

A G E N D A

Carlsbad City Council Regular Meeting at the
Municipal Building, 101 North Halagueno Street
Carlsbad, New Mexico

August 23, 2016 at 6:00 p.m.

Invocation – Pledge of Allegiance

1. Approval of Agenda
2. Routine and Regular Business

All matters under this heading are considered routine by the City Council and will be acted upon in one motion. There will be no separate discussion of these items. If discussion is desired on a particular item, upon request, that item may be removed from the Routine and Regular Business and be considered separately.

A. Minutes of the Special City Council Meeting Held on August 4, 2016

B. Minutes of the Regular City Council Meeting Held on August 9, 2016

C. City Personnel Report

D. City of Carlsbad Department Monthly Reports:

- 1) Arts and Culture Department Monthly Report for July 2016
- 2) Sports and Recreation Department Monthly Report for July 2016
- 3) Transportation & Facilities Department Monthly Report for July, 2016

E. Contracts and Agreements

- 1) Consider approval of the Fourth Renewal of Agreement between the City of Carlsbad and the SENM Community Action Corporation for the Lease of Property and Improvements known as the Adult Respite Facility located at 201 E. Cascades Avenue
- 2) Consider approval of the Agreement between the City of Carlsbad and the Carlsbad Soccer League for Sport Services at the Bob Forrest Youth Sports Complex

F. Boards and Committee Appointments:

- 1) Carlsbad Museum and Art Center Board: Appoint-Larry Pardue and Duane Pearson, 5-year terms

3. Presentation by Jeff Diamond regarding the Avalon Ranch

4. Consider approval of Resolution 2016-40, a Resolution Adopting an Infrastructure Capital Improvements Plan (ICIP)

5. Consider approval of Resolution 2016-41, a Resolution Authorizing the filing of an Application to the New Mexico Department of Transportation for Funding Assistance for FY 2017-2018, for the Section 5311, for public transportation

6. Consider approval of 2016 Annual NMML Conference Voting Delegate-Janell Whitlock, and Alternate Delegate, Councilor Lisa Anaya Flores

7. Council Committee Reports
8. Adjourn

FOR INFORMATION ONLY

Agendas and City Council minutes are available on the City web site: cityofcarlsbadnm.com or may be viewed in the Office of the City Clerk or at the Carlsbad Public Library during normal and regular business hours.

CARLSBAD CITY COUNCIL MEETING SCHEDULE

- Regular meeting - Tuesday, September 13, 2016 at 6:00 p.m.
- Regular meeting - Tuesday, September 27, 2016 at 6:00 p.m.

If you require hearing interpreter, language interpreters or auxiliary aids in order to attend and participate in the above meeting, please contact the City Administrator's office at (575) 887-1191 at least 48 hours prior to the scheduled meeting time.

**LINKED MINUTES OF SPECIAL MEETING OF THE CITY COUNCIL OF THE
CITY OF CARLSBAD, NEW MEXICO, HELD IN THE MUNICIPAL BUILDING
ON AUGUST 4, 2016 AT 4:00 P.M.**

Present:	Dale Janway	Mayor
	Lisa A. Anaya Flores	Councilor
	Edward T. Rodriguez	Councilor
	Leo B. Estrada	Councilor
	J. R. Doporto	Councilor
	Wesley A. Carter	Councilor
	Richard Doss	Councilor
	Janell E. Whitlock	Councilor
Absent:	Jason Shirley	Councilor
Also Present:	Steve McCutcheon	City Administrator
	Stephanie Shumsky	Deputy City Administrator
	Eileen P. Riordan	City Attorney
	Annette Barrick	City Clerk
	LaVelta Jenkins	City Treasurer
	Jeff Patterson	Planning, Eng., & Reg. Director
	Luis Camero	Public Works Utilities Director
	Thomas Carlson	Public Works Director
	Richard Lopez	Fire Chief
	Kent D. Waller	Police Chief
	Patsy Jackson-Christopher	Director of Arts & Culture
	Steve Hendley	Director of Parks & Recreation

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:00 **Call Meeting to Order**

0:00:02 Invocation - Pledge of Allegiance

0:00:37 **1. APPROVAL OF AGENDA**

0:00:40 **Motion**

The motion was made by Councilor Doss and seconded by Councilor Doporto to approve the Agenda

0:00:44 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:01:03 **2. CONSIDER APPROVAL OF MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD ON JULY 26, 2016**

0:01:10 **Motion**

The motion was made by Councilor Doporto and seconded by Councilor Rodriguez to approve Minutes of the Regular City Council Meeting held on July 26, 2016

0:01:15 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:01:33 **3. CONSIDER APPROVAL OF RESOLUTION NO. 2016-38, A RESOLUTION ADOPTING THE CITY OF CARLSBAD LONG RANGE TRANSPORTATION PLAN 2016**

Mr. McCutcheon explained the Long Range Transportation Plan is a necessary planning tool as the City moves forward into the future. **Mr. Patterson** said the process has been ongoing since last year. He explained the City contracted Bohannon Huston to provide the planning for the City's infrastructure needs, traffic needs, and problem areas. He said the plan is a key piece when the City is requesting funding as far as transportation needs.

0:03:39 **Ms. Denise Weston** with Bohannon Huston said she has enjoyed working on the project. She said she is here tonight to present the final plan. Her presentation highlighted the following items:

- Plan Development
- Goals and Objectives
- Public Outreach
- Operational Analysis
- NMDOT Study Results
- Prioritization Process
- Pilot Process
- Results
- Recommendations

0:42:19 **Councilor Whitlock** said she does not see anything in the report regarding Lea Street. **Ms. Weston** said Lea Street was not specifically looked at. She said high level strategies were looked at to deal with transportation in the community as a whole.

Councilor Rodriguez asked shouldn't the existing bypass, which is Lea Street have been considered. He said the bypass drives past the Sports Complex, the Early Childhood Education Center, Joe Stanley Smith Elementary, and Craft Elementary School where thousands of kids are every day and evening. **Ms. Weston** said Lea Street

was not specifically discussed as something to do or not do because Bohannon Huston does not give roadway specific recommendations. She said Lea Street was considered in the model. She explained the bypass route and Lea Street are a primary road in the model and are included in the analysis. **Councilor Rodriguez** asked where the data from the research of Lea Street is implemented. **Ms. Weston** referred to the first page of the first appendix, which showed the routes of the trucks that were trailed.

Ms. Shumsky clarified based on the information and the State's study, the State is saying based on their data there are not enough trucks going down Lea Street to justify the west bypass. **Ms. Weston** said the model results indicate that not enough trucks are being diverted based on the expenditure required for the bypass.

0:46:50 **Mr. Patterson** said he understands the City has two separate issues, the DOT study and Lea Street. He said the problem with Lea Street is this it is a route that trucks do not want to use because they pass three schools and the sports complex. He added it is difficult for large trucks to make the turn onto Standpipe.

Ms. Riordan said looking at the map she does not see where Standpipe was considered. **Ms. Weston** said Lea was looked at for the traffic count but Standpipe was not tracked. She said the model includes all of the major roads and is an extensive roadway network where all of the roads and traffic were analyzed.

0:50:19 **Councilor Whitlock** added the report ties in well with the Age Friendly Communities Project because transportation is important and the project is pushing for bicycle paths and ADA compliance.

0:51:45 **Motion**
The motion was made by Councilor Whitlock and seconded by Councilor Rodriguez to approve Resolution No. 2016-38, a Resolution adopting the City of Carlsbad Long Range Transportation Plan 2016

0:52:09 **Vote**
The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada; No - Rodriguez, Carter; Absent- Shirley; The motion carried.

0:52:51 **Councilor Doporto** asked if there was a particular reason or timeframe that the Long Range Transportation Plan needed to be adopted. **Mr. McCutcheon** said there is no specific deadline; it has just languished for a long time.

0:53:16 **4. ADJOURN**

0:53:19 **Councilor Doss** said there is a town hall meeting at 5:15 today to give an update on WIPP progress if anyone would like to stay.

0:53:32 **Motion**

The motion was made by Councilor Whitlock and seconded by Councilor Doporto to Adjourn

0:53:54 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:54:18 **Adjourn**

There being no further business, the meeting was adjourned at 4:55 p.m.

ATTEST:

Mayor

City Clerk

DRAFT

**LINKED MINUTES OF REGULAR MEETING OF THE CITY COUNCIL OF THE
CITY OF CARLSBAD, NEW MEXICO, HELD IN THE MUNICIPAL BUILDING
ON AUGUST 9, 2016 AT 6:00 P.M.**

Present:	Dale Janway	Mayor
	Lisa A. Anaya Flores	Councilor
	Edward T. Rodriguez	Councilor
	Leo B. Estrada	Councilor
	J. R. Doporto	Councilor
	Wesley A. Carter	Councilor
	Richard Doss	Councilor
	Janell E. Whitlock	Councilor
Absent:	Jason Shirley	Councilor
Also Present:	Steve McCutcheon	City Administrator
	Stephanie Shumsky	Deputy City Administrator
	Eileen P. Riordan	City Attorney
	Annette Barrick	City Clerk
	Wendy Hammett	Finance Director
	LaVelta Jenkins	Assistant City Treasurer
	Jeff Patterson	Planning, Eng., & Reg. Director
	Luis Camero	Public Works Utilities Director
	Thomas Carlson	Public Works Director
	Richard Lopez	Fire Chief
	Kent D. Waller	Police Chief
	Patsy Jackson-Christopher	Director of Arts & Culture
	Steve Hendley	Director of Parks & Recreation

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:00 **Call Meeting to Order**

0:00:01 Invocation - Pledge of Allegiance

0:00:38 **Mayor Janway welcomed Ms. Wendy Hammett, the new City Finance Director, to her first Council meeting.**

0:00:54 **1. APPROVAL OF AGENDA**

0:00:56 **Motion**

The motion was made by Councilor Carter and seconded by Councilor Doss to approve the Agenda

0:01:01 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:01:12 **2. ROUTINE AND REGULAR BUSINESS**

- A. City Personnel Report
- B. Purchasing:
 - 1) Consider approval to Advertise Invitation for Bids for One (1) Type 6 Wildland Fire Apparatus
 - 2) Consider approval to Advertise Request for Proposals for the provision of Concession Services at the Bob Forrest Youth Sports Complex
 - 3) Consider approval to Advertise Invitation for Bids for the San Jose Boulevard, Phase 4 Construction Project
 - 4) Consider approval to Advertise Invitation for Bids for Resurfacing Runway 8-26
 - 5) Consider approval to Accept the Final Feasibility Study and designate Alternate 4 as the preferred Alternate for the proposed bridge over Dark Canyon near Boyd/Radio Boulevard and Monterrey
 - 6) Consider approval to Award CES Contract to Wade Construction for the reconstruction of the Labyrinth near the intersection of Locust Lane and Mission Avenue
 - 7) Consider approval to Award CES Contract to Speir Construction for the Roof Construction on the Carlsbad Municipal Library
 - 8) Consider approval to Award Bid #2016-21, to DuCross Construction for the Repair of a 30 foot section of the Double Eagle Waterline
- C. City of Carlsbad Department Monthly Reports:
 - 1) Carlsbad Municipal Court Department Monthly Report for July 2016
 - 2) Planning, Engineering, Regulations Department Monthly Report for July 2016
 - 3) Personnel Department Monthly Report for July, 2016
 - 4) Transportation & Facilities Department Monthly Report for June, 2016
- D. Contracts and Agreements
 - 1) Consider approval of the First Renewal and Amendment of Agreement between the City of Carlsbad and Orlando M. Garza for Grounds Maintenance and Grave Opening and Closing Services at the City of Carlsbad Cemeteries
 - 2) Consider approval of Request from the Carlsbad Fire Department for the Scott Firefighter Combat Challenge
 - a. Consider an Agreement between the City of Carlsbad and the Scott Firefighter Combat Challenge
 - b. Consider approval of Request for use of the North half of the Beach Parking Lot on Friday, September 30 through Sunday, October 2, 2016

- 3) Consider approval of NMDOT Aviation Grant, CNM-17-01, for airport maintenance improvements at the Cavern City Air Terminal
- E. Boards and Committee Appointments:
 - 1) Carlsbad Parks and Recreation Advisory Board: Akilah Nosakhere, 4-year term
 - 2) Bob Forrest Youth Sports Complex Advisory Board: Shelly Tucker, Remainder of 3-year term
- F. Set Date (September 13, 2016)
 - 1) An Ordinance Rezoning part of "R-2" Residential District to "C-2" Commercial District for an approximately 0.22 acre property, located at 618 West Pierce Street, legally described as Lot 2, Block 181, Westfall Subdivision, pursuant to Section 3-21-1 et. seq. NMSA 1978 and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances

0:01:40 **Mayor Janway asked Mayor Pro Tem Doss to discuss item B.5 Consider approval to Accept the Final Feasibility Study and designate Alternate 4 as the preferred Alternate for the proposed bridge over Dark Canyon near Boyd/Radio Boulevard and Monterrey.**

Councilor Doss explained that Item B.5 is the feasibility study to design the alternate route that will go over Dark Canyon near Boyd/Radio Boulevard and Monterrey intersections. He said there were 4 alternatives and number 4 is the preferable choice because option 4 only crosses the canal one time and it will be easier to straighten out the street in that area. He said with the feasibility study complete and the design approved, the project can get started. He said with the alternate City emergency vehicles will be able to get south of town.

Councilor Rodriguez said the study was well done. He said a few important key things with Alternate 4 are that the City is staying out of the landfill, it will minimize the impact, and it is also the least expensive alternate. He explained this will be an alternate means of transporting people on the south side of town in the event of heavy rainfall and flooding.

Councilor Anaya Flores said the project is really needed and she feels that alternate 4 is the best choice for all of the reasons already mentioned.

0:04:44 **Mayor Janway asked Chief Lopez to explained Item D.2 Consider approval of Request from the Carlsbad Fire Department for the Scott Firefighter Combat Challenge; a. Consider an Agreement between the City of Carlsbad and the Scott Firefighter Combat Challenge, and b. Consider approval of Request for use of the North half of the Beach Parking Lot on Friday, September 30 through Sunday, October 2, 2016.**

Chief Lopez explained this is the annual Firefighters Combat Challenge in Carlsbad. He said this is something the Fire Department looks forward to every year. He said the Combat Challenge Team has been working hard and preparing for the event. He

explained the Team took first place in Louisiana and Ohio and were able to beat the team that currently holds Worlds. He said the Team is close to beating the world record. He explained it is difficult to shave off the last second or two but the Team is working very hard. He said the Challenge is scheduled for later in the year so it won't be so hot and will be more enjoyable.

Mayor Janway asked Chief Lopez to let the Challenge Team know how proud he and the Council are of them and their great accomplishments.

0:06:08 **Councilor Doss** referenced C.3 Personnel Reports, he said there were many resignations from Lifeguards hired for the summer and would like an explanation on how that will affect the operation of the waterpark. **Mr. Hendley** said many of the lifeguards will be going back to school and college. He said Thursday, August 11th will be the last day the water park will be open during the week. He added the water park will be open on weekends through the last weekend of September. **Mr. McCutcheon** explained staff has tried very hard to staff the waterpark. He said he doesn't believe that many local people will visit during the day because school has started, but there is concern about visitors. He said staff is currently looking at ways for next year to staff the waterpark through the end of September.

0:08:12 **Motion**

The motion was made by Councilor Doss and seconded by Councilor Carter to approve Routine and Regular Business

0:08:22 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:08:37 **3. CONSIDER APPROVAL OF RESOLUTION 2016-39, A RESOLUTION DECLARING CERTAIN CITY PROPERTY UNUSABLE OR OBSOLETE**

Mr. McCutcheon explained this is the standard Resolution for following statute to dispose of obsolete and unusable City property.

0:09:10 **Motion**

The motion was made by Councilor Carter and seconded by Councilor Anaya Flores to approve Resolution No. 2016-39, a Resolution declaring certain City property unusable or obsolete

0:09:19 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:09:30 **4. CONSIDER APPROVAL OF ZONING CHANGE FROM "C-2" COMMERCIAL DISTRICT TO "R-1" DISTRICT FOR FIVE PROPERTIES ON WEST ROSE STREET ADDRESSED AS 118, 205, 206, 208, & 209 W. ROSE STREET**

0:10:35 **A. Consider approval of Ordinance No. 2016-19, an Ordinance rezoning Part of "C-2" Commercial District to "R-1" Residential District for an approximately 1.83 acre Lot, located at 118 W. Rose Street, legally described as Tract 66, Assessor's Plat Amended, SE ¼, SE ¼, Sec. 18, T22S, R27E, pursuant to Section 3-21-1 et. seq. NMSA 1978 and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances**

0:10:35 **1) Public Hearing**

Mr. Patterson explained this item and the items that will follow are a continuation of an item that was brought before Council concerning a zone change at 212 W. Rose Street. He said the properties listed serve as a residence where the current zoning is C-2. He explained there is a clause in the Ordinance that states if the property is destroyed, the homeowner cannot rebuild in a residential nature in C-2 zoning. He said the residents want to continue to use the properties as a residence. He added if the property owners want to sale the property, the buyers would have trouble finding lending that would allow them to buy the property. **Mr. Patterson** said he was directed by Council to allow property owners to come forward to the Planning Department and join together as a group on the zone change application. He said the Planning & Zoning Commission has recommended approval and as a result he is recommending approval.

0:12:07 **Mayor Janway asked if anyone would like to speak regarding the Ordinance. No one appeared and the Mayor declared the public hearing closed and reconvened the Council in regular session.**

0:12:29 **2) Consider Ordinance No. 2016-19**

0:12:35 **Motion**

The motion was made by Councilor Carter and seconded by Councilor Rodriguez to approve Ordinance No. 2016-19, an Ordinance rezoning part of "C-2" Commercial District to "R-1" Residential District for an approximately 1.83 acre lot, located at 118 W. Rose Street, legally described as Tract 66, Assessor's Plat amended, SE 1/4, SE 1/4, Sec. 18, T22S, R27E, pursuant to Section 3-21-1 et. seq. NMSA 1978 and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances

0:12:39 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:12:51 **B. Consider approval of Ordinance No. 2016-20, an Ordinance Rezoning part of "C-2" Commercial District to "R-1" Residential District for an**

approximately .50 acre Lot, located at 205 W. Rose Street, legally described as Block L, Lot 2, Hemler Subdivision, pursuant to Section 3- 21-1 et. seq. NMSA 1978 and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances

0:13:29 1) **Public Hearing**

0:13:32 **Mayor Janway asked if anyone would like to speak regarding the Ordinance. No one appeared and the Mayor declared the public hearing closed and reconvened the Council in regular session.**

0:13:46 2) **Consider Ordinance No. 2016-20**

0:13:53 **Motion**

The motion was made by Councilor Carter and seconded by Councilor Rodriguez to approve Ordinance No. 2016-20, an Ordinance rezoning part of "C-2" Commercial District to "R-1" Residential District for an approximately .50 acre lot, located at 205 W. Rose Street, legally described as Block L, Lot 2, Hemler Subdivision, pursuant to Section 3-21-1 et. seq. NMSA 1978 and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances

0:14:00 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:14:12 C. **Consider approval of Ordinance No. 2016-21, an Ordinance Rezoning Part of "C-2" Commercial District to "R-1" Residential District for an approximately 0.96 acre Lot, located at 206 W. Rose Street, legally described as Tract 67, Assessor's Plat, Map of the E 1/2 of Sec. 18, T22S, R27E, pursuant to Section 3-21-1 et. seq. NMSA 1978 and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances**

0:15:01 1) **Public Hearing**

0:15:02 **Mayor Janway asked if anyone would like to speak regarding the Ordinance. No one appeared and the Mayor declared the public hearing closed and reconvened the Council in regular session.**

0:15:14 2) **Consider Ordinance No. 2016-21**

0:15:23 **Councilor Whitlock** asked if the zoning has ever been residential, since the properties are residential housing. Mr. Patterson said the previous zoning was D-2 and allowed residential uses. He said when a new Ordinance was adopted the clause came into effect, stating residential purposes were not allowed in the new commercial zoning.

0:15:58 **Motion**

The motion was made by Councilor Carter and seconded by Councilor Rodriguez to approve Ordinance No. 2016-21, an Ordinance rezoning part of "C-2" Commercial District to "R-1" Residential District for an approximately 0.96 acre lot, located at 206 W. Rose Street, legally described at Tract 67, Assessor's Plat, map of the E 1/2 of Sec. 18, T22S, R27E, pursuant to Section 3-21-1 et. seq. NMSA 1978 and sections 56-150(b) and 56-140(I), Carlsbad Code of Ordinances

0:16:02 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:16:15 **D. Consider approval of Ordinance No. 2016-22, an Ordinance Rezoning part of "C-2" Commercial District to "R-1" Residential District for an approximately 0.55 acre Lot, located at 208 W. Rose Street, Legally described as the East half of Tract 68, in SWSE N306', W80', S to Public Highway, East to POB, Assessor's Plat of Sec. 18, T22S, R27E, pursuant to Section 3-21-1 et seq. NMSA 1978, and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances**

0:17:08 **1) Public Hearing**

0:17:10 **Mayor Janway asked if anyone would like to speak regarding the Ordinance. No one appeared and the Mayor declared the public hearing closed and reconvened the Council in regular session.**

0:17:22 **2) Consider Ordinance No. 2016-22**

0:17:27 **Motion**

The motion was made by Councilor Carter and seconded by Councilor Rodriguez to approve Ordinance No. 2016-22, an Ordinance rezoning part of "C-2" Commercial District to "R-1" Residential District for an approximately 0.55 acre lot, located at 208 W. Rose Street, legally described as the East half of Tract 68, in SWSE N306', W80', S to Public Highway, East to POB, Assessor's Plat of Sec. 18, T22S, R27E, pursuant to Section 3-21-1 et seq. NMSA 1978, and sections 56-150(b) and 56-140(I), Carlsbad Code of Ordinances

0:17:35 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:17:46 **E. Consider approval of Ordinance No. 2016-23, an Ordinance Rezoning part of "C-2" Commercial District to "R-1" Residential District for an approximately 0.37 acre Lot, located at 209 W. Rose Street, legally described as Block**

L, Lot 3, Hemler Subdivision, pursuant to Section 3- 21-1 et seq. NMSA 1978, and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances

0:18:44 **1) Public Hearing**

0:18:46 **Mayor Janway asked if anyone would like to speak regarding the Ordinance. No one appeared and the Mayor declared the public hearing closed and reconvened the Council in regular session.**

Ms. Melissa Washburn, property owner of 209 W. Rose St, thanked the Council on behalf of her neighbors and herself for considering the zone change. She explained she is in the process of selling her property and cannot get an appraisal of the property as it is currently zoned.

0:20:00 **2) Consider Ordinance No. 2016-23**

0:20:03 **Motion**

The motion was made by Councilor Carter and seconded by Councilor Rodriguez to approve Ordinance No. 2016-23, an Ordinance rezoning part of "C-2" Commercial District to "R-1" Residential District for an approximately 0.37 acre lot, located at 209 W. Rose Street, legally described as Block L, Lot 3, Hemler Subdivision, pursuant to Section 3-21-1 et. seq. NMSA 1978, and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances

0:20:08 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:20:26 **5. COUNCIL COMMITTEE REPORTS**

None to report.

0:20:42 **6. ADJOURN**

0:20:49 **Motion**

The motion was made by Councilor Whitlock and seconded by Councilor Doporto to Adjourn

0:20:58 **Vote**

The vote was as follows: Yes - Whitlock, Anaya Flores, Doporto, Doss, Estrada, Rodriguez, Carter; No - None; Absent- Shirley; The motion carried.

0:21:17 **Adjourn**

There being no further business, the meeting was adjourned at 6:22 p.m.

ATTEST:

City Clerk

Mayor

DRAFT

CITY OF CARLSBAD
PERSONNEL REPORT

August 23, 2016

APPOINTMENTS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Autumn McDonald	08/25/16	Water Park	Recreation Attendant, Seasonal
Gregory A. Perez	08/25/16	Police	Corporal

TERMINATIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>	<u>REASON</u>
Alyssa Arnwine	08/06/16	Water Park	Lifeguard	Resigned
Hannah Azzinaro	08/15/16	Water Park	Lifeguard	Resigned
Margarito Carrillo	08/12/16	Solid Waste	ARC Driver	Retired
Greg Dickinson	08/10/16	Electrical	HVAC Technician	Resigned
Bebe Garcia	08/11/16	Police	Telecommunicator	Resigned
Ian Garza	08/02/16	Riverwalk Rec. Ctr.	Rec. Attendant, on call	Resigned
Casey Parraz	08/12/16	Solid Waste	ARC Driver	Discharged
Caleb Prentiss	08/08/16	Water Park	Head Lifeguard	Resigned
J. Teague Runner	08/06/16	Water Park	Lifeguard	Resigned
Jaykan Willis	08/08/16	Water Park	Lifeguard	Resigned
Gabriela Wilson	08/07/16	Water Park	Lifeguard	Resigned
Matthew Zumbrun	08/06/16	Water Park	Head Lifeguard	Resigned

INTERNAL TRANSFERS AND PROMOTIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Hannah Azzinaro	08/06/16	Water Park	Head Lifeguard
Matthew Flores	08/15/16	Water	Water Operator, Apprentice
Anthony Hernandez	08/15/16	Water	Water Maintenance Supervisor
Isaiah Sanchez	08/15/16	Water	Meter Reader Representative
Amada Utter	08/15/16	Facility Maintenance	Custodian

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Steve Hendley, Director of Sports & Recreation *SH*

SUBJECT: Recommendation for Employment

DATE: August 4, 2016

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination:

General Information:

Name: Autumn McDonald Classification/Position: Recreation Attendant

Department: Water Park

- | | | |
|--|---|--|
| <input type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>\$9.00</u> per hour |
| <input checked="" type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

- | | | |
|--|--|--|
| <input type="checkbox"/> Associates Degree | <input type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Bachelors Degree | _____ | _____ |
| <input type="checkbox"/> Masters Degree | _____ | _____ |
| <input checked="" type="checkbox"/> Other | <u>Currently attending High School</u> | |

Employment:

Present or last Employer: _____

From _____ to _____ Classification: _____

Duties: _____

Related Experience: CPR Certified

Comments: _____

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

TO: The Honorable Mayor Dale Janway and Council Members

FROM: D. Kent Waller, Chief of Police *D.K.W. 08/17/16*

SUBJECT: Recommendation for Employment

DATE: August 17th, 2016

The following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to a pre-hire medical examination.

General Information:

Name: Perez, Gregory Allen

Classification/ Position: Corporal

Department: Police

- Regular
- Seasonal
- Temporary
- Full-Time
- Part-Time
- On Call
- Hourly \$ 33.78 per hour
- Salary \$ _____ per annum

Education Level:

- High School Diploma
- GED or Equivalent
- Associates Degree Associate of Arts/ Major: University Studies
- Bachelors Degree Bachelor of Science/ Major: Criminal Justice
- Masters Degree
- Other:

Employment:

Present or Last Employer: New Mexico State Game and Fish

From: 6/4/2011 to 8/17/2016

Classification: Game Warden

Duties: Game and Fish management, Habitat management, Public Relations, and Law Enforcement duties

Related Experience: 7 years and 1 month Law Enforcement experience

Comments: Certified Field Training Officer, General Police Instructor, Defensive Tactics Instructor, and DWI Instructor



ATTENDANCE FOR JULY 2016

21,865

CARLSBAD PUBLIC LIBRARY

JULY 2016

LIBRARY USAGE

NUMBER OF USES

Visitors	10,232
Computer Sessions	1,421
Wireless Sessions	398
Annex Use	29
ILL Loan items Received	44
ILL Loan Items Sent	25
Catalog Searches	4,070
Reserves Placed	228
Youth Information Requests	92
Adult Information Requests	395
Virtual Librarian Information Requests	2
Total Information Requests	489

DATABASES

NUMBER OF USES

A to Z Maps	0
A to Z USA	0
Ancestry (In-Library Use)	1,065
Brainfuse	31
Britannica Image Quest	0
Britannica Online	0
Career Transitions (cancelled)	0
Chilton's Auto Repair	2
Freegal	429
Gale Databases - NMSL	3
Gale Testing & Education Resource	9
Global Road Warrior	0
Transparent Languages	9
TOTAL DATABASE USAGE	1,548

CATALOGING

NUMBER OF ITEMS

Items Added to Collection	415
Items Withdrawn	478
Items Missing	139
Total Carlsbad Items	62,519
Materials Requests Fulfilled	31

ACTIVITIES

NUMBER SESSIONS / EVENTS

Preschool Story Time	0
Toddler Time	3
Summer Reading - Children	5
Summer Reading - Teen	3
Tours	5
Summer Reading - PJ party & puppet show	1
Teen Programs	0
Adult Programs - Summer Reading	1

CIRCULATION

NUMBER OF ITEMS

Books	3,933
Large Print Books	576
Graphic Novels	234
E-Books	201
Audio Books	68
E-Audio Books	387
Software	2
Music	0
Videos	1,552
Magazines	6
E-Magazines	16
Paperbacks	619
Reference	2
eReaders	0
Databases	1,548
TOTAL ITEMS CIRCULATED	9,144
Adult Items Circulated	4,970
Teen Items Circulated	601
Children's Items Circulated	3,573
Digital Items Circulated	604

PATRONS

NUMBER OF PERSONS

New Patrons This Month (Reg & Dig)	207
Total Digital Patrons Registered	42
Total Patrons Registered	9,667
Unresolved Member Problems	147
Incidents	1
NMLTG Users	89
Self-Check Station Users	177
Freegal Users	20

OTHER SERVICES

NUMBER OF SERVICES

Archival Requests	5
Tests Proctored	10
Newspaper Features	6
Pinterest posts	0
Radio features	1
Facebook posts	19

ATTENDANCE

NUMBER OF PERSONS

Preschool Story Time	0
Toddler Time	155
Summer Reading - Children	354
Summer Reading - Teen	45
Tours	148
Summer Reading - PJ party & puppet show	120
Teen Programs	0
Adult Programs - Summer Reading	48

Promo Events	0
Special Activities - LEGO	3
Technology Programs	0
TOTAL	21

Promo Events	0
Special Activities - LEGO	155
Technology Programs	0
TOTAL	1,025

LIBRARY NEWS

This month we successfully wrapped up our summer reading programs for 2016! The magic show was the best attended single event for July, with 110 children and 82 adults at the program. Other highlights were the evening Pajama Party & Puppet Show featuring ventriloquist Meghan Casey (which made the newspaper), and two shows of "Indiana Bones, Keeper of Legends" by Mike McCarthy. A record 975 children registered for the SRP this year, with just under 2,700 children and their families attending storytimes and programs over the 7-week program.

Library Board of Trustees

The Library Board did not meet in July.

Programs, Events, and Outreach

Last month, we had 48 registered adults for the Summer Reading program. The winner of the Adult Summer Reading prize basket was very excited! Adults requested we do it next year, and gave very positive feedback on the program. Library tours were given to ECEC classes and to Sunset 3rd graders.

Incidents/Complaints and Resolution

A patron had his bicycle stolen near the outside bike rack on July 25th around 3:30pm. The police were called, and a police report was filed.

Cassandra Arnold

8/10/16

**Monthly Report
for
July 2016**

Department:	Carlsbad Museum & Art Center
No. of Patrons Served:	1569
No. of Incidents / Complaints:	0
Date of Next Board Meeting:	Wednesday, August 17, 2016, 1:30 PM
Activities / Projects / Attendance	
July 1, National Park Service and museum staff installing centennial exhibit "A Century of Inspiration"	
July 1, Atomic Culture arrived to install the "pop up" exhibit Turn on and Take Cover pop up exhibit	
July 2, Atomic Culture presented Turn on and Take Cover pop up exhibit and concert performance at the museum and Halagueno Arts Park	
July 4, Museum closed for Independence Day	
July 4, Take down Atomic Culture exhibit	
July 6, Potash Museum planning meeting	
July 8, National Park Service opening reception for the exhibit "A Century of Inspiration"	
July 14, Museum Staff Michele Robertson named Ambassador of the year at the Chamber of Commerce annual banquet	
July 14, Dave met with Jed Howard at Landsun regarding Mr. Howards gifts to the museum	
July 15, Edward VanScotter went with Potash Museum committee to Lubbock to tour area museums	
July 19, Representatives from Mosaic, Willi, Patsy, and Dave met about the Little Old Carlsbad Layout and potash museum	
July 20, Museum Board meeting	
July 21, Jed Howard visited museum, met with Dave	
July 23, Art Academy Saturday Class by Karen Veni	
July 25, Ocotillo and Sunset Elementary schools summer program toured the museum	
July 28, Dave met with the Zia Quilters Guild to plan their October exhibit	
July 30, Art Academy Saturday Class by Margaret Barry	
Board / Committee Reports or Directives	
The Museum Board regular board meeting July 20, 2016. The next Museum Board meeting is scheduled for August 17 th , 2016 at 1:30 at the Carlsbad Museum & Art Center.	
Problem / Complaint Resolution: none	

Minutes Attached: Yes _____ No _____

Signed: _____ Dave Morgan, Museum Director

San Jose Senior Recreation Center

Monthly Report

July 2016

No. of Patrons served: 3,508

No. Of Incidents/Complaints: 0

Nutritional Program: 1,633

Date of next board meeting

August 3, 2016

Activities/Project	
Amateur Hour	6
Arts & Crafts	22
Bingo	187
Puzzles	5
Crochet Class	59
Birthday Party (monthly)	74
Dominos	16
Exercise Equipment	226
Creative Coloring	112
Line Dancing	63
Mexican BINGO	31
NM State Tax Filing	0
Pool	167
Quilters	7
Sing - Along	76
Low Impact Exercise Class	0
Vitals (BP/Sugar/Oxygen)	112
NMLong Term (MCR)	0
July Dance (p.m.)	55
4th of July Party (a.m.)	76
Veteran's Support Group	
3rd Annual Rodeo	74

Meetings	
Training Classes (Driving)	0
Safety Huddle Meeting	19
Foster Grandparents	0
Lawyer Referral	1
Leadership Carlsbad	0
Public Meeting	
CCVN Meeting	
SENMCA Meetings	3
SJ Adv. Board	6

Services	
Announcements	10
Copies	6
Forms	10
In-coming calls	402
Notaries	4
Referrals (Walk-Ins)	5
Transportation	1
Computer Class	40
Other Activities	0

Board/Committee Reports or Directives

Problems/Complaints/Resolutions
N/A

Signed: _____	Date _____
Signed: _____	Date _____

Jul-16 →		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Activities/Project	Attendance																																		
Amateur Hour	6											1	1	1		1					1							1							
Arts & Crafts	22							7							5							5							5						
Bingo	187				47								44							48						48									
Puzzles	5																		1	1	1	1	1												
Crochet Class	59	2			3	3	3	2				4	4	4	4	3			3	3	4	3				3	3	3	3	2					
Birthday Party (Monthly)	74																													74					
Dominos	16	3							3						3	2							2						3						
Exercise Equipment	226	9			13	15	10	12				11	8	10	10	8			16	13	13	11	10			13	13	12	12	7					
Creative Coloring Class	112	4			3	4	4	4				6	6	6	6	6			6	6	6	6	6			5	7	7	7	7					
Line Dancing	63							8				9			10				9			7				9			11						
Flu Shots	0																																		
Mexican BINGO	31							4							5				5			7				5					5				
NM State Tax filing	0																																		
Pool	167	7			9	8	9	6				6	9	9	12	10			7	8	6	7	9			12	10	6	10	7					
Quilters	7					2								2							2								1						
Sing - Along	76	76																																	
Low Impact Exercise Class	0																																		
Vitals (BP/Sugar/Oxygen)	112							15					15		14					18		15					21			14					
NMLong Term Ag. (MCR)	0																																		
Dance (p.m.)	55																						55												
4th of July Party	76	76																																	
Veteran's Support Group																																			
3rd Annual Rodeo	74																																74		

Services																																			
Announcements	10																																		
Copies	6																																		
Forms	10																																		
In-coming calls	402	15			15	26	27	18	17			10	22	26	22	18			18	24	18	20	26			11	13	19	18	19					
Notaries	4																																		
Referrals (Walk-ins)	5																																		
Transportation	1																																		
Computer Classes	40	2				2	2	2	2			3	2	2	2	2			2	1	2	2	2			2	2	1	2	3					

Meetings																																				
Training Class (Driving)	0																																			
Safety Huddle/Safety Meeting	19						5						4								5							5								
Foster Grandparents	0																																			
Lawyer Referral	1																																			
Leadership Carlsbad	0																																			
Public Meeting																																				
CCVN Advisory Board																																				
SENMCA Meetings	3																						3													
San Jose Advisory Board	6					6																														
Subtotal	1,875																																			

Nutritional Program	1,633
No. Of Incidents/Complaints:	0
Date Of Next Board Meeting:	08/03/16
No.of Patrons served	3,508

Monthly Report
July 2016
NORTH MESA SENIOR RECREATION CENTER

Number of Patrons Served: 3819

New Members: 24

Number of Incidents/Complaints: 0

Date of Next Board Meeting: August 10, 2016

Activities/Projects/Attendance

The Disability Group met on Friday, July 1st and had 4 attend their meeting.

Senior Socials were held on July 8th with 42 who attended, and also on the 22nd with 31 members who came to enjoy the potluck.

AARP did not have a monthly meeting in July, however, they sponsored a Social Security Workshop on Thursday, July 14th and had 31 who attended this informative workshop.

There was no Dance on Friday, July 15th so we could set up for our annual Garage Sale.

We held our Annual Garage Sale on Saturday, July 16th and had our auditorium set up with tables full of items that our members sold.

Zia Quilters held their retreat on Saturday, July 23rd with 10 attending, and Sunday, July 24th, with 9 attending, to work on their projects.

Incidents/Complaints:

NORTH MESA SENIOR RECREATION CENTER

July 2016

<u>Activity</u>	<u>Participation</u>
Exercise	916
Library/Lapidary	184
Arts/Crafts	159
Pool/Ping Pong	558
Card Games/Dominoes	304
Western Jam/Bingo	71
Line Dance	492
Dance	308
Social/Orgs/Events	112
ACBL Bridge	260
Health/Wellness	127
Inquiries	324
Visitors/Guests	4
Total	3819

Deposits

<u>Date</u>	<u>Cash</u>	<u>Checks</u>	<u>Total</u>
7/5/2016	\$121.74	\$45.56	\$167.30
7/28/2016	\$90.18	\$ 30.06	\$120.24
Total			\$287.54

**Monthly Report
For
July 2016**

Department: Carlsbad Municipal Transit System

No. of Patrons Served: 2462

No. of Incidents/Complaints: One-Vandalism

Activities / Projects / Attendance					
Passenger Classification					
Total	Elderly	Handicapped	Non-Ambulatory	Other	Revenue
2462	525	364	294	1279	\$3,704.35
Service vehicle hours in July- 1763.75 Service vehicle miles in July- 15119					
1. Ridership was down in July due to the extreme heat and because of our new shorter hours that started on July 11 th . The article on the new transit schedule was featured on the front page of the Carlsbad Current Argus.					
2. The Intent to Apply for FY 18 Funding was published in the Carlsbad Current Argus legal notice section on July 21, 2016. Letters of Intent to Apply for FY 18 Funding were also sent to other transportation agencies in Carlsbad.					
3. Precision Compliance conducted the annual Drug & Alcohol Audit on Carlsbad Transit and our drug testing facility NEW ERA Physical Therapy. The NMDOT Transit & Rail require the audit to ensure that Carlsbad Transit is following all drug testing regulations. The audit was conducted on July 28, 2016.					
4. We started accepting reservations for the After School Transportation Program on July 14 th .					

Jo Ann Moore, Transit Manager

08/10/2016

MONTHLY REPORT

FOR

July 2016

Department: CCVN (Carlsbad Community Volunteer Network)

No. of New Registered Volunteers	5
No. of Registered Volunteers:	335
No. of Active Volunteers:	275
No. of Work Stations:	20
No. of Volunteer Hours for July 2016:	3,349

Activities for the Month of July

- CCVN Advisory Board meeting was canceled due to 4th of July Holiday. The next regular board meeting is August 1, 2016
- CCVN volunteer provided computer classes throughout the month of July at the San Jose Senior Center.
- CCVN volunteers continue to assist the community on a daily basis with distribution of commodities at Jonah's house, Outreach Center, and at the Community Kitchen.
- CCVN continues to provide volunteer stations for community service clients. For the month of July the CCVN had 100 hours just in community services at the San Jose Senior Center and throughout the community.

CCVN Staff meets with volunteer station managers once a month to collect the total hours the volunteers have worked. The CCVN Assistant continues to assure that volunteers are established at their assigned station and she encourages the volunteers to try other volunteer opportunities.

Yanira Gonzales CCVN Coordinator

Patsy Jackson Director of Arts and Culture



Director: Steve Hendley

MONTHLY REPORT

JULY 2016

TOTAL PATRONS SERVED:

39,248

MONTHLY WORK REPORT

DEPARTMENT: GOLF COURSE	MONTH: JULY
NO. OF EMPLOYEES: 5 FULL TIME 2 SEASONAL	NO. OF DAYS IN MONTH: 31
HOLIDAYS THIS MONTH: 1	NO. OF WORK DAYS THIS MONTH: 21

ROUNDS PLAYED: JULY 2016: 3,513 DOWN 387 OVER JULY 2015
 TOTAL ROUND FISCAL YEAR 2016/2017: 3,513 DOWN 387 OVER FY2015/2016

ROUTINE TASKS		NON-ROUTINE TASKS	
TASK	HOURS	TASK	HOURS
Mowing Fairways	77	Pump House Maintenance	86.5
Mowing Greens	82.5	Verticut	5
Mowing Tees	25	Spray Greens	8
Mowing Fringes	15	Aerify	11
Mowing Roughs	67	Clean Riverwalk	22
Setting Up	27		
Mower Maint. and Minor Repair	8		
Watering Trees	48		
Irrigation System Maintenance	251.25		
Manual Watering	4		
Shop Housekeeping	4		
Hand Mowing and Trimming	158		
Roll Greens	8		
Blow debris off greens, pick up branches	16		
Clean bathrooms, empty trash, move tee markers, fill water cans, check ball washers	66		
TOTAL HOURS SPENT ON ROUTINE TASKS	856.25	TOTAL HOURS SPENT ON NON-ROUTINE TASKS	132.5
TOTAL GOLF COURSE HOURS	988.75		

Prepared by: _____

Kyle Boatman, Golf Course Superintendent

Monthly Report-July 2016

Department-Airport

Attendance to Cavern City Airport: 1480

Projects/Maintenance/F.A.A. Compliance	
Daylight and night-time daily inspections-perimeter check of all gates and intrusion of animals.	OK
Mowing airfield, weed-eating vegetation on taxiways and runways, around lights, signs, and buildings. Raking around lights where small animals are burrowing. Tumbleweed removal against perimeter fence. Filling in Fox holes with rocks and dirt. Trapping Goffers.	OK
Continuing with F.A.A. Part 139 training.	OK
Weekly maintenance including; cleaning of terminal, fueling and checking fluids on vehicles and equipment, running and servicing generators.	OK
Communications-NOTAM's issued and monitoring aviation radio.	OK
Weekly cleaning of the Terminal building.	OK
As ramp lighting and terminal outside lighting is going out we have been replacing this fixture with L.E.D. lighting. We will get more illumination plus a longer lifetime.	OK
Weekly safety huddles. Attending formal safety training.	OK
F.O.D. removal off of runways, taxiways and ramp.	OK
Herbicide treatment of areas including; cracks on Runways, Taxiways, Ramp, around lights and signs, parking lot, around building and any other place where weeds are not wanted. We also have been spaying herbicide on mesquite bushes in order to eliminate them.	OK

Boutique Airlines Landing Report

Here's the traffic report for Boutique Air at CNM for last month:

			Flights Scheduled	Flights Flown	Cancelled Weather	Cancelled other	Revenue Passengers
July 2016	7/1 to 7/31	Enplaned CNM ABQ	26	26	0	0	117
		Deplaned CNM ABQ	26	26	0	0	128
		Enplaned CNM DFW	26	26	0	0	154
		Deplaned CNM DFW	26	26	0	0	144

Albuquerque-Arrival- up **4**

Albuquerque-Departures- up **1**

Dallas-Arrival- same

Dallas-Departures- up **9**

Significant Weather Report	
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None	
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**Monthly Report
For
July 2016**

Department: Beautification

No. of Events: 2

No. of Incidents/Complaints: 0

Date of Next Board Meeting: August 18, 2016

Activities / Projects / Attendance:
Awarded Denton Wood Funeral Home Business of the Month- July 2016
Waterpark grand opening- Set up 12 recycling bins
Assisted with 4 th of July event prep work
Submitted yearly Keep Carlsbad Beautiful report (FY 15/16) to New Mexico Clean and Beautiful- July 6, 2016
Attended Board of Solid Waste Commission meeting- July 20, 2016
Attended Tree Board Meeting (No quorum)- July 19, 2016
Assisted 3 community service workers & picked up a total of 24 bags of trash (avg. 15 lbs. each) = 360 lbs. total and cleaned 3 assorted public places for July 2016
Attended Homeless Meeting- July 21, 2016
Met with Patricia and Robert Jacquez regarding Carlsbad Community of Hope concerns- July 29, 2016
Received 34 trash grabbers for community cleanups Provided with grant from US Forestry Service-July 2016

Board / Committee Reports or Directives: N/A

Problem / Complaint Resolution: N/A

Signed: _____
Mary Garwood, Beautification/Special Events Coordinator

**MONTHLY REPORT
FOR JULY 2016**

Department: Carlsbad Department of Sports and Recreation
Riverwalk Recreation Complex

No. of Rental Events: 11
No. of Incidents/Complaints: 230

Activities	No. of Events	No. of Patrons	Total
Radio Club	1	12	12
Crafts	6	15	90
Quince Practice	7	30	210
Loving Schools	1	50	50
El Paso School	1	40	40
PIYO	8	4	32
Karate Class	7	6	42
Kats Fit Club	7	10	70
Cheer	15	15	225
Fitness Class	10	20	200
Coffee Drinkers	20	12	240
Hockey Park	5	12	60
Church Meeting	1	30	30
Skate Park	30	120	3,600
Racquet Ball Players	30	28	840
Pickle Ball	11	8	88
Young Marines	1	20	20
NA Meeting	8	20	160
Summer Lunches	19	130	2470
Dance Practice	8	12	96
Walk-In Attendance	30	300	9,000
Rentals:			
Birthday Parties	7	60	420
Family Reunion	1	60	60
Baby Shower	2	60	120
Wedding	1	60	60
Attendance for the month was	30		18235
Average for the day was			607

**Problem/Complaint Resolution: People Complaining It's too Hot in Rec Center
/Request More AC For Center**

Minutes Attached: Yes ___ No X

Signed: _____

CEMETERY MONTHLY REPORT
JULY, 2016

	Carlsbad Cemetery	Santa Catarina	Sunset Gardens	Total
Number of Interments:	17	0	3	20
Cremations (Columbaria, included)	4 (0)	0	1	5(0)
Babyland	0	0	0	0
Indigent	0	0	0	0
Saturday	2	0	0	2
Double Depth	0	0	0	0
SUNDAY/Holiday	0	0	0	0
Disinterment:	0	0	0	0
Sale of Lots: (Columbaria, included)	7 (0)	0	0	7(0)
On Payment Plan:	4	0	0	4
Pre-Need: (Columbaria, included)	4(0)	0	0	4(0)
Meetings:	1	0	0	1
Monument Permits:	2(0)	0	0	2
Complaint/Incident Reports:	2	0	0	2
Vandalism				
Damaged Stone				
Sunken Grave				
Sunken Marker				
Theft				
Flowers				
Maintenance				
Other	2			2
Correspondence:				

MONTHLY WORK REPORT

DEPARTMENT: Sports Complex	BFYSC	MONTH: July 2016	
NO. OF EMPLOYEES: 5		NO. OF DAYS IN THE MONTH: 31	
HOLIDAYS THIS MONTH: 1	Attendance Approx. 16,000	NO. OF WORK DAYS THIS MONTH: 20	

Week of July 1st through 8th

Two employees prepared (mowed, trimmed, drag, clean bleachers, dugouts, repair pitching mounds) in/on little league fields in preparation for the 2016 New Mexico District Six baseball tournament. One employee tested the splash pad water chemistry daily. Two employees mowed soccer and softball fields. One employee performed ARC litter control in soccer, baseball, & Jr/Sr. league. One employee mowed the front open areas with 1600 mower. Two employees trimmed softball and soccer areas. Employees were off on Monday for the 4th of July holiday.

Week of July 11th through 15th

One employee tested the splash pad water chemistry daily. Two employees mowed the soccer, baseball, & softball fields. One employee performed ARC litter control in baseball, & Jr/Sr. fields. One employee mowed the open areas around baseball and Jr/Sr fields. Three employees sod cut and removed sod from apron areas on Jr/Sr field one. One employee fertilized the soccer & baseball fields. Two employees prepared baseball area (power wash bleachers and dug-outs, pitching mound) in preparation for 11 year old & Junior Division State Sectional Baseball Tournaments. One employee prepared soccer area for the British Soccer Camp. One employee trimmed front entrance areas. One employee washed and greased mowing equipment.

Week of July 18th through 22nd

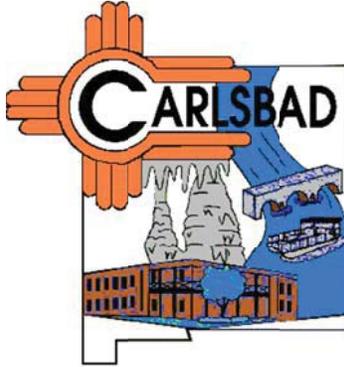
One employee tested the splash pad water chemistry daily. Two employees mowed softball, soccer, baseball, & Jr/Sr fields. Three employees prepared (mow, trim, wash bleachers/dugouts, drag, ARC litter control, and clean) little league fields 5 & 6 in preparation for the New Mexico 11 year old Division State Baseball Tournament. Three employees prepared the soccer fields for the 3V3 Live Regional Soccer Tournament. One employee applied herbicide throughout facility for weed control. One employee trimmed the softball area and cleaned the dugouts.

Week of July 25th through 29th

One employee tested the splash pad water chemistry daily. Two employees mowed the soccer, baseball, softball, & Jr/Sr fields. Two employees trimmed baseball fields and baseball common areas. Two employees performed irrigation audits & adjustments in soccer. Three employees performed litter control throughout facility after tournaments. Two employees repaired tree wells. One employee performed ARC litter control in soccer & baseball. One employee aerated the soccer fields. One employee watered hot spots throughout the facility. One employee applied herbicide on weed hot-spots in softball & baseball. One employee replaced tree bubblers on new trees in baseball.

John Lowe, Sports & Recreation Superintendent

CITY OF CARLSBAD



TRANSPORTATION AND FACILITIES JULY 2016

Monthly Reports from:

- **Community Service**
- **Construction**
- **Electrical**
- **Garage**
- **Parks**
- **Street**

Reviewed and approved by Tom Carlson, Director of Public Works

MONTHLY WORK REPORT

DEPARTMENT: COMMUNITY SERVICE	MONTH: JULY 2016
NO. OF EMPLOYEES: 4	NO. OF DAYS IN MONTH: 30
HOLIDAYS THIS MONTH: 0	NO. OF WORK DAYS THIS MONTH: 22

No. of Community Service Workers: 3

Hours of Work Performed by Community Service Workers: 31

Week of July 1st

We started the week with litter control at Eddy House, Spring Park, Ocotillo Trails, Six Mile Dam, Church and Canal Street.

Week of July 4th through July 8th

The crew started the week with litter control at Eddy House, Spring Park, Ocotillo Trail, Canal Street and Six Mile Dam. They cleaned out drains on Bryan Circle, North Shore Drive, Doepp Drive, Canyon and Greene Street. They trimmed and cleaned curb and gutter on Lea St then ended the week with litter control at Eddy House, Spring park, Ocotillo Trail, Canal Street and Six Mile Dam.

Week of July 11th through July 15th

The week started off with litter control at the Eddy House, Spring Park, Ocotillo Trails, Canal Street and Six Mile Dam. They trimmed and cleaned up on Lookout Drive parking lot, and Pierce Street, then ended the week with litter control at Eddy House, Spring Park, Ocotillo Trail, Canal Street and Six Mile Dam.

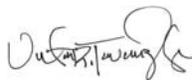
Week of July 18th through July 22nd

The crew started the week with litter control at Eddy House, Spring Park, Ocotillo Trails, Canal Street and Six Mile Dam. They sprayed roundup on Lea, Sixth, Eight, Tenth, Mermod and Halagueno Street They trimmed and cleaned up on Pierce Street and gutter on N. Main Street. They ended the week with litter control at Eddy House, Spring park, Ocotillo Trail, Canal Street and Six Mile Dam.

Week of July 25th through July 29th

The Community Service Department started the week with litter control at Eddy House, Spring Park, Ocotillo Trail, Canal Street and Six Mile Dam. They trimmed and cleaned up gutter and curb on Main Street. They trimmed the branches on N. Canal Street over the La Huerta Bridge. Trimmed and Cleaned up under San Jose then ended the week with litter control at Eddy House, Spring Park, Ocotillo Trail, Canal Street and Six Mile Dam.

Prepared by: _____



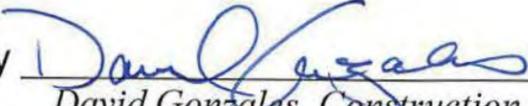
Victor Tavarez, Street Superintendent

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email=vrtavarez@cityofcarlsbadnm.com, c=US
Date: 2016.08.04 12:13:51 -06'00'

MONTHLY WORK REPORT

DEPARTMENT: Construction		MONTH: JUNE 2016	
NO. OF EMPLOYEES: 15		NO. OF DAYS IN MONTH: 31	
HOLIDAYS THIS MONTH: 1		NO. OF WORK DAYS THIS MONTH: 21	

1. Install signs at the Water Park
2. Assisted Parks Department with the beach area cleanup after July 4th.
3. Installed carpet at teen rec center.
4. Milled unsafe sidewalk in the Solana Street area.
5. Removed and replaced pump house at Sunset Gardens
6. Painted restrooms along Lower Tansill area and along Park Drive.
7. Repaired boat docks along the river.
8. Assisted Solid Waste with dumpster removal.
9. Assisted the Parks Department with irrigation excavate with backhoe to run water lines to the tennis court restrooms.
10. Power washed Spring Park pavilion, replaced bad floor planks and painted it.
11. Installed stair cases on roof at the Police Department
12. Painted PFA floor in third stall.
13. Installed concrete base around water valve at corner of Walter and Church Street.

Prepared by 
David Gonzales, Construction Superintendent

MONTHLY WORK REPORT

DEPARTMENT: ELECTRICAL

MONTH: JULY 2016

NO. OF EMPLOYEES: 7

NO. OF DAYS IN THE MONTH: 31

HOLIDAYS THIS MONTH: 1

NO. OF WORK DAYS THIS MONTH: 21

Number of Jobs Preformed for Individual Departments

1. Airport	25
2. Golf Course	22
3. Parks	37

4. Waste Water

a. Treatment Plant	28	b. Primary Lift	19
c. Lift Station	12	d. Other	0

5. Water

a. Water Wells	28	b. Double Eagle	32
c. Yard	0	d. Other	0

6. Public Building and Yards

a. City Hall	28	b. Library	18
c. Museum	08	d. Mesa Senior Rec.	03
e. San Jose Sr. Rec.	07	f. Riverwalk Rec.	09
g. Rifle Range	07	h. Community Soup Kitchen	06
i. Antique Lights	17	j. Pecos River Village	12
k. Convention Center	13	l. Civic Center	02
m. Reintegration	0	n. Literacy Building	02
o. Public Works Yard	24	p. Bob Forrest Sports Complex	29
q. Sign Shop	0	r. Port Jefferson	0
s. Landfill	0	t. Solid Waste	12
u. PFA Garage	0	v. Police Department	29
w. Fire Department	22	x.	

7. Traffic	18
8. Streets	19
9. School Crossing Lights	22
10. Transportation	04
11. Cascades	11
12. Sunnyview Catch Basin	0
13. Underground Line Locates	67

Prepared by _____



Digitally signed by Pat Cass
DN: cn=Pat Cass, o=City of Carlsbad, ou=Public
Works, email=pjcas@cityofcarlsbadnm.com,
c=US
Date: 2016.08.10 06:56:28 -06'00'

Patrick Cass, Deputy Director of Public Works

MONTHLY WORK REPORT

DEPARTMENT: **GARAGE**

MONTH: **July 2016**

NO.OF EMPLOYEES: 16

NO. OF DAYS IN MONTH: 31

HOLIDAYS THIS MONTH: 1

NO. OF WORK DAYS THIS MONTH: 20

Summary of Work Performed

Garage Department Master Mechanics and Mechanics

Performed necessary repairs and adjustments to keep the Public Works equipment operable as Indicated in the vehicle and equipment repair summary. Perform preventive maintenance checks on various vehicles and equipment to prevent costly repairs in the future. Made service calls for all departments as required.

Lubrication

Check fluid levels on refuse collection trucks daily. Deliver fuel to various locations and projects. Washed and steam cleaned cars and trucks. Perform preventive maintenance on units (changed oil and filters, lubricated, serviced batteries, and cleaned batter cables) according to maintenance schedule. Check all vehicles anti-freeze levels. Steam cleaned parts for mechanics

Tire Repair Shop

Removed, repaired, and reinstalled tires for Public Works, equipment and fleet vehicles to keep them in service. Filled out requisitions and got purchase orders for tire repairs and tire purchases for all departments. Deliver tires to different locations. Made service calls for tire repairs or to air tires as required. Kept spare tire room supplied and tire inventory current.

Welding Shop

Performed various repairs for the following departments:

Solid Waste

Unit 12333 Install & test blade, weld on cover plates

Unit 11592 Weld new bump stops for mast, weld timing blocks, and weld cracks on side mast

Weld gate hinge clamps

Unit 10823 Adjust tipper

Unit 11592 Repair tipper cam

Unit 1794 Prep D-rings

Unit 11592 Weld structure arm and side mast

Unit 10780 Straighten side mast lift

Unit 11592 Adjust tipper

Unit 1794 Weld D rings

Unit 12782 Repair side mast structure, cut pull lugs for mast

Unit 12782 Weld structure & fabricate bushings for cam follower

Unit 9093 Weld 4 studs on boom

Fabricate tipper cam assembly

Unit 9093 Fabricate hydraulic hose hold downs

Unit 10789 Cut welds off timing blocks

Unit 10789 Weld timing blocks and cut spacers off side mast
Unit 10789 Fabricate & weld hydraulic hose anchor
Unit 10780 Cut cylinder pin on mast, patch hole on tailgate, and weld hinge on safety prop left side
Unit 11592 Fabricate and weld hanger to hold up hydraulic hoses

Garage Department

Clean shop
Safety Meeting
Safety Training Course
Scorpion Training
Measure and cut for conex coolers
Fabricate & weld frames for conex AC
Fabricate AC stands
Set up plasma to cut tipper cam assembly
Weld tabs for lights on conex
Fabricate and weld AC guard for conex
Inventory for First Aid kits
Tack shelves inside conex
Crane Carrier Training
Fabricate vent guards for AC's in Welding Shop
Hose racks for Conex

Public Works

Adjust front gate

Water Department

Check on vault
Cut down pipe rack
Weld vault doors

Double Eagle

Fabricate ladder for PRV
Repair trailer jack
Fabricate canopy frame w/hammer unions
Cut lugs for canopy cover
Fabricate & weld canopy

Parks Department

Fabricate shooting benches
Refabricate rear ramps on trailer
Weld piece on door opener
Cut pins for bridge removal
Weld anchors on walk bridge
Remove fitting from effluent pump

Golf Course

Stretch ½" wrench to 16"
Fabricate fence
Repair trailer hitch

Construction

Unit 9404 Weld side boards

Waste Water

Unit 3034 Refabricate lug for hydraulic spool cylinder on hose reel
Weld nut on grits auger flange

Literacy Center

Cut ring for light pole
Weld ring on light pole

Collections

Repair cylinder bracket

Cemetery

Unit 13718 Load leveler linkage and repair weld up

Electric

Evaluate light pole at Literacy Center

Police

Ladder installation
Fabricate leg support for ladder
Install stairway

Fire

Weld Gator clutch tool

Prepared by:



Digitally signed by Terry Mathis
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email=tmmathis@cityofcarlsbadn
m.com, c=US
Date: 2016.08.01 11:56:29 -06'00'

Terry Mathis, Maintenance Superintendent

MONTHLY WORK REPORT

DEPARTMENT: **PARKS**

MONTH: **JULY 2016**

NO. OF EMPLOYEES: 15

NO. OF DAYS IN MONTH: 31

HOLIDAYS THIS MONTH: 1

NO. OF WORK DAYS THIS MONTH: 31

Week of July 1st

Two employees mowed and trimmed the following Park/Areas: The Old Campgrounds, and Playground on the Pecos. Five employees replaced the trash can liners at the beach area, Riverview Park, Lower Tansill Area, and The Ray Anaya Plaza De San Jose (RAPDSJ). Three employees inspected and repaired restrooms throughout the parks. Three employees worked on the weekend replacing trash liners, litter control at the beach area and Riverview Park.

Week of July 4th through July 8th

Monday was the 4th of July Holiday. Ten employees mowed and trimmed the following Parks/Areas: Arcadia Park, Cruz Fernandez Park, Cass Park, 8th Street Park, Riverside Country Club Park, Spring Park, Davis Park, Hall Addition Park, Troy Young Park, Desert Willow Park and The RAPDSJ. Four employees repaired irrigation systems at the Lake Carlsbad Recreation Area, Riverview Park, Cass Park, Spring Park, and back flushed the Splash Pad. Fourteen employees replaced trash can liners, litter control after the 4th of July celebration at the Lake Carlsbad Recreation Area, Riverview Park, Lower Tansill Area, Playground on the Pecos and Park Drive Riverwalk

Week of July 11th through July 15th

Ten employees mowed and trimmed the following Park/Areas: Lamont Street Park, West Carlsbad Recreation Area, Arcadia Park, Heritage Park, Spring Park, the RAPDSJ, The Carlsbad Veterans Memorial Park, Dr. Martin Luther King Jr. Park and the Lower Tansill Area. Four employees replaced the trash can liners at the beach area, Riverview Park Lower Tansill Area, and the RAPDSJ. Four employees repaired irrigation systems at the Lake Carlsbad Recreation Area, and repaired a waterline at the Carlsbad Golf Barn. Fifteen employees attended safety classes at the Pecos River Village Conference Center. Three employees worked on the weekend replacing trash can liners, litter control and trimming the beach area.

Week of July 18th through July 22nd

Ten employees mowed and trimmed the following Park/Areas: Riverview Park, The Old Campground, Playground on the Pecos, Millennium Park, Troy Young Park, Davis Park, Hall Addition Park and the Lake Carlsbad Recreation Area. Four employees replaced the trash can liners at the beach area, Riverview Park, Lower Tansill Area, and the RAPDSJ. Four employees repaired irrigation system at the Will Merchant softball fields and the Lake Carlsbad Recreation Area. Three employees trimmed trees at Spring Park. Two employees power washed the pavilion floors. Four employees assisted the Electrical Department in installing the water feature at the upper lake. Three employees worked on the weekend replacing trash liners, litter control at the beach and trimmed Spring Park, Desert Willow, Riverside Country Club Park, and Heritage Park.

Week of July 25th through July 29th

Nine employees mowed and trimmed the following Park/Areas Dr. martin Luther King Jr. Park, The Carlsbad Dog Park, South James Street Park, North James Street Park, The Lower Tansill Area, the RAPDSJ, Sunset Park, Cruz Fernandez Park, Arcadia Park, and the Carlsbad Veterans Memorial Park. Four employees replaced the trash can liners at the beach area, Riverview Park, Lower Tansill Area and the RAPDSJ. Four employees repaired irrigation systems at the Lake Carlsbad Recreation Area, Sunset Park, Riverview Park, and installed a bubbler irrigation system at Cramer Court for tree installation. Two employees power washed and removed debris at the pond located at the Heritage Park. Three employees worked on the weekend replacing trash can liners, litter control at the beach area and trimmed the river walk at the Lake Carlsbad Recreation Area



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DN: cn=Luis, o, ou,
email=lcrenteria@cityofcarlsbadn
m.com, c=US
Date: 2016.08.08 12:00:02 -06'00'

Prepared by: _____

Luis Renteria, Parks Superintendent

Street Department Monthly Work Report May 2016

Number of Employees 18	No. of days in the Month 31
Holidays 1	No. of days worked in this month 21

The Street Department mows, patches, sweep streets, repair/clean alleys and other various jobs as needed.

Week of July 1st through July 8th

The Street Department did litter control on the parade route, the beach area and around town. They put out and picked up barricades for the 4th of July. They placed the traffic counter on Avenue A. The crew did dust control twice a day with the water truck at the water park. They hauled a tractor from Artesia.

- Swept downtown, beach area, Area 1 La Huerta, Area 10 Normandy Addition, Area 2 Pecos Acres, Area 9 East of the river, and Canal and Pierce Street. Swept up debris and put sand on antifreeze spill at a wreck site on Canal and Lea Street and Alta Vista, and tapered speed bump on Elgin Road. They did alley repairs between Bonita and Avenue A.
- Patched Area 2 Pecos Acres, Area 10, Normandy Addition and hot spots,
- Filled sand bags for the Police Department
- Hauled debris from cemetery to Lower Tansill and also hauled debris from Lower Tansill to the Landfill

Week of July 11th through July 15th

The crew bladed new chat on Barbara Street, Set up traffic counter at Del Rio and Oklahoma Street, did Dust control at the Water Park, Alley repairs north of Country Side Street, tractor maintenance and hauled chat to Lower Tansill.

- Mowed bike path and N.E. 1st Street, drains at Stripes, Monte Vista, Lowes, Boyd Drive, Sunnyview, San Jose, Old Cavern Highway Airport Avenue and also mowed Davis Park Area, Chapman Road, Farris Drive and Hagerman Acres.
- Patched Area 3 Solana, Area 4 Lamont and various hot spots.
- Swept Canal and Pierce Street, Area 3 Solana, Area 8 East of Canal Street Area 4 Lamont and various hot spots downtown.

Week of July 18th through July 22nd

The Street Department Crew hauled debris from the Lower Tansill. They hauled the dump truck to the Public Works Yard and moved equipment from the Public Works Yard so that Constructor could slurry seal the yard. The crew did dust control at the water park every day of this week.

- Mowed around Public Works, along CID, Texas Street, the truck by pass, Drain west of the CID, Elks Area, and the Hobbs Highway.
- Patched Area 7 between Mesa and Canal Street, Area 5 West Carlsbad, Area 6 Mesa to CID, and various hot spots.
- Swept Area 7 between Mesa/Canal and Canal/Pierce Street. Area 5 West Carlsbad, Area 11 Hall Addition, Area 6 Mesa to CID and downtown.

Week of July 25th through July 29th

The crew returned the equipment back to the public works yard after constructors finished slurry seal. They hauled materials to Lower Tansill Area and gravel to the beach area. They hauled debris from the lower Tansill and hauled a truck to public works yard. Hauled base course to San Jose Senior Recreation Center and had the crew build a pad with it. The crew assisted Community Service with removal of debris on N. Canal Street, cleaned shop and did litter control around town.

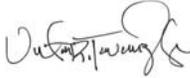
- Patched Area 12 Standpipe, Treatment Plant Road and Utility cut inside the last gate.
- Swept Canal and Pierce Street, Area 12 Standpipe, Area 5 West Carlsbad and various hot spots, Area 13 San Jose and Sunnyview, Ara 14 South Carlsbad and Downtown.

**Signs and Markings Division of the Street Department
May 2016**

Type of Sign	Repaired	Stripped	Replaced	Installed	Constructed
Stop Signs		1	3	2	2
Warning Signs	3			4	3
Guide Signs	2			2	04
Street Marker Signs			1	1	04
Regulatory Signs	4	1		5	6

Other work performed by Signs and Markings Division of the Street Department

- Painted the speed hump on Elgin Road.
- Fixed and reinstalled Nick G. Salcido by La Tienda on Dark Canyon Crossing.
- Installed stop signs and stop ahead sign on Riverside and Pecos Acres and covered them up.

Prepared by:  Digitally signed by Victor Tavarez
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email=vtavarez@cityofcarlsbadnm.com, c=US
Date: 2016.08.15 13:52:40 -06'00'

Victor Tavarez, Street Superintendent

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 08/23/2016

DEPARTMENT: FACILITY MAINTENANCE	BY: STEVE HENDLEY	DATE: 08/15/2016
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SUBJECT: FOURTH RENEWAL OF THE AGREEMENT BETWEEN THE CITY OF CARLSBAD AND THE SOUTHEAST NM COMMUNITY ACTION CORPORATION FOR THE LEASE OF PROPERTY AND IMPROVEMENTS KNOWN AS THE CARLSBAD ADULT RESPITE FACILITY. 201 EAST CASCADES AVENUE

BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

The Southeast NM Community Action Corporation has leased the property since May 29th, 2012. The lease expired May 29th, 2016. This contract would renew the lease through May 28th, 2017.

DEPARTMENT RECOMMENDATION: It is recommended to renew the lease for the period May 29th, 2016 through May 28th, 2017.

BOARD/COMMISSION/COMMITTEE ACTION:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> P & Z | <input type="checkbox"/> Lodgers Tax Board | <input type="checkbox"/> Cemetery Board | } <input type="checkbox"/> APPROVED |
| <input type="checkbox"/> Museum Board | <input type="checkbox"/> San Jose Board | <input type="checkbox"/> Water Board | |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> N. Mesa Board | <input type="checkbox"/> Beautification Committee | } <input type="checkbox"/> DISAPPROVED |

Reviewed by:
City Administrator: /s/ Steve McCutcheon Date: Aug 18, 2016

ATTACHMENT(S): Lease Agreement

**FOURTH RENEWAL OF THE
AGREEMENT BETWEEN THE CITY OF CARLSBAD AND
THE SOUTHEAST NM COMMUNITY ACTION CORPORATION
FOR THE LEASE OF PROPERTY AND IMPROVEMENTS
KNOWN AS THE CARLSBAD ADULT RESPITE FACILITY,
201 EAST CASCADES AVENUE**

1 THIS AGREEMENT is entered into this ____ day of _____, 2016 between the CITY
2 OF CARLSBAD, New Mexico, a municipal corporation (hereinafter referred to as "City"), and the
3 SOUTHEAST NM COMMUNITY ACTION CORPORATION, a New Mexico domestic nonprofit
4 corporation, (hereinafter referred to as "Corporation").

5
6 WHEREAS, the City of Carlsbad constructed an adult respite facility utilizing State of New
7 Mexico legislative appropriations; and

8
9 WHEREAS, pursuant to the legislative appropriation, the City is obligated to utilize the
10 respite facility to provide services to adults in need of daycare services; and

11
12 WHEREAS, the City requested proposals for provision of adult daycare services at the
13 respite facility in RFP No. 2010-42; and

14
15 WHEREAS, the Southeast NM Community Action Corporation is a New Mexico nonprofit
16 corporation which provides various services to low income families throughout the Carlsbad
17 community; and

18
19 WHEREAS, the Corporation submitted a response to RFP No. 2010-42; and

20
21 WHEREAS, the City of Carlsbad and the Corporation entered into an agreement for the
22 provision of such services to local residence for the year beginning on 29 May 2012, and ending on
23 28 May 2013; and

24
25 WHEREAS, the parties renewed that agreement for each year since; and

26
27 WHEREAS, the parties wish to renew that agreement for an additional year beginning on 29
28 May 2016.

29
30 NOW THEREFORE, the parties agree to the following terms and conditions:

31
32 1. The Agreement Between the City of Carlsbad and Southeast NM Community Action
33 Corporation for the Lease of Property and Improvements known as the Carlsbad Adult Respite
34 Facility, 201 East Cascades Avenue, dated the 29th May 2012, is attached and is incorporated herein
35 and made a part of this Renewal Agreement.

36
37 2. The parties agree to renew the Agreement dated the 29th May 2012, for the year beginning
38 29 May 2016, and ending 28 May 2017.

1 3. This renewal shall be under the same terms and conditions, and the parties shall have the
2 same rights and responsibilities as in the attached Agreement except that any reference to the
3 Community Development Director shall be changed to the Director of the Sports and Recreation
4 Department.
5

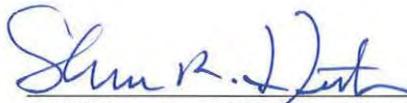
6
7 CITY OF CARLSBAD:

8
9
10 _____
11 DALE JANWAY, MAYOR

12 ATTEST:

13
14
15 _____
16 CITY CLERK

17
18
19
20
21 SOUTHEAST NM COMMUNITY ACTION
22 CORPORATION:

23
24 

25 _____
26 SHERRA R. HESTER, EXECUTIVE DIRECTOR

27
28 STATE OF NEW MEXICO)
29) ss.
30 COUNTY OF EDDY)

31
32 The foregoing instrument was acknowledged before me this 8th day of August,
33 2016, by SHERRA R. HESTER, Executive Director of the Southeast NM Community Action
34 Corporation.

35 My Commission Expires:

36
37 6/14/2017

38 
39 NOTARY PUBLIC
40

**FOURTH RENEWAL OF THE
AGREEMENT BETWEEN THE CITY OF CARLSBAD AND
THE SOUTHEAST NM COMMUNITY ACTION CORPORATION
FOR THE LEASE OF PROPERTY AND IMPROVEMENTS
KNOWN AS THE CARLSBAD ADULT RESPITE FACILITY,
201 EAST CASCADES AVENUE**

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7 Mexico legislative appropriations; and

8
9 WHEREAS, pursuant to the legislative appropriation, the City is obligated to utilize the
10 respite facility to provide services to adults in need of daycare services; and

11
12 WHEREAS, the City requested proposals for provision of adult daycare services at the
13 respite facility in RFP No. 2010-42; and

14
15 WHEREAS, the Southeast NM Community Action Corporation is a New Mexico nonprofit
16 corporation which provides various services to low income families throughout the Carlsbad
17 community; and

18
19 WHEREAS, the Corporation submitted a response to RFP No. 2010-42; and

20
21 WHEREAS, the City of Carlsbad and the Corporation entered into an agreement for the
22 provision of such services to local residence for the year beginning on 29 May 2012, and ending on
23 28 May 2013; and

24
25 WHEREAS, the parties renewed that agreement for each year since; and

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27 WHEREAS, the parties wish to renew that agreement for an additional year beginning on 29
28 May 2016.

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30 NOW THEREFORE, the parties agree to the following terms and conditions:

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37 2. The parties agree to renew the Agreement dated the 29th May 2012, for the year beginning
38 29 May 2016, and ending 28 May 2017.

1 3. This renewal shall be under the same terms and conditions, and the parties shall have the
2 same rights and responsibilities as in the attached Agreement except that any reference to the
3 Community Development Director shall be changed to the Director of the Sports and Recreation
4 Department.
5

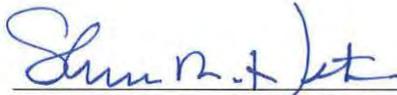
6
7 CITY OF CARLSBAD:

8
9
10 _____
11 DALE JANWAY, MAYOR

12 ATTEST:

13
14
15
16 _____
17 CITY CLERK

18
19
20
21 SOUTHEAST NM COMMUNITY ACTION
22 CORPORATION:

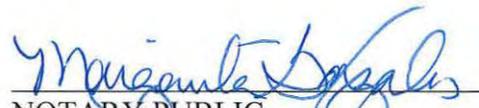
23
24 
25 _____
26 SHERRA R. HESTER, EXECUTIVE DIRECTOR

27
28 STATE OF NEW MEXICO)
29) ss.
30 COUNTY OF EDDY)

31
32 The foregoing instrument was acknowledged before me this 8th day of August,
33 2016, by SHERRA R. HESTER, Executive Director of the Southeast NM Community Action
34 Corporation.

35 My Commission Expires:

36
37 6/14/2017

38 
39 NOTARY PUBLIC
40

**CITY OF CARLSBAD
AGENDA BRIEFING MEMORANDUM**

COUNCIL MEETING DATE: 8-23-16

DEPARTMENT: Sports Complex	BY: John Lowe, Sports Superintendent <i>JLowe</i>	DATE: 8-15-16
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SUBJECT: Agreement with Carlsbad Soccer League for Sport Services at Bob Forrest Youth Sports Complex

SYNOPSIS, HISTORY and IMPACT (SAFETY AND WELFARE/FINANCIAL/PERSONNEL/INFRASTRUCTURE/ETC.):
The Bob Forrest Youth Sports Complex Advisory Board has recommended that the city enter into an agreement with the Carlsbad Soccer League to provide services at the complex. Those services include:

- Referees for their games.
- Soccer field painting.
- Keeping the fields and bleachers free of litter during practices and games.
- All materials & supplies needed for practice, games, and tournaments.

The city would pay the league \$25.00 for the U-4 through U-6 division games, \$30.00 for the U7/8 division games, \$50.00 for the U-9/10 division games, and \$60.00 for the U-11/12 division games. Under the terms of this agreement the city shall pay the league no more than \$19,000.00 for services provided for regular season & tournament games.

Agreement dates: September 1, 2016 thru August 31, 2017

DEPARTMENT RECOMMENDATION: Approval sports services agreement with Carlsbad Soccer League.

BOARD/COMMISSION/COMMITTEE ACTION:

<input type="checkbox"/> P&Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	<input checked="" type="checkbox"/> APPROVED
<input type="checkbox"/> Museum Board	<input type="checkbox"/> San Jose Board	<input type="checkbox"/> Water Board	<input type="checkbox"/> DISSAPPROVED
<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input checked="" type="checkbox"/> Sports Complex Adv. Board	

Reviewed by
City Administrator: /s/ Steve McCutcheon Date: Aug 18, 2016

ATTACHMENTS: Sports Services agreement with Carlsbad Soccer League

**AGREEMENT BETWEEN THE CITY OF CARLSBAD
AND THE CARLSBAD SOCCER LEAGUE
FOR SPORTS SERVICES AT THE BOB FORREST SPORTS COMPLEX**

1 THIS AGREEMENT made and entered into this _____ day of
2 _____, 2016, by and between the **CITY OF CARLSBAD**, a municipal
3 corporation, hereinafter referred to as the "**City**", and the **CARLSBAD SOCCER LEAGUE**,
4 a New Mexico domestic nonprofit corporation, hereinafter referred to as the "**League**".
5

6 WHEREAS, the City owns and operates a facility known as the Bob Forrest Sports
7 Complex, hereinafter referred to as the "Complex", at which there is a variety of youth
8 sports venues including baseball, softball, and soccer fields; and
9

10 WHEREAS, the League organizes, manages, coordinates, and supervises a soccer
11 league for Carlsbad area youth; and
12

13 WHEREAS, the League holds its soccer practice, games, tournaments, and related
14 activities at the Complex; and
15

16 WHEREAS, the Bob Forrest Sports Complex Advisory Board, hereinafter referred
17 to as the "Board", has determined that it is in the best interest of the League that the City
18 enter into an agreement with the League regarding the provision of referees, materials and
19 supplies, field maintenance, and trash removal during League activities at the Complex.
20

21 NOW THEREFORE, the parties, in consideration of the mutual covenants and
22 agreements herein contained, agree as follows:
23

24 1. **Definitions.**

25 A. "**Board**" shall mean the Bob Forrest Sports Complex Advisory Board as it
26 is now composed or as it may be amended in the future.

27 B. "**Complex**" shall mean the real property and all improvements, buildings,
28 and fixtures thereon commonly known as the Bob Forrest Sports Complex, 3001
29 West Lea Street, Carlsbad, New Mexico.

30 C. "**League Services**" shall include, but not necessarily be limited to:

31 i. Within ten (10) days of the League's execution of this Agreement,
32 providing the City with the League's schedule of games and
33 tournaments;

34 ii. Providing the referees necessary for each game at the Complex in
35 which a League team is participating;

36 iii. Providing necessary field marking and painting and maintenance
37 before, during, and after each game at the Complex in which a
38 League team is participating;

39 iv. Keeping the fields, bleachers, and stands in a safe, sanitary, orderly,
40 and sightly manner, and free of litter, trash, and debris during and
41 after all practices and all games at the Complex in which a League
42 team is participating and properly disposing of all litter, trash, and
43 debris;

- v. Keeping the fields, bleachers, and stands in a safe, sanitary, orderly, and sightly manner, and free of litter, trash, and debris during and after each tournament sponsored or hosted by the League, if any, and properly disposing of all litter, trash, and debris;
- vi. The City, at its sole discretion, may provide the League with a storage area or building. In that event, the League shall be responsible for keeping the storage area or building in a safe, sanitary, orderly, and sightly manner, and free of litter, trash, and debris and shall properly dispose of all litter, trash, and debris;
- vii. Furnishing all materials and supplies necessary for practice, games, and tournaments, if any;
- viii. Paying promptly all taxes, licenses, and fees of whatever nature that are applicable to the operations pursuant to this Agreement;
- ix. Preparing and submitting reports in a format to be agreed to by the parties;
- x. Attending meetings as may be requested by City Council, the Board, and / or City administration or staff; and
- xi. Performing such additional duties as may from time to time be mutually agreed to by the parties.

2. **League Provided Services.** The League shall provide the City with full League Services at the Complex. In addition to such services, the League shall provide:

- A. **Labor & Materials.** All labor, materials, supplies, equipment, and tools needed to perform the League Services. The League shall be solely responsible for all work performed and for the selection, operation, maintenance, and repair of all materials, supplies, equipment and tools used; and
- B. **Personnel.** All necessary personnel, appropriately selected, qualified, and supervised.

3. **Compensation.** Prior to receiving any monies from the City, the League shall submit a current IRS Form W9 to City's Finance Department. In consideration for the services provided pursuant to this Agreement, the City shall pay the League for each "Game" as described below:

- A. **U-4 through U-6 Division Games.** For each U-4 through U-6 Division game in which a League team participates and for which the League provides services, the City shall pay the League Twenty-five dollars (\$25.00).
- B. **U-7 / 8 Division Games.** For each U-7 / 8 Division game in which a League team participates and for which the League provides services, the City shall pay the League Thirty dollars (\$30.00).
- C. **U-9 / 10 Division Games.** For each U-9 / 10 game in which a League team participates and for which the League provides services, the City shall pay the League Fifty dollars (\$50.00).
- D. **U-11 / 12 Division Games.** For each U-11 / 12 game in which a League team participates and for which the League provides services, the City shall pay the League Sixty dollars (\$60.00).

1 E. **Tournaments.** For each game at a League sponsored tournament and for
2 which the League provides League Services, the City shall pay the League the
3 following amounts:

4	i.	U-4 through U-6 Division Games	\$35.00
5	ii.	U-7 / 8 Division Games	\$40.00
6	iii.	U-9 / 10 Division Games	\$60.00
7	iv.	U-11 / 12 Division Games	\$70.00

8 Such amounts include all taxes or fees that may be assessed. Under no circumstances,
9 and regardless of the number of games played or services provided, during the term of this
10 Agreement the City shall pay the League no more than a maximum of Nineteen Thousand
11 Dollars (\$19,000.00) for services provided pursuant to this Agreement.
12

13 4. **Invoices.** The League shall submit invoices to the City's Purchasing Department
14 on the following dates:

- 15 A. **Fall Season.** At the conclusion of the fall season of soccer.
- 16 B. **Spring Season.** At the conclusion of the spring season of soccer.
- 17 C. **Tournament Play.** At the conclusion of each soccer tournament.

18 Each invoice shall state how many of each type of Games were played during the time
19 period covered by the invoice and a breakdown of the compensation due for the services
20 performed.
21

22 5. **Right to Inspect and Audit.** Upon reasonable notice to the League, the City shall
23 have the right, but not the obligation, to inspect, copy, and audit or have its representative
24 inspect, copy, and audit all records maintained by or on behalf of the League as may be
25 necessary to make a full, proper, and complete audit of all business transacted by the
26 League in connection with their operations hereunder.
27

28 6. **Storage or Disposal.** Storage or disposal at the Complex of any materials or waste
29 defined as hazardous or toxic by local, state, or federal ordinances, laws, codes, rules, or
30 regulations, including but not limited to oil, gasoline, or other petroleum products, is
31 prohibited except with the prior written permission of the City.
32

33 7. **Prevention of Waste and Damage.** The League shall use all reasonable cautions
34 to prevent waste, damage, or injury to property of the City in the performance of its
35 obligations under this Agreement. The League shall be solely responsible for any damage
36 to or destruction of City property caused by the acts, willful or otherwise, of the League, its
37 directors, officers, employees, members, agents, or volunteers.
38

39 8. **Reporting Damage.** Upon learning of any vandalism, damage, or destruction to
40 the Complex, the League shall immediately report it verbally to the City. It shall also report
41 such matters in writing within five (5) business days.
42

43 9. **Structural Changes.** The League shall not make any structural changes to any
44 structure, building, fixture, appurtenance, or improvement at or to the Complex.

1 10. **Right to Enter and Inspect.** The City shall have the right to enter the Complex to
2 inspect or to have its representative enter and inspect the Complex, including but not
3 limited to all improvements, buildings, fixtures, appliances, and personal property at any
4 time.

5
6 11. **Compliance with Laws.** The League shall comply with all applicable local, state,
7 and federal laws, rules, regulations, policies, and inspections and shall obtain and maintain
8 any and all permits, licenses, or certifications that may be necessary to carry out the
9 operations contemplated by this Agreement. At all times during the term of this
10 Agreement, the League shall be and remain a league sanctioned by the New Mexico Youth
11 Soccer Association. In the event the League should cease to be properly permitted,
12 licensed, certified, or sanctioned, it shall immediately inform the City Administrator and
13 shall immediately cease its operations pursuant to this Agreement. Within five (5) days of
14 ceasing to be properly permitted, licensed, certified, or sanctioned, the League shall also
15 notify the City in writing of that event. The League shall require all its employees, officers,
16 and agents, to comply with all applicable local, state, and federal laws, rules, regulations,
17 policies, and inspections.

18
19 12. **Assignment of Agreement.** The League shall not sublease, assign, or transfer any
20 interest in or right to this Agreement without the prior written approval of the City.

21
22 13. **AS IS Condition.** Prior to the commencement of this Agreement, the League fully
23 examined and inspected the Complex and its improvements, buildings, fixtures,
24 appliances, and personal property therein. The League accepts the Complex and such
25 improvements, buildings, fixtures, appliances, and personal property in their existing
26 condition and state of repair. The League accepts them in an **AS IS CONDITION**. The
27 League agrees that no representations, statements, or warranties, express or implied, have
28 been made by or on behalf of the City in respect thereto, including, but not limited to their
29 suitability for any purpose, and the City shall in no event be liable for any latent defects.

30
31 14. **Term.** The term of this Agreement shall begin on the 1st day of September 2016
32 and terminate on the 31st day of August 2017. Upon the mutual agreement of the parties,
33 this Agreement may be renewed for a maximum of three (3) additional one year terms.
34 Such renewals, if any, shall be upon the same terms and conditions as herein, or upon
35 such terms and conditions as the parties may mutually agree.

36
37 15. **Records.** For the term of this Agreement and for five (5) years after the expiration
38 or termination of this Agreement, the League shall maintain copies of all records regarding
39 any and all activities she conducts pursuant to this Agreement. The City shall have the
40 right to inspect and copy or have its representative inspect and copy such records upon
41 reasonable notice to the League.

1 16. **Indemnification.** The League agrees to indemnify, save, and hold harmless the
2 City, its officers, and employees against all liability, claims, damages, losses, or expenses
3 of every kind, including reasonable attorneys' fees together with costs and expenses of
4 litigation, arising out of, from, or associated in any manner with the acts or omissions of the
5 League, its directors, officers, employees, members, agents, employees, or volunteers.
6 The City will not be responsible for any special, indirect, or consequential damages.

7
8 17. **Release.** The League and its directors, officers, employees, members, agents, and
9 volunteers release and discharge the City, its officers, agents, directors, and employees
10 from any and all claims, damages, suits, or losses sustained by the League, its directors,
11 officers, employees, members, agents, and volunteers or their heirs which the League,
12 directors, officers, employees, members, agents, and volunteers or their heirs may have
13 now or hereinafter and which are associated, in any manner, with this Agreement.

14
15 18. **Insurance.** At all times material to this Agreement and for any further time that the
16 League may occupy any portion of the Complex:

17 A. **Public Liability Insurance.** The League shall obtain and maintain, at its
18 own expense, public liability insurance in the sum of two million dollars
19 (\$2,000,000.00). Such insurance shall name the City as an additional insured.

20 B. **Automobile Liability Insurance.** The League shall obtain and maintain, at
21 its own expense, automobile liability insurance in the sum of two million dollars
22 (\$2,000,000.00). Such insurance shall name the City as an additional insured.

23 C. **League Property and Casualty.** The League shall be responsible for
24 obtaining and maintaining, at its own expense, fire, property, and casualty insurance
25 covering all improvements, fixtures, appliances, and appurtenances owned by the
26 League or used or placed at the Complex by the League should it desire such
27 insurance. The League knows and understands that the City shall **NOT PROVIDE**
28 fire, property, or casualty insurance for any improvements, fixtures, appliances, and
29 appurtenances not owned by the City. The League shall be solely responsible for
30 obtaining and maintaining such coverage. The City assumes no responsibility for
31 any property used or placed at the Complex. The City, its officers, employees, and
32 agents are hereby expressly released and discharged from any responsibility
33 whatsoever for any such property.

34 D. **Certificates of Insurance.** All insurance shall be with a company or
35 companies licensed and authorized to do business in the State of New Mexico. No
36 later than the effective date of this Agreement, the League shall provide the City
37 Administrator with a Certificate of Insurance reflecting the coverages specified
38 herein and naming the City as loss payee as its interests may exist and as an
39 additional insured. The League shall annually furnish to the City Administrator a
40 Certificate of Insurance for the above required insurances. The League shall
41 provide the City Administrator with notice of any change thereof, and furnish to the
42 City Administrator evidence of acquirement of a substitute therefore, and payment
43 of the premium thereof. If the League should fail to maintain such insurance
44 coverage or coverages, then the City may, at its sole discretion, obtain such

1 insurance to insure its interests. If the City does so, it may recover the cost of that
2 insurance from the League. The City's acquisition of such insurance shall not relive
3 the League of its obligation to obtain and maintain insurance as required herein.
4

5 19. **Default or Breach.** Each of the following events shall constitute a default or breach
6 of this Agreement:

7 A. **Failure to Comply.** If the League fails to perform or comply with any of the
8 conditions of this Agreement, and if the nonperformance shall continue for a period
9 of fifteen (15) days after notice thereof by the City to the League, or, if the
10 performance cannot be reasonably had within the fifteen (15) day period, and the
11 League shall not in good faith have commenced performance within the fifteen (15)
12 day period and then diligently proceeded to completion of performance.

13 B. **Loss of Corporate Status.** If the League ceases to be a New Mexico
14 nonprofit corporation in good standing with the New Mexico Public Regulation
15 Commission or the Commission's successor agency.

16 C. **Transfer.** If this Agreement shall be transferred to or shall pass to or devolve
17 to any other person or party, except in the manner specified herein.
18

19 20. **Effect of Default.** In the event of the League's default of any of the terms or
20 conditions set forth in this Agreement, the City shall have the right to cancel and terminate
21 this Agreement by giving the League not less than fifteen (15) days written notice of such
22 cancellation and termination.
23

24 21. **Non-Waiver.** Waiver by the City of any default in performance by the League of any
25 of the terms or conditions contained in this Agreement shall not be deemed a continuing
26 waiver of that default or any subsequent default.
27

28 22. **Funding Availability.** The funding of this Agreement is subject to the availability
29 and appropriation of funds by the City Council of Carlsbad, New Mexico. If sufficient
30 funding is not available or not appropriated by the City Council, then this Agreement is
31 terminated and the City shall not incur any penalty or further liability.
32

33 23. **Destruction of the Complex.** In the event the Complex or any portion of it is totally
34 destroyed or so partially destroyed or damaged as to render it incapable of reasonable use,
35 then the City may, at its sole discretion, choose to repair the damage or destruction or
36 choose to terminate this Agreement without incurring any penalty or further liability.
37

38 24. **Termination.** Either party may terminate this Agreement without cause by providing
39 the other party with written notice of its intention to terminate this Agreement at least thirty
40 (30) days prior to the termination date. By such termination, neither party may nullify
41 obligations already incurred prior to the date of termination of the Agreement. However,
42 neither party shall have any obligation to perform services or make payment for such
43 services rendered after such date of termination.
44

1 25. **Surrender of the Complex.** The League shall, on the last day of the term of this
2 Agreement or on earlier termination and forfeiture of this Agreement, peaceably and quietly
3 surrender and deliver the Complex, including all buildings, additions and improvements
4 constructed or placed thereon by the League, except movable trade fixtures, all in good
5 condition and repair. Any trade fixtures or personal property belonging to the League, not
6 removed within thirty (30) days after the termination of this Agreement, and if the City shall
7 so elect, shall be deemed abandoned and become the property of the City without any
8 payment or offset thereof.

9
10 26. **Entirety of Agreement; Modifications.** This Agreement incorporates all the
11 agreements, covenants, and understandings between the parties hereto concerning the
12 subject matter hereof, and all such covenants, agreements, and understandings have been
13 merged into this written Agreement. No prior or contemporaneous agreement or
14 understanding, verbal or otherwise, of the parties or their agents shall be valid or
15 enforceable unless embodied in this Agreement. The parties expressly waive any other
16 or further representations, warranties, or agreements not set forth in this document.
17 Neither this Agreement nor any provisions hereof may be waived, modified, amended,
18 discharged or terminated except by an instrument in writing executed with the same
19 formality as with this Agreement and then only to the extent set forth in such instrument.

20
21 27. **Independent Contractor.** The League, its directors, officers, employees, members,
22 agents, and volunteers are independent contractors performing services for the City and
23 are not employees of the City. The League, its directors, officers, employees, members,
24 agents, and volunteers shall not accrue leave, retirement, insurance, bonding, use of City
25 vehicles, or any other benefits afforded to the employees of the City of Carlsbad as a result
26 of this Agreement.

27
28 28. **Limit of Authority.** The League shall not purport to bind the City of Carlsbad,
29 unless the League has express written authority to do so, and then only within the strict
30 limits of that authority.

31
32 29. **Workers' Compensation.** The League agrees to comply with state laws and rules
33 applicable to workers compensation benefits for its employees. If the League fails to
34 comply with the Workers' Compensation Act and applicable rules when required to do so,
35 this Agreement may be terminated by the CITY.

36
37 30. **Procurement Code Penalties.** The Procurement Code, NMSA 1978, Sections 13-
38 1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the
39 New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and
40 kickbacks.

1 31. **Notices.** All notices permitted or required by the terms of this Agreement shall be
2 in writing and be deemed to have been duly given and delivered, if mailed, certified
3 postage prepaid:

4 If to the City:

5 The City of Carlsbad
6 c/o City Administrator
7 P.O. Box 1569
8 Carlsbad, NM 88221-1569

If to the League:

Carlsbad Soccer League
c/o Vito Desai
P.O. Box 551
Carlsbad, NM 88221-0551

9 The parties shall notify each other in writing of any change in the above information.
10

11 32. **New Mexico Law.** This Agreement shall be construed in accordance with New
12 Mexico law, and the Agreement may not be changed except by writing executed with the
13 same formality as with this Agreement.
14

15 33. **ARBITRATION.** SHOULD ANY DISPUTE ARISE BETWEEN THE PARTIES IN
16 CONNECTION WITH THE AGREEMENT AND IF SUCH DISPUTE CANNOT BE
17 RESOLVED BY DISCUSSION BETWEEN THE PARTIES, THE PARTIES AGREE TO
18 SUBMIT THE UNRESOLVED DISPUTE TO BINDING ARBITRATION PURSUANT TO
19 THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION IN LIEU OF
20 LITIGATION.
21

22 34. **Venue.** The parties agree that legal actions arising out of this Agreement, should
23 there be any, shall be brought in the District Court of Eddy County, New Mexico for the
24 Fifth Judicial District. The parties expressly consent to both in personam and subject
25 matter jurisdiction of the Eddy County District Court and agree that venue shall properly
26 lie in the Eddy County, New Mexico District Court.
27

28 35. **WAIVER OF JURY TRIAL.** THE PARTIES HEREBY WAIVE THE RIGHT TO A
29 JURY TRIAL ON ANY ISSUE ARISING OUT OF OR RELATING, DIRECTLY OR
30 INDIRECTLY, TO THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED
31 HEREBY.
32

33 36. **Captions.** The captions of any articles, paragraphs, or sections hereof are made
34 for convenience only and shall not control or affect the meaning or construction of any of
35 the provisions thereof.
36

37 37. **Exhibits.** Any instrument or document made and attached to this Agreement shall
38 constitute a part hereof as though set forth in full in the body of this Agreement, whether
39 made a part hereof by reference or whether made a part hereof by attachment.
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CITY OF CARLSBAD:

DALE JANWAY, MAYOR

ATTEST:

CITY CLERK

CARLSBAD SOCCER LEAGUE:

Vito Desai

VITO DESAI, PRESIDENT

STATE OF NEW MEXICO)
) ss.
COUNTY OF EDDY)

The foregoing instrument was signed before me this 11th day of August, 2016,
by VITO DESAI, as President of the Carlsbad Soccer League.

My commission expires:

9/24/19

[Signature]

NOTARY PUBLIC

My commission expires: 9/24/19
NOTARY PUBLIC-STATE OF NEW MEXICO
MELINDA A. ROUNTREE
OFFICIAL SEAL 

CITY OF CARLSBAD

INTER-OFFICE MEMORANDUM

Dale Janway, Mayor

Steve McCutcheon City Administrator

August 18, 2016

TO: Council Members
FROM: Mayor Janway
RE: Board, Commission and Committee Appointments

Subject to the approval of the Governing Body, I would like to appoint the following:

Carlsbad Museum & Art Center Board of Trustees

Appoint: Larry Pardue 5 year term
Appoint: Duane Pearson 5 year term

Thank you
DJ/cm

**No document for this
Agenda Item**

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 8/23/16

Department: Planning, Engineering and Regulation	By: Jeff Patterson, Planning Director	DATE: 8/15/16
SUBJECT: Resolution adopting the 2018-2022 Infrastructure Capital Improvements Plan (ICIP)		
BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.) The ICIP is a planning tool that the City uses to establish priority projects for future funding. The ICIP is also used by Legislators and State and Federal agencies to determine which projects to fund in communities throughout the State. Attached is a copy of the proposed 2018-2022 ICIP and resolution for your review. The document reflects the City's top 5 projects as recommended by the Mayor, staff, and members of the Council.		
DEPARTMENT RECOMMENDATION: approval		
BOARD/COMMISSION/COMMITTEE ACTION: n/a		
<input type="checkbox"/> P & Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board
<input type="checkbox"/> Museum Board	<input type="checkbox"/> San Jose Board	<input type="checkbox"/> Water Board
<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> Committee
		} <input type="checkbox"/> APPROVED
		} <input type="checkbox"/> DISAPPROVED

Reviewed by
City Administrator /s/ Steve McCutcheon **Date:** Aug 19, 2016

ATTACHMENT(S): 2018-2022 ICIP Project List, Top 5 Project summaries, Resolution.

CITY OF CARLSBAD

RESOLUTION NO. 2016-__

A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENTS PLAN (ICIP)

WHEREAS, the City of Carlsbad recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD, NEW MEXICO, that:

1. The City of Carlsbad has adopted the attached Infrastructure Capital Improvements Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This Resolution supersedes Resolution No. 2015-36

PASSED, ADOPTED, AND APPROVED by the governing body at its meeting of August 23, 2016.

Dale Janway, Mayor

ATTEST:

Annette Barrick, City Clerk

Infrastructure Capital Improvement Plan FY 2018-2022

Carlsbad Project Summary

ID	Year	Rank	Project Title	Category	Funded to date						Total	Amount	Phases?
						2018	2019	2020	2021	2022	Project Cost	Not Yet Funded	
15126	2018	001	Sheep's Draw Well #6 Replacement	Water Supply	1,664,954	1,000,000	0	0	0	0	2,664,954	1,000,000	No
15932	2018	002	Double Eagle Waterline Replacement	Water Supply	0	988,361	8,158,308	0	0	0	9,146,669	9,146,669	Yes
18556	2018	003	San Jose Boulevard Phase 3 and 4	Hiways/Roads/Streets/Bridges	485,156	1,436,770	1,395,947	0	0	0	3,317,873	2,832,717	Yes
29674	2018	004	Texas Street Reconstruction Ph. 1-3	Hiways/Roads/Streets/Bridges	400,000	2,000,000	2,000,000	0	0	0	4,400,000	4,000,000	Yes
32679	2018	005	Finance Management Program Software	Other	0	750,000	0	0	0	0	750,000	750,000	No
22568	2018	006	Sheep's Draw Reservoir #5	Water Supply	0	0	4,593,760	0	0	0	4,593,760	4,593,760	No
22368	2018	007	Callaway Drive Widening Phase 1 and 2	Hiways/Roads/Streets/Bridges	1,900,000	801,300	1,100,000	0	0	0	3,801,300	1,901,300	Yes
22547	2018	008	Public Works Relocation	Adm/Service Facilities (local)	0	0	80,000	0	0	0	80,000	80,000	No
15918	2018	009	West Carlsbad Street and Drainage Ph. 1-4	Hiways/Roads/Streets/Bridges	0	75,000	750,000	750,000	675,000	0	2,250,000	2,250,000	No
28164	2018	010	Library Archive Digitization	Libraries	0	25,000	15,000	0	0	0	40,000	40,000	No
28173	2018	011	Library Roof Membrane	Libraries	0	0	100,000	300,000	0	0	400,000	400,000	Yes
22549	2018	012	Church Street Improvements	Hiways/Roads/Streets/Bridges	0	0	2,600,000	0	0	0	2,600,000	2,600,000	Yes
11376	2018	013	Security Cameras-Civic Center	Cultural Facilities	0	0	9,000	0	0	0	9,000	9,000	No
31255	2018	015	Emergency/Homeless Shelter	Other	0	100,000	450,000	0	0	0	550,000	550,000	Yes
12910	2018	016	Solid Waste Roll Off Compactors & Open Solid Waste Tops	Solid Waste	0	50,000	21,000	21,000	21,000	21,000	134,000	134,000	Yes
15936	2018	017	Double Eagle Waterline Improvements	Water Supply	330,757	1,431,100	8,341,730	0	0	0	10,103,587	9,772,830	Yes

Infrastructure Capital Improvement Plan FY 2018-2022

Ph. 3

18559	2018	018	Bataan Bridge Reconstruction	Hiways/Roads/Streets/Bridges	0	112,000	3,470,000	0	0	0	3,582,000	3,582,000	Yes
25090	2018	019	Extend Storm Drain to Tansill Street	Storm/Surface Water Control	0	415,000	0	0	0	0	415,000	415,000	No
30597	2018	020	Fixed Base Radios Read Water Meter System	Utilities (publicly-owned)	0	4,500,000	0	0	0	0	4,500,000	4,500,000	No
25088	2018	021	Extend Storm Drain to Lea Street	Storm/Surface Water Control	0	0	2,662,400	0	0	0	2,662,400	2,662,400	No
30912	2018	022	San Jose Senior Center - Building Renovation	Cultural Facilities	0	75,000	2,500,000	0	0	0	2,575,000	2,575,000	Yes
29722	2018	023	Bobcat Loader Parks	Public Parks (local)	0	80,000	0	0	0	0	80,000	80,000	No
22550	2018	025	Mesa Street Improvements	Hiways/Roads/Streets/Bridges	0	2,530,000	2,000,000	0	0	0	4,530,000	4,530,000	Yes
15840	2018	026	Sod/Tree Farm Development	Wastewater	0	55,000	0	0	0	0	55,000	55,000	Yes
31166	2018	027	Computer Aided Dispatch System	Public Safety Equipment/Bldgs	0	875,000	0	0	0	0	875,000	875,000	No
27549	2018	028	Reconstruction Improvements for Algerita Street	Hiways/Roads/Streets/Bridges	34,400	426,100	0	0	0	0	460,500	426,100	Yes
9779	2018	029	Lake Carlsbad Erosion Control	Public Parks (local)	0	220,000	220,000	220,000	220,000	220,000	1,100,000	1,100,000	Yes
19546	2018	030	Pavement Management System	Hiways/Roads/Streets/Bridges	0	15,000	15,000	15,000	0	0	45,000	45,000	Yes
15858	2018	031	South Carlsbad Street and Drainage	Hiways/Roads/Streets/Bridges	0	750,000	750,000	750,000	750,000	750,000	3,750,000	3,750,000	Yes
15917	2018	032	Dark Cyn/Pecos River Improvements	Storm/Surface Water Control	0	1,000,000	0	0	0	0	1,000,000	1,000,000	Yes
26011	2018	033	New Fire Station-North Ph. 1-3	Fire	0	50,000	1,450,000	0	0	0	1,500,000	1,500,000	Yes
11378	2018	035	Pecos River Village Improvements	Convention Facilities	220,000	300,000	0	0	0	0	520,000	300,000	Yes
26134	2018	036	Solid Waste Roll-off Truck	Solid Waste	0	160,000	0	0	0	0	160,000	160,000	No
25087	2018	037	Extend Storm Drain to Normandy Addition	Storm/Surface Water Control	0	3,103,200	0	0	0	0	3,103,200	3,103,200	No

Infrastructure Capital Improvement Plan FY 2018-2022

22566	2018	038	Sewer Line Rehab Program	Wastewater	0	1,349,774	1,000,000	0	0	0	2,349,774	2,349,774	Yes
26050	2018	039	New Garage office building	Other	0	110,000	0	0	0	0	110,000	110,000	No
14602	2018	040	Gateway/Median Landscaping	Hiways/Roads/Streets/Bridges	0	20,000	20,000	20,000	20,000	20,000	100,000	100,000	Yes
19674	2018	041	Carlsbad Sewer Improvements	Wastewater	0	2,378,211	1,153,504	3,771,056	3,782,660	3,775,247	14,860,678	14,860,678	Yes
28162	2018	042	Sheep's Draw Well Repairs	Water Supply	0	100,000	200,000	100,000	200,000	100,000	700,000	700,000	No
24132	2018	043	PD vehicle fleet replacement	Public Safety Vehicles	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	1,000,000	No
24134	2018	044	PD In-Car Video Systems	Public Safety Vehicles	48,000	60,000	60,000	60,000	60,000	60,000	348,000	300,000	No
25091	2018	045	Extend Storm Drain to Greene Street	Storm/Surface Water Control	0	2,298,200	0	0	0	0	2,298,200	2,298,200	No
22545	2018	046	North Carlsbad Drainage Improvements	Storm/Surface Water Control	0	900,000	0	0	0	0	900,000	900,000	Yes
18516	2018	048	Halagueno Arts Park	Public Parks (local)	100,000	200,000	200,000	0	0	0	500,000	400,000	Yes
28167	2018	049	Museum and Art Center - New Building	Cultural Facilities	0	135,000	1,350,000	0	0	0	1,485,000	1,485,000	Yes
22554	2018	050	Sewer Manhole Rehab.	Wastewater	0	200,000	200,000	100,000	100,000	100,000	700,000	700,000	No
22526	2018	052	Municipal Landfill Post-Closure	Landfills	0	25,000	25,000	20,000	20,000	20,000	110,000	110,000	No
28175	2018	053	Veterans Memorial Park	Public Parks (local)	0	25,000	25,000	0	0	0	50,000	50,000	Yes
12954	2018	054	Library Shelving	Libraries	55,093	104,907	100,000	0	0	0	260,000	204,907	Yes
15857	2018	055	Hall Addition Street & Drainage Improvements	Hiways/Roads/Streets/Bridges	0	907,500	825,000	0	0	0	1,732,500	1,732,500	Yes
12955	2018	056	Park Improvements	Public Parks (local)	0	50,000	50,000	50,000	50,000	50,000	250,000	250,000	No
10953	2018	058	New Main Fire Station	Fire	0	300,000	1,000,000	9,050,000	0	0	10,350,000	10,350,000	Yes
11377	2018	059	Effluent Reuse Project Ph. 5-B	Public Parks (local)	519,000	3,706,826	0	0	0	0	4,225,826	3,706,826	Yes
12981	2018	060	Dark Canyon Recreation Area	Public Parks (local)	0	30,000	340,000	0	0	0	370,000	370,000	No
22544	2018	061	Replace Public Works Fence	Adm/Service Facilities (local)	0	57,500	0	0	0	0	57,500	57,500	No

Infrastructure Capital Improvement Plan FY 2018-2022

15165	2018	062	South Carlsbad Sewer Improvement	Wastewater	0	3,108,300	2,165,841	3,445,074	0	0	8,719,215	8,719,215	Yes
22573	2018	063	North Loop Waterline Repairs	Water Supply	0	411,116	0	0	0	0	411,116	411,116	No
17634	2018	064	Yucca Flats Track Improvements	Public Parks (local)	0	137,500	125,000	0	0	0	262,500	262,500	Yes
29672	2018	065	Carlsbad Cemetery Fencing	Other	0	0	350,000	0	0	0	350,000	350,000	No
22653	2018	066	Library/Museum Exterior Security Lighting	Cultural Facilities	0	10,000	10,000	50,000	0	0	70,000	70,000	Yes
22523	2018	069	Golf Course Landscaping	Public Parks (local)	15,000	20,000	20,000	20,000	20,000	20,000	115,000	100,000	No
12942	2018	070	Construct New Park Restrooms	Public Parks (local)	0	106,000	126,000	0	0	0	232,000	232,000	Yes
22656	2018	071	Transit Facility Improvements	Transit	0	338,000	0	0	0	0	338,000	338,000	No
13822	2018	072	Trans Vehicles/Transit	Transit	0	73,000	0	73,000	0	73,000	219,000	219,000	No
12797	2018	073	Parking Lot Rebuild-Civic Center	Cultural Facilities	120,000	350,000	30,000	0	0	0	500,000	380,000	No
14592	2018	074	Traffic Signalization Improvements	Hiways/Roads/Streets/Bridges	0	350,000	350,000	350,000	0	0	1,050,000	1,050,000	Yes
18721	2018	075	MainStreet Enhancements	Hiways/Roads/Streets/Bridges	0	500,000	78,000	0	0	0	578,000	578,000	Yes
12946	2018	076	Softball Complex Improvements	Public Parks (local)	0	1,025,000	6,000	6,000	6,000	6,000	1,049,000	1,049,000	Yes
11402	2018	077	Shop/Storage Building for Construction Department	Adm/Service Facilities (local)	0	225,000	0	0	0	0	225,000	225,000	No
30637	2018	078	Excavator for Drainage Ditches	Storm/Surface Water Control	0	350,000	0	0	0	0	350,000	350,000	No
12948	2018	079	Update Park Restrooms	Public Parks (local)	0	50,000	0	52,000	0	54,000	156,000	156,000	Yes
31168	2018	080	Fiber Optic from PD to Water Dept	Utilities (publicly-owned)	0	118,000	0	0	0	0	118,000	118,000	No
26015	2018	081	Library Parking Lot Reconstruction	Cultural Facilities	0	100,000	0	0	0	0	100,000	100,000	No
22529	2018	081	Recycling Program Improvements	Solid Waste	0	75,000	0	0	0	0	75,000	75,000	No
29671	2018	083	Cavern Theater Rehabilitation	Cultural Facilities	1,223,000	2,500,000	0	0	1,250,000	1,250,000	6,223,000	5,000,000	Yes

Infrastructure Capital Improvement Plan FY 2018-2022

15131	2018	084	Compost Facility Improvements	Wastewater	0	88,000	0	0	0	0	88,000	88,000	No
15095	2018	086	Install Gas Driven Generators -Sheeps Draw	Water Supply	0	250,000	250,000	0	0	0	500,000	500,000	Yes
18723	2018	087	MainStreet Signage	Hiways/Roads/Streets/Bridges	0	78,000	0	0	0	0	78,000	78,000	No
30920	2018	088	Museum HVAC Environmental Control	Museums	0	50,000	200,000	0	0	0	250,000	250,000	No
30928	2018	089	Heritage Park Upgrades	Public Parks (local)	0	150,000	0	0	0	0	150,000	150,000	No
30922	2018	090	Airport Terminal - New Building	Airports	0	500,000	3,000,000	0	0	0	3,500,000	3,500,000	Yes
30932	2018	091	Potash Outdoor Park Museum and Exhibits	Museums	26,500	50,000	50,000	0	0	0	126,500	100,000	No
30934	2018	092	Potash Park Train Project	Public Parks (local)	0	300,000	0	0	0	0	300,000	300,000	No
30936	2018	093	Potash Park Train Maintenance Building/Tunnel	Public Parks (local)	0	200,000	0	0	0	0	200,000	200,000	No
18561	2018	094	Repairs to CID Bridges	Hiways/Roads/Streets/Bridges	0	550,000	550,000	0	0	0	1,100,000	1,100,000	Yes
19487	2018	096	Garage Truck Wash System	Adm/Service Facilities (local)	0	225,500	0	0	0	0	225,500	225,500	No
22657	2018	096	Sidewalk Inventory and Improvements	Hiways/Roads/Streets/Bridges	0	110,000	250,000	280,000	310,000	340,000	1,290,000	1,290,000	Yes
22552	2018	097	Old Cavern Hwy Sewer	Wastewater	0	2,698,401	0	0	0	0	2,698,401	2,698,401	No
12794	2018	098	Repair Riverwalk Recreation Center	Cultural Facilities	0	714,000	500,000	250,000	0	0	1,464,000	1,464,000	Yes
19547	2018	099	South Carlsbad Storm Drain Improvements	Storm/Surface Water Control	0	36,000	924,000	1,030,000	0	0	1,990,000	1,990,000	No
12742	2018	100	San Jose Plaza Rehab	Public Parks (local)	0	50,000	50,000	0	0	0	100,000	100,000	Yes
21296	2018	101	Curb and Gutter Machine for Construction Dept.	Hiways/Roads/Streets/Bridges	0	1,500,000	0	0	0	0	1,500,000	1,500,000	No
19488	2018	102	Garage Covered Parking for Service Vehicles	Adm/Service Facilities (local)	0	120,000	0	0	0	0	120,000	120,000	No

Infrastructure Capital Improvement Plan FY 2018-2022

14603	2018	103	Pneumatic Roller for Street Department	Hiways/Roads/Streets/Bridges	0	52,000	0	0	0	0	52,000	52,000	No
12907	2018	104	OSMAC Computer System Upgrade	Public Parks (local)	0	14,000	0	0	0	0	14,000	14,000	No
31165	2018	105	Purchase Land for Affordable Housing Project	Housing-Related Cap Infra	0	730,000	4,500,000	0	0	0	5,230,000	5,230,000	No
12856	2018	106	Indoor Security Camera System-RRC	Adm/Service Facilities (local)	0	30,000	0	0	0	0	30,000	30,000	No
19555	2018	108	West Carlsbad Storm Drain Improvements	Storm/Surface Water Control	0	960,000	0	0	0	0	960,000	960,000	No
22551	2018	109	National Parks Hwy Sewer	Wastewater	0	776,847	49,808	0	0	0	826,655	826,655	Yes
31926	2018	113	Residential Treatment Facility	Other	0	485,000	0	0	0	0	485,000	485,000	Yes
29718	2018	114	PD Evidence Holding and Processing Facility	Public Safety Equipment/Bldgs	0	650,000	0	0	0	0	650,000	650,000	No
25100	2018	115	Extend Storm Drain to Church Street	Storm/Surface Water Control	0	0	3,115,800	0	0	0	3,115,800	3,115,800	No
22553	2018	116	Standpipe Road Sewer Improvements Ph. 1-2	Wastewater	0	1,780,659	0	0	0	0	1,780,659	1,780,659	Yes
9895	2018	117	Sand Point Landfill - New Cell	Landfills	0	500,000	1,200,000	0	0	0	1,700,000	1,700,000	Yes
32453	2018	118	Lake Carlsbad Recreation Area Irrigation Upgrade	Public Parks (local)	0	100,000	0	0	0	0	100,000	100,000	No
32466	2018	119	Preventative Maintenance and Lubrication Facility	Other	0	120,000	50,000	0	0	0	170,000	170,000	Yes
28178	2018	120	Kircher Street Reconstruction	Hiways/Roads/Streets/Bridges	0	0	1,130,000	0	0	0	1,130,000	1,130,000	No
11403	2018	121	Bulk Aggregate Storage Area	Hiways/Roads/Streets/Bridges	0	0	60,000	0	0	0	60,000	60,000	No
28184	2018	123	CID Bridge Replacement	Acequias	0	200,000	1,000,000	1,000,000	0	0	2,200,000	2,200,000	Yes
22375	2018	124	Carlsbad Cemetery Improvements	Other	0	250,000	0	0	0	0	250,000	250,000	No

Infrastructure Capital Improvement Plan FY 2018-2022

18558	2018	125	Road and Alley Chipseal Program	Hiways/Roads/Streets/Bridges	0	150,000	150,000	150,000	150,000	150,000	750,000	750,000	Yes
22563	2018	126	Water System Improvements	Water Supply	0	4,574,600	4,510,544	4,356,335	1,457,598	1,575,273	16,474,350	16,474,350	No
19677	2018	127	Reline 24 Inch Effluent Pipeline	Wastewater	0	0	2,944,769	0	0	0	2,944,769	2,944,769	Yes
28182	2018	128	Troy Young Park Improvements	Public Parks (local)	0	80,000	0	0	0	0	80,000	80,000	No
32598	2018	130	Sanitary Sewer Vacuum Truck	Wastewater	0	500,000	0	0	0	0	500,000	500,000	No
32599	2018	131	Golf Course Security Lighting Detection System	Lighting	0	0	0	0	0	0	0	0	
32600	2018	132	Sports Complex Security Lighting Detection System	Acequias	0	0	0	0	0	0	0	0	
32648	2018	133	Fire Station 2 Remodel	Public Safety Equipment/Bldgs	0	50,000	450,000	0	0	0	500,000	500,000	Yes
18562	2018	134	Golf Course Maintenance Facility	Public Parks (local)	0	0	1,000,000	0	0	0	1,000,000	1,000,000	Yes
32654	2018	135	Sludge Drying Bed Improvements - WWTP	Wastewater	0	200,000	0	0	0	0	200,000	200,000	No
32729	2018	136	Museum Archives/Collections Annex	Museums	0	250,000	0	0	0	0	250,000	250,000	No
32692	2018	137	Municipal Annex Parking Lot Acquisition	Other	0	0	0	0	0	0	0	0	
25093	2018	138	Extend Storm Drain to Stevens Street	Storm/Surface Water Control	0	0	13,040,000	0	0	0	13,040,000	13,040,000	No
32717	2018	139	Civic Center Renovation	Cultural Facilities	4,000	700,000	0	0	0	0	704,000	700,000	Yes
32789	2018	140	Asset Management software platform	Other	0	50,000	0	0	0	0	50,000	50,000	No
32790	2018	141	MainStreet Pedestrian Safety and Alley Connection	Other	0	52,000	1,400,000	0	0	0	1,452,000	1,452,000	Yes
25098	2019	001	Extend Storm Drain to Mckay Street	Storm/Surface Water Control	0	0	0	3,745,300	0	0	3,745,300	3,745,300	No
25099	2019	002	Extend Storm Drain to Hagerman Street	Storm/Surface Water Control	0	0	0	1,094,400	0	0	1,094,400	1,094,400	No
25121	2019	003	Golf Course Green Renovation	Public Parks (local)	0	0	0	750,000	1,750,000	0	2,500,000	2,500,000	No

Infrastructure Capital Improvement Plan FY 2018-2022

10930	2019	004	Fire Station No. 2 Remodel	Fire	0	0	0	615,000	0	0	615,000	615,000	No
21325	2019	005	Golf Course Irrigation	Public Parks (local)	0	0	0	250,000	0	0	250,000	250,000	No
26017	2019	006	Library Archives Renovation	Cultural Facilities	3,500	5,000	5,000	0	0	0	13,500	10,000	Yes
31297	2019	007	Train Depot Acquisition	Museums	0	0	0	100,000	0	0	100,000	100,000	No
32728	2020	002	Potash Museum New Building	Museums	0	0	0	500,000	2,500,000	2,000,000	5,000,000	5,000,000	Yes
28158	2020	007	Bujac Historical Museum Complex	Cultural Facilities	0	0	0	1,450,000	4,475,000	1,825,000	7,750,000	7,750,000	Yes
28179	2020	022	Davis Street Reconstruction	Hiways/Roads/Streets/Bridges	0	0	0	1,100,000	0	0	1,100,000	1,100,000	Yes
25092	2020	024	Extend Storm Drain to Mermod Street	Storm/Surface Water Control	0	0	0	619,300	0	0	619,300	619,300	No
28172	2020	051	North Mesa Senior Center - New Building	Senior Facilities	0	0	0	75,000	2,500,000	0	2,575,000	2,575,000	Yes
19489	2020	066	Solid Waste Backhoe Replacement	Solid Waste	0	0	0	100,000	0	0	100,000	100,000	No

Number of projects: 139

	Funded to date:	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:	Total Project Cost:	Total Not Yet Funded:
Grand Totals	7,349,360	67,258,672	93,071,408	36,888,464	20,517,258	12,609,520	237,694,688	230,345,280

Infrastructure Capital Improvement Plan FY 2018-2022

ICIP Capital Project Description

Year/Rank 2018 001

ID:15126

Project Title: Sheep's Draw Well #6 Replacement

Project Type: Replace Existing

Category: Water Supply

Contact Name: Luis Camero

Contact Phone: 575-885-1185

Contact E-mail: lrcamero@cityofcarlsbadnm.com

Project Location: Dark Canyon Rd. and west of Hidalgo Rd. southwest of Carlsbad Carlsbad NM 88220

Latitude: 32deg 24min 37sec N

Longitude: 104deg 18min 20sec W

Legislative Language: To design, construct and equip a new Sheep's Draw water well #6.

Description/Scope of Work: Year 2016 - Construct and equip new Well #6 including collector line.
The existing wells and reservoir no longer meet peak demand and need to be replaced.

Secured and Potential Funding Budget:						
State Grant Funding should only be requested when all other funding sources have been exhausted if entity is providing matching funds, i.e. Federal, Local Taxes, Fees, NM Finance Authority Loans (NMFA), Tribal Infrastructure Fund (TIF), Water Trust Board (WTB), Public School Facility Authority (PSFA), Colonia's Infrastructure Board (CIB), etc.						
Please complete table below with all secured and potential funding sources.						
Funding Source(s)	Funding Amount	Applied For? Yes or No	Amount Secured	Amt Expended to Date	Date(s) Received	Comment
LFUNDS	2,664,954	Yes	1,664,954	1,664,954	2016	
	0	Yes	0	0		
	0	Yes	0	0		
	0	Yes	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
TOTALS	2,664,954		1,664,954	1,664,954		

Project Budget - Complete the Budget below. Only include unfunded or unsecured funds under each project year. Note: Funded to Date column must equal the amounts listed above here.							
	Completed	Funded to Date	Estimated Costs Not Yet Funded				Total Project Cost
			2018	2019	2020	2021	
Water Rights	N/A	0	0	0	0	0	0
	N/A						

Infrastructure Capital Improvement Plan FY 2018-2022

Easements and Rights of Way		0	0	0	0	0	0	0
Acquisition	N/A	0	0	0	0	0	0	0
Archaeological Studies	N/A	0	0	0	0	0	0	0
Environmental Studies	N/A	0	0	0	0	0	0	0
Planning	N/A	0	0	0	0	0	0	0
Design (Engr./Arch.)	No	233,000	0	0	0	0	0	233,000
Construction	No	1,431,954	900,000	0	0	0	0	2,331,954
Furnishing/Equipment	No	0	100,000	0	0	0	0	100,000
TOTALS		1,664,954	1,000,000	0	0	0	0	2,664,954
Amount Not Yet Funded		1,000,000						

Can this project be phased? No

Phase: A project phase is a fundable, standalone, functional or operable stage during the development and/or life of a project.

Project phases: Unfunded amounts broken down by phase and category.

Phase	Amount	Plan	Design	Construct	Furnish/Equip	Other (Wtr Rights, Easements, Acq)	# Mos to Complete
1	0	No	No	No	No	No	0
2	0	No	No	No	No	No	0
3	0	No	No	No	No	No	0
4	0	No	No	No	No	No	0
5	0	No	No	No	No	No	0
TOTAL	0						

Has your local government/agency budgeted for operating expenses for the project when it is completed? No

If no, please explain why: The 2018-2019 budget has yet to be completed.

ANNUAL OPERATING BUDGET	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Annual Operating Expenses plus Debt Service	55,440	0	0	0	0	55,440

Infrastructure Capital Improvement Plan FY 2018-2022

Annual Operating Revenues 0 0 0 0 0 0

Does the project lower operating costs? Yes

If yes, please explain and provide estimates of operating savings A new well will be more energy efficient and more efficient at delivering the required water totals.

Entities who will assume the following responsibilities for this project:

	Own:	Operate:	Fiscal Agent:	Own Land:	Own Asset:	Maintain:
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	City of Carlsbad	Utilities Dept	City of Carlsbad	City of Carlsbad	City of Carlsbad	City of Carlsbad
Lease/operating agreement in place?	No	No		No	No	No

1. Does the project have life expectancy of 10 or more years? Yes

2. Has the project had public input and buy-in? Yes

3. Is the project necessary to address population or client growth and if so, will it provide services to that population or clientele? Yes

4. Has the land for the project been acquired? Yes

5. Is this project a regional priority? For example, is it supported by more than one local government entity? Yes

If yes, please explain. This project will help serve water to both City residents as well as some residents of the unincorporated areas in Eddy County.

6. Are there oversight mechanisms built in that would ensure timely construction and completion of the project on budget? No

What department or department head would be in charge of oversight for the project? Provide name(s) of procurement officer(s). The City Utilities Department, Mike Hernandez as Director, are in charge of oversight for this project.

7. Do the requested funds complete a fully functional phase of the project or complete a project previously funded by a legislative appropriation? No

If yes, please explain. This project is not a phased project.

8. Other than the temporary construction jobs associated with the project, does the project maintain or advance the region's economy? Yes

If yes, please explain. More efficient water delivery is a boost to local business as well as being a cheaper alternative for taxpayers.

9. Does the project benefit all citizens within a recognized region, district or political subdivision? Yes

If yes, please explain and provide the number of people that will benefit from the project. All citizens that live in or do business within the City of Carlsbad will benefit from having water delivered in a more efficient manner.

10. Does the project eliminate a risk or hazard to public health and/or safety that immediately endangers occupants of the premises such that corrective action is urgent and unavoidable? Emergencies must be documented by a Subject Matter Expert. Yes

If yes, please explain. (If mandatory, provide Summary Page of the Federal, State or Judiciary Agency who issued the mandate.) A new well is likely to fail.

Infrastructure Capital Improvement Plan FY 2018-2022

ICIP Capital Project Description

Year/Rank 2018 002

ID:15932

Project Title: Double Eagle Waterline Replacement

Project Type: Replace Existing

Category: Water Supply

Contact Name: Luis Camero

Contact Phone: 575-885-1185

Contact E-mail: lrcamero@cityofcarlsbadnm.com

Project Location: Throughout the Double Eagle Water System Loco Hills NM 88220

Latitude: 32deg 30min 45sec N

Longitude: 103deg 58min 38sec W

Legislative Language: To plan (including Environmental studies), design and construct, and replace existing water lines in the Double Eagle water well field in Carlsbad, NM, Eddy County.

Description/Scope of Work: Design and construct new waterlines to replace lines either in bad condition or of inadequate size to meet current and future demand. The lines to be replaced serve as gathering lines and transmission lines from the two Well Fields. This project will tie into the existing 24 inch water lines that service the Tatum well field. The existing water lines will be replaced as needed. Ph. 1 will include the planning of the project. Ph. 2 will include the designing of the project. Ph. 3 will include the construction of the project.

Secured and Potential Funding Budget:						
State Grant Funding should only be requested when all other funding sources have been exhausted if entity is providing matching funds, i.e. Federal, Local Taxes, Fees, NM Finance Authority Loans (NMFA), Tribal Infrastructure Fund (TIF), Water Trust Board (WTB), Public School Facility Authority (PSFA), Colonia's Infrastructure Board (CIB), etc.						
Please complete table below with all secured and potential funding sources.						
Funding Source(s)	Funding Amount	Applied For? Yes or No	Amount Secured	Amt Expended to Date	Date(s) Received	Comment
SLOAN	9,146,669	Yes	0	0	2015	
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
TOTALS	9,146,669		0	0		

Project Budget - Complete the Budget below. Only include unfunded or unsecured funds under each project year. Note: Funded to Date column must equal the amounts listed above here.								
	Completed	Funded to Date	Estimated Costs Not Yet Funded					Total Project Cost
			2018	2019	2020	2021	2022	
Water Rights	N/A	0	0	0	0	0	0	

Infrastructure Capital Improvement Plan FY 2018-2022

Easements and Rights of Way	N/A	0	0	0	0	0	0	0
Acquisition	N/A	0	0	0	0	0	0	0
Archaeological Studies	N/A	0	0	0	0	0	0	0
Environmental Studies	No	0	68,557	0	0	0	0	68,557
Planning	No	0	141,873	0	0	0	0	141,873
Design (Engr./Arch.)	No	0	777,931	0	0	0	0	777,931
Construction	No	0	0	8,158,308	0	0	0	8,158,308
Furnishing/Equipment	N/A	0	0	0	0	0	0	0
TOTALS		0	988,361	8,158,308	0	0	0	9,146,669
Amount Not Yet Funded		9,146,669						

Can this project be phased? Yes

Phase: A project phase is a fundable, standalone, functional or operable stage during the development and/or life of a project.

Project phases: Unfunded amounts broken down by phase and category.

Phase	Amount	Plan	Design	Construct	Furnish/Equip	Other (Wtr Rights, Easements, Acq)	# Mos to Complete
1	210,430	Yes	No	No	No	No	6
2	777,931	No	Yes	No	No	No	6
3	8,158,308	No	No	Yes	No	No	12
4	0	No	No	No	No	No	0
5	0	No	No	No	No	No	0
TOTAL	9,146,669						

Has your local government/agency budgeted for operating expenses for the project when it is completed? Yes

If no, please explain why:

ANNUAL OPERATING BUDGET	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Annual Operating Expenses plus Debt Service	926,347	926,347	0	0	0	1,852,694
Annual Operating Revenues						

Infrastructure Capital Improvement Plan FY 2018-2022

0 0 0 0 0 0

Does the project lower operating costs? No
 If yes, please explain and provide estimates of operating savings

Entities who will assume the following responsibilities for this project:	Own:	Operate:	Fiscal Agent:	Own Land:	Own Asset:	Maintain:
	City of Carlsbad	City of Carlsbad	City of Carlsbad	City of Carlsbad	The City of Carlsbad and adjacent Communities	City of Carlsbad
Lease/operating agreement in place?	No	No		No	No	No

1. Does the project have life expectancy of 10 or more years? Yes
2. Has the project had public input and buy-in? Yes
3. Is the project necessary to address population or client growth and if so, will it provide services to that population or clientele? Yes
4. Has the land for the project been acquired? Yes

5. Is this project a regional priority? For example, is it supported by more than one local government entity? Yes
 If yes, please explain. The City of Carlsbad, Eddy County, and State representatives support this project.
6. Are there oversight mechanisms built in that would ensure timely construction and completion of the project on budget? Yes
 What department or department head would be in charge of oversight for the project? Provide name(s) of procurement officer(s). Components of the loan received by the City of Carlsbad ensure on time completion and completion within budget.
7. Do the requested funds complete a fully functional phase of the project or complete a project previously funded by a legislative appropriation? Yes
 If yes, please explain. The requested funds will complete Ph. 2 of the replacement of water lines servicing the Tatum well fields.
8. Other than the temporary construction jobs associated with the project, does the project maintain or advance the region's economy? Yes
 If yes, please explain. This project will help provide more potable water to the City of Carlsbad.
9. Does the project benefit all citizens within a recognized region, district or political subdivision? Yes
 If yes, please explain and provide the number of people that will benefit from the project. The City of Carlsbad and the surrounding communities will benefit from this project.
10. Does the project eliminate a risk or hazard to public health and/or safety that immediately endangers occupants of the premises such that corrective action is urgent and unavoidable? No
 Emergencies must be documented by a Subject Matter Expert.
 If yes, please explain. (If mandatory, provide Summary Page of the Federal, State or Judiciary Agency who issued the mandate.)

Infrastructure Capital Improvement Plan FY 2018-2022

ICIP Capital Project Description

Year/Rank 2018 003

ID:18556

Project Title: San Jose Boulevard Phase 3 and 4

Project Type: Replace Existing

Category: Hiways/Roads/Streets/Bridges

Contact Name: Tom Carlson

Contact Phone: 575-885-6262

Contact E-mail: tfcarlson@cityofcarlsbadnm.com

Project Location: 2921 San Jose Blvd. Carlsbad NM 88220

Latitude: 32deg 23min 15sec N

Longitude: 104deg 13min 44sec W

Legislative Language: To construct phases 3 and 4 of the San Jose Boulevard reconstruction project in Carlsbad, NM, Eddy County.

Description/Scope of Work: San Jose Blvd is a major thoroughfare that needs to be improved & upgraded to include a center left turn lane, improved drainage, curb, gutter and sidewalks and lighting improvements at the main intersections. Phases 1 and 2 completed reconstruction of San Jose Blvd. from Diaz St. to Harper St., including installation of a low water crossing at Dark Canyon. Phases 3 and 4 will continue the reconstruction and widening of San Jose Blvd. from Harper St. to National Parks Hwy. Phase 3 will include reconstruction from Harper St. to Kircher St., approximately 3,500 linear feet. Phase 4 will include reconstruction from Kircher St. to National Parks Hwy., approximately 4,700 linear feet.

Secured and Potential Funding Budget:

State Grant Funding should only be requested when all other funding sources have been exhausted if entity is providing matching funds, i.e. Federal, Local Taxes, Fees, NM Finance Authority Loans (NMFA), Tribal Infrastructure Fund (TIF), Water Trust Board (WTB), Public School Facility Authority (PSFA), Colonia's Infrastructure Board (CIB), etc.

Please complete table below with all secured and potential funding sources.

Funding Source(s)	Funding Amount	Applied For? Yes or No	Amount Secured	Amt Expended to Date	Date(s) Received	Comment
LFUNDS	2,332,717	Yes	0	0		
DOT	500,000	Yes	485,156	0	2012	
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
TOTALS	2,832,717		485,156	0		

Project Budget - Complete the Budget below. Only include unfunded or unsecured funds under each project year. Note: Funded to Date column must equal the amounts listed above here.

	Completed	Funded to Date	Estimated Costs Not Yet Funded				Total Project Cost
			2018	2019	2020	2021	
Water Rights		N/A					

Infrastructure Capital Improvement Plan FY 2018-2022

		0	0	0	0	0	0	0
Easements and Rights of Way	Yes	0	0	0	0	0	0	0
Acquisition	Yes	0	0	0	0	0	0	0
Archaeological Studies	N/A	0	0	0	0	0	0	0
Environmental Studies	N/A	0	0	0	0	0	0	0
Planning	N/A	0	0	0	0	0	0	0
Design (Engr./Arch.)	Yes	485,156	0	0	0	0	0	485,156
Construction	No	0	1,436,770	1,395,947	0	0	0	2,832,717
Furnishing/Equipment	N/A	0	0	0	0	0	0	0
TOTALS		485,156	1,436,770	1,395,947	0	0	0	3,317,873
Amount Not Yet Funded		2,832,717						

Can this project be phased? Yes

Phase: A project phase is a fundable, standalone, functional or operable stage during the development and/or life of a project.

Project phases: Unfunded amounts broken down by phase and category.

Phase	Amount	Plan	Design	Construct	Furnish/Equip	Other (Wtr Rights, Easements, Acq)	# Mos to Complete
1	1,436,770	No	No	Yes	No	No	9
2	1,395,947	No	No	Yes	No	No	9
3	0	No	No	No	No	No	0
4	0	No	No	No	No	No	0
5	0	No	No	No	No	No	0
TOTAL	2,832,717						

Has your local government/agency budgeted for operating expenses for the project when it is completed? Yes

If no, please explain why:

ANNUAL OPERATING BUDGET	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
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Infrastructure Capital Improvement Plan FY 2018-2022

Annual Operating Expenses plus Debt Service	62,954	62,954	62,954	62,954	62,954	314,770
Annual Operating Revenues	0	0	0	0	0	0
Does the project lower operating costs?	No					
If yes, please explain and provide estimates of operating savings						

Entities who will assume the following responsibilities for this project:	Own:	Operate:	Fiscal Agent:	Own Land:	Own Asset:	Maintain:
	City of Carlsbad					
Lease/operating agreement in place?	No	No		No	No	No

1. Does the project have life expectancy of 10 or more years? Yes
2. Has the project had public input and buy-in? Yes
3. Is the project necessary to address population or client growth and if so, will it provide services to that population or clientele? Yes
4. Has the land for the project been acquired? Yes

5. Is this project a regional priority? For example, is it supported by more than one local government entity? Yes
 If yes, please explain. The residents of the City of Carlsbad and the residents of Eddy County support this project.
6. Are there oversight mechanisms built in that would ensure timely construction and completion of the project on budget? Yes
 What department or department head would be in charge of oversight for the project? Provide name(s) of procurement officer(s). Both the NMDOT Grant funds and contracts using local funds provide for project completion to be on time and within budget.
7. Do the requested funds complete a fully functional phase of the project or complete a project previously funded by a legislative appropriation? Yes
 If yes, please explain. The requested funds will fully complete this project.
8. Other than the temporary construction jobs associated with the project, does the project maintain or advance the region's economy? No
 If yes, please explain. Once built, the existing City and State road departments will maintain this infrastructure.
9. Does the project benefit all citizens within a recognized region, district or political subdivision? Yes
 If yes, please explain and provide the number of people that will benefit from the project. The residents of the City of Carlsbad and the residents of Eddy County will benefit from the completion of this project.
10. Does the project eliminate a risk or hazard to public health and/or safety that immediately endangers occupants of the premises such that corrective action is urgent and unavoidable? Emergencies must be documented by a Subject Matter Expert. Yes

Infrastructure Capital Improvement Plan FY 2018-2022

If yes, please explain. (If mandatory, provide Summary Page of the Federal, State or Judiciary Agency who issued the mandate.)

The reconstruction is to address the increase of traffic on San Jose Blvd. The reconstruction will improve safety along this corridor.

Infrastructure Capital Improvement Plan FY 2018-2022

ICIP Capital Project Description

Year/Rank 2018 004

ID:29674

Project Title: Texas Street Reconstruction Ph. 1-3

Project Type: New

Category: Hiways/Roads/Streets/Bridges

Contact Name: Tom Carlson

Contact Phone: 575-885-6262

Contact E-mail: tfcarlson@cityofcarlsbadnm.com

Project Location: 2415 W. Texas Street Carlsbad NM 88220

Latitude: 32deg25min16secN

Longitude: 104deg14min52secW

Legislative Language: Plan, Design and Construct Texas Street Reconstruction and improvements in Carlsbad, NM, Eddy County.

Description/Scope of Work: Land Acquisition and Planning (Phase 1), Design (Phase 2) and Construct (Phase 3) for approx. 2 miles of a new driving surface, bike lanes, curb, gutter, sidewalks and ADA improvements on Texas Street from the CID Canal to 12th Street within the existing right-of-way and within acquired right-of-way. Approximately, 90% of the right-of-way has been acquired. During Phase I the remaining ROW will be acquired.

Secured and Potential Funding Budget:						
State Grant Funding should only be requested when all other funding sources have been exhausted if entity is providing matching funds, i.e. Federal, Local Taxes, Fees, NM Finance Authority Loans (NMFA), Tribal Infrastructure Fund (TIF), Water Trust Board (WTB), Public School Facility Authority (PSFA), Colonia's Infrastructure Board (CIB), etc.						
Please complete table below with all secured and potential funding sources.						
Funding Source(s)	Funding Amount	Applied For? Yes or No	Amount Secured	Amt Expended to Date	Date(s) Received	Comment
CAP	200,000	Yes	0	0		
LFUNDS	3,800,000	Yes	300,000	0	2016	
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
TOTALS	4,000,000		300,000	0		

Project Budget - Complete the Budget below. Only include unfunded or unsecured funds under each project year. Note: Funded to Date column must equal the amounts listed above here.								
	Completed	Funded to Date	Estimated Costs Not Yet Funded					Total Project Cost
			2018	2019	2020	2021	2022	
Water Rights	N/A	0	0	0	0	0	0	0

Infrastructure Capital Improvement Plan FY 2018-2022

Easements and Rights of Way	No	30,000	0	0	0	0	0	30,000
Acquisition	No	20,000	0	0	0	0	0	20,000
Archaeological Studies	N/A	0	0	0	0	0	0	0
Environmental Studies	N/A	0	0	0	0	0	0	0
Planning	No	50,000	0	0	0	0	0	50,000
Design (Engr./Arch.)	No	300,000	0	0	0	0	0	300,000
Construction	No	0	2,000,000	2,000,000	0	0	0	4,000,000
Furnishing/Equipment	N/A	0	0	0	0	0	0	0
TOTALS		400,000	2,000,000	2,000,000	0	0	0	4,400,000
Amount Not Yet Funded		4,000,000						

Can this project be phased? Yes

Phase: A project phase is a fundable, standalone, functional or operable stage during the development and/or life of a project.

Project phases: Unfunded amounts broken down by phase and category.

Phase	Amount	Plan	Design	Construct	Furnish/Equip	Other (Wtr Rights, Easements, Acq)	# Mos to Complete
1	100,000	Yes	No	No	No	Yes	6
2	300,000	No	Yes	No	No	No	6
3	2,000,000	No	No	Yes	No	No	12
4	2,000,000	No	No	Yes	No	No	12
5	0	No	No	No	No	No	0
TOTAL	4,400,000						

Has your local government/agency budgeted for operating expenses for the project when it is completed? No

If no, please explain why: expenses will be budgeted in 2018/2019 FY

ANNUAL OPERATING BUDGET	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Annual Operating Expenses plus Debt Service	0	0	0	0	0	0
Annual Operating Revenues						

Infrastructure Capital Improvement Plan FY 2018-2022

0 0 0 0 0 0

Does the project lower operating costs? No
 If yes, please explain and provide estimates of operating savings

Entities who will assume the following responsibilities for this project:	Own:	Operate:	Fiscal Agent:	Own Land:	Own Asset:	Maintain:
	City of Carlsbad					
Lease/operating agreement in place?	No	No		No	No	No

1. Does the project have life expectancy of 10 or more years? Yes
2. Has the project had public input and buy-in? Yes
3. Is the project necessary to address population or client growth and if so, will it provide services to that population or clientele? Yes
4. Has the land for the project been acquired? No

5. Is this project a regional priority? For example, is it supported by more than one local government entity? Yes
 If yes, please explain. The City of Carlsbad and State representatives support this project.
6. Are there oversight mechanisms built in that would ensure timely construction and completion of the project on budget? Yes
 What department or department head would be in charge of oversight for the project? Provide name(s) of procurement officer(s). The contracts for this project will include performance clauses that will ensure completion on time and within budget.
7. Do the requested funds complete a fully functional phase of the project or complete a project previously funded by a legislative appropriation? Yes
 If yes, please explain. The requested funds will fully complete this project.
8. Other than the temporary construction jobs associated with the project, does the project maintain or advance the region's economy? Yes
 If yes, please explain. The reconstruction along this street will improve this area both aesthetically and functionally, and will entice business to locate there.
9. Does the project benefit all citizens within a recognized region, district or political subdivision? Yes
 If yes, please explain and provide the number of people that will benefit from the project. This project will benefit the citizens of Carlsbad by enticing new businesses to relocate to Carlsbad.

10. Does the project eliminate a risk or hazard to public health and/or safety that immediately endangers occupants of the premises such that corrective action is urgent and unavoidable? Yes
 Emergencies must be documented by a Subject Matter Expert.
 If yes, please explain. (If mandatory, provide Summary Page of the Federal, State or Judiciary Agency who issued the mandate.) This reconstruction will improve the street surfacing

Infrastructure Capital Improvement Plan FY 2018-2022

as well as provide safer means for pedestrians to
move about this street.

Infrastructure Capital Improvement Plan FY 2018-2022

ICIP Capital Project Description

Year/Rank 2018 005

ID:32679

Project Title: Finance Management Program Software

Project Type: New

Category: Other

Contact Name: Finance Director

Contact Phone: 575-887-1191

Contact E-mail: wdhammett@cityofcarlsbadnm.com

Project Location: 101 N Halagueno Street Carlsbad MI 88220

Latitude: 32deg25min18.905sN

Longitude: 104deg13min50.374sW

Legislative Language: purchase or acquire finance management program software

Description/Scope of Work: purchase or acquire finance management program software

Secured and Potential Funding Budget:						
State Grant Funding should only be requested when all other funding sources have been exhausted if entity is providing matching funds, i.e. Federal, Local Taxes, Fees, NM Finance Authority Loans (NMFA), Tribal Infrastructure Fund (TIF), Water Trust Board (WTB), Public School Facility Authority (PSFA), Colonia's Infrastructure Board (CIB), etc.						
Please complete table below with all secured and potential funding sources.						
Funding Source(s)	Funding Amount	Applied For? Yes or No	Amount Secured	Amt Expended to Date	Date(s) Received	Comment
LFUNDS	750,000	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
	0	No	0	0		
TOTALS	750,000		0	0		

Project Budget - Complete the Budget below. Only include unfunded or unsecured funds under each project year. Note: Funded to Date column must equal the amounts listed above here.								
	Completed	Funded to Date	Estimated Costs Not Yet Funded					Total Project Cost
			2018	2019	2020	2021	2022	
Water Rights	N/A	0	0	0	0	0	0	0
Easements and Rights of Way	N/A	0	0	0	0	0	0	0
Acquisition	No	0	750,000	0	0	0	0	750,000

Infrastructure Capital Improvement Plan FY 2018-2022

Archaeological Studies	N/A	0	0	0	0	0	0	0
Environmental Studies	N/A	0	0	0	0	0	0	0
Planning	N/A	0	0	0	0	0	0	0
Design (Engr./Arch.)	N/A	0	0	0	0	0	0	0
Construction	N/A	0	0	0	0	0	0	0
Furnishing/Equipment	N/A	0	0	0	0	0	0	0
TOTALS		0	750,000	0	0	0	0	750,000
Amount Not Yet Funded		750,000						

Can this project be phased? No

Phase: A project phase is a fundable, standalone, functional or operable stage during the development and/or life of a project.

Project phases: Unfunded amounts broken down by phase and category.

Phase	Amount	Plan	Design	Construct	Furnish/Equip	Other (Wtr Rights, Easements, Acq)	# Mos to Complete
1	750,000	No	No	No	No	Yes	3
2	0	No	No	No	No	No	0
3	0	No	No	No	No	No	0
4	0	No	No	No	No	No	0
5	0	No	No	No	No	No	0
TOTAL	750,000						

Has your local government/agency budgeted for operating expenses for the project when it is completed? No

If no, please explain why: part of regular finance department O and M

ANNUAL OPERATING BUDGET	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Annual Operating Expenses plus Debt Service	0	0	0	0	0	0
Annual Operating Revenues	0	0	0	0	0	0

Does the project lower operating costs? No

If yes, please explain and provide estimates of operating savings

Infrastructure Capital Improvement Plan FY 2018-2022

Entities who will assume the following responsibilities for this project:	Own:	Operate:	Fiscal Agent:	Own Land:	Own Asset:	Maintain:
	city of carlsbad	finance department	city of carlsbad		city of carlsbad	city of carlsbad
Lease/operating agreement in place?	No	No		No	No	No

1. Does the project have life expectancy of 10 or more years? Yes
2. Has the project had public input and buy-in? Yes
3. Is the project necessary to address population or client growth and if so, will it provide services to that population or clientele? Yes
4. Has the land for the project been acquired? No

5. Is this project a regional priority? For example, is it supported by more than one local government entity? No
 If yes, please explain.
6. Are there oversight mechanisms built in that would ensure timely construction and completion of the project on budget? Yes
 What department or department head would be in charge of oversight for the project? Provide name(s) of procurement officer(s). Finance Director
7. Do the requested funds complete a fully functional phase of the project or complete a project previously funded by a legislative appropriation? Yes
 If yes, please explain. the program is self-contained
8. Other than the temporary construction jobs associated with the project, does the project maintain or advance the region's economy? No
 If yes, please explain.
9. Does the project benefit all citizens within a recognized region, district or political subdivision? No
 If yes, please explain and provide the number of people that will benefit from the project.
10. Does the project eliminate a risk or hazard to public health and/or safety that immediately endangers occupants of the premises such that corrective action is urgent and unavoidable? Emergencies must be documented by a Subject Matter Expert. No
 If yes, please explain. (If mandatory, provide Summary Page of the Federal, State or Judiciary Agency who issued the mandate.)

CITY OF CARLSBAD
AGENDA BRIEFING MEMORANDUM

Council Meeting Date: August 23, 2016

DEPARTMENT: Transit	BY: Jo Ann Moore	DATE: August 17, 2016
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SUBJECT: Section 5311 Grant Application FY 18

BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

Carlsbad Municipal Transit System is applying for funding through the U.S.C. Section 5311 Program. This will be a continuation of the funding that we receive from the New Mexico Department of Transportation. This grant provides public transportation to the community of Carlsbad, the Village of Loving, and Southern Eddy County.

	Total	Federal	Local
Administrative (80/20)	\$198,405.00	\$158,724.00	\$39,681.00
Operating (50/50)	\$542,550.00	\$271,275.00	\$271,275.00
Capital (80/20)	\$73,000.00	\$58,400.00	\$14,600.00
Total Administrative, Operating, and Capital	\$813,955.00	\$488,399.00	\$325,556.00
Capital to Subgrantee	\$73,000.00	\$58,400.00	\$14,600.00
Total Capital (80/20)	\$73,000.00	\$58,400.00	\$14,600.00

DEPARTMENT RECOMMENDATION: If it is the pleasure of the City Council, it is the departmental recommendation that the application be approved to continue to provide public transportation to the citizens of Carlsbad and the surrounding area.

BOARD/COMMISSION/COMMITTEE ACTION:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> P & Z | <input type="checkbox"/> Lodgers Tax Board | <input type="checkbox"/> Cemetery Board | } <input type="checkbox"/> APPROVED |
| <input type="checkbox"/> Museum Board | <input type="checkbox"/> San Jose Board | <input type="checkbox"/> Water Board | } |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> N. Mesa Board | <input type="checkbox"/> Beautification Committee | } <input type="checkbox"/> DISAPPROVED |

Reviewed by: City Administrator: /s/ Steve McCutcheon	Date: Aug 18, 2016
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Attachments: 5311 Grant Application
Resolution

RESOLUTION NO. _____

AUTHORIZING THE FILING OF AN APPLICATION TO THE
NEW MEXICO DEPARTMENT
OF TRANSPORTATION
FOR FUNDING ASSISTANCE FOR FY 2017-2018

WHEREAS, the State of New Mexico received federal funding through the New Mexico Department of Transportation from the Federal Transit Administration (FTA) under U.S.C. 5311; and

WHEREAS, the New Mexico Department of Transportation is authorized to administer this program and provide funding assistance for local transportation programs; and

WHEREAS, the City of Carlsbad is interested in maintaining present transportation services and providing additional services needed by residents of the City; and

WHEREAS, the City of Carlsbad supports this program; and purposes to provide local matching funds in the amount of \$325,556.00; and

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD, New Mexico that the filing of an application to the New Mexico Department of Transportation for funding assistance for the continuation of local supplemental public transportation program for Fiscal Year 2017-2018, is authorized. The Mayor is hereby authorized to act as the representative of the City of Carlsbad in the execution of this program.

INTRODUCED, PASSED, ADOPTED, AND APPROVED this 23rd day of August, 2016.

Dale Janway, Mayor

ATTEST:

City Clerk

FY 18 APPLICATION

Section 5311 Rural Public Transit

October 1, 2017 - September 30, 2018

I. Applicant Information

Organization/ Agency:	Carlsbad Municipal Transit System			
Contact Person Name and Title:	Jo Ann Moore			
Mailing Address:	P.O. Box 1569			
City, State, ZIP:	Carlsbad, NM 88221-1569			
Physical Address:	510 N. Main			
Phone and Cell Number:	575-887-2121			
FAX Number:	575-887-3636			
E-mail Address: (Required)	jrmoore@cityofcarlsbadnm.com			
Regional Planning Transportation Organization: (circle one)	NERTPO	MRRTPO	SERTPO	SWRTPO
	NPRTPO	NWRTPO	SCRTPO	
Applicant Signature and Date Signed:	<i>Jo Ann Moore 8/17/16</i>			
Please Print Name and Title	Jo Ann Moore, Manager			
DUNS Number *	08-447-5854			

*In addition to including your agency's DUNS Number, please provide a print screen of your agency DUNS Number from the following website: <https://www.sam.gov>

II. Summary of Budget Request

Please enter the dollar amount of your application request (Administration, Operating, and Capital) in the appropriate column below. This information should come directly from the budget pages in Section III of this application. Please double check calculations

	Total	Federal Share	Local Share
Administrative (80/20)	198,405.00	158,724.00	39,681.00
Operating (50/50)	542,550.00	271,275.00	271,275.00
◆ Capital (80/20)	*** 73,000.00	58,400.00	14,600.00
TOTAL	813,955.00	488,399.00	325,556.00

Capital Breakdown

	Total	Federal Share	Local Share
Capital to Subgrantee	73,000.00	58,400.00	14,600.00
Capital to Vendor			
List vendor if utilizing Capital to Vendor (if applicable)			
◆ TOTAL should equal 'Capital' amt. above	73,000.00	58,400.00	14,600.00



USER
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Search Results

Quick Search Results

Your search returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	CITY OF CARLSBAD	Status: Active +	View Details
DUNS:	084475854	CAGE Code:	3L2P1
Has Active Exclusion?:	No	DoDAAC:	
Expiration Date:	04/05/2017	Delinquent Federal Debt?:	No
Purpose of Registration: Federal Assistance Awards Only			

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Type

SAM | System for Award Management 1.0

IBM v1.P.48.20160624-1124

WWW9

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



Capital to Vendor – When you purchase capital using a state approved price agreement. You will make a check to the awarded vendor for the 20% local share, and send the check to NMDOT's Transit and Rail Division. At delivery, your check is given to the vendor, and NMDOT is billed for the difference.

Capital to Subgrantee – When you purchase any approved capital item that is not on a state price agreement, including large buses, radios, and other requested capital. You will initially pay 100% of the purchase. Upon submitting the appropriate documentation to the Transit and Rail Division, you will be reimbursed 80%.
THIS OPTION IS NOT AVAILABLE FOR NON-PROFIT ORGANIZATIONS

III. Financial Information

A) ADMINISTRATIVE BUDGET

Please justify any line item greater than 20% or if no item is greater than 20% indicate "NONE" in space provided below.
<u>1-09-05 Drug & Alcohol Testing-To cover the increase in cost with new testing facility</u>
<u>1-10-05 Printing-To cover the cost of new brochures</u>

ELIGIBLE ADMINISTRATIVE COSTS:

ITEM DESCRIPTION	2016 ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
1-01-00 Salaries and Wages			
1-01-05 Director	55,582.00	51,000.00	55,000.00
1-01-10 Managers			
1-01-12 Financial Manager			
1-01-15 Clerical Support Staff	73,000.00	73,381.46	73,400.00
1-01-20 Accounting Staff			
1-01-25 Administrative Assist.			
1-01-30 Village Administrator			
1-01-35 CFO			
1-01-40 Salary Adjustments			
1-01-45 Chief Exec. Officer			
1-01-50 Transp. Coordinator			
1-01-55 Public Works Dir.			
1-01-60 Janitor			
1-01-65 Temporary			
1-02-00 Fringe Benefits			
1-02-05 FICA	8,500.00	10,500.00	11,000.00
1-02-10 PERA Retirement	20,394.00	12,826.00	13,000.00
1-02-15 Health Insurance		4,710.77	5,000.00
1-02-20 Unemployment Ins.			
1-02-25 Workman's			
1-02-30 Other Fringe Benefits			
1-03-00 Communications			
1-03-05 Fax Machine			
1-03-10 Internet Subscription Services			
1-03-15 Postage	300.00	300.00	300.00

1-03-20 Telephone		4,400.00	4725.00
1-03-25 Cell Phone			
1-03-30 Radio			
1-03-35 Repeater Fees			
1-04-00 Contractual Services			
1-04-05 Audit			
1-04-10 Advertising	6,300.00	4,500.00	4,725.00
1-04-15 Equipment Rental			
1-04-20 Contractual Services- Other	6,000.00	6,500.00	6,825.00
1-04-25 Contractual Services- Janitorial			
1-05-00 Dues and Subscriptions			
1-05-05 NMPTA	350.00	200.00	200.00
1-05-10 SWTA			
1-05-15 Transit Publications			
1-05-20 (CTAA)			
1-06-00 Equipment			
1-06-05 Equipment Lease			
1-06-10 Equipment Repair			
1-06-15 Computer			
1-07-00 Insurance			
1-07-05 Buildings and Contents			
1-07-10 Gen. & Emp. Liability Ins.			
1-07-15 Surety & Fidelity Bonds			
1-07-20 Claims Deductible			
1-07-25 Vehicle Insurance			
1-08-00 Occupancy Costs			
1-08-05 Office Rent			
1-08-10 Utilities		3,550.00	3730.00
1-08-20 Building Maintenance	1,000.00	1,200.00	1,260.00
1-09-00 Personnel Costs			
1-09-05 Drug & Alcohol Testing	942.70	1,000.00	2,500.00
1-09-10 Physicals	300.00	300.00	350.00
1-09-15 Hepatitis Vaccinations	300.00		
1-10-00 Printing/Copying Costs			
1-10-05 Printing	550.00	2,000.00	3,000.00
1-10-10 Copying			
1-11-00 Supplies			
1-11-05 Office Supplies	5,712.95	6,800.00	7,140.00
1-11-10 Furn. & Equipment under \$500			
1-11-20 Janitorial Supplies		2,000.00	2,100.00
1-12-00 Training			
1-12-05 Training	500.00	1,000.00	1,050.00
1-13-00 Travel			
1-13-05 Mileage		1,000.00	1,050.00
1-13-10 Public Transport Fares			
1-13-15 Per Diem		1,000.00	1,050.00
1-13-20 Registration Fees		550.00	1,000.00
1-13-25 Lodging and Meals			
1-13-30 Other			
1-14-00 Indirect Costs			
1-14-05 Indirect Cost			
TOTAL ELIGIBLE COSTS	179,731.65	188,718.23	*198,405.00

NOTE: No item listed as "Other" will be considered. Please be specific in line item.

* This number should match the number entered on Page 1, Section II - Summary of Budget Requested

LOCAL SHARE SOURCES: Specify source, i.e., "fare box," "GRT," not a dollar amount:			
TOTAL LOCAL SHARE (20%)	\$35,946.33	\$37,743.65	\$39,681.00
FEDERAL SHARE (80%)	\$143,785.32	\$150,974.58	\$158,724.00

B) OPERATING BUDGET

Please justify any line item greater than 20% or if no item is greater than 20% indicate "NONE" in space provided below.
<u>2-01-10-Drivers-To cover more of the drivers salaries</u>
<u>2-02-15-Health Insurance-To cover employees' health insurance</u>
<u>2-04-05-Maint. Mach and Equipment-To cover the maintenance of mechanic's tools</u>
<u>2-06-05 Building Maintenance-To cover repairs to the transit facility</u>
<u>2-07-05-Uniforms-To cover the cost of uniforms for staff and mechanic</u>
<u>2-09-05-Training-To cover any of the trainings mandated by the state or city</u>
<u>2-11-30 Vehicle Maintenance-To cover the cost of repairs of aging buses</u>

ELIGIBLE OPERATING COSTS

ITEM DESCRIPTION	2016 ACTUAL EXENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
2-01-00 Salaries and Wages			
2-01-05 Supervisor			
2-01-10 Drivers	233,442.70	236,739.23	300,000.00
2-01-15 Mechanics		56,000.00	58,000.00
2-01-20 Dispatcher	38,625.00	22,805.86	24,000.00
2-01-25 Janitor			
2-01-30 Salary Adjustment			
2-01-35 Overtime			
2-01-40 Mechanic Supervisor			
2-01-45 Auto Parts Clerk			
2-01-50 Maintainer			
2-01-55 Accountant			
2-01-60 Laborer			
2-02-00 Fringe Benefits			
2-02-05 FICA	22,800.00	22,000.00	28,000.00
2-02-10 PERA Retirement	30,055.00	30,000.00	32,000.00
2-02-15 Health Insurance			15,000.00
2-02-20 Unemployment Insurance			
2-02-25 Worker's Compensation			
2-02-30 Other			
2-03-00 Communications			
2-03-05 Cell Phone			

2-03-10 Telephone	5,049.90		
2-03-15 Radio Repeater			
2-03-20 Mobile Radio			
2-03-25 Radio			
2-04-00 Contractual Services			
2-04-05 Maint. - Mach. and Equip.			1,000.00
2-04-10 Equipment Rental		1,000.00	1,000.00
2-04-15 Contractual Services - Other		1,000.00	1,000.00
2-04-20 Transit Services			
2-05-00 Equipment			
2-05-10 Assigned Vehicle Use			
2-05-15 Equipment Rental			
2-06-00 Occupancy Costs			
2-06-05 Building Maintenance	1,000.00	1,000.00	1,500.00
2-06-10 Operational Rent			
2-06-15 Utilities	6,000.00	3,550.00	3,550.00
2-06-20 Building Insurance			
2-06-25 Building and Grounds			
2-07-00 Personnel Costs			
2-07-05 Uniforms	1,000.00	1,000.00	1,200.00
2-07-10 Hepatitis Vaccinations			
2-07-15 Physicals			
2-08-00 Supplies			
2-08-05 Shop Supplies	1,363.00	1,500.00	1,500.00
2-08-10 Furn. & Equip. under \$500		7,760.77	8,000.00
2-08-15 Printing			
2-09-00 Training			
2-09-05 Training	500.00	500.00	1,000.00
2-10-00 Travel			
2-10-05 Mileage	1,100.00	1,000.00	1,100.00
2-10-10 Public Transport Fares			
2-10-15 Per Diem	2,000.00	1,000.00	1,000.00
2-10-20 Registration Fees			
2-10-25 Lodging & Meals			
2-10-30 Other			
2-11-00 Vehicle Costs			
2-11-05 Fuel	62,432.26	72,000.00	85,000.00
2-11-10 License & Fees	400.00		
2-11-15 Oil & Lubricants	4,290.00	5,000.00	5,200.00
2-11-20 Replacement Parts			
2-11-25 Tires	5,400.00	6,000.00	6,000.00
2-11-30 Vehicle Maintenance	39,190.10	30,000.00	40,000.00
2-11-35 Vehicle Painting			
2-11-40 Vehicle Interior Maintenance	500.00	500.00	500.00
2-11-45 Freight			
2-11-50 Vehicle Repair			
2-12-00 Indirect Costs			
2-12-05 Indirect Costs			
TOTAL ELIGIBLE COSTS	454,838.96	500,355.86	615,550.00

(Operating Continued)

REVENUES (specify)

Fare Box Revenues (only fare box revenues reduced from Operating)	80,000.00	72,700.00	73,000.00
TOTAL REVENUES	80,000.00	72,700.00	73,000.00
NET OPERATING COSTS (total Operating less fare box revenues)	374,868.86	446,655.86	**542,550.00

NOTE: ****** This number should match the number entered on Page I, Section II – Summary of Budget Request

LOCAL SHARE SOURCES: Specify source, i.e., “fare box,” “GRT,” not a dollar amount.

LOCAL SHARE TOTAL (50%)	187,434.43	223,324.93	271,275.00

FEDERAL SHARE (50%)	187,434.43	223,324.93	271,275.00
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C) CAPITAL BUDGET

ELIGIBLE CAPITAL COSTS

ITEM DESCRIPTION	2016 ACTUAL EXENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
3-01-00-Capital Costs			
3-01-05 Buildings		200,000.00	
3-01-10 Computers			
3-01-15 Furniture & Fixtures			
3-01-20 Radios & Base Stations			
3-01-25 Other Capital Expenses		138,000.00	
3-01-30 Benches/Signage			
3-01-35 Passenger Bus			
3-01-40 Surveillance System			
3-01-45 15 Passenger Van (W/Lift)	58,000.00		73,000.00
3-01-50 15 Passenger Van (W/Ramp)			
3-01-55 Bus Shelters			
3-01-60 Mobile Radios			
TOTAL ELIGIBLE COSTS			
VEHICLE DISPOSITION PROCEEDS			
NET CAPITAL (Total Capital less Vehicle Disposition Proceeds)	58,000.00	338,000.00	***73,000.00

NOTE: ******* This number should match the number entered on Page I, Section II – Summary of Budget Request

LOCAL SHARE SOURCES - Specify source, i.e., “fare box,” “GRT,” not a dollar amount.

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TOTAL LOCAL SHARE (20%)	11,600.00	67,600.00	14,600.00
FEDERAL SHARE (80%)	46,400.00	270,400.00	58,400.00

I. Why do you need this equipment (check all that applies)?

<input checked="" type="checkbox"/>	Replace existing vehicle(s) 2004 Ford Startran-192,260 miles-1FDWE35L34HB30439
<input type="checkbox"/>	Establish service to new area
<input type="checkbox"/>	Add wheelchair capacity to existing vehicles
<input type="checkbox"/>	Increase number of vehicles available for demand responsive service
<input type="checkbox"/>	Decrease vehicle size for service
<input type="checkbox"/>	Increase vehicle size for service
<input type="checkbox"/>	Improve passenger access to service

Statewide Transit Vehicle Price Agreement - Agreement 60-00015

<http://www.generalservices.state.nm.us/uploads/files/SPD/Contracts/60-000-15-00015%20Transit%20Vehicles.pdf>

Agencies have two options for procuring vehicles:

- (1) Order vehicle(s) from approved price agreement (Web link above)
- (2) Implement your own competitive bid procurement process

Description, quantity, and cost of capital items to be purchased:

Refer to Section 3-01-00 of this application (Capital Costs)

(1) Glaval Bus/Universal 12 passenger with 2 wheelchair positions \$73,000.00

D) Please provide copies and check each item.

1. Copy of Articles of Incorporation
2. Copy of 501(c)3 Certification
3. Copy of most current audit
4. If transit-related audit findings occurred, copy of corrective action response submitted to auditor

IV. Program Description

A. Check all that apply:

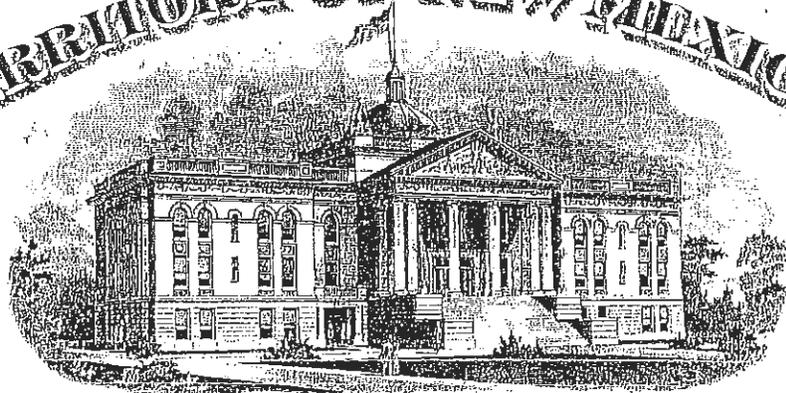
<input checked="" type="checkbox"/>	Fixed route – vehicles will travel on specific roads and stop at pre-designated locations according to a schedule
<input checked="" type="checkbox"/>	Demand response – vehicles pick people up when they need a ride (similar to a taxi service)
<input type="checkbox"/>	Modified fixed route – vehicles travel from Point A to Point B but go out of the way to pick up or drop off passengers

B. List all the municipalities and counties served by your program:

City of Carlsbad, Village of Loving, and portions of Southeastern Eddy County

legal documents

TERRITORY OF NEW MEXICO



OFFICE OF THE SECRETARY

CERTIFICATE

I, J. W. RAYNOLDS, Secretary of the Territory of New Mexico, do hereby certify there was filed for record in this office, at no o'clock A. on the Sixteenth day of January, A.D. 1893, Certified copy of Documents and Record Entries, in re

Incorporation of

THE TOWN OF EDDY.

and also, that I have compared the following copy of the same, with the original thereof now on file, and declare it to be a correct transcript therefrom, and of the whole thereof.

In Witness Whereof, I have hereunto set my hand and affixed my official seal, this Eighth day of July, A.D. 1903.

J. W. Reynolds
 Secretary of New Mexico
 By Geo. A. Fleming
 Assistant Secretary.

(COPY OF PETITION ABOVE REFERRED TO.)

"To the Honorable Board of County Commissioners of Eddy County
New Mexico:

The undersigned inhabitants of that part of Eddy County,
New Mexico, described as follows, viz: Commencing at a point
2640 feet east of the center of Block 3 in the original townsite
of Eddy, New Mexico according to map thereof on file, thence
running north 2640 feet; Thence west 8920 feet; Thence south 8920
feet; thence east 8920; thence north 5280 to the point of begin-
ning and shown on the map hereto attached (which is made a part
hereof) and which Territory is not embraced within the limits of
any city or incorporated town, being qualified electors and per-
manent residents of and who have resided within said described
limits incorporated into a town to be known as the "Town of Eddy"
respectfully petition your honorable body to order the sheriff of
the County of Eddy aforesaid to take an accurate census of the
permanent inhabitants of such territory so desired to be
incorporated according to law and that upon the return of said
census your honorable body shall take such further action as may
be necessary to the incorporation of said town.

Respectfully,

(Signed)

1 Alonzo Luckey
2 E. Oscar Hart
3 Thos. F. Wilson
4 Thos L. Blackmore
5 S. S. Mendenhall
6 C. E. Conway

(Signed)

18 W. W. Gibson
19 C.L. Martin
20 Wm.H. Burr
21 George Bragg
22 F. G. Tracy
23 Geo. M. Tracy

7	C. C. Blodgett	24	W. A. Firley
8	W. A. Hawkins	25	J. R. Fusselman
9	J.K. Hibner	26	John S. Bolton
10	Alex Rogers	27	W. H. Slaughter
11	W. C. Mann	28	S. W. Franklin
12	Hodge Wilson	29	R. H. Pierce
13	W. B. Young	30	W. J. Talliaferro
14	Chas. Sandstrom	31	D. W. Gilchrist
15	James A. Cullinam	32	H. W. Gilmour
16	F. V. Piontkowsky	33	A. C. Bledson
17	James L. Warren	34	C. Armitage
35	Wm. Foley	66	M. W. Heflin
36	John H. Fisher	67	L. O. Fullen
37	Oscar Trout	68	A. Green Jr.
38	J.H. Crosby	69	Edward C. Robinson
39	S. T. Bitting	70	Perry L. Moore
40	E. E. Banner	71	E. W. McCallum
41	G. M. Barnes	72	Frank G. Horton
42	Fred Painter	73	A. A. Mernod
43	C. M. McLean	74	E. W. Doll
44	J. A. McLean	75	J. C. Gentry
45	J.P. Freceenius	76	R. O. Godwin
46	Jno. Bradford	77	John DeWalt
47	B.A. Nymeyer	78	F. E. Stephens
48	W. W. Ogle	79	J. H. Devine
49	J.P. Patterson	80	Frank Davis
50	J. W. Wood	81	E. F. Carle
51	W. D. Johnson	82	J.F. Hibner
52	A. D. Wallace	83	J. O. Phillips
53	S. T. Gilmore	84	M. S. Stamp
54	S. F. Hawley	85	John Leithauser
55	A. J. Allen	86	W. T. Rice
56	H.E. Werch	87	Carlos Echaaray

57	Wm. A. Miller	88,	H. H. Talliaferro
58	L. M. Quinn	89	W. R. Owen
59	J. W. Goodinson	90	R. E. Wilden
60	Wm. Leck	91	R. B. Armstrong
61	Wm. L. McEwin	92	C. L. Hicks
62	L. E. Howe	93	Mann Satterwhite
63	E. Payton	94	Milton Shields
64	J. Bishop	95	G. F. Miller
65	J. H. Hampton	96	W. S. Albert
97	Wm. Williamson	128	Wm. Jones
98	Berry Springer	129	Edgar S. Motter
99	J. F. Mathison	130	W. B. Moore
100	W. M. Mathison	131	A. G. Draper
101	Jos. Spires	132	E. F. Draper
102	Richard Rule	133	B. F. Graham
103	J. H. Cornett	134	A. D. Rust Jr.
104	M. Cook	135	Sky Overstreet
105	J. H. Cook	136	A. R. O'Quinn
106	F. N. Anderson	137	Thomas Fennessey
107	G. L. Hawley	138	C. L. Davidson
108	J. H. Davis	139	Sam B. Cornett
109	J. W. Evans	140	A. G. Patty
110	H. R. Seymour	141	Lon J. Dunning
111	Geo. W. Delano	142	H. L. Potter
112	Geo. W. E. Tripp	143	W. Moore Young
113	W. T. Doster	144	R. Martin
114	P. O. Pruchi	145	M. McPherson
115	H. M. Gage	146	Thos. R. Babb
116	Thos. W. Spencer	147	E. E. Clark
117	L. Anderson	148	Chas. R. Hart
118	Chas. W. Green, Jr.	149	H. R. Wilson
119	Albert D. Green	150	Geo. Haviland
120	Chas. B. Cochran	151	Fred Nymeyer

121	Fred Baisch	152	A. A. Freeman
122	R. R. Stringfellow	153	Jno. Franklin
123	J. E. Moore	154	Edward Scorgin
124	T. B. Coin	155	T. N. Hill, Jr.
125	J. A. McCoshin	156	C. E. Benjamin
126	J. Fleming	157	W. W. Wright
127	G. O. Shields	158	Boston Henderson
159	R. A. Boss	190	Lee Garrett
160	Milton Phillips	191	C. O. Merrifield
161	J. P. Freenius	129	H. W. Robinson
162	J. A. McLean	193	F. E. Kabrick
163	James Murdock	194	C. Fellows
164	W. W. Anderson	195	C. Hannan
165	W. K. Stalcup	196	H. Peirlen
166	J. S. Crozier	197	Davis
167	J. T. Bennett	198	D. Cachet
168	Geo. L. Gohn	199	C. H. Lyons
169	H. L. Webster	200	Eugene Courtney
170	J. C. Prage	201	Fred H. Peitz
171	J. E. Dunlop	202	G. R. King
172	B. M. Campbell		
173	D. Bartley		
174	H. L. Swift		
175	F. E. McLeary		
176	J. D. Maulton		
177	Lou Shattuck		
178	G. D. Lucas		
179	Wm. Stone		
180	L. W. Adams		
181	F. E. Downs		
182	F. W. Hazelgreen		
183	Ed. Trimble		
184	G. W. Witt		

185 A. R. Witt
186 S. Copeland
187 W. H. Witherspoon
188 G. E. Jennings
189 Jas. McLaughlin

(Endorsed) Filed July 18, 1892

Thomas Fennessey Clerk

By W. K. Stalcup D. C.

WEDNESDAY MORNING, 9 o'clock Nov. 16, 1892.

Present D. H. Lucas, Chairman, H. S. Church, Commissioner and
Thomas Fennessey, Clerk.

Absent Chas. H. McLenathen Commissioner.

Pursuant to an order heretofore made on the 18 day of July
1892 the sheriff made his report of census taken by him under said
order which said order was made under provisions of the General
incorporation laws of New Mexico, pursuant to a petition for in-
corporation of the town of Eddy which said petition has here-
tofore been approved by this board, and upon due consideration said
report of census was in all things approved and ordered spread
upon the records of this board and is in the following words and
figures to wit

COPY OF SHERIFF'S REPORT OF
CENSUS.

"TERRITORY OF NEW MEXICO }
County of Eddy. }

Whereas on the 18 day of July 1892 a petition for the
incorporation of the town of Eddy signed by more than 100 qualified
electors of the Territory proposed to be incorporated was filed and,
I, as sheriff of Eddy County, was ordered under provisions of law to
take a complete census of the permanent residents of the proposed

corporate limits and to report my doings herein to this board and in obedience to said order I proceeded to take said census as the law directs and after due and diligent discharge of my duties under said order I find that there are 1510 persons within the proposed corporate limits of said town,

And I hereby petition your honorable body to be discharged from further labor responsibility by virtue of said order.

This Nov. 16, 1892.

David L. Kemp, Sheriff
By W. K. Stalcup Deputy.

(Endorsed) Filed Nov. 16/92.

Thomas Pennessy Clerk
By W. K. Stalcup, D. C.

Approved Nov. 16/92

D. H. Lucas, Chairman.

Nov. 17, 1892, 9 o'clock A. M.

Present Daniel H. Lucas, Chairman
R. S. Church, Commissioner and
Thomas Pennessy, Clerk.
Absent C. H. McLenathen Com.

* * * *

Whereas the sheriff's report of census of that part of the town of Eddy proposed to be incorporated shows that said proposed corporate limits has a population of over fifteen hundred persons:

It is therefore ordered that the clerk of this board issue a proclamation of a special election to be held on the twelfth day of December 1892 under provisions of section 1610 Compiled Laws of New Mexico 1884 and that he cause publication of the same to be made in the Eddy County Citizen for three successive weeks the first insertion to be at least three weeks before the day of said election

and by hand bills posted in five public places within the limits of said proposed incorporation.

R. H. Pierce, John R. Joyce, and W. G. Cass are appointed Judges and Thomas F. Blackmore and John Franklin are appointed clerks of said election.

Saturday Nov. 26, 1892. 4 p. m.

Present Commissioners McLenathen and Church and Thomas Pennessy Clerk, Absent D. H. Lucas, Chairman.

On motion H. S. Church was appointed temporary chairman and thereupon the petition of C. C. Blodgett and others showing that the board has published a notice of election "for" or "against" incorporation of the town of Eddy and praying that said notice of election be set aside and held for nought for the reason that a clerical error exists in the description of the proposed incorporation as described in the original petition now on file in the office of the clerk of this board and the supplemental (petition of the) above named parties having been heretofore filed herein setting forth that a mistake had been made in the description of the proposed limits as therein set forth, was defective in this; that the description of said property limits and boundaries as shown upon the map or plat filed with said petition and referred to in said last or supplemental petition, and it appeared that all parties interested in the proposed incorporation having been duly notified and this body being fully advised in the premises, It is hereby ordered that the correct description of the limits and boundaries of the proposed town of Eddy is as set forth upon the map or plat referred to i. e. commencing at the center of Block No. 3 of the present town of Eddy as shown upon the Pecos Valley Town Company's map of same and upon map of proposed limits and boundaries as filed herein; thence N. 79° 8' East 2450 feet to the place of beginning, thence north 13° west 2950 ft. to sec. corner between secs. 31 & 32 Twp 21 S.

A. 27th E. & Sec. 5 & 6 Tp. 22 S. R. 27 E. Thence S. 77° 12' W. Magnetic 5186 ft. to Twp. cor. between twp. 21 S.R. 26 east, Twp. 21 S.R. 27 Twp. 22 S.R. 26 e. Twp. 22 S. R. 27 e Thence S. 77° 12' W. 190 ft. to a corner; Thence S. 10° 52' E. 6564 feet for s. w. corner; Thence N. 78° 55' E. 5550 for s. e. corner; Thence N. 11° 15' w. 1330 feet to sec. corner between sections 5, 6, 7, 8 Twp 22 S.R. 27 E. thence N. 13° w. 2227 feet to place of beginning.

And it appearing from the census list and returns of the sheriff heretofore made that within the above mentioned limits there are more than 1500 inhabitants as required by law it is hereby ordered that an election shall be held by the qualified electors living within said described limits or boundaries for or against said proposed incorporation on the 27th day of December 1892.

It is further ordered that the said proposed town be divided into wards as follows to wit:

W A R D NO. 1.

shall embrace all that portion of the proposed town of Eddy north of the middle of Mermod Street or north of a line running from the western boundary of said proposed town limits where the middle of said Mermod St. strikes same, eastwardly with the middle of said street and to the eastern boundary line of said proposed town limits.

W A R D NO. 2.

shall consist of all that portion of said proposed town lying to the south of Ward No. 1.

Said election shall be held in ward No. 1 at the Courthouse and R. H. Pierce, W. W. Ogle and W. G. Cass are appointed Judges and John Franklin and C. E. Conway are appointed Clerks of said Election in said ward.

Said election shall be held in Ward No. 2 at the "Stone school house" and J. R. Joyce, John Bradford and S. T. Fillmore are appointed Judges and J. O. Cameron and E. C. Robinson are hereby appointed clerks of said election for said Ward No. 2.

And it is further ordered that the clerk of the board give

notice of such election designating the boundaries herein set forth in accordance with the provisions of law and particularly of sec. 1610 of the revised statutes of New Mexico.

(COPY OF SUPPLEMENTAL PETITION.)

To the Honorable Board of County Commissioners of Eddy Co.
Gentlemen:

The undersigned who are some of the indetical persons who signed the original petition for the incorporation of the town of Eddy, beg leave to call your attention to the following facts

That your published notice of election for or against such incorporation describes the boundaries as follows:

"Commencing at a point 2640 feet east of the center of block 43 (3) in the original townsite of Eddy N.M. according to the map thereof on file thence running north 2640 feet, thence west 8920 feet, thence south 8920 feet, Thence north 5280 feet to the point of beginning".

The understanding of the signers hereto and as we believe the signers of the original petition was that the boundaries should be as follows

Commencing at the center of Block 3 of the original townsite of Eddy, thence East 2450 feet thence north 2950 feet, thence west 5376 feet thence south 5564 feet, ^{8 5376} thence north 3557 feet, as we believe is shown by the map on file and which became part of the original petition. It is our belief that from good and sufficient facts that a clerical error was made in the typewritten copy of the petition and that the boundaries as shown by the map and as last stated above are the true boundaries of the proposed townsite as intended by the signers of the original petition.

Therefore, your petitioners request that such correction in the publication be made as is necessary and according to law to meet the intent of the original petition.

	A. G. Draper,
C. C. Blodgett	G. O. Shields
Thomas F. Blackmore	C. E. Conway
Chas. W. Green Jr.	L. Anderson
T. N. Hill Jr.	D. W. Gilchrist
E. S. Motter	R. H. Pierce
E. F. Draper	J. L. Warren

(Endorsed) Filed Nov. 26, /92

Thomas Fennessey Clerk

By W. K. Stalcup D. C.

SPECIAL MEETING DEC 28, 1892.

Present commissioners McLenathen and Church and Thomas Fennessey Clerk. Absent Chairman Lucas.

On motion of Commissioner McLenathen the following resolution was adopted.

Whereas on the 18 day of July 1892 a petition was filed in the office of the clerk of the board for the incorporation of the town of Eddy signed by more than 200 qualified electors of the Territory proposed to be incorporated which said petition was accompanied by a map or plat showing the Territory proposed to be incorporated.

And Whereas on the 18 day of July 1892 an order was made and entered of record in Vol. 1 Page 100 of the proceedings of the board approving said petition and ordering the sheriff of Eddy county to proceed to take a complete census of the Territory proposed to be incorporated as the law directs.

And Whereas the sheriff did proceed to take said census in obedience to said order and in compliance with the laws of this Territory; and on the 16 day of Nov. 1892 did file his report of said census in the office of the clerk of this board showing that said proposed incorporation contained fifteen hundred and ten

(1910) persons which said report of census was in all things approved and an order to that effect was made and entered of record in Vol. 1 page 115 of the proceedings of this board.

And Whereas on the 16 day of November 1892 this board did issue its proclamation for an election "for incorporation" or "against incorporation" and did cause publication to be made of the same in accordance with the provisions of section 1610 of the compiled laws of New Mexico 1884 and ordering said election to be held on the 27 day of December 1892 all of which was accordingly done.

And Whereas, the board has this day canvassed the returns of said election and finds that the total number of votes cast at said election was two hundred and thirty-six (236) of which number two hundred and twenty (220) votes were cast "for incorporation" and sixteen (16) votes were cast "against incorporation". It is therefore declared that incorporation of the town of Eddy carried within the meaning of the General incorporation laws of the Territory of New Mexico; and the Territory described in said petition is hereby declared to be an incorporated town to be known and designated as the town of EDDY.

TERRITORY OF NEW MEXICO, }
County of Eddy. }

Notice is hereby given that at an election held in the proposed corporate limits of the town of Eddy, on the 27th day of December, 1892, "for incorporation or "against incorporation", two hundred and thirty-six (236) votes were cast, of which number two hundred and twenty (220) were cast "for incorporation" and sixteen (16) "against incorporation", and it is hereby declared that by virtue of an order made and entered of record on the 28th day of December, 1892, in Vol. 1, page 121, of the proceedings of the honorable board of county commissioners of said county of Eddy, that the corporation aforesaid is an incorporated town within the meaning of the general incorporation laws of the territory of New Mexico, and is and shall be known as "The Town of Eddy", in accordance with the prayer of the petitioners in the original petition for the incorporation of said town.

Given under my hand and official seal on this 29th day of December, 1892.

Thomas Fennessey,
Probate Clerk, Eddy County, N.M.
By W. K. Stalcup, Deputy.

PUBLISHER'S AFFIDAVIT.

Before me, the undersigned, personally appeared J. M. Hawkins, to me well known, who, after being duly sworn, deposes and says that he is the Publisher of the Eddy Argus, a weekly newspaper published at Eddy, New Mexico, and that the attached notice of incorporation was published in said paper, the publication being dated December 30th, 1892.

J. M. Hawkins

Subscribed and sworn to before me this the 3rd day of January A. D. 1893.

Thomas Fennessey

(Endorsed) (SEAL) Filed Jany 3 1892.

Thomas Fennessey

Clerk.

Territory of New Mexico)
County of Eddy.)

I, Thomas Fennessey, Probate Clerk within and for said County, do hereby certify that the foregoing transcript consisting of 18 pages is a true and perfect transcript of all papers on file in my office and all record entries made by the Hon. Board of County Commissioners of said county in the matter of the incorporation of the town of Eddy.

Witness my hand and official seal on this third day of January, 1893.

(S E A L)

(Signed) Thomas Fennessey
Prob. Clerk, Eddy Co. N.M.

ENDORSED.

Papers relating to the incorporation of the
Town of Eddy, New Mexico.

Filed in office of Sec'y. Territory of N. Mex., Jan 16 1893.

S. Alexander, Sec'y.

**STATE OF NEW MEXICO
CITY OF CARLSBAD**

Basic Financial Statements and
Required Supplementary Information
and Supplementary Information
For the Year Ended June 30, 2015
and Independent Auditor's Report

STATE OF NEW MEXICO
CITY OF CARLSBAD
TABLE OF CONTENTS
JUNE 30, 2015

	<u>Page</u>
INTRODUCTION	
Directory of Officials	1
FINANCIAL SECTION	
Independent Auditor's Report	2
Basic Financial Statements	
Government-Wide Financial Statements:	
Statement of Net Position	5
Statement of Activities	6
Governmental Fund Financial Statements:	
Balance Sheet - Governmental Funds	7
Reconciliation of the Balance Sheet-Governmental Funds to the Statement of Net Position	8
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	9
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	10
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Non-GAAP Budgetary Basis) and Actual:	
General Fund	11
WIPP Acceleration Fund	12
Proprietary Funds Financial Statements:	
Statement of Net Position - Proprietary Funds	13
Statement of Revenues, Expenses, and Changes in Net Position - Proprietary Funds	14
Statement of Cash Flows - Proprietary Funds	15
Agency Funds Financial Statements:	
Statement of Fiduciary Assets and Liabilities	16
Notes to the Financial Statements	17
SUPPLEMENTARY INFORMATION	
Required Supplementary Information	
Schedule of the City's Proportionate Share of the Net Pension Liability	51
Schedule of the City's Contributions	52
Notes to Required Supplementary Information	53
Other Governmental Funds:	
Combining Balance Sheet - Other Governmental Funds	54
Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Other Governmental Funds	57

STATE OF NEW MEXICO
CITY OF CARLSBAD
TABLE OF CONTENTS
JUNE 30, 2015

	<u>Page</u>
Other Special Revenue Funds Budgetary Comparison Statements:	
Statements of Revenues, Expenditures, and Changes in Fund Balance	
- Budget (Non-GAAP Budgetary Basis) and Actual:	
Fire Protection Fund	60
Lodger's Tax Fund	61
Airport Fund	62
Emergency Medical Services Fund	63
Local Government Corrections Fund	64
Law Enforcement Protection Fund	65
Retired Senior Volunteer Program Fund	66
Sports Complex Fund	67
Community Development Fund	68
 Major Capital Project Fund Budgetary Comparison Statements:	
Statements of Revenues, Expenditures, and Changes in Fund Balance	
- Budget (Non-GAAP Budgetary Basis) and Actual:	
GRT Capital Outlay Fund	69
Street System Improvement Fund	70
 Other Capital Project Funds Budgetary Comparison Statements:	
Statements of Revenues, Expenditures, and Changes in Fund Balance	
- Budget (Non-GAAP Budgetary Basis) and Actual:	
Park Improvement Fund	71
CIEP Fund	72
Federal Projects Fund	73
 Other Debt Service Funds Budgetary Comparison Statements:	
Statements of Revenues, Expenditures, and Changes in Fund Balance	
- Budget (Non-GAAP Budgetary Basis) and Actual:	
2002 Sales Tax Bonds Fund	74
GRT Capital Outlay Fund	75
NM Finance Authority Loan Fund	76
 Combining and Individual Other Enterprise Funds Financial Statements:	
Combining Statement of Net Position - Other Enterprise Funds	77
Combining Statement of Revenues, Expenses and Changes in Fund Net Position - Other Enterprise Fund	78
Combining Statement of Cash Flows - Other Enterprise Funds	79
 Major Enterprise Funds Budgetary Comparison Statements:	
Statements of Revenues, Expenditures, and Changes in Fund Balance	
- Budget (Non-GAAP Budgetary Basis) and Actual:	
Solid Waste Fund	80
Joint Water and Sewer Fund	81

STATE OF NEW MEXICO
CITY OF CARLSBAD
TABLE OF CONTENTS
JUNE 30, 2015

	<u>Page</u>
Other Enterprise Funds Budgetary Comparison Statements:	
Statements of Revenues, Expenditures, and Changes in Fund Balance	
- Budget (Non-GAAP Budgetary Basis) and Actual:	
Museum Gift Shop	82
Municipal Transit Fund	83
Performing Arts Center Fund	84
Cemetery Fund	85
Combining and Individual Internal Service Funds Financial Statements:	
Combining Statement of Net Position - Internal Service Fund	86
Combining Statement of Revenue, Expenses and Changes in Fund	
Net Positions - Internal Service Fund	87
Combining Statement of Cash Flows - Internal Service Fund	88
Internal Service Funds Budgetary Comparison Statements:	
Statements of Revenues, Expenditures, and Changes in Fund Balance	
- Budget (Non-GAAP Budgetary Basis) and Actual:	
Computer Lease Equipment Fund	89
General Insurance Fund	90
Group Health Insurance Fund	91
Disaster Preparedness Fund	92
Agency Funds:	
Schedule of Changes in Assets and Liabilities	93
OTHER SUPPLEMENTAL FINANCIAL INFORMATION	
Schedule of Cash Accounts	94
Schedule of Pledge Collateral - All Financial Institutions	96
Schedule of Vendor Information for Purchases Exceeding \$60,000	97
COMPLIANCE SECTION	
Independent Auditor's Report on Internal Control over Financial Reporting	
and on Compliance and Other Matters Based on an Audit of Financial	
Statements Performed in Accordance with Government Auditing	
Standards	106
Independent Auditor's Report on Compliance for Each Major Program and	
on Internal Control over Compliance Required by OMB Circular A-133	108
Schedule of Expenditures of Federal Awards	110
Notes to Schedule of Expenditures of Federal Awards	111
Schedule of Findings and Questioned Costs	113
Exit Conference	122

**STATE OF NEW MEXICO
CITY OF CARLSBAD
DIRECTORY OF OFFICIALS
JUNE 30, 2015**

ELECTED OFFICIALS

Dale Janway	Mayor
Richard "Dick" W. Doss	Mayor Pro-Term
Wesley Carter	City Councilor
J.R. Doportó	City Councilor
Lisa A. Anaya- Flores	City Councilor
Sandra K. Nunley	City Councilor
Edward T. Rodriguez	City Councilor
Jason G. Shirley	City Councilor
Janell E. Whitlock	City Councilor

DEPARTMENT HEADS

Steve V. McCutcheon	City Administrator
Monica D. Harris	Director of Finance/Treasurer
Annette Barrick	City Clerk
Kent D. Waller	Chief of Police
Richard D. Lopez	Fire Chief
Patsy F. Jackson-Christopher	Community Development Director
Scot Bendixsen	Human Resources Director
Luis R. Camero	Director of Utilities
Thomas F. Carlson	Director of Public Works
David L. Redford	Municipal Judge
Eileen P. Riordan	City Attorney
Sam Plumlee	IT Director



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INDEPENDENT AUDITOR'S REPORT

Tim Keller, New Mexico State Auditor
Honorable Mayor and City Councilors
City of Carlsbad
Carlsbad, New Mexico

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the budgetary comparisons for the general fund and the major special revenue fund of the City of Carlsbad, New Mexico (the "City"), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents. We also have audited the financial statements of each of the City's nonmajor governmental, nonmajor enterprise, internal service funds, agency funds, and the budgetary comparisons for the major capital project fund, enterprise funds, and all nonmajor funds and internal service funds presented as supplementary information, as defined by the Government Accounting Standards Board, in the accompanying combining and individual fund financial statements as of and for the year ended June 30, 2015, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2015, and the respective changes in financial position, and where applicable, cash flows thereof and the respective budgetary comparisons for the general fund and the major special revenue fund for the year then ended in accordance with accounting principles generally accepted in the United States of America. In addition, in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each nonmajor governmental, nonmajor enterprise, internal service funds and agency funds of the City as of June 30, 2015, and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparisons for the major capital project fund, enterprise funds, all nonmajor funds, and internal service funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

In the year ended June 30, 2015, the City adopted new accounting guidance, GASB Statement No. 68, Accounting and Financial Reporting for Pensions, as amended by GASB Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date, which modified the presentation of the financial statements by establishing standards for measuring and recognizing net pension liabilities, deferred outflows of resources, deferred inflows of resources, and expenses related to pension benefits provided through defined benefit pension plans. In addition, Statement 68 requires disclosure of information related to pension benefits. As discussed in Note 10 to the basic financial statements, the adoption of GASB 68 and 71 resulted in the restatement of beginning net position. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedule of the City's proportionate share of the net pension liability and the schedule of the City's contributions on pages 51 through 53 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management, discussion, and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the City's financial statements, the combining and individual fund financial statements, and the budgetary comparisons. The accompanying schedule of expenditures of federal awards as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the other schedules required by 2.2.2 NMAC are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of expenditures of federal awards and the other schedules required by 2.2.2 NMAC are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and the other schedules required by 2.2.2 NMAC are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The Schedule of Vendor Information has not been subjected to the audit procedures applied in the audit of the basic financial statements and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 5, 2016, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Strickland & Paristo, LLP

El Paso, Texas
February 5, 2016

STATE OF NEW MEXICO
CITY OF CARLSBAD
MUNICIPAL TRANSIT FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS
WITH RECONCILIATION TO GAAP
FOR THE YEAR ENDED JUNE 30, 2015

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Over (Under)</u>
	<u>Original</u>	<u>Final</u>		
Operating revenues:				
Charges for services	\$ 89,500	\$ 89,500	\$ 86,613	\$ (2,887)
Operating expenses:				
Personnel services	873,366	885,276	839,944	45,332
Utilities	10,200	10,200	9,758	442
Contractual services	7,000	7,000	4,449	2,551
Repairs and maintenance	39,250	54,933	50,975	3,958
Other supplies and expenses	142,739	142,739	113,365	29,374
Total operating expenses	<u>1,072,555</u>	<u>1,100,148</u>	<u>1,018,491</u>	<u>81,657</u>
Operating income (loss)	(983,055)	(1,010,648)	(931,878)	78,770
Non-operating revenues (expenses):				
Intergovernmental	476,185	476,185	333,382	(142,803)
Miscellaneous	-	14,470	14,470	-
Capital outlay	(87,858)	(87,858)	-	87,858
Total non-operating revenues (expenses)	<u>388,327</u>	<u>402,797</u>	<u>347,852</u>	<u>(54,945)</u>
Loss before transfers	(594,728)	(607,851)	(584,026)	23,825
Transfers:				
Transfers in	652,656	663,390	663,389	(1)
Transfers (out)	(20,000)	(20,000)	(20,000)	-
Total transfers	<u>632,656</u>	<u>643,390</u>	<u>643,389</u>	<u>(1)</u>
Net change	37,928	35,539	59,363	23,824
Fund balance - beginning of year	44,963	44,963	44,963	-
Fund balance - end of year	<u>\$ 82,891</u>	<u>\$ 80,502</u>	<u>\$ 104,326</u>	<u>\$ 23,824</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in fund balance budgetary basis			\$ 59,363	
Change in accounts receivable			(11,572)	
Change in accounts payable and accrued expenses			(9,891)	
Change in compensated absences			(7,548)	
Change in net deferred inflows - pension			(132,830)	
Capital outlay net of depreciation			(92,186)	
GAAP restatements			161,684	
Net changes in fund balance GAAP basis			<u>\$ (32,980)</u>	

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

C. This request for funding will (check all that apply):

	start up new services
	reduce service from current level
x	maintain service at current level
	expand existing service to additional areas

D. If applicable, please briefly describe the new or expanded service.

N/A

V. Description of Service Area

A) Check the most appropriate description of your community:

	Urbanized Area (UZA) or Large Urban areas with population of 200,000 or more
	Small Urban areas with population of 50,000 - 199,999
x	Non-urbanized/Rural (50,000 people or less)

B) Please complete the following demographic information for your service area. Exact counts are preferred, but estimates are acceptable. For this section, you are describing the same population two different ways, so your total number of population served by ethnicity category should equal the total number of population by elderly or disabled status.

Ethnicity Category	Population	%
Black	609	2.0
Hispanic	11,707	33.0
Asian or Pacific Islander	202	.5
American Indian or Alaskan Native	399	.5
White	19,834	57.0
Other	2,345	7.0
	*35,096	

= TOTAL* =

%	Population	Elderly/Disabled Category
16.0	5403	Elderly (non-disabled)
2.0	7126	Persons with Disabilities (including elderly)
64.0	22,567	Other (everyone else)
100	*35,096	

* These totals should equal.

1. Source of Information (if other than US Census Bureau):

Factfinder.com

2. Please provide and check:

 x Map of Service Area (on 8 1/2 X 11 page)

VI. Ridership and Transit System Statistics

A) Complete years that are applicable

Line #	Category	2016*	2017	2018 Projected
1	Annual Ridership	49,350	52,000	52,000
2	Annual Mileage	242,118	255,000	255,000
3	Annual Vehicle Hours	26,615.50	28,000	28,000
4	Annual Revenues	80,000	72,700	73,000
5	Total Administrative Costs	179,731.63	188,718.00	198,405.00
6	Total Operating Costs	454,838.96	500,356.00	542,550.00
7	Total Non-capital Costs (line 5 + line 6)	634,579.59	689,074.00	740,955.00
8	Fare box Recovery (line 4/line 7)	.13	.11	.10
9	Operating Recovery (line 4/line 6)	.18	.15	.13
10	Total Cost per Hour (line 7/line 3)	23.84	24.61	26.46
11	Operating Cost per Mile (line 6/line 2)	1.88	1.96	2.13
12	Operating Cost per Hour (line 6/line 3)	17.09	17.87	19.38
13	Operating Cost per Trip (line 6/line 1)	9.22	9.62	10.43
14	Trips per Mile (line 1/line 2)	.20	.20	.20
15	Trips per Hour (line 1/line 3)	1.85	1.86	1.86

* Prorate statistics to end of FY.

VII. Vehicle and Fixed Assets Inventory – include all vehicles

Information for each vehicle is extended to the next page. Please add additional sheets if necessary.

#	Make/Model	Year	Mileage	VIN #	Status (R = regular service, B = back up, S = spare, I = Inactive)	Ambulatory/ Walk-On Psgr. Capacity.	Last Preventive Maint. Date	Wheel-chair Spaces (# of, or 0)	Lift / Ramp Equipped? (yes or no)	Condition (E = excellent, G = good, F = fair, P = poor (OOSGR)	Grant Source of Funding (e.g. 5311 FY09)	Estimated Replacement Date
1	#28 Dodge Van	2001	98,377	2B5WB35Z21K520948	R	15	7/31/14	0	No	P	5316	2005
2	#29 Dodge Van	2001	91,979	2B5WB35Z01K520947	R	15	1/12/16	0	No	F	5316	2005
3	#30 Ford Van	2002	203,304	1FBSS31L72HB30623	R	12	5/2/16	1	Yes	F	5316	2006
4	#31 Ford Van	2002	182,491	1FBSS31L12HB63312	R	12	6/21/16	1	Yes	F	5311	2006
5	#33 Ford Startran	2004	194,110	1FDWE35L34HB30439	R	14	5/21/15	1	Yes	P	5311	2009
6	#34 Ford Startran	2004	193,922	1FDWE357L4HB30440	R	14	5/18/16	1	Yes	F	5311	2009
7	#35 Ford Startran	2004	177,567	1FDWE35L24HB394453	R	15	5/12/16	2	Yes	F	5311	2009
8	#36 Ford Startran	2006	198,941	1FDWE35L86HB14754	R	14	4/20/16	1	Yes	F	5311	2011
9	#37 Ford Startran	2006	158,330	1FDWE35L66HB14753	R	14	4/19/16	1	Yes	F	5311	2011
10	#38 Ford Startran	2006	109,032	1FDWE35L36HB14757	R	14	6/21/16	0	No	F	5311	2011
11	#39 Ford CPlI	2007	151,801	1FDWE35LXDB36988	R	14	4/20/16	1	Yes	F	5311	2012
12	#41 ChevEntrvan	2008	82,772	1GBDV13WX8D101905	R	5	9/9/15	2	Yes	P	5311	2012
13	#42 Ford Van	2009	131,882	1FTDS34L69DA79858	R	12	5/26/16	1	Yes	F	5311	2013
14	#43 Ford Coach	2009	107,001	1FDEE35L19DA72287	R	13	3/28/16	1	Yes	F	5311	2014
15	#44 Ford Coach	2009	97,377	1FDEE35L39DA64370	R	13	5/24/16	1	Yes	F	5311	2014
16	#45 Ford Coach	2009	90,039	1FDEE35L59DA64371	R	13	6/20/16	1	Yes	F	5311	2014
17	#46 Ford Coach	2009	107,155	1FDEE35L79DA64372	R	13	4/20/16	1	Yes	F	5311	2014
18	#47 Ford Aerolite	2011	106,192	1FDEE3FL6BDB14683	R	13	3/9/16	1	Yes	F	5311	2014
19	#48 El Dorado	2012	55,892	2C4RDGBF3CR191809	R	5	5/29/15	1	Yes	P	5311	2017
20	#49 El Dorado	2013	84,270	2C4RDGBD5R54595	R	5	6/16/16	1	Yes	G	5311	2017
21	#50 Ford R2C	2015	12,418	1FTCR2CM0FKA76327	R	12	5/12/16	1	Yes	E	5311	2019
22	#51 Ford E3F	2016	904	1FDEE3FLGDC22633	R	15		1	Yes	E	5311	2020
23												
24												
25												

VII. Vehicle Inventory – include all vehicles purchased with other funding sources

#	Category	Length	Approx GVW	# of Seats	Average Cost	Minimum Life		Vehicle /w Gas	Vehicle /w Diesel (D) or Alternative (A)	Maturity Date	Mode: DR - Demand Response or MB - Fixed Route
						Year	Miles				
1	Van	228 In	8700	15	21,500.00	4	100,000	X		2005	DR
2	Van	228 In	8700	15	21,509.00	4	100,000	X		2005	DR
3	Van	228 In	9300	12	32,000.00	4	100,000	X		2006	DR
4	Van	228 In	9300	12	32,000.00	4	100,000	X		2006	MB
5	Cut Away	250 In	10700	14	33,367.00	4	100,000	X		2009	DR
6	Cut Away	280 In	10700	15	33,367.00	5	100,000	X		2009	DR
7	Cut Away	250 In	10700	14	35,794.00	5	100,000	X		2009	DR
8	Cut Away	280 In	10700	14	35,794.00	5	100,000	X		2011	DR
9	Cut Away	250 In	10700	14	35,794.00	5	100,000	X		2011	DR
10	Cut Away	250 In	10700	14	32,316.00	5	100,000	X		2011	MB
11	Cut Away	250 In	10700	14	40,308.00	5	100,000	X		2012	DR
12	Van	228 In	5842	6	32,200.00	5	100,000	X		2012	DR
13	Van	250 In	9500	12	37,853.00	6	100,000	X		2013	DR
14	Cut Away	250 In	11500	13	42,981.00	4	100,000	X		2014	DR
15	Cut Away	250 In	11500	13	42,891.00	5	100,000	X		2014	DR
16	Cut Away	250 In	11500	13	42,981.00	5	100,000	X		2014	MB
17	Cut Away	250 In	11500	13	42,981.00	5	100,000	X		2014	MB
18	Cut Away	250 In	11500	13	51,420.00	5	100,000	X		2014	DR
19	Van	228 In	6050	6	27,204.56	5	100,000	X		2014	DR
20	Van	228 In	6050	6	27,204.56	5	100,000	X		2014	DR
21	Cut Away	237 In	6750	12	51,535.00	5	100,000	X		2020	DR
22	Cut Away	264 In	9300	15	53,878.00	5	100,000	X		2021	MB
23											
24											

VII. Other Fixed Assets:

Transit-related items purchased with FTA funds that have been purchased within the last five years and have not been disposed.
(Please add additional sheets if necessary.)

#	Year purchased	Description of Item	Physical Location (if mobile item -M)	Item Assigned to (Name)	Purchase Date	Make	Model Serial #	Purchase Price	IF ARRA -A
1	2011	Surveillance Equipment	Transit facility	Moore	05/06/11	DWVMAX8	S0800311120012	\$6,557.40	
2	2010	10 Park Benches	Bus Stops	Moore	01/29/10	BARCO	6 ft. Winfield Way	\$6,896.50	
3	2010	35 Post for signs	Bus Stops	Moore	10/11/10	Highway Supply	Marion Post	\$1,655.50	
4	2007	Automatic Door Opener	Transit facility	Compton	05/24/07	Raynor	PHOH443	\$1,840.19	
5	2007	Automatic Door Opener	Transit facility	Compton	05/24/07	Raynor	PHOH443	\$1,840.19	
6	2007	Automatic Door Opener	Transit facility	Compton	05/24/07	Raynor	PHOH443	\$1,840.19	
7	2010	35 bus stop signs	Bus stops	Moore	10/15/10	Rice	R7-101	\$670.56	
8	2008	2 park benches	Transit	Moore	12/30/08	BARCO	Model KBC 1470	\$370.26	
9	2011	Mobile radio	Van #28	Moore	04/04/11	Kenwood	TK 980/B101811	\$370.26	
10	2011	Mobile radio	Not assigned	Moore	04/07/11	Kenwood	TK 980/B101811	\$370.26	
11	2011	Mobile radio	Not assigned	Moore	04/07/11	Kenwood	TK 980/B101811	\$370.26	
12	2009	Mobile radio	Van #45	Moore	06/08/09	Kenwood	TK 900/A9400385	\$676.37	
13	2009	Mobile radio	Van #44	Moore	06/08/09	Kenwood	TK 900/A9400388	\$676.37	

14	2009	Mobile radio	Van #43	Moore	06/08/09	Kenwood	TK 980/A9400388	\$676.37	
15	2011	Repeater Tower Update	Repeater Tower	Moore	01/24/11	NYK	Misc. parts & equipment	\$25,934.83	
16	2011	Base radio	Transit facility	Moore	05/19/11	Kenwood	TSR412A05030811	\$584.45	
17	2011	Base radio	Transit facility	Moore	05/19/11	Kenwood	TSR412A50308011	\$584.45	
18	2011	Base radio	Transit facility	Moore	05/19/11	Kenwood	TSR412A50308011	\$584.45	
19	2011	Base radio	Transit facility	Moore	05/19/11	Kenwood	TSR412A0322030311	\$584.45	
20	2011	Base radio	Transit facility	Moore	05/19/11	Kenwood	TSR412A	\$584.45	
21	2011	Electric Door Opener	Transit facility	Moore	06/15/11	Liftmaster	HLL 21909J21	\$1920.43	
22	2011	Electric Door Opener	Transit facility	Moore	6/15/11	Liftmaster	HLL 21909J22	\$1920.43	
23	2011	Electric Door Opener	Transit facility	Moore	6/15/11	Liftmaster	HLL 21909J23	\$1920.43	
24	2011	Electric Door Opener	Transit facility	Moore	6/15/11	Liftmaster	HLL 21909J24	\$1920.43	
25	2012	Back Up Cameras	All Vans	Moore	03/28/12	Peak	None	\$2099.79	
26	2012	Fare Box	Van#35	Moore	01/23/12	Euclid	1833	\$355.40	
27	2012	Fare Box	Van #37	Moore	01/23/12	Euclid	1832	\$355.40	
28	2012	Fare Box	Van #38	Moore	01/23/12	Euclid	1831	\$355.40	
29	2012	Mobile radio	Not assigned	Moore	05/08/12	Kenwood	B2400221	\$400.12	
30	2012	Mobile radio	Not assigned	Moore	05/08/12	Kenwood	B2400222	\$400.12	
31	2012	Mobile radio	Not assigned	Moore	05/08/12	Kenwood	B2400223	\$400.12	
32	2012	Mobile radio	Not Assigned	Moore	05/08/12	Kenwood	B2400224	\$400.12	
33	2012	Mobile radio	Not Assigned	Moore	05/08/12	Kenwood	B2400225	\$400.12	
34	2012	4 Bike Carriers	Not Assigned	Moore	01/12/12	Byk-Rak	None	\$3512.00	

35	2013	Laptop Projector	Transit facility	Moore	03/04/13	In Focus	BJFK231000197	\$399.00	
36	2013	Notebook PC	Transit facility	Moore	06/04/13	Acer Aspire	LUSFT022992030FEIF	\$439.00	
37	2013	Automatic Door Opener	Transit facility	Moore	06/27/13	Liftmaster	H501IL3	\$1325.02	
38	2013	Bus Stop Holder	Bus Stops	Moore	05/16/13	Transit Products	RCH-14's IN Ral6026	\$4352.00	
39	2012	Bus Stop Shelters	Bus Stops	Moore	09/13	Various Parts		\$13,714.19	

CERTIFICATION: I certify that the information given in Section VII of this application is complete, accurate, and true to the best of my knowledge. Signature: *Jo Ann Moore* Title: *Manager*

VIII. Civil Rights

A) Please provide a list of any active law suits or complaints naming your organization/agency with alleged discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits.

NONE

If there have not been any lawsuits or complaints, please respond "NONE."

B) Also provide a summary of all civil rights compliance review activities conducted during the last three (3) years. The summary shall include:

1. Purpose or reason for review;
2. Name of organization performing the review;
3. Summary of findings and recommendations of the review; and
4. Report on the findings and recommendations of the review.

N/A

Please respond "N/A" if not applicable.

C) Finally, provide a list of any additional transit related funds or applications currently in place, which will supplement this grant.

N/A

Please respond "N/A" if not applicable.

IX. Program Coordination

- A) Please attach a description of your efforts to coordinate service with other organizations (i.e. senior centers, other §5310, and §5311 providers), local governments, etc.

The Carlsbad Municipal Transit coordinates with several agencies and local businesses. Carlsbad Transit is under the direction of the City of Carlsbad's Art and Culture Department. Also included in that department are the San Jose Senior Center and the North Mesa Senior Center. We coordinate with both centers to provide transportation to seniors attending activities at the centers. The San Jose Senior Center provides rides to their seniors for activities such as meetings, and to the meal site. Carlsbad Transit transports seniors to medical appointments, hair appointments, and grocery shopping.

The Arts and Culture Department has weekly staff meetings with the transit manager, both senior center managers, the Carlsbad Community Volunteer Network Coordinator, the city museum and library director, At these meetings, we are provided an opportunity to inform them about issues and news concerning the transit. Carlsbad Transit also participates in long range transportation planning meetings with the city and the county.

In August of 2015, we started coordinating with the United Way and the New Mexico Department of Veteran Services, Carlsbad Division, to transport veterans to local medical appointments using our Demand Response Service. The veteran calls to set up his rides at least 24 hours in advance, presents his VA card to the driver, and he is provided a free ride to his appointment. United Way is providing the funding for this project. Out of town trips are provided by the Southeast New Mexico Veterans Transportation Network.

Carlsbad Transit has a good working relationship with the local dialysis center, the three nursing homes, and with local doctors. We transport dialysis patients three times per week, even during major holidays. We transport approximately 85% of nursing home patients to medical and other necessary appointments. A high percentage of these passengers require the use of the wheelchair lift.

The Transportation Security Administration met with the transit staff in February to introduce the Baseline Assessment and Security Enhancements (BASE) to transit. Security issues were discussed such as security related communications, security incident reporting, and physical security monitoring. It will take a lot of coordination with the city police department, fire department, the county, and the local Emergency Planning Committee. Although it will take planning and time, it will make Carlsbad Transit and the City of Carlsbad safer and more secure and ready to handle emergencies both natural and man-made. Carlsbad Transit is represented at all Eddy County Emergency Planning meetings by the transit manager and/or one of the transit's in house trainers.

Southeastern New Mexico Community Action Corporation, a 5310 organization provides the transit with a quarterly list of homebound seniors to be used in the case of emergency evacuations. This allows us to have the information without breaking HIPAA regulations.

Carlsbad Transit coordinates with several social service agencies in the form of referrals, transportation, and information. The transit transports clients from Presbyterian Medical Services, the current local mental health organizations, the Department of Vocational Rehabilitation, the Carlsbad Literacy, the Carlsbad Battered Shelter, and NMSU- Carlsbad. In addition to the demand response transportation we provide for these agencies, Carlsbad Transit has a fixed route stop at the Presbyterian Medical Services facility, NMSU-Carlsbad, and at the Department of Vocational Rehabilitation facility.

The transit coordinates with Boutique Air to provide transportation to persons arriving at the Cavern City Air Terminal. Boutique Air provides service from Carlsbad to and from the Albuquerque and Dallas DFQ airports.

B) Please document when and where your public notice appeared and discuss the responses received.

N/A

C) Please check all that apply and provide copies of each:

ALL APPLICANTS MUST PROVIDE THE FOLLOWING	
x	- Municipal, or Board, or Council: Signed Resolution of Financial Commitment for local match. Resolution must state dollar amount.
N/A	- Municipal, or Board, or Council: Letter of Support
x	- Copy of Affidavit of Public Notice of Agency's Intent to Apply for Federal Funds

D) Please check all that apply and provide copy:

IF AGENCY HAS PUBLIC HEARING PROVIDE THE FOLLOWING:	
N/A	- Copy of Published Public Hearing Notice
N/A	- Affidavit of Publication of Public Hearing Notice
N/A	- Minutes of Public Hearing, Copies of Exhibits and Written Statements

Please mark as "N/A" if not applicable.



VILLAGE OF LOVING

P.O. Box 56 • 415 W. Cedar Street
Loving, N. M. 88256
(575) 745-3511 • Fax (575) 745-3500

Pete H. Estrada
MAYOR

Serapio Parraz, Jr.
MAYOR PRO TEM

George M. Brewer
COUNCILOR

Apolonio Cordova
COUNCILOR

Ricky C. Fuentes
COUNCILOR

July 21, 2016

Jo Ann Moore, Manager
City of Carlsbad Transit
P.O. Box 1569
Carlsbad, New Mexico 88220

Re: Municipal Letter of Support

Dear Ms. Moore:

Please consider this the Village of Loving's Letter of Support for you application for funding under the Section 5311 federal transit program administered by the New Mexico Department of Transportation.

The Carlsbad Transit System provides a valuable service to residents of the Village of Loving, a rural community of 1,544 people with no public transportation service of its own. Our residents are very dependent upon Carlsbad Transit for transportation into Carlsbad for doctor appointments, shopping and other personal needs, vital to their well being.

The Village of Loving whole heartily supports your efforts to seek funding for this great and much needed service.

Sincerely,

Pete H. Estrada
Mayor

July 21, 2016

**Intent to Apply
for Funding**

Be it known that the City of Carlsbad intends to apply for financial assistance under U.S.C. Section 5311 in the approximate amount of \$925,000. If awarded, this grant will allow the City to continue its current transportation services to the citizens of Carlsbad. Federal law and State administrative procedures require that all other transportation providers serving the area be given a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of the proposed transportation services. Comments on the proposed service will be received until August 7, 2016. Comments should be directed in writing to Jo Ann Moore, Manager, Carlsbad Municipal Transit System, City of Carlsbad, and P.O. Box 1569, Carlsbad, NM 88220. If you would like to request a public hearing on this matter, please send a written request prior to the end of the comment period.

Affidavit of Publication

State of New Mexico,
County of Eddy, ss.

Danny Fletcher, being first duly sworn, on oath says:

That he is the Publisher of the Carlsbad Current-Argus, a newspaper published daily at the City of Carlsbad, in said county of Eddy, state of New Mexico and of general paid circulation in said county; that the same is a duly qualified newspaper under the laws of the State wherein legal notices and advertisements may be published; that the printed notice attached hereto was published in the regular and entire edition of said newspaper and not in supplement thereof on the date as follows, to wit:

July 21 2016

That the cost of publication is \$53.40 and that payment thereof has been made and will be assessed as court costs.

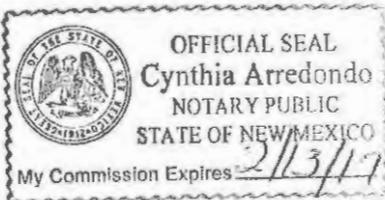
[Handwritten signature]

Subscribed and sworn to before me this 21 day of July,
2016

[Handwritten signature: Cynthia Arredondo]

My commission Expires 2/13/17

Notary Public



X. Program Justification

Please attach an essay no longer than five pages. The Operations Profile in Section XI will not be counted as part of these five pages. Explain in detail the need for this program. Please include any changes or expansions in your program and tie them to your budget request. Please include your mission statement, goals and objectives for your program for this Application Year.

MISSION STATEMENT

To strive for the provision of safe and accessible transportation to the public and for the welfare of the citizens of Carlsbad.

Goals and Objectives

Goal#1-To continue to provide a transit system that meets our community's needs, is convenient, user friendly, and improves the quality of life.

Objective (a) Ensure that all personnel present a professional and courteous attitude to the general public;

Objective (b) Provide reliable and timely transportation;

Objective (c) Ensure that all necessary information is posted at key locations;

Goal#2 – Gain public support for the transit.

Objective (a) Periodically present goals, plans, and accomplishment to local elected officials;

Objective (b) Inform the public of the benefits of transit and any changes with transit services;

Goal#3 – To operate and manage the transit effectively and safely.

Objective (a) Ensure that all transit staff is trained according to city, state, and federal standards;

Objective (b) Increase safety in our vehicles by having an in house repair shop;

Objective (c) Increase ridership by having more vehicles readily available;

Goal#4 – To continue to work on the recommendations from the TSA Homeland Security to ensure that transit can continue to work at increasing security awareness.

Objective (a) Continue attending the monthly Local Emergency Planning meetings;

Objective (b) Establish written Security and Emergency Management plans;

Objective (c) Continue to coordinate with local law enforcement and fire department on emergency preparedness.

PROGRAM JUSTIFICATION

Carlsbad is a rural community with an official population of approximately 28,000 plus 7,000 in the surrounding area. There is no taxi service in the area. Medical transportation is provided by services such as Premier and Safe and Care. Their transportation service is determined by the passenger's eligibility. New Mexico Texas Coaches provides transportation exclusively for W.I.P.P. employees. Southeastern New Mexico Community Action Corporation provides rides for seniors and also meals on wheels. They are a 5310 agency.

We coordinate with the local hospital and with doctors to provide transportation service to their dialysis and rehabilitation patients. These patients receive life sustaining treatments three times per week and are dependent on our service. We work closely with the three local nursing homes and retirement homes as well as C.A.R.C., a facility for adults with disabilities in scheduling transportation for their clients to employment, health care appointments, shopping and to recreational activities and facilities. Carlsbad is promoted as a retirement community and retirees relocating to Carlsbad are assured that transportation services will be available to them.

Tourism is a major industry for the area. Carlsbad is known for the Carlsbad Caverns National Park, located 26 miles from Carlsbad. Around 400,000 persons visit the Caverns every year. This summer the Caverns had increased visitation including the President of the United States, Barack Obama and his family. Guadalupe Mountains National Park is nearby. A state park within the city limits, Living Desert Zoo and Gardens, is also well attended. Transit has a fixed route stop within walking distance of the Living Desert Zoo.

Carlsbad is well known for its water recreation. Lake Carlsbad is located in the center of Carlsbad and has a municipal beach. Lake Carlsbad is utilized year round for water sports, and fishing. The Pecos River Village Conference Center is also located within the Lake Carlsbad Recreation Area. This summer Carlsbad got its first water park. It is located at 708 Park Drive which is within the Lake Carlsbad Recreation Area. Carlsbad Transit's fixed route has a stop within blocks of all these facilities.

The City of Carlsbad operates the Carlsbad Municipal Transit with funding from the New Mexico Department of Transportation 5311 Public Transportation Program. The City of Carlsbad has continued to support Carlsbad Transit above and beyond the matching amount required for the 5311 program. Unfortunately this year due to budget constraints, the City as a whole, had to reduce some services and in turn the transit had to change its operating hours to stay within budget. We did so while working with the passengers and agencies to find alternate transportation for them. For FY 18, we will be actively transitioning our demand response riders to the fixed route.

FY 18's administrative budget request is not much more than was requested the previous year. With the funding that we received for FY 17, we will be renovating a portion of the transit facility for a vehicle repair shop. Because of the repair shop we asked for increased funding for Building Maintenance, Machinery and Equipment, and Uniforms. We are requesting additional funds in FY 18 to match the cost of adding the three drivers' positions that were eliminated in the city's FY 17 budget. This will help increase our ridership. We are requesting funds to partially cover health insurance cost for drivers and dispatchers.

For our Capital budget, we are requesting one van to replace one of the four vans that are in poor condition. The other three vans can hopefully be repaired by our shop and put back into use.

XI. Operations Profile

(Items to be included in the application)

1. Table of Contents
2. Organizational Structure
3. Mission Statement
4. Brief Description of Transit Program
 - a. Service area
 - b. Route design
 - c. Schedule (days and hours of operation)
 - d. Fare structure (amounts, how set and by whom?)
 - e. Advertising/marketing
5. Administrative Employees
 - a. Title and job description
 - b. Appearance and conduct
 - c. Training plan
6. Qualified Drivers and Dispatchers
 - a. Hiring procedure
 - b. Background check
 - c. Driver record
 - d. Valid drivers license
 - e. Training plan
 - f. Job description
 - g. Appearance and conduct
7. Vehicle fleet
 - a. Number of vehicles with NMDOT lien
 - b. Number of vehicles with NO NMDOT lien
 - c. Maintenance schedules
 - d. Inspection procedures
 - e. Vehicle replacement
8. Accident/Incident Reporting Procedures
 - a. Insurance forms in vehicle
 - b. Accident/incident reporting forms in vehicle
9. Passenger policy and procedure

2. Organizational Structure

	<u>Name</u>	<u>Title</u>	<u>Full/Part-Time</u>
1.	Patsy Jackson Christopher	Arts and Culture Director	Full time
2.	Jo Ann Moore	Transit Manager	Full time
3.	Gayle Wright	Clerk/Dispatcher	Full time
4.	Mitzi Graham	Clerk/Dispatcher	Full time
5.	Loretta Bland	Clerk/Dispatcher	Full time
6.	Cecilia Calderon	Driver	Full time
7.	Blanche Abbott	Driver	Full time
8.	Belinda Colorado	Driver	Full time
9.	Brenda Jolly	Driver	Full time
10.	Leroy Marzett	Driver	Full time
11.	Betty Lofton	Driver	Full time
12.	Arturo Carrillo	Driver	Full time
13.	Wayne Whobrey	Driver	Part-time
14.	Adolfo Hinojos	Driver	Part-time
15.	Grace Vera	Driver	Part time
16.	Sylvia Venegas	Driver	Part-time
17.	Gilbert Ebright	Driver	Part-time
18.	Tyrone Smith	Driver	Part-time
19.	Katie Robb	Driver	Part-time
20.	Elizabeth Sanchez	Driver	Part-time
21.	Dolores Vigil	Driver	Part-time
22.	Jessica Whygles	Driver	Part-time
23.	Daniel Anaya	Driver	Part-time
24.	Frank Buffington	Driver	Part time
25.	Mechanic (not currently filled)		Full-time

The manager of the Carlsbad Municipal Transit System reports directly to the Arts and Culture Director, Patsy Jackson-Christopher. Patsy Jackson-Christopher reports to the City Administrator and via the City Administrator, the City Council.

3. Mission Statement

To strive for the provision of safe and accessible transportation to the public and for the welfare of the citizens of Carlsbad.

4. Brief Description of Transit Program

a.-c.

The Carlsbad Municipal Transit System is responsible for the provision of public transit services within the City of Carlsbad corporate limits and portions of Eddy County immediately adjacent to the city. CMTS operates with three types of services, Demand Response (public dial-a-ride door to door service), Fixed Route Service, and ADA Complementary Paratransit Service. The Village of Loving and the surrounding area are provided service through Demand Response and ADA Complementary Paratransit Service.

CMTS transports an average of 5000 riders per month. All drivers and office staff are trained in CPR, First Aid, Defensive Driving, Bloodborn Pathogens and certified in American Passenger Service and Safety.

For Demand Response and ADA Complementary Paratransit Service, riders may call Monday through Friday 8:00 a.m. to 5:00 p.m. to schedule a ride. Rides can also be scheduled or cancelled by email at transit@cityofcarlsbadnm.com. The Demand Response Service and ADA Complementary Paratransit service runs from 6:00 a.m. to 6:00 p.m. When an individual calls to set up a ride, the dispatcher completes the intake form and checks availability. The ride is then scheduled. CMTS accepts some same day scheduling, pending on availability. All advance reservations have a guaranteed pick up time. A driver's manifest is provided to all drivers indicating the form of payment, special clients' needs, appointment time, destination, and program affiliation. The fare structure for the Demand Response Service is \$5.00 per trip for same day service and \$2.00 per trip with advance reservations.

The fare for the ADA Complementary Paratransit Service for eligible passengers is \$1.00 per trip. The fare does not exceed twice the comparable fixed route fare. ADA Paratransit Complementary services require documentation to determine eligibility. Eligibility is not restricted to residents of Eddy County but also includes visitors. ADA Paratransit services honor a person's eligibility status as determined by the transit agency in the place of residence.

The fixed route design is through a fixed route that runs down Highway 285 which is also known as Pierce Street up to through North Canal deviating to Main, Canyon, San Jose Boulevard and to South Canal. The east and west fixed route runs through Mermod Street. The Fixed Route Service runs from 7:00 a.m. to 5:00 p.m. Passengers can be picked up at any designated bus stop location. There are currently 34 bus stops with

sixteen stops on the north route and eighteen on the south route. The east and west route has 12 stops. The buses are scheduled to pick up passengers at 45 minute intervals. The fare for the Fixed Route Service is \$.50 per ride. All CMTS van and buses used in the fixed route are equipped with a wheelchair lift.

Marketing is done through printed media advertising and local radio station advertising. Flyers and information pamphlets are also distributed through the community. CMTS is also advertised in the local paper, the Carlsbad Current Argus. Presentations on transit services are provided to businesses and social service agencies.

5. Administrative Employees

a.-c.

Transit Manager

The Transit Manager is responsible for the daily operation of the Transit Department to include; office operations, staff management, customer service, cost containment, conflict resolution, inventory, records management, driver training and scheduling assistance. The manager performs departmental planning, budgeting, and the writing of policy recommendations. The Transit Manager reports directly to the Arts and Culture Director.

The other duties are to act as a liaison between municipal, state, and federal agencies for the compliance with NMDOT drug and alcohol rules and regulations.

Transit Clerk and Dispatcher

The Transit Clerk controls the operating functions of the Carlsbad Transit System in coordination with and in the absence of the Transit Manager. The duties are to schedule and dispatch drivers, receive and file vehicle pre-trip and post-trip inspection logs and schedule vehicle maintenance as needed. The Transit Clerk is responsible for the scheduling of passengers for the Demand Response Service and for the ADA Complementary Paratransit Service. The Dispatcher also investigates and reports all accidents to the Transit Manager. Both transit clerks have worked at transit for fourteen years as drivers and dispatchers.

Transit Data Entry Clerk/Dispatcher

The Data Entry Clerk coordinates and maintains daily data entry priorities for the Transit Department. The clerk maintains a delivery manifest and monthly records and services as a back up for the Transit Clerk which involves dispatching. The transit data entry clerk has worked at transit for eight years and is in charge of the After School Transportation Program.

All Carlsbad Municipal Transit administrative employees are expected to conduct themselves as courteous professional employees and in such a manner as to maintain the good name of the Carlsbad Transit and the City of Carlsbad. They are required to maintain good working relationships with the public and the organizations that we transport passengers for. All staff is required to follow and support the mission of the Carlsbad Municipal Transit System. The staff is required to wear the uniforms that are provided by the transit system.

All administrative employees were and are trained as new hires and training is ongoing. The training includes but is not limited to organization and agency orientation; vehicle orientation and defensive driving; passenger sensitivity and assistance training; system safety, emergencies and evacuation; and customer service. Certification is required on all training mentioned above within six month of employment. First Aid and CPR are also required training for administrative employees. They also attend other trainings are required by the City, State, and Federal funding sources. The City of Carlsbad requires all employees to obtain four to eight hours of safety training provided by the city. They also require weekly safety huddles.

6. Qualified Drivers and Dispatchers

a.-g.

Whenever a vacancy is requested to be filled by the Transit Manager, the Arts and Culture Director submits to the Personnel Department a Personnel Requisition form containing all pertinent information concerning the vacancy. Requisitions must be approved in writing by the City Administrator prior to posting vacancy notices.

All vacancy notifications are posted on specific city bulletin boards for a minimum of seven calendar days, during which time requests for transfer or promotion are accepted by the Personnel Officer on a form provided by the City.

The Personnel Director also publicizes job openings through such media as will bring notice of recruitment as to many qualified persons as possible, including the filing of openings with the New Mexico Workforce Connection, posting job announcements in public places, and the advertising of vacancies through printed and electronic media. The application form does not solicit information prohibited by law, except for those positions where age, physical condition or absence of criminal convictions as bona fide occupational requirements or statutory requisites for public employment or where collection of such information is in accordance with statutory requirements.

The Personnel Director determines the extent to which the employment and personal references and other information provided will be checked. For transit employees, criminal background check, and motor vehicle records are a mandatory part of the application.

A valid New Mexico driver's license of appropriate category is a mandatory requirement of any City of Carlsbad job, classification, or position which required an employee to operate a motor vehicle at any time in connection with the City of Carlsbad business.

All drivers are trained as new hires and training is on-going. New hire training includes, but is not limited to, organization and agency orientation; vehicle orientation and defensive driving training; passenger sensitivity and assistance training; system safety, emergencies and evacuation; and customer service. On going training includes a minimum of annually; system safety, agency policies and procedures; new rules and regulations. Bi-annual training includes First Aid and CPR; tri-annually; Defensive Driving; Passenger Sensitivity and Assistance, Crisis Management; Sexual Harassment training, Drug and Alcohol policy training. The City of Carlsbad requires all employees to obtain four to eight hours of safety training provided by the city. They also require weekly safety huddles.

Transit Driver Job Description

The transit driver is required to have a high school diploma or GED and preferably six months experience driving transit vehicles. They must have a valid New Mexico driver's license; a good driving record and must be able to obtain within three months a Defensive Driving Certificate and CPR/First Aid Certification. Under general supervision, the driver will operate various vehicles to transport area residents in a safe, prompt, and courteous manner.

All Carlsbad Municipal Transit drivers are expected to conduct themselves as courteous professional employees and in such a manner as to maintain the good name of the Carlsbad Transit and the City of Carlsbad. They are required to maintain good working relationships with the public and the organizations that we transport passengers for. All drivers are required to follow and support the mission of the Carlsbad Municipal Transit System. The drivers are required to wear the uniforms that are provided by the transit system.

7. Vehicle Fleet

a. Number with NMDOT Lien

#33 Ford Startran Bus	2004	1FDWE35L74HB30439
#34 Ford Startran Bus	2004	1FDWE35L34HB30440
#36 Ford Startran Bus	2006	1FDWE35L66HB14754
#37 Ford Startran Bus	2006	1FDWE35L66HB14753
#38 Ford Startran Bus	2006	1FDWE35L36HB14757
#39 Ford CPIO	2007	1FDWE35LX7DB36988
#35 Ford Startran	2004	1FDWE35L24HB39453
#42 Ford Van	2009	1FTDS34L69DA79858
#43 Ford Coach	2009	1FDEE35L19DA72287
#44 Ford Coach	2009	1FDEE35L39DA64370
#45 Ford Coach	2009	1FDEE35L59DA64371
#46 Ford Coach	2009	1FDEE35L79DA64372
#47 Eldorado	2010	1FDEE35L79DA64372
#48 Dodge	2010	2C4RDGBG3CR191809
#49 Dodge	2013	2C4RDGBG5DR543595
#50 Ford Transit	2015	1FTCR2CM0FKA76327
#51 Ford Starcraft	2016	1FDEE3FL6GDC22633

b. Number with no lien by NMDOT

#41 Chevy/Entervan	2008	1GBDCV13WX8D101905
#28 Dodge/Van	2000	2B5WB35Z21K520948
#29 Dodge/Van	2001	2B5WB35Z0K520947
#30 Ford/Van	2002	1FBSS31L72HB30623
#31 Ford/Van	2002	1FBSS31LI2HB63312

Our maintenance program includes two components. The first is pre-trip inspections by our vehicle operators. The assigned vehicle operator makes a visual inspection of the vehicle noting when a vehicle requires maintenance. During this inspection, the driver checks all fluids, looks for any fluid leaks, unusual tread wear on tires and any other area that may require maintenance. It is also during this inspection that the driver will also do a visual inspection of the vehicle to look for anything suspicious item that may be in, around, or under the vehicle.

The second component is our regular scheduled maintenance which varies depending on the vehicle. Oil changes are done every 3000 miles for all vehicles. Preventative maintenance inspections are done according to specific vehicles manufacturer's recommended preventive maintenance schedules or every 9,000 miles. Vehicle inspection forms are kept in a separate vehicle inspection file for each vehicle. The vehicle maintenance files are kept for the life of the vehicle.

Maintenance has been handled through retail automotive repair shops on a low quote basis. Repair work has also been done by the City of Carlsbad Public Works garage. Because we have received funding from the NMDOT for the FY 17 fiscal year to renovate the transit to include a repair shop and to hire a mechanic, most of the repair work will be done at the transit facility. General up keep of the vehicles are done by the drivers.

Vehicles are replaced when the price of repairing them is more than 50% of the value of the vehicle.

8. Accident/Incident Reporting Procedures

a.-b.

The Mandatory Financial Responsibility Act (66-5-201 to 66-5-239 NMSA 1 978) requires that proof of insurance to be carried within the vehicle. However, 66-5-2-5 states "unless the vehicle is specifically exempted from the provisions of the Mandatory Financial Responsibility." Exempt motor vehicles are listed under 66-5-207. Section A reads as follows: A motor vehicle owned by the United States Government, any state or any political subdivision of a state. Because our members are exempt under this law, NMSIF does not provide insurance cards to its members. A memorandum with information is carried in every vehicle.

The Vehicle Report Form is used when any transit vehicle is involved in an accident, regardless of the magnitude or seriousness of the accident. The Incident/Injury Report Form is completed by the driver when any non-vehicular incident or injury occurs. Drivers are required to fill this form out whether or not medical attention is required. These forms are kept in each vehicle.

9. Passenger Policy and Procedures

The Carlsbad Municipal Transit Passenger Policy and Procedures are condensed and are printed in English and Spanish, laminated and posted in every vehicle. We also have a more detailed Demand Response Service Policy, an ADA Complementary Paratransit Policy, and a Fixed Route policy. They are available through the driver or through the office.

XIII. Checklist

The following items **MUST** be included with this application. Should any of these items be missing or incomplete, the application may be rejected by the New Mexico Department of Transportation. This checklist must be submitted with the application. Do not leave any items blank.

SECTION	DESCRIPTION	CHECK ✓
I	Applicant Information (signed)	X
II	Summary of Budget Request	X
III	Financial Information	X
	A. - Administrative Budget	X
	B. - Operating Budget	X
	C. - Capital Budget	
	D. - Provide the following:	
	1 - Copy of Articles of Incorporation	X
	2 - Copy of 501(c)3 Certification	N/A
	3 - Copy of most current audit (one COMPLETE copy)	X
	4 - If transit-related audit findings occurred, copy of corrective action response submitted to auditor	
IV	Program Description	X
V	Description of Service Area	X
	- complete demographic information	X
	- provide Map of Service Area (on 8 1/2 X 11 page)	X
VI	Ridership and Transit System Statistics	X
VII	Vehicle Inventory (include all vehicles) and Other Fixed Assets	X
	- complete all vehicle and transit-related inventory lists	
	- sign Inventory Certification	
VIII	Civil Rights	X
IX	Program Coordination	X
	- Copy of your affidavit of public notice of your intent to apply for federal funds	X
	- Municipal - Board - Council: Signed Resolution of Support - should include dollar amount of local match committed to transit program.	X
	<i>If Applicable:</i>	
	- Copy of Published Public Hearing Notice	N/A
	- Affidavit of Publication of Public Hearing Notice	N/A
	- Minutes of Public Hearing, Copies of Exhibits and Written Statements	N/A
X	Program Justification	X
XI	Operations Profile	X
XII	Checklist	X

MAIL ONE APPLICATION WITH ORIGINAL SIGNATURE AND ONE ADDITIONAL COPY POSTMARKED NO LATER THAN AUGUST 26, 2016 APPLICATIONS POSTMARKED AFTER THIS DATE WILL NOT BE CONSIDERED.

FAX AND E-MAIL COPIES OF YOUR APPLICATION WILL NOT BE ACCEPTED.

Please be aware that if your application is selected for funding, you will be required to submit signed copies of the FTA Certifications and Assurances and the FTA Civil Rights Reporting Form



MUNICIPAL CLERKS: PLEASE DISTRIBUTE COPIES TO YOUR ENTIRE GOVERNING BODY

TO: MAYORS/ GOVERNING BODY MEMBERS
FROM: William F. Fulginiti, Executive Director
SUBJECT: 2016 ANNUAL CONFERENCE VOTING DELEGATES
DATE: July 14, 2016

The 59th Annual Conference of the NM Municipal League will be held August 31st through September 2nd in Hobbs.

At the Annual Business Meeting on Thursday, September 1st, a President Elect, Vice President, Treasurer and three Directors-at-Large (2-Year Term) will be elected. Also, the *Annual Statement of Municipal Policy* and *Annual Conference Resolutions* will be adopted.

Each member municipality in good standing that is registered and attending the Annual Conference shall be entitled to one delegate vote in electing officers, deciding municipal policy and voting upon all other questions at the Annual Business Meeting. A municipality in good standing means that at least one-half of the municipality's current League annual dues must have been paid prior to or at the Conference. The vote of the municipality is cast by the Voting Delegate (or in her/his absence, the Alternate) who is selected by the governing body of the municipality.

The Annual Business Meeting will be conducted in accordance with Robert's Rules of Order Revised, and the Annual Business Meeting Rules and Procedures, which shall govern the actions and deliberations of the League membership assembled in convention. Attached for your information are the *Policy Process Outline and the Annual Business Meeting Rules and Procedures*.

Please place the selection of a Voting Delegate and Alternate on the agenda of your next official governing body meeting. The Voting Delegate and Alternate must be persons planning to attend the Conference. Once they are selected, enter the names and titles of the Voting Delegate and Alternate for your municipality and return this form to the League Office no later than Friday, August 26, 2016.

This is *not* an official registration form for the Annual Conference for either the Voting Delegate or the Alternate. Delegates must register for the Conference on the form provided in the Conference information you have already received.

Voting Delegates and Alternates must check in with NMML Staff at the Credential's Desk at Conference Registration.



Municipality: City of Carlsbad

Voting Delegate: Janelle E. Whitlock Title: Councilor

Alternate: Lisa Anaya Flores Title: Councilor

Approved By: 

RETURN BY OR BEFORE AUGUST 26, 2016 to:

Jackie Portillo, Support Services Coordinator
NM Municipal League
P.O. Box 846 - Santa Fe, NM 87504
jportillo@nmml.org
Fax: 505-984-1392

Council Committee Reports

Adjourn

Advertising and Marketing Report
Business Month of July

Pecos River Village Conference Center

- There were a total of 12 rentals during the month of July.

Current Advertising-(placed)

- Summer advertising campaign will continue through the end of August-print, radio, TV, and digital ads were placed in Midland/Odessa, Lubbock, El Paso, Dallas, and Phoenix and throughout New Mexico.
- Carlsbad Water Park summer promotion-an additional campaign which focused on the new Water Park as well as the beach recreation area was launched mid July and will run through the end of the month. The promotion was featured on 9 different radio stations in Midland/Odessa, Lubbock and El Paso. A give a way promotion was also added and included 90 tickets to the Water Park as well as 1 night stays from 9 different hotel properties.
- ¼ page digital ad featuring Guadalupe Mountains National Park

Christmas on the Pecos-Projects completed to date

- 25th anniversary TV and radio spots produced and will begin running in mid October
- 25th anniversary rack cards produced and are currently being printed

Meetings /Tradeshows

- Lodgers Tax-Carlsbad July 5th
- Tourism Council meeting-July 12th
- Christmas on the Pecos Council meeting-July 13th
- Carlsbad Hotel General Managers meeting-July 28th

Featured Articles

New Mexico Magazine-Sitting Bull Falls was featured in their June edition which highlighted the 10 best family camping spots

New Mexico Magazine-Carlsbad Caverns featured in their August edition featuring National Parks 100th anniversary

New Mexico Rail Runner publication-Pecos River Recreation area was featured in their July publication