software, Adobe Photoshop, and Adobe Premiere. 80 WPM. Certified in CPR and Narcan administration. Proficient in public speaking and interpersonal communications.

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**References**

Upon request.