



AGENDA

Carlsbad City Council Regular Meeting at the
Municipal Building, 101 North Halagueno Street
Carlsbad, New Mexico
June 14, 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 Regular City Council Meeting held on May 24, 2016

B. City Personnel Report

C. Purchasing:

- 1) Consider approval to Request Bids for Tree Removal and Tree Trimming Services
- 2) Consider approval to Award a CES Contract to Greer Construction for the Civic Center Flooring Repair and Replacement
- 3) Consider approval to Advertise Invitation for Bid the Double Eagle Well Improvements, Phase B, to equip and construct the infrastructure for five (5) wells

D. Monthly Reports:

- 1) Personnel Monthly Department Report, May 2016
- 2) Planning, Engineering & Regulation Department Monthly Report, May 2016
- 3) Municipal Court Monthly Department Report, May 2016
- 4) Transportation Monthly Department Report, May 2016

E. Contracts and Agreements:

- 1) Consider approval of an Agreement between the City of Carlsbad and Research and Planning Consultants, LP for a Health Services Study

F. Set Date: (July 26, 2016)

- 1) An Ordinance Adopting Amendments to the Carlsbad Code of Ordinances, Chapter 56-Zoning Ordinance Pursuant to Code of Ordinances Section 56-150 and Section 3-17-1 and 3-18-1 NMSA 1978

G. Board and Committee Appointments

- 1) Arbor Day Foundation-Tree City NM Advisory Board: Appoint: Ken Britt, 4-year term
- 2) Carlsbad Disability Advisory Board: Re-appoint: Tom Kirby & Deborah Pinching, 4-year terms
- 3) Carlsbad Museum & Art Center Advisory Board: Re-appoint: Gerri Mattson, 5-year term
- 4) Carlsbad Planning and Zoning Commission: Re-appoint: James McCormick & James Knott, 2-year terms
- 5) Police Department Citizen's Advisory Board: Appoint: Richard Wiede & Karla Dyess, 4-year terms
- 6) Veteran's Memorial Board: Re-appoint: Steve Voris & Fernando Santana, 4-year terms

3. Consider approval of a Business License to conduct door-to-door sales, service and installation of security systems by Smart Home Pros, Inc.

4. Consider approval of Request from C-N-G BBQ & Catering: Charlie & Nancy Garcia, to allow for mobile sales of food on City property in the Riverwalk Recreation Center parking lot

5. Consider approval of Resolution No 2016-28, a Resolution declaring certain City property unusable or obsolete
6. Council Committee Reports
7. 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, June 28, 2016 at 6:00 p.m.
- Regular meeting - Tuesday, July12, 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 REGULAR MEETING OF THE CITY COUNCIL OF THE
CITY OF CARLSBAD, NEW MEXICO, HELD IN THE MUNICIPAL BUILDING
ON MAY 24, 2016 AT 6:00 P.M.**

Present:	Dale Janway	Mayor
	Lisa A. Anaya Flores	Councilor
	Edward T. Rodriguez	Councilor
	Wesley A. Carter	Councilor
	Jason Shirley	Councilor
	Richard Doss	Councilor
	Janell E. Whitlock	Councilor
Absent:	Sandra K. Nunley	Councilor
	J. R. Doporto	Councilor
Also Present:	Steve McCutcheon	City Administrator
	Stephanie Shumsky	Deputy City Administrator
	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**

0:00:04 Invocation - Pledge of Allegiance

0:00:39 **Mayor Janway explained there are special guests in the audience today, Boy Scout Troop 208 and County Commissioner, Susan Crockett.**

0:01:54 **1. APPROVAL OF AGENDA**

0:01:57 **Motion**

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

0:02:04 **Vote**

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

0:02:21 **2. PRESENTATION OF APRIL 2016 FINANCIAL REPORT**

Ms. Jenkins reviewed the revenues and expenditures as of April 30, 2016 for the General Fund and selected Enterprise and Special Funds contained within the City Budget.

0:03:50 **3. CONSIDER APPROVAL OF RESOLUTION NO 2016-27, A RESOLUTION ADOPTING THE INTERIM BUDGET FOR FISCAL YEAR 2016-2017**

Mr. McCutcheon explained the City has received strong recommendations from DFA to produce a zero balanced budget. He explained a zero budget is where expenses and revenues are equal. He said the City was able to achieve a zero based budget and maintain the projects needed to go forward. He said the projects going forward are already paid for. **Mr. McCutcheon** thanked the Mayor and members of the Budget Committee for the efforts put forward on the budget.

0:07:11 **Councilor Doss** said as chairman of the Budget Committee he would like to thank the staff and Mr. Fierro for all of their work on the budget.

0:08:08 **Motion**

The motion was made by Councilor Doss and seconded by Councilor Rodriguez to approve Resolution No. 2016-27, a Resolution adopting the Interim Budget for Fiscal Year 2016-2017

0:08:17 **Vote**

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

0:08:29 **4. ROUTINE AND REGULAR BUSINESS**

- A. Minutes of the Regular City Council Meeting held on May 10, 2016
- B. City Personnel Report
- C. Check Register-April 2016
- D. Purchasing:
 - 1) Consider approval to Award RFP 2016-08, Third Party Claims Administration and Adjusting Services to Chaparral Claims and Investigations pending the successful negotiation of the contract
 - 2) Consider approval to Award of a CES Contract to Accent Landscaping to construct the Site Improvements to the Soccer Facility Phase of the Bob Forrest Youths Sports Complex Expansion Project
 - 3) Consider approval to Reject and Rebid Bid No 2016-09, Sewer Lift Station Replacement

- 4) Consider approval to Advertise Invitation for Request for Proposal for On-Call Professional Engineering and Architectural Services
 - 5) Consider approval to conduct Annual Bids for Goods and Services for the 2016-2017 Fiscal Year
- E. Monthly Reports:
- 1) Arts and Culture Monthly Department Report, April 2016
 - 2) Planning, Engineering & Regulation Department Monthly Report, April 2016
 - 3) Sports and Recreation Monthly Department Report, April 2016
 - 4) Transportation and Facilities Department Monthly Report, March 2016
 - 5) Utilities Department Monthly Report, April 2016
- F. Contracts and Agreements:
- 1) Consider approval of extension of Agreement between the City of Carlsbad and John A. Heaton, Jr. for the services of a Golf Professional
 - 2) Consider approval of Services Agreement between the City of Carlsbad and the Eddy County Board of Commissioners for FYE17 Budget Year
- G. Set Date: (June 28, 2016)
- 1) An Ordinance Amending Section 16-29 of the Code of Ordinances, City of Carlsbad, New Mexico to Increase the Maximum Compensation of an Acting Municipal Judge
 - 2) An Ordinance Adopting Amendments to the Carlsbad Code of Ordinances, Chapter 56- Zoning Ordinance Pursuant to Code of Ordinances Section 56-150 and Section 3-17-1 and 3- 18-1 NMSA 1978

0:08:51 **Mayor Janway asked Mr. McCutcheon to discuss Item D.2 Consider approval to Award of a CES Contract to Accent Landscaping to construct the Site Improvements to the Soccer Facility Phase of the Bob Forrest Youth Sports Complex Expansion Project**

Mr. McCutcheon explained staff has been in the process to finalize all the construction at the Sports Complex. He said this item is to request authority to award a CES contract to Accent Landscaping. He explained Accent Landscaping has completed other work at the Sports Complex and it has been satisfactory. He said Mr. Burns and Mr. Camero reviewed the contract and both feel the price is fair. He said if staff moves forward the project can be completed in time for soccer season. He said staff is recommending approval.

0:10:10 **Councilor Carter** explained he is on the Sports Complex Board and has been a part of the soccer league. He explained that typically the fall season for soccer has over 700 kids. He said the lighting is a big need and these improvements will be a huge addition to the Sports Complex.

0:10:49 **Motion**

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

0:10:53 **Councilor Shirley** wanted to clarify that all funds for the Sports Complex come out of the tax revenue from the taxpayers. **Mr. McCutcheon** said yes all the funds for the Sports Complex come from the special approved fund.

0:11:25 **Vote**

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

0:11:44 **5. CONSIDER APPROVAL OF A NM SMALL BREWER LICENSE, APPLICATION #: 991425, FOR MILTON'S BREWING, LLC LOCATED AT 108 E. MERMOD STREET; APPLICANT: LUCAS MIDDLETON**

Mr. McCutcheon explained Milton's Brewing has complied with the administrative process and requires Council approval to complete the process.

0:12:47 **Mr. Lucas Middleton** said he was born and raised in Carlsbad and wants to invest in the Community. He said the brewery received the Federal approval and this is the last step to return to the State for final approval.

0:13:28 **Motion**

The motion was made by Councilor Doss and seconded by Councilor Rodriguez to approve a NM Small Brewer License, Application #991425, for Milton's Brewing, LLC located at 108 E. Mermod Street; Applicant: Lucas Middleton

0:13:33 **Vote**

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

0:13:59 **6. PRESENTATION BY CARLSBAD MAINSTREET REGARDING THE CAVERNREST EVENT TO BE HELD ON JUNE 11, 2016 IN DOWNTOWN CARLSBAD**

Councilor Shirley said he is excited that MainStreet and the City of Carlsbad will co-sponsor the CavernFest on Saturday, June 11, 2016. He said the idea was to make the opening of the Farmer's Market bigger and to draw attention to the downtown shops. He said there are lots of activities planned throughout the day for children and families. He explained Little Texas will be playing for free in the evening. He said tonight the request is to serve alcohol in restricted areas at the event.

0:15:23 **7. CONSIDER REQUEST FROM MAINSTREET TO ALLOW THE SALE OF ALCOHOL ON A PORTION OF MERMOD AND CANYON STREETS DURING THE CAVERNREST EVENT**

Mr. McCutcheon explained staff has worked with the Eddy County Sheriff, the Chief of Police, and MainStreet to protect the City, the County, and MainStreet from the liability of alcohol sales. He said staff has researched and does not believe there is prohibition

against the event. He said staff will continue to research and the event requires Council approval.

Councilor Shirley said this is being used as a fundraiser for Carlsbad MainStreet and a lot of the funds raised will be for tickets into the beer garden and the VIP tickets. He said the idea is to have separate areas where only people 21 and over are allowed. He said staff and MainStreet are hoping this is a successful event that will be carried on into future years. He added it has been challenging to get through some of the hurdles but is worth it to bring great entertainment to Carlsbad.

Councilor Doss said the record indicates that the County did not approve the request. **Commissioner Crockett** said the request has not been presented to the County. She explained there is a fall back clause on the Courthouse lawn that states if alcohol is sold on the Courthouse lawn the County reversion clause states the property reverts back to the original owners. She added she is the vice chairman of the MainStreet board and the event is very important.

0:20:23 **Councilor Whitlock** said it is her understanding that there is a City ordinance that states no drinking in public, so how is this possible. **Mr. McCutcheon** said the ordinance is in place, but added that Council has allowed alcohol in public on some occasions, if all security requirements required by State Law have been met.

0:21:45 **Motion**
The motion was made by Councilor Shirley and seconded by Councilor Rodriguez to approve the request from MainStreet to allow the sale of Alcohol on a portion of Mermod and Canyon Street during Cavernfest Event

0:21:51 **Vote**
The vote was as follows: Yes - Carter, Doss, Rodriguez, Shirley; No - Whitlock, Anaya Flores; Absent- Doport, Nunley; The motion carried.

0:22:20 **8. CONSIDER APPROVAL OF APPEAL OF FLOODPLAIN MANAGER'S DENIAL OF A FLOODPLAIN DEVELOPMENT PERMIT AND REQUEST FOR A VARIANCE FROM THE CITY'S FLOOD DAMAGE PREVENTION ORDINANCE, SECTION 8-132(1), FOR PROPERTY LOCATED AT 708 W. RIVERSIDE DRIVE LOCATED IN FLOODPLAIN ZONE AE; APPLICANT: BART FRINTZ FOR DRAPER & BETTIE ANN BRANTLEY**

Ms. Georgia Goad said as the Floodplain Manager she is required to deny the application because of the base flood elevation issues. She explained the applicant is requesting a 2 foot variance which will be 2 feet below the base flood elevation.

Councilor Shirley asked if this is a removal of a structure and building of another structure. **Ms. Goad** said yes. **Councilor Shirley** asked if the structure that was removed was below the base flood elevation. **Ms. Goad** said yes.

Councilor Doss asked what the elevation was of the last variance Council approved. **Ms. Goad** said the other variance was closer to 3 feet difference and added Council has approved several.

0:24:05 **Motion**

The motion was made by Councilor Doss and seconded by Councilor Rodriguez to approve Appeal of Floodplain Manager's denial of a Floodplain Development Permit and request for a variance from the City's Flood Damage Prevention Ordinance, Section 8-132(1), for property located at 708 W. Riverside Drive located in Floodplain Zone AE; Applicant: Bart Frintz for Draper & Bettie Ann Brantley

0:24:13 **Vote**

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

0:24:33 **9. CONSIDER APPROVAL OF ORDINANCE NO 2016-13, AN ORDINANCE REZONING PART OF "R-1" RESIDENTIAL DISTRICT TO "C-2" COMMERCIAL DISTRICT FOR AN APPROXIMATELY 2.36 ACRE PROPERTY, LOCATED TO THE EAST OF SAN JOSE BOULEVARD, LEGALLY DESCRIBED AS LOTS 5-21, BLOCK 1, SOUTHRIDGE SUBDIVISION, AND LOTS 12-22, BLOCK 2, SOUTHRIDGE SUBDIVISION, PURSUANT TO SECTION 3-21-1 ET SEQ. NMSA 1978 AND SECTIONS 56-150(B) AND 56-140(I), CARLSBAD CODE OF ORDINANCES; APPLICANT: ELLIS AND ELVA LEATON**

0:25:25 **A. Public Hearing**

Mr. Patterson explained this request is for a zone change from "R-1" to "C-2" for approximately 2.36 acre property. He said the Planning Department recommended denial and the Planning and Zoning Commission also recommended denial.

Councilor Doss asked if this property has been looked at in the past. **Mr. McCutcheon** said while he has been with the City this property has not come before Council.

0:27:05 **Mayor Janway asked if anyone would like to speak in favor of the Ordinance.**

Mr. Ellis Leaton, property owner, said the property was incorporated into the City in 1951. He said if the City would have put streets in the property would be more valuable. He said he has a buyer for the property who would use the property for his trucking business.

0:29:31 **Councilor Carter** explained typically if there is a large block of land owned by a developer or land owner they put in the infrastructure. He said the infrastructure includes street, water, and sewer. He explained there is a infrastructure reimbursement that can be applied for which will pay 15%.

0:31:26 Mayor Janway asked if anyone else would like to speak in favor of the Ordinance, no one appeared. He asked if anyone would like to speak against the Ordinance.

0:31:46 Ms. Hernandez said her father has lived in the area for over 40 years. She explained she has a petition with signatures that are against the zone change. She said previously there were complaints about a pipeline going through the property.

Councilor Rodriguez said he is familiar with the property. He said the line that was talked about is a DCP right of way that almost splits the property in half.

0:34:33 Mayor Janway asked if anyone would like to speak regarding this Ordinance. No one appeared and the Mayor declared the public hearing closed and reconvened the Council in regular session.

0:34:43 B. Consider Ordinance No 2016-13

0:34:47 Motion

The motion was made by Councilor Rodriguez and seconded by Councilor Anaya Florez to deny approval of Ordinance No. 2016-13, an Ordinance rezoning part of "R-1" Residential District to "C-2" Commercial District for an approximately 2.36 acre property, located to the East of San Jose Boulevard, legally described as Lots 5-21, Block 1, Southridge Subdivision, and Lots 12-22, Block 2, Southridge Subdivision, pursuant to Section 3-21-1 et Seq. NMSA 1978 and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances; Applicant: Ellis and Elva Leaton

0:35:19 Vote

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

0:36:22 10. CONSIDER APPROVAL OF ORDINANCE 2016-14, AN ORDINANCE ANNEXING A PORTION OF LAND CONTAINING 0.47 ACRES MORE OR LESS, CONTIGUOUS TO THE CITY OF CARLSBAD, NEW MEXICO, LOCATED NORTH OF EAST WOOD AVENUE, LEGALLY DESCRIBED AS LOT 1, BLOCK 6, RIVERSIDE FARMS AMENDED, BLOCK 6, PURSUANT TO THE PETITION METHOD PROVIDED FOR IN SECTION 3-7-1, ET SEQ. NMSA 1978; APPLICANT: DALLAS GRANGER

0:37:02 A. Public Hearing

Mr. Patterson explained this request is to annex the property into the City. He said the Planning and Zoning Commission and the Planning Department have recommended approval.

Councilor Carter asked if there is a time frame that the applicant has to be on City sewer service. **Mr. Mike Hernandez** said that Council can set a time frame.

Ms. Shumsky explained when the City installs a new sewer line the properties that are able to connect to the line have 5 years to connect to the line. She added that the properties are charged for sewer when the line is installed.

Mr. Granger said the property is already connected to City sewer service.

0:40:31 **Mayor Janway** asked if anyone would like to speak regarding this Ordinance. No one appeared and the Mayor declared the public hearing closed and reconvened the Council in regular session.

0:40:47 **B. Consider Ordinance No 2016-14**

0:40:52 **Motion**

The motion was made by Councilor Shirley and seconded by Councilor Rodriguez to approve Ordinance 2016-14, an Ordinance annexing a portion of Land containing 0.47 acres more or less, contiguous to the City of Carlsbad, New Mexico, located North of East Wood Avenue, legally described as Lot 1, Block 6, Riverside Farms Amended, Block 6, pursuant to the petition method provided for in Section 3-7-1, et. Seq. NMSA 1978; Applicant: Dallas Granger

0:40:58 **Vote**

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

0:41:13 **11. CONSIDER APPROVAL OF ORDINANCE 2016-15, AN ORDINANCE ESTABLISHING "R-R" RURAL RESIDENTIAL DISTRICT IN CONJUNCTION WITH THE ANNEXATION OF AN APPROXIMATELY 0.47 ACRE PROPERTY LOCATED AT 510 E. WOOD AVENUE, LEGALLY DESCRIBED AS LOT 1, BLOCK 6, RIVERSIDE FARMS AMENDED BLOCK 6, PURSUANT TO SECTION 3-21-1, ET. SEQ. NMSA 1978 AND SECTIONS 56-150(B) AND 56-140(I), CARLSBAD CODE OF ORDINANCES; APPLICANT: DALLAS GRANGER**

0:42:01 **A. Public Hearing**

Mr. Patterson explained this application goes hand in hand with the previous annexation. He said the property is surrounded by residential and some industrial zoning. He said the Planning and Zoning Commission has recommended approval.

0:42:52 **Mayor Janway** asked if anyone would like to speak regarding this Ordinance. No one appeared and the Mayor declared the public hearing closed and reconvened the Council in regular session.

0:43:10 **B. Consider Ordinance No 2016-15**

0:43:17 **Motion**

The motion was made by Councilor Rodriguez and seconded by Councilor Anaya Flores to approve Ordinance 2016-15, an Ordinance establishing "R-R" Rural Residential District in conjunction with the annexation of an approximately 0.47 acre property located at 510 E. Wood Avenue, legally described as Lot 1, Block 6, Riverside Farms amended Block 6, pursuant to Section 3-21-1, et. Seq. NMSA 1978 and Section 56-150(B) and 56-140(I), Carlsbad Code of Ordinances; Applicant: Dallas Granger

0:43:24 **Vote**

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

0:43:36 **12. CONSIDER APPROVAL OF ORDINANCE 2016-16, AN ORDINANCE FOR A LEASE AGREEMENT BETWEEN THE CITY OF CARLSBAD AND CARLSBAD COMMUNITY KITCHEN, INC. FOR USE OF CITY-OWNED PROPERTY, LOCATED AT 402 S. ALAMEDA STREET FOR A COMMUNITY MEAL PROGRAM**

0:44:01 **A. Public Hearing**

Mr. McCutcheon explained the City has had a long standing relationship with the Community Kitchen. He said Ms. Shumsky has been working with the new leadership of the Community Kitchen on a lease agreement. He said staff feels the agreement is good for the citizens and for the City of Carlsbad and recommend approval. He said the Community Kitchen provides meals to indigents in the community.

0:45:19 **Ms. Shumsky** explained the lot to the south is inadvertently shown as part of the property. She explained the exhibit will need to be modified and should only include the two lots that the building is on. She said if there is a problem the Ordinance will come back before Council.

0:46:17 **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.

0:46:32 **B. Consider Ordinance No 2016-16**

0:46:37 **Motion**

The motion was made by Councilor Rodriguez and seconded by Councilor Doss to approve Ordinance 2016-16, an Ordinance for a Lease Agreement between the City of Carlsbad and Carlsbad Community Kitchen, Inc. for use of City-owned property,

located at 402 S. Alameda Street for a community meal program with the understanding that the adjustment to the actual size of the property be included

0:47:05 **Vote**

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

0:47:15 **13. COUNCIL COMMITTEE REPORTS**

Councilor Carter said the Cavemen Baseball team won the State Baseball Championship. He said as a homecoming last weekend the Fire Department and the Police Department escorted the team through town. He thanked Chief Lopez and Chief Waller for doing a great job on such short notice and making a memory the kids will never forget. **Mayor Janway** added it was outstanding and that he really appreciates them. **Ms. Shumsky** said the City is on target to complete the waterpark in mid-June. She explained staff meets weekly to discuss construction and operation and management of the facility.

0:50:24 **Mr. Jared Rostro** said he would like to address some issues before Council. He said there is a huge problem on E. Riverside, Church St., Blodgett, Elmdale, Rosedale, Ferndale, and Vine with speeders in the area. He said he hopes that speed humps/speed bumps or something to slow the traffic. He said with the waterpark there will be an increase of traffic in that area. He said when he has called the police at night due to drag racing and loud music at the beach it takes 45 minutes for an officer to arrive. He said he urges Council to place speed humps and stop signs in the area. He said he has a petition going around the neighborhood for the implementation of stop signs, and speed humps and gates in the area and beach parking lots.

Mayor Janway asked Mr. Carlson and Chief Waller to review the area and do what is needed to get the problems resolved.

0:56:40 **Councilor Doss** invited everyone to the Memorial Day Parade on Monday to honor the veterans.

0:57:19 **14. ADJOURN**

0:57:23 **Motion**

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

0:57:29 **Vote**

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

0:57:49 **Adjourn**

There being no further business, the meeting was adjourned at 6:59 p.m.

ATTEST:

City Clerk

Mayor

DRAFT

CITY OF CARLSBAD
PERSONNEL REPORT

June 14, 2016

APPOINTMENTS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Darby Allison	06/15/16	Facility Maintenance	Recreation Attendant
Jim Alpers	06/15/16	Fire	Lifeguard
Alyssa Arnwine	06/15/16	Fire	Lifeguard
Austin Atencio	06/15/16	Fire	Lifeguard
Hannah Azzinaro	06/15/16	Fire	Lifeguard
Kyle DeAvila	06/15/16	Fire	Lifeguard
Jasmine Douglas	07/01/16	Library	BPA Intern
David Duran	06/15/16	Fire	Lifeguard
Dustin Eaton	06/15/16	Fire	Lifeguard
Chad Edwards	06/20/16	Fire	Firefighter/EMT-B
Matthew Flores	06/15/16	Parks	Seasonal Laborer
Brenden Garcia	07/01/16	Police	BPA Intern
Michael Huettner	06/20/16	Fire	Firefighter/EMT-B
Samuel Wyatt McNeal	06/15/16	Golf Course	Seasonal Laborer
Kambreigh Miller	06/15/16	Fire	Lifeguard
Kaysha Montoya	07/01/16	Police	BPA Intern
Victoria Pena Parr	07/01/16	Executive	BPA Intern
Hannah Ramirez	07/01/16	Municipal Court	BPA Intern
Kelley Reid	06/15/16	Fire	Lifeguard
Chloe Runner	06/15/16	Fire	Lifeguard
James Runner	06/15/16	Fire	Lifeguard
Isaiah Sanchez	06/15/16	Parks	Seasonal Laborer
Zachary Smith	06/15/16	Fire	Firefighter/EMT-B
Brittney Veilleux	06/15/16	Fire	Lifeguard
Gabriela Wilson	06/15/16	Fire	Lifeguard
Bradley Wooten	06/20/16	Fire	Firefighter/EMT-B

TERMINATIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>	<u>REASON</u>
Brandy Autrey	05/25/16	Police	Telecommunicator	Resigned
Lynette Benzie	05/29/16	Police	Telecommunicator	Resigned
Brandon Dorado	05/23/16	Facility Maintenance	Rec.Attendant	Declined job offer
Kayla Gattshall	06/06/16	Fire	Lifeguard	Declined job offer
Zackery Putman	05/25/16	Fire	Lifeguard	Declined job offer
Allen Sanchez	05/20/16	Police	Sergeant	Resigned
Mason Sillas	05/20/16	Fire	Lifeguard	Declined job offer
Grayson Stone	05/23/16	Fire	Firefighter/EMT-B	Resigned
Danny Villescas	04/29/16	Police	School Crossing Guard	Resigned

INTERNAL TRANSFERS AND PROMOTIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Robert Scot Naylor	05/25/16	Police	Sergeant
John Sneathen	05/25/16	Police	Sergeant
David Whitzel	06/06/16	Police	Patrolman, Senior
David Williams	06/06/16	Police	Narcotics Officer
Matthew Zumbrun	05/27/16	Fire	Head Lifeguard

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

SUBJECT: Recommendation for Employment

DATE: May 17, 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: Darby Allison Classification/Position: Seasonal Recreation Attendant

Department: Facility Maintenance

Regular Full-time Hourly \$ 9.00 per hour
 Seasonal Part-time Salary \$ _____ per annum
 Temporary On call

Education Level:

High School Diploma GED or equivalent
 Associates Degree _____
 Bachelors Degree _____
 Masters Degree _____
 Other Currently attending Carlsbad High School

Employment:

Present or last Employer: _____

From _____ to _____ Classification: _____

Duties: _____

Related Experience: Computer knowledgeable, Customer Service

Comments: _____

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 6, 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: Alpers, Jim Classification/Position: Lifeguard

Department: Fire

- | | | |
|--|---|---|
| <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>Attending High School</u> | |

Employment:

Present or last Employer: Jayden Jenkins

From Jun-15 to Jul-15 Classification: Fireworks Stand Manager

Duties: Sell fireworks and restock fireworks

Related Experience: Jim is currently attending the Lifeguard Class. Upon completion of the class, he will have his Lifeguard and CPR Certification.

Comments: _____

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 6, 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: Arnwine, Alyssa Classification/Position: Lifeguard

Department: Fire

- | | | |
|--|---|---|
| <input type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ \$ <u>9.50</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>Attending NMSU@ LasCruces</u> | |

Employment:

Present or last Employer: Enrich the Kids Inc

From Feb-15 to May-16 Classification: Caregiver

Duties: Caregiver to children age k thru 5th grade

Related Experience: Alyssa worked as a Lifeguard for the City of Carlsbad 2014 and 2015. Lifeguard.CPR and First Aid Certified

Comments: With Alyssa's past experience, I feel she would be an asset to the City of Carlsbad

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 6, 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: Atencio, Austin Classification/Position: Lifeguard

Department: Fire

- | | | |
|--|---|---|
| <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>Attending High School</u> | |

Employment:

Present or last Employer: _____

From _____ to _____ Classification: _____

Duties: _____

Related Experience: Austin is currently attending the Lifeguard Class. Upon completion of the class, he will have his Lifeguard and CPR Certification.

Comments: I feel Austin will be an asset to the City of Carlsbad, as soon as he gets his Certifications.

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 6, 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: Azzinaro, Hannah Classification/Position: Lifeguard

Department: Fire

Regular Full-time Hourly \$ \$ 9.50 per hour
 Seasonal Part-time Salary \$ _____ per annum
 Temporary On call

Education Level:

High School Diploma GED or equivalent
 Associates Degree _____
 Bachelors Degree _____
 Masters Degree _____
 Other _____

Employment:

Present or last Employer: Faith, Hope and Love

From Aug-15 to May-16 Classification: Receptionist

Duties: Clerical Duties

Related Experience: Hannah worked as a Lifeguard for the City of Carlsbad 2015. Lifeguard.CPR and First

Aid Certified _____

Comments: With Hannah's past experience, I feel she would be an asset to the City of Carlsbad

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: Richard Lopez, Fire Chief



SUBJECT: Recommendation for Employment

DATE: June 6, 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: DeAvila, Kyle Classification/Position: Lifeguard

Department: Fire

- | | | |
|--|---|---|
| <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>Attending High School</u> | |

Employment:

Present or last Employer: Bamboo Garden

From Oct-15 to Apr-16 Classification: Waiter

Duties: _____

Related Experience: Kyle has just earned his Lifeguard, CPR and First Aid Certification

Comments: I feel Kyle will be an asset to the City of Carlsbad, since he has his certifications.

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: Patsy Jackson-Christopher, Culture, Recreation and Community Services 

SUBJECT: Recommendation for Employment

DATE: June 14, 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: Jasmine Douglas Classification/Position: BPA Intern

Department: Library - Arts & Culture Department

Regular Full-time Hourly \$ 7.50 per hour
 Seasonal Part-time Salary \$ _____ per annum
 Temporary On call

Education Level:

Associates Degree
 Bachelors Degree
 Masters Degree
 Other Senior at CHS, enrolled in business classes
 High School Diploma GED or equivalent

Employment:

Present or last Employer: Sonic Drive-In, 2309 W Pierce, Carlsbad NM

From Jun-16 to Aug-16 Classification: Crew member, car hop

Duties:

Customer service, food delivery

Related Experience: CHS Office Sect'y assistant

Comments: Jasmine's office and people skills, self-motivation, dependability, and friendly personality will make her an excellent addition to the library staff.

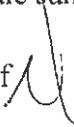
CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

FROM: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 7, 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: Duran, David Classification/Position: Lifeguard

Department: Fire

- | | | |
|--|---|---|
| <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>High School Student</u> | _____ |

Employment:

Present or last Employer: _____

From _____ to _____ Classification: _____

Duties: _____

Related Experience: David is currently attending Lifeguard Classes. Upon completion of the class, David will have his Lifeguard, CPR and First Aid Certification

Comments: I feel David will be an asset to the City of Carlsbad.

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 7, 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: Eaton, Dustin Classification/Position: Lifeguard

Department: Fire

- | | | |
|--|---|---|
| <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>High School Student</u> | _____ |

Employment:

Present or last Employer: Student

From _____ to _____ Classification: _____

Duties: _____

Related Experience: Dustin is currently attending Lifeguard Classes. Upon completion of the class, Dustin will have his Lifeguard, CPR and First Aid Certification

Comments: I feel Dustin will be an asset to the City of Carlsbad.

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 8, 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: Edwards, Chad Classification/Position: Firefighter/EMT-B

Department: Fire

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>\$ 15.16</u> per hour |
| <input 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 checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Associates Degree | _____ |
| <input type="checkbox"/> Bachelors Degree | _____ |
| <input type="checkbox"/> Masters Degree | _____ |
| <input checked="" type="checkbox"/> Other | <u>Has completed the Basic Fire Suppression Academy</u> |

Employment:

Present or last Employer: University Medical Center
From Jun-15 to Current Classification: Health Unit Coordinator
Duties: Managing the Health Unit

Related Experience: Completed 592 hour course in Fire Suppression and has an EMT-B license

Comments: With Chad's fire experience and education, I believe he will be an asset to the Carlsbad Fire Dept.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steven McCutcheon, City Administrator

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

FROM: Luis Renteria, Parks Superintendent 

SUBJECT: Recommendation for Employment

DATE: June 1, 2016

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

General Information:

Name: Matthew Ray Flores Classification/Position: Seasonal Laborer

Department: Parks

- | | | | | | |
|-------------------------------------|-----------|-------------------------------------|-----------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> | Regular | <input checked="" type="checkbox"/> | Full-time | <input checked="" type="checkbox"/> | Hourly \$ 9.50 _____ per hour |
| <input checked="" type="checkbox"/> | Seasonal | <input type="checkbox"/> | Part-time | <input type="checkbox"/> | Salary \$ _____ per hour |
| <input type="checkbox"/> | Temporary | <input type="checkbox"/> | On call | | |

Education Level:

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

Employment:

Present or last Employer: Self Employed

From 2014 to 2016 Classification: Yard Maintenance/Small Welding Jobs

Duties: _____

Related Experience: Laborer, Welders Helper, Plumbers helper

Comment: _____

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 *DKW 04/12/16*

SUBJECT: Recommendation for Employment

DATE: April 6, 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: Brendan Garcia Classification/ Position: BPA Student

Department: Police

- Regular Full-Time Hourly \$ 7.50 per hour
- Seasonal Part-Time Salary \$ _____ per annum
- Temporary On Call

Education Level:

- High School Diploma GED or Equivalent
- Associates Degree _____
- Bachelors Degree _____
- Masters Degree _____
- Other: Currently a high school student

Employment:

Present or Last Employer: Chamber of Commerce

From: 11/2015 to 12/2015 Classification: Docker

Duties: Customer service for Christmas on the Pecos

Related Experience:

Comments:

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 8, 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: Huettner, Michael Classification/Position: Firefighter/EMT-B

Department: Fire

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>\$ 15.16</u> per hour |
| <input 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 checked="" type="checkbox"/> Associates Degree | <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Bachelors Degree | <u>Fire Science - just graduated, waiting on Associates Degree paperwork</u> | |
| <input type="checkbox"/> Masters Degree | _____ | |
| <input type="checkbox"/> Other | _____ | |

Employment:

Present or last Employer: San Juan County Fire

From Apr-15 to Current Classification: Training Lieutenant

Duties: _____

Related Experience: All duties related to Fire and EMS Calls . Michael is also a Training Lieutenant

Comments: With Michael's prior experience and education, I believe he will be an asset to the Carlsbad Fire Dept.

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: Kyle Boatman, Golf Course Superintendent *KB SA*

SUBJECT: Recommendation for Employment

DATE: May 19th, 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: Samuel McNeal Classification/Position: Seasonal

Department: Golf

- | | | |
|--|---|---|
| <input type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>9.5</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 checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Associates Degree | _____ |
| <input type="checkbox"/> Bachelors Degree | _____ |
| <input type="checkbox"/> Masters Degree | _____ |
| <input checked="" type="checkbox"/> Other | <u>Attending College</u> |

Employment:

Present or last Employer: City of Carlsbad

From May-15 to Aug-15 Classification: Seasonal Laborer

Duties: Weedeat, Pick up trash, change water

Related Experience: Worked for the City of Carlsbad last summer as a seasonal for the golf course.

Comments: _____

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: Richard Lopez, Fire Chief, 

SUBJECT: Recommendation for Employment

DATE: June 7, 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: Miller, Kambreigh Classification/Position: Lifeguard

Department: Fire

- | | | |
|--|---|---|
| <input type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>\$ 9.50</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 | _____ | _____ |

Employment:

Present or last Employer: City of Carlsbad Fire Dept

From May-15 to Aug-15 Classification: Lifeguard

Duties: Lifeguard

Related Experience: Kambreigh worked as a Lifeguard for the City of Carlsbad the summer 2015. Lifeguard.CPR and First Aid Certified

Comments: With Kambreigh's past experience, I feel she would be an asset to the City of Carlsbad

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 *DKW
04/12/16*

SUBJECT: Recommendation for Employment

DATE: April 6, 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: Kaysha Montoya Classification/ Position: BPA Student

Department: Police

Regular Full-Time Hourly \$ 7.50 per hour
 Seasonal Part-Time Salary \$ _____ per annum
 Temporary On Call

Education Level:

High School Diploma GED or Equivalent
 Associates Degree _____
 Bachelors Degree _____
 Masters Degree _____
 Other: Currently a high school student

Employment:

Present or Last Employer: None

From: _____ to _____ Classification: _____

Duties:

Related Experience:

Comments:

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: Cheyenne Methola, Mayor's Assistant CM

SUBJECT: Recommendation for Employment

DATE: May 23, 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: Victoria Pena Parr Classification/Position: BPA Intern

Department: Executive

- Regular, Seasonal, Temporary, Full-time, Part-time, On call, Hourly \$7.50 per hour, Salary per annum

Education Level:

- High School Diploma, GED or equivalent, Associates Degree, Bachelors Degree, Masters Degree, Other

Employment:

Present or last Employer: Childcare From 2014 to present Classification: Duties: Childcare

Related Experience: Computer skills, typing, filing, and answering phones

Comments: Victoria Pena Parr would be learning the office procedures for events in Mayor's office and would be helpful.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steven McCutcheon, City Administrator

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

FROM: Janet F. Ellis, Municipal Judge *JFE*

SUBJECT: Recommendation for Employment

DATE: April 4, 2016

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

General Information:

Name: Hannah E Ramirez

Classification/Position: BPA Student

Department: Judicial

- | | | |
|---|---|--|
| <input type="checkbox"/> Regular | <input type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>7.50</u> per hour |
| <input type="checkbox"/> Seasonal | <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per hour |
| <input checked="" type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

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

Employment:

Present or last Employer: _____
From _____ to _____ Classification: _____

Duties: _____

Related Experience: _____

Comment: Has physical and office skills that can be helpful to Municipal Court.

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: Richard Lopez, Fire Chief



SUBJECT: Recommendation for Employment

DATE: June 9, 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: Reid, Kelley Classification/Position: Lifeguard

Department: Fire

Regular Full-time Hourly \$ \$ 9.00 per hour
 Seasonal Part-time Salary \$ _____ per annum
 Temporary On call

Education Level:

Associates Degree High School Diploma GED or equivalent
Watershed Management and Wildlife Management
 Bachelors Degree _____
 Masters Degree _____
 Other _____

Employment:

Present or last Employer: BLM

From Nov-15 to current Classification: Wildlife Biologist

Duties: Review environmental documents for accuracy

Related Experience: Mr. Reid has just completed the last Lifeguard Class, that was offered in May, 2016.

Comments: With Kelley's education, I feel he will be an asset to the City of Carlsbad

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 9, 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: Runner, Chloe Classification/Position: Lifeguard

Department: Fire

- | | | |
|--|---|---|
| <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>Attending High School</u> | |

Employment:

Present or last Employer: n/a

From _____ to _____ Classification: _____

Duties: _____

Related Experience: _____

Comments: Chloe is currently attending the Lifeguard Class. Upon completion of the class she will be certified in CPR and as a Lifeguard.

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 7, 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: Runner, James "Teague" Classification/Position: Lifeguard
Department: Fire

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

Employment:

Present or last Employer: JanCo, White City, NM
From May-12 to Aug-15 Classification: Lifeguard
Duties: Lifeguard, open water park, maintenance of park, watch over guest and close park

Related Experience: Teague has his Lifeguard, CPR and First Aid Certification

Comments: I feel with Teague's past work experience, he will be an asset to the City of Carlsbad.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steven McCutcheon, City Administrator

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

FROM: Luis Renteria, Parks Superintendent



SUBJECT: Recommendation for Employment

DATE: June 1, 2016

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

General Information:

Name: Isaiah Jordan Sanchez Classification/Position: Seasonal Laborer

Department: Parks

- | | | |
|--|---|--|
| <input type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>9.50</u> per hour |
| <input checked="" type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per hour |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

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

Employment:

Present or last Employer: N/A

From _____ to _____ Classification: _____

Duties: _____

Related Experience: Able to operate lawn equipment, etc.

Comment: _____

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 8, 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: Smith, Zachary Classification/Position: Firefighter/EMT-B

Department: Fire

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>\$ 15.16</u> per hour |
| <input 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 checked="" 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>NREMT Basic, Fire Investigation, Evoc, Fire Instructor I, Haz-Mat and Ops, ST30-190 Wildland, Fire Fighter I & II, CPR certified</u> | |

Employment:

Present or last Employer: Olive Garden

From Aug-15 to Current Classification: Server

Duties: Provide service to customers

Related Experience: Zachary has been a volunteer Firefighter/EMT-B with the City of Eunice for the past 2 1/2 years.

Comments: With Zachary's education and experience, I believe he will be an asset to the Carlsbad Fire Dept.

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: Richard Lopez, Fire Chief



SUBJECT: Recommendation for Employment

DATE: June 7, 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: Veilleux, Brittney Classification/Position: Lifeguard

Department: Fire

- | | | |
|--|---|---|
| <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>Attending High School</u> | |

Employment:

Present or last Employer: n/a

From _____ to _____ Classification: _____

Duties: _____

Related Experience: She is currently attending the Lifeguard class. Upon completion of the class she will be certified in CPR and as a Lifeguard

Comments: Upon completion of the Lifeguard Class, I feel Brittney will be an asset to the City of Carlsbad

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: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: June 3, 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: Wilson, Gabriela Classification/Position: Lifeguard

Department: Fire

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

Employment:

Present or last Employer: N/A

From _____ to _____ Classification: _____

Duties: _____

Related Experience: She just obtained her Lifeguard and CPR certification

Comments: With Gabriela having her Lifeguard and CPR Certification, I fell she will be an asset to the City of Carlsbad.

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: Richard Lopez, Fire Chief



SUBJECT: Recommendation for Employment

DATE: June 8, 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: Wooten, Bradley Classification/Position: Firefighter/EMT-B

Department: Fire

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>\$ 15.16</u> per hour |
| <input 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 checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Associates Degree | _____ |
| <input type="checkbox"/> Bachelors Degree | _____ |
| <input type="checkbox"/> Masters Degree | _____ |
| <input checked="" type="checkbox"/> Other | <u>EMT-B License</u> |

Employment:

Present or last Employer: Olive Garden

From Aug-15 to Current Classification: Server

Duties: Provide service to customers

Related Experience: Has gotten his EMT-B license

Comments: Bradly has gotten his EMT-B and seems willing to work and advance. I believe he will be an asset to the Carlsbad Fire Dept.

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 6/14/16

Department: All City Departments	BY: Matt Fletcher, Purchasing Mgr.	Date: 6/3/16
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SUBJECT: Services
Description:
Tree Removal and Tree Trimming Services

SYNOPSIS: Qty ¹ _____ Total Est. Cost _____ Total Actual Cost _____
 Budgeted Yes _____ Est. City Share _____ Actual City Share _____
 Account # _____
 Account # _____
 Account # _____
 Account # _____
 TOTAL _____ \$ 0.00

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

The City of Carlsbad currently contracts with Collins Tree Service to provide tree removal and tree trimming services for the City on an as needed basis. The contract needs to be renewed for the upcoming 2016/17 fiscal year.

The services are available for use by all City departments and is paid for from the operating budgets of the department requesting the service.

The City requests permission to solicit bids for this services for the upcoming fiscal year.

Requested action to be taken by Council: Advertise Invitation for Bid	Council Action Taken: Select one	Date: 6-14-2016
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Reviewed by City Administrator: /s/ Steve McCutcheon

POST BID/RFP RECOMMENDATION	Council Meeting Date:
Requested action to be taken by Council: Select one	Council Action Taken: Select one
ADDITIONAL INFORMATION:	
Reviewed by City Administrator:	

ATTACHMENT(S): Specifications Bid/RFP Summary Other: _____

CITY OF CARLSBAD
TREE TRIMMING SERVICE ANNUAL BID
(Bid # 2016-xx)

BID OVERVIEW

The City is seeking tree trimming services for City owned trees on an individual basis, located in City parks, Municipal Golf Course and other City facilities on an as needed.

The price quoted will be used for approximately one year, beginning July 1, 2016 and expiring on June 30, 2017. Trimming service includes removing dead limbs and properly removing branches as needed to improve the appearance of the tree and to allow the tree to properly grow. The size of the tree is broken down into several ranges that may include small trees that can be accessed from the ground or large trees that would have to be accessed using a man-lift. The number of trees to be trimmed during the year is not specified and will be requested as funds and need arise.

TREE REMOVAL SERVICE

In the case of tree removal, the Contractor shall provide the complete removal including branches, leaves, and trunk. Include disposal of all parts and including stump grinding to 4" below grade. Include backfill of the stump hole with dirt and raking the area for a neat appearance.

EQUIPMENT REQUIREMENT

Contractor must provide equipment needed to trim trees including but not limited to chain saws, pole saws, man-lift, rakes and hand tools. The Contractor is not required to own the tools but providing or renting of equipment is solely the responsibility of the Contractor.

CERTIFICATION AND LICENSE REQUIREMENTS

The Contractor must be properly certified and knowledgeable in tree trimming. The Contractor will be required to have a current Business License and Federal Tax ID. The Contractor will be required to be trained in tree trimming techniques from an accredited Arborist school or College level course. Having a National Arborist Association technician on staff is preferred.

PROVISION OF INSURANCE COVERAGE

The Contractor must provide insurance. The insurance limit minimum includes Contractors General Liability of \$2,000,000 and shall name City of Carlsbad as additional insured. If required, the Contractor shall carry Workers Compensation insurance in the State of New Mexico.

SCOPE OF WORK

- The work includes trimming limbs and branches in a safe professional manner.
- The limbs and branches must be removed and disposed of at the Contractors expense.
- The area must be raked and cleared of all leaves and wood including chain saw cuttings such that the area looks as clean as it was before the work began.
- The work area must be barricade off using orange barrels or barricades and using caution tape so that pedestrians or unauthorized persons are warned to stay out of the area.
- The Contractor must not allow unauthorized entry into the work zone.
- If the work zone extends into a street, the Contractor must provide proper signs according to the MUTCD to keep vehicles away from hazards.
- Work in City property must be accomplished without permanent damage to the facilities.
- If sprinkler heads are damaged as a result of the work, the Contractor must have them replaced.
- City Park personnel will mark heads and facilities ahead of time if requested by the Contractor.
- The Contractor must work safely and obey all OSHA regulations including workers Personal Protective Equipment.
- The Contractor will not be allowed to work around live power or aerial wiring other than that allowed by regulations.

INSTRUCTIONS TO BIDDERS

1. Bids must be clearly marked on the outside of the sealed envelope: "Bid No. 2015-16."
2. All bids must be submitted on bid forms furnished by the City of Carlsbad.
3. In order to be a valid bid, all bids must be signed by a company representative.
4. New Mexico Resident Business Preference and Veteran's Business Preference will be taken into consideration for the award of this bid as provided for in the State of New Mexico Procurement Code. Eligible bidders must submit a valid copy of their Resident or Veterans Business Certification form.
5. The Campaign Contribution form is required and must be returned with the bid documents.
6. Bids received after the due date and time will not be accepted.
7. Bids will remain subject to acceptance for 30 days after Bid Opening.
8. Acceptance of this bid constitutes a contract and is binding to both parties.
9. The City of Carlsbad reserves the right to reject any or all bids if it is in the best interest of the City.
10. Any questions concerning this bid must be addressed to the Purchasing Manager (575) 234-7905 or via email to msfletcher@cityofcarlsbadnm.com

COST PROPOSAL

The unit price for tree trimming service is all inclusive including labor, equipment, and materials needed.

This service will be taxable for the City of Carlsbad at 7.4375% or applicable rate at the time the work is performed.

There will be no additional payment for extra work such as bee hive removal or unexpected obstructions without prior written approval by the Director of Public Works or his assignee.

Please provide bid pricing in the space provided below:

ITEM 1 – Remove Trees, 1” to 11” trunk diameter	Unit Price _____
ITEM 2 – Remove Trees, 12” to 23” trunk diameter	Unit Price _____
ITEM 3 – Remove Trees, 24” to 36” trunk diameter	Unit Price _____
ITEM 4 – Remove Trees, above 36” trunk diameter	Unit Price _____
ITEM 5 – Trim Trees, 1” to 11” trunk diameter	Unit Price _____
ITEM 6 – Trim Trees, 12” to 23” trunk diameter	Unit Price _____
ITEM 7 – Trim Trees, 24” to 36” trunk diameter	Unit Price _____
ITEM 8 – Trim Trees, above 36” trunk diameter	Unit Price _____

PAYMENT TERMS AND CONDITIONS

- Invoices are to be submitted to the following address upon completion of work

City of Carlsbad
Attn: Purchasing
PO Box 1569
Carlsbad, NM 88220

Or

Email to msfletcher@cityofcarlsbadnm.com

- Invoices will be paid on net 30 day terms from the date the invoice is approved for payment.
- Invoices must clearly indicate the Name of the Company and Mailing or Remit to Address.
- Invoices must reference the purchase order number for the work that was performed.
- A purchase order must be in place prior to beginning work. Work completed without a purchase order may be subject to non-payment of invoice.

- Disputed invoices will be returned to the contractor with a detailed explanation of the dispute.

BID DUE DATE AND TIME

Bids will be due on or before June ' 2016 at 2:00 p.m. Bids will be opened and read aloud in Room 204, located at 101 N. Halagueno St., Carlsbad, NM 88220. Late bids will not be accepted.

NEW MEXICO PROCUREMENT CODE

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

CITY OF CARLSBAD

**AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION**

Council Meeting Date: 06-14-2016

Department: Performing Arts Center Fund	BY: Jason Burns - Projects	Date: 06-08-2016
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SUBJECT: Infrastructure
Description:
Civic Center Flooring Repair and Replacement

SYNOPSIS:	Qty <u>1</u>	Total Est. Cost <u>\$ 75,000.00</u>	Total Actual Cost <u>\$ 73,961.00</u>
	Budgeted Yes	Est. City Share <u>\$ 75,000.00</u>	Actual City Share <u>\$ 73,961.00</u>
	Account # _____	_____	
	Account # _____	_____	
	Account # _____	_____	
	Account # _____	_____	
	TOTAL	<u>\$ 0.00</u>	

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

This project is to provide essential repairs/replacement to flooring at the Walter Gerrels Performing Arts Center Annex. This flooring will repair and replace the existing flooring, which is a safety concern and visually unappealing. This upgrade will reduce any tripping hazards while greatly improving the building's appearance.

Requested action to be taken by Council: Select one	Council Action Taken: Select one	Date:
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Reviewed by City Administrator:

POST BID/RFP RECOMMENDATION	Council Meeting Date:	06/14/2016
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Requested action to be taken by Council: Award Bid Number	Council Action Taken: Select one	Date: 06/08/2016
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ADDITIONAL INFORMATION:
Council consideration is requested to consider the award of a CES contract to Greer Construction to repair and replace the flooring at the Walter Gerrels Performing Art Center Annex.

Reviewed by City Administrator: /s/ Steve McCutcheon 6-10-2016

ATTACHMENT(S): Specifications Bid/RFP Summary Other: _____

Greer Construction Company Inc.

P.O. Box 1148
Carlsbad, New Mexico 88221-1148
License No. 12739
575-885-6379

5/20/2016

City of Carlsbad
P.O. Box 1569
Carlsbad, NM, 88220-1569

Attn: Jason Burns

Regarding: Civic Center Flooring

The following is a quote for materials/labor to complete the project at the above mentioned location.

Scope of work:

Demo/disposal of existing damaged VCT tiles along joint. Prep and float out leveling floor. Scour existing VCT tile flooring and install new planks over VCT tiles with Shaw Industries, World Fair, Vinyl Plank, 6 mil., 5 year warranty.

RS Means Estimate:	\$ 67,745.00
Tax: 7.5625%	\$ 5,123.00
Bond: 1.5%	<u>\$ 1,093.00</u>
Total:	\$ 73,961.00

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 6/14/16

Department: Double Eagle	BY: Luis Camero, Director of Utilities	Date: 6/08/16
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SUBJECT: Infrastructure
Description:
Double Eagle Well Improvements Phase B

SYNOPSIS:	Qty <u>5 (five)</u>	Total Est. Cost	<u>\$ 2,624,900.00</u>	Total Actual Cost	_____
Budgeted	Yes	Est. City Share	<u>\$ 1,880,866.78</u>	Actual City Share	_____
Account #	<u>36-0362-85253</u>		<u>\$ 7,084,335.41</u>		
Account #	<u>36-0362-85254-900304</u>		<u>\$ 744,033.22</u>		
Account #	_____		_____		
Account #	_____		_____		
		TOTAL	<u>\$ 7,828,368.63</u>		

BACKGROUND, JUSTIFICATION AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)
At their September 9, 2014 council meeting, the Governing Body authorized hiring Molzen Corbin to provide engineering for the drilling of five (5) new wells at the Double Eagle Water System North Wellfield. At the October 28, 2014 meeting, the Governing Body adopted a Resolution No. 2014-53 acknowledging receipt of funding in the amount of \$1.5 million from the Water Trust Board, to fund the construction of the new wells. At their January 27, 2015 meeting, the Council approved a recommendation to award Bid No. 2014-57 to Rodgers and Co. Inc. in the amount of \$1,296,832.38 including NMGRT, to drill the five new production wells and corresponding exploratory wells. This task was successfully completed in March 2016 at a cost of \$950,331.19. The design of the second phase of the project (Phase B) which includes equipping of the wells and the installation of gathering and transmission waterlines to connect the wells to the existing transmission line, has been completed and approved by the NMED Drinking Water Bureau and the NMED Construction Programs Bureau. The cost of construction for Phase B has been estimated at \$2,624,900 including NMGRT and a 20% contingency. This cost will be funded in part by \$744,033.22 remaining from the WTB funds, and by City funds in the amounts of \$1,880,866.78 budgeted for the Double Eagle Extension

Requested action to be taken by Council: Advertise Invitation for Bid	Council Action Taken: Select one	Date: 6-14-2016
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Reviewed by City Administrator: /s/ Steve McCutcheon 6-10-2016

POST BID/RFP RECOMMENDATION	Council Meeting Date:
Requested action to be taken by Council: Select one	Council Action Taken: Select one
ADDITIONAL INFORMATION:	
Reviewed by City Administrator:	

ATTACHMENT(S): Specifications Bid/RFP Summary Other: Engineer's Cost Estimate

**Carlsbad Phase B Double Eagle Wells & Waterline Project
Engineer's Opinion of Probable Construction Costs**

January 19, 2016

Updated: April 4, 2016

BID					
Item No.	Description	Unit	Quantity	Unit Price	Amount
Waterline Work					
1	4-inch Waterline, including: pipe, all fittings, restraint devices, installation in trench, wrapping of metallic fitting components for corrosion protection, and all incidental work, complete in place.	lf	4,180	\$10.50	\$43,890
2	6-inch Waterline, including: pipe, all fittings, restraint devices, installation in trench, wrapping of metallic fitting components for corrosion protection, and all incidental work, complete in place.	lf	5,480	\$13.50	\$73,980
3	Trenching for 4-inch and 6-inch waterlines for limits shown on Drawings. Include trenching, backfill, compaction, shoring, all associated appurtenances, and incidental work, complete in place.	lf	9,660	\$8.90	\$85,974
4	Rock Excavation for 4-inch and 6-inch waterline. Include removal and disposal of unsuitable backfill material, supply and hauling of imported backfill material, placement, compaction, and all incidental work, complete in place.	lf	2,500	\$10.00	\$25,000
5	Clearing and grubbing for all limits of construction. Include: removal of vegetation, trees, debris, rough grading, and disposal of all materials and debris, complete in place.	lf	9,660	\$1.65	\$15,939
6	Pipe Detection System and Pipe Markers. Include identification tape, tracer wire, monitoring boxes, pipe markers, field testing of tracer wire, install tracer wire and identification tape continuously in trench over all pipe and valves, and all incidental work, complete in place.	lf	9,660	\$0.50	\$4,830
7	4-inch Buried Valves, including fittings, external restraint devices and valve box, complete in place.	ea	5	\$1,210.00	\$6,050
8	6-inch Buried Valves, including fittings, external restraint devices and valve box, complete in place.	ea	3	\$1,390.00	\$4,170
9	Flushing Valve Station. Include piping, fittings, concrete pad, bollards, and all appurtenances, complete in place.	ea	2	\$7,800.00	\$15,600
10	1" Combination Air and Vacuum Valve Station on 4-inch and 6-inch waterlines, including precast manhole vault, all appurtenances, and all incidental work, complete in place.	ea	2	\$12,500.00	\$25,000
11	Precast Manhole Barrel Riser. 1-foot high section if needed to match surrounding grade for air and vacuum valve station, complete in place.	ea	1	\$550.00	\$550

12	Waterline connection to existing 10-inch steel pipe. Include excavation, backfill, fittings, pipe, installation, all appurtenances, and all incidental work, complete in place.	ea	1	\$3,600.00	\$3,600
13	Waterline connection to existing 22-inch steel pipe. Include excavation, backfill, fittings, pipe, installation, all appurtenances, and all incidental work, complete in place.	ea	2	\$4,200.00	\$8,400
14	Pressure testing, flushing, and disinfection of all waterlines. Include all temporary piping connections, hauling or pumping of water as needed, all incidental work to complete the work, and bacteriological testing costs.	lf	9,660	\$1.50	\$14,490
15	Removal of Existing 6-inch Steel Pipe from approximately Station 9+46 to Station 26+18. Include excavation, pipe removal, loading, hauling and disposal to landfill, and all incidental work, complete in place.	lf	1672	\$7.00	\$11,704
16	Reclamation Seeding of all areas scheduled in Section 31 25 10 – Reclamation Seeding. Include all work, all appurtenances and incidental work, complete in place.	ls	1	\$19,000.00	\$19,000
City Well No. 7					
17	Equip existing 10-inch diameter well. Include submersible pump and motor assembly, 4-inch column pipe, sounding tube, electrical, well head, disinfection of well and installed piping, exposed discharge piping and fittings to well house building, all appurtenances, and all incidental work, complete in place.	ls	1	\$33,000.00	\$33,000.00
18	Well House Building. Include earthwork, building foundation, pre-engineered building, electrical work, SCADA, HVAC systems, piping, fittings, valves, all appurtenances, and all incidental work, complete in place.	ls	1	\$168,000.00	\$168,000.00
19	Site Work. Include clearing and grubbing, grading, gravel road, gravel surfaces, fence work, all appurtenances, and all incidental work, complete in place.	ls	1	\$25,900.00	\$25,900.00
20	Yard Piping. Include the following within the fenced area: trenching, backfill, compaction, pipe, all fittings, restraint devices, installation in trench, wrapping of metallic fitting components for corrosion protection, retention manhole, and all incidental work, complete in place.	ls	1	\$18,200.00	\$18,200.00
City Well No. 8					
21	Equip existing 10-inch diameter well. Include submersible pump and motor assembly, 4-inch column pipe, sounding tube, electrical, well head, disinfection of well and installed piping, discharge piping and fittings to well house building, all appurtenances, and all incidental work, complete in place.	ls	1	\$34,100.00	\$34,100
22	Well House Building. Include earthwork, building foundation, pre-engineered building, electrical work, SCADA, HVAC systems, piping, fittings, valves, all appurtenances, and all incidental work, complete in place.	ls	1	\$168,000.00	\$168,000

23	Site Work. Include clearing and grubbing, grading, gravel road, gravel surfaces, fence work, all appurtenances, and all incidental work, complete in place.	ls	1	\$27,800.00	\$27,800
24	Yard Piping. Include the following within the fenced area: trenching, backfill, compaction, pipe, all fittings, restraint devices, installation in trench, wrapping of metallic fitting components for corrosion protection, retention manhole, and all incidental work, complete in	ls	1	\$18,200.00	\$18,200
City Well No. 9					
25	Equip existing 10-inch diameter well. Include submersible pump and motor assembly, 4-inch column pipe, sounding tube, electrical, well head, disinfection of well and installed piping, discharge piping and fittings to well house building, all appurtenances, and all incidental work, complete in place.	ls	1	\$33,900.00	\$33,900
26	Well House Building. Include earthwork, building foundation, pre-engineered building, electrical work, SCADA, HVAC systems, piping, fittings, valves, all appurtenances, and all incidental work, complete in place.	ls	1	\$168,000.00	\$168,000
27	Site Work. Include clearing and grubbing, grading, gravel road, gravel surfaces, fence work, all appurtenances, and all incidental work, complete in place.	ls	1	\$27,300.00	\$27,300
28	Yard Piping. Include the following within the fenced area: trenching, backfill, compaction, pipe, all fittings, restraint devices, installation in trench, wrapping of metallic fitting components for corrosion protection, retention manhole and all incidental work, complete in place.	ls	1	\$18,200.00	\$18,200
City Well No. 10					
29	Equip existing 10-inch diameter well. Include submersible pump and motor assembly, 4-inch column pipe, sounding tube, electrical, well head, disinfection of well and installed piping, discharge piping and fittings to well house building, all appurtenances, and all incidental work, complete in place.	ls	1	\$31,200.00	\$31,200
30	Well House Building. Include earthwork, building foundation, pre-engineered building, electrical work, SCADA, HVAC systems, piping, fittings, valves, all appurtenances, and all incidental work, complete in place.	ls	1	\$168,000.00	\$168,000
31	Site Work. Include clearing and grubbing, grading, gravel road, gravel surfaces, fence work, all appurtenances, and all incidental work, complete in place.	ls	1	\$26,300.00	\$26,300
32	Yard Piping. Include the following within the fenced area: trenching, backfill, compaction, pipe, all fittings, restraint devices, installation in trench, wrapping of metallic fitting components for corrosion protection, retention manhole, and all incidental work, complete in place.	ls	1	\$18,200.00	\$18,200

City Well No. 11					
33	Equip existing 10-inch diameter well. Include submersible pump and motor assembly, 4-inch column pipe, sounding tube, electrical, well head, disinfection of well and installed piping, discharge piping and fittings to well house building, all appurtenances, and all incidental work, complete in place.	ls	1	\$33,800.00	\$33,800
34	Well House Building. Include earthwork, building foundation, pre-engineered building, electrical work, SCADA, HVAC systems, piping, fittings, valves, all appurtenances, and all incidental work, complete in place.	ls	1	\$168,000.00	\$168,000
35	Site Work. Include clearing and grubbing, grading, gravel road, gravel surfaces, fence work, all appurtenances, and all incidental work, complete in place.	ls	1	\$29,800.00	\$29,800
36	Yard Piping. Include the following within the fenced area: trenching, backfill, compaction, pipe, all fittings, restraint devices, installation in trench, wrapping of metallic fitting components for corrosion protection, retention manhole, and all incidental work, complete in place.	ls	1	\$18,200.00	\$18,200
General Work					
37	Gate on Existing Fence. Include modifications to existing fence, fence posts, steel gate frame and materials, all appearances, and all incidental work, complete in place.	ea	1	\$5,800.00	\$5,800
38	Bladed Two-Track Road. Include clearing, grubbing, compaction, blading of road to limits shown on Drawings.	sy	2950	\$6.90	\$20,355
	Subtotal			\$1,618,432	n/a
Other Project Construction Requirements					
39	Mobilization, Insurance, and Bonds	LOT	1	\$55,000.00	\$55,000
40	Demobilization and Submittal of All Closeout Documents	LOT	1	\$15,000.00	\$15,000
41	Prepare and execute Storm Water Pollution Prevention Plan (SWPPP) Compliance per requirements in Section 01 74 17, including all materials and labor, complete in place, for duration of construction period.	LS	1	\$5,000.00	\$5,000
42	Construction Staking by New Mexico Registered Surveyor	LS	1	\$15,000.00	\$15,000
43	Relocation of Utilities Allowance	ALLOW	1	\$10,000.00	\$10,000
44	Testing Allowance	ALLOW	1	\$30,000.00	\$30,000
45	Electrical Service Allowance	ALLOW	1	\$175,000.00	\$175,000
46	SCADA Integration	ALLOW	1	\$50,000.00	\$50,000
47	Contingency Allowance During Construction	ALLOW	1	\$100,000.00	\$100,000
	SUBTOTAL				\$2,073,400
	City Project Budget Funding Contingency	20.00%			\$414,700
	Subtotal				\$2,488,100
	NM Gross Receipts Tax	5.5000%			\$136,800
	TOTAL				\$2,624,900

**City of Carlsbad
Personnel Department**

**Action Report
Month of May 2016**

**Submitted by
Scot D. Bendixsen, HR Director**

City of Carlsbad
 Personnel Department Action Report
 Month of May 2016

EMPLOYEE REPORT	Beginning of Month	New Hires	Terminations	Transfers In	Transfers Out	End of Month
Full-Time Employees	443	3	4	1		443
Part-Time/Temp Employees	71	18	2		1	86
Total Employees	514	21	6	1	1	529
Administrative	20					20
Judicial	7					7
Finance	22					22
Police	114	2	2		2	112
Fire	61	15	2	1		75
Arts & Culture	63		1		1	61
Sports & Recreation	50	3	1	2		54
Planning & Regulation	17					17
Utilities	84					84
Transportation & Facilities	76	1				77
TOTAL	514	21	6	3	3	529

WEEKLY INDEMNITY	Beginning of Month	New Claims	Released To Work	Terminated	End of Month
Employees on WI	8	3	1	0	10

UNEMPLOYMENT CLAIMS	Claims Received	Claims Returned	Claims Denied	Claims Approved	Claims Pending	Claims Appealed
Current Month	1	1	1	0	1	0

DRUG TESTS	Number Given
Pre-employment	28
Probationary	3
Post Accident	14
Random	1
Periodic	0
Probable Cause	0

VACANCIES BID	Department
Master Mechanic	Garage

PHYSICAL EXAMINATIONS	Number Given
Pre-employment	24
Return to Work Evaluation	0
Functional Capacity Evaluation	0

VACANCIES ADVERTISED	Applications Received
Telecommunicator	9
Seasonal Laborer	24
Seasonal Recreation Attendant	8
Firefighter	Pending
Master Mechanic	Pending

TESTING	Number Given
Telecommunicator	6
Typing	5

MONTHLY ACTIVITY REPORT
Planning, Engineering, & Regulation Department
May 2016

ACTIVITY SUMMARY		
1. Business Activity:		
New Businesses: 27	Temporary Businesses: 39	Business Renewals: 121
2. Miscellaneous Permits:		
Dances: 0	Parades: 1	Other: 0
3. Building Permits & Inspections:		
Permits Issued: 174	Permit Revenue: \$10,832.00	Inspections Completed: 266
68—Building Permits		64—Building
53—Plumbing/Mechanical		90—Plumbing/Mechanical
53—Electrical Permits		112—Electrical
4. Code Enforcement		
90—New Cases		
87—Closed Cases		
5. Planning & Engineering activities for the month of May 2016:		
<u>NEW</u>		
<ul style="list-style-type: none"> • Five Planning & Zoning Applications received for June meeting • Long-Range Roadway Plan—100% Complete • Asset Management Plan 60% Complete • Housing Plan Update—Housing Plan Approved and Posted • Zoning Ordinances Being Reviewed for Updates 		
<u>ONGOING</u>		
<ul style="list-style-type: none"> • Infrastructure Mapping (GIS) • Development Review • Subdivision Review and Approvals • Leased Properties Inspections 		
PLANNING AND ZONING COMMISSION		
Meets the first Monday of each month at 5 p.m. in the City Hall Planning Room.		

Signed:  _____
 Jeff Patterson, Planning Director

**CARLSBAD MUNICIPAL COURT
CITY OF CARLSBAD
MONTHLY REPORT**

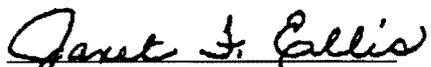
MAY 2016

Number of Cases	1,016
Warrants Outstanding	3,363
Amount of Fines	\$56,551.00
Cases on Appeal	1

FINES

Summary for the Month of	MAY 2016
Total Fines	\$37,674.50
Total Prevention Fees	\$ 418.00
Total Lab Fees	\$ 608.00
Total Correction Fees	\$12,234.00
Total Automation Fees	\$ 3,766.00
Judicial Fees	\$ 1,848.00
Notary Fees	\$ 3.00
Victim Restitution	\$ -0-
TOTAL	\$55,551.00
TOTAL FINES WORKED OUT THROUGH COMMUNITY SERVICE - -0-	

cc: Chief
City Administrator
Finance Department


Municipal Judge

CITY OF CARLSBAD



TRANSPORTATION AND FACILITIES APRIL 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: APRIL 2016

NO. OF EMPLOYEES: 4

NO. OF DAYS IN MONTH: 30

HOLIDAYS THIS MONTH: 0

NO. OF WORK DAYS THIS MONTH: 21

No. of Community Service Workers: 2

Hours of Work Performed by Community Service Workers: 32

Week of April 4th through April 8th

The crew started the week with litter control at Eddy House, Spring Park, Ocotillo Trail, National Parks Hwy. six Mile Dam and Canal St. They trimmed and cleaned up on Main St. Curb and gutter on Pierce St. National Parks Hwy, Church St. They cleaned graffiti on four dumpsters on Bindle St. Alley, Pavilions, and Railroad Bridge. They sprayed the bike path and ended the week with litter control at Eddy House, Spring Park and the Ocotillo Trail.

Week of April 11th through April 15th

The crew started the week doing litter control, Eddy House, Spring Park, and Ocotillo Trail and finished up on Pierce St. They trimmed and cleaned the Disc Golf Course at Lower Tansill Dam area, cleaned out drains on Park Dr. Muscatel Ave., and covered graffiti at 1505 W. Pierce St. and two metal conex. They finished out the week with litter control at Eddy House, Spring Park, Ocotillo Trail and cutting down a tree at City Hall.

Week of April 18th through April 22nd

The Community Service Department started the week off with litter control at Eddy House, Spring Park, Ocotillo Trail and cleaned up curb and gutter on S. Canal St. and N. Canal. They trimmed and cleaned at park next to the drain and pump house on Greene St. They covered graffiti at national parks Hwy. on dumpster, cinder block fence at 2305 Primrose, under N. Canal St. Bridge, 2415 Ave C. cinder block fence in alley and ended the week with litter control at Eddy House, Spring Park, Ocotillo Trail and Canal Street

Week of April 25th through April 29th

The crew started off the week with liter control at Eddy House, Spring Park, Ocotillo Trail, S. Canal St. then trimmed and cleaned up drain on Pierce St. National Parks Hwy, Lea St. Church St. and ended the week with litter control at Eddy House, Spring Park, Ocotillo Trail Canal St. Lookout point. They sprayed weeds on Lean and Texas St., Bonbright and sixth St.

Prepared by:



Victor Tavaréz, Street Superintendent

Digitally signed by Victor Tavaréz
DN: cn=Victor Tavaréz, o, ou,
email=vtavaréz@cityofcarlsbadnm.com, c=US
Date: 2016.05.20 15:01:18 -06'00'

MONTHLY WORK REPORT

DEPARTMENT: Construction		MONTH: April 2016	
NO. OF EMPLOYEES: 15		NO. OF DAYS IN MONTH: 30	
HOLIDAYS THIS MONTH: 0		NO. OF WORK DAYS THIS MONTH: 21	

1. Repaired boat docks at Riverview Park.
2. Assisted Solid Waste with roll-outs assembly and removal of metal dumpsters.
3. Replaced sidewalk that sunk at boat dock on the north end of the beach parking lot.
4. Completed Rubio Memorial at Santa Catarina Cemetery.
5. Poured concrete wings on sidewalk at softball and baseball concessions at the BFYSC.
6. Installed boat bumper pads at the boat docks at the beach parking lot.
7. Moved disc golf tee pad from Veterans Park to across the street and placed it by the river.
8. Built vault at Iron Horse for water valve
9. Installed door at Cemetery office and painted front office.
10. Finished remodel of Riverview Park restrooms.
11. Painted and roofed transit shelter.

Prepared by _



Digitally signed by David Gonzales
DN: cn=David Gonzales, o, ou,
email=dgonzales@cityofcarlsbadnm.com, c=US
Date: 2016.05.19 10:52:25 -06'00'

David Gonzales, Construction Superintendent

MONTHLY WORK REPORT

DEPARTMENT: ELECTRICAL

MONTH: APRIL 2016

NO. OF EMPLOYEES: 7

NO. OF DAYS IN THE MONTH: 30

HOLIDAYS THIS MONTH: 0

NO. OF WORK DAYS THIS MONTH: 21

Number of Jobs Preformed for Individual Departments

1. Airport	22
2. Golf Course	21
3. Parks	37

4. Waste Water

a. Treatment Plant	27	b. Primary Lift	14
c. Lift Station	19	d. Other	0

5. Water

a. Water Wells	25	b. Double Eagle	21
c. Yard	06	d. Other	0

6. Public Building and Yards

a. City Hall	13	b. Library	16
c. Museum	02	d. Mesa Senior Rec.	06
e. San Jose Sr. Rec.	04	f. Riverwalk Rec.	12
g. Rifle Range	02	h. Community Soup Kitchen	01
i. Antique Lights	44	j. Pecos River Village	06
k. Convention Center	07	l. Civic Center	01
m. Reintegration	0	n. Literacy Building	0
o. Public Works Yard	14	p. Bob Forrest Sports Complex	35
q. Sign Shop	0	r. Port Jefferson	0
s. Landfill	0	t. Solid Waste	08
u. PFA Garage	0	v. Police Department	17
w. Fire Department	16	x.	

7. Traffic	18
8. Streets	14
9. School Crossing Lights	11
10. Transportation	04
11. Cascades	11
12. Sunnyview Catch Basin	05
13. Underground Line Locates	68

Prepared by _____



Digitally signed by Pat Cass
DN: cn=Pat Cass, o=City of Carlsbad, ou=Public
Works, email=pjccass@cityofcarlsbadnm.com, c=US
Date: 2016.05.19 07:12:47 -06'00'

Patrick Cass, Deputy Director of Public Works

MONTHLY WORK REPORT

DEPARTMENT: **GARAGE**

MONTH: **April 2016**

NO.OF EMPLOYEES: 17

NO. OF DAYS IN MONTH: 30

HOLIDAYS THIS MONTH: 0

NO. OF WORK DAYS THIS MONTH: 21

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 12332 Repair push blade compactor

Unit 1796 Straighten pin on back door

Unit 12332 Refabricate track for push blade

Unit 12332 Weld new ware plates & install push blade

Repair lid latch 3yd container

Unit 12332 Weld cylinder bolt cover plates fine tune blade

Unit 10823 Repair side mast rails support

Unit 10823 Weld stop on grab arm, heat & straighten side mast rails, weld crack on side mast

Unit 12332 Remove blade plate floor

Unit 12332 Fabricate tailgate support

Unit 12332 Repair floor & track guides

Unit 9093 Cut exhaust holders off

Unit 12332 Stage plates for repairs, cut material for patches, fabricate corner patches & weld

Unit 1794 Remove mast roller bar

Unit 211 Auction Trailer Weld straps to outriggers

Unit 12332 Repair floor & walls in push blade compartment

Unit 10823 Repair hose bracket on side mast
Unit 12332 Repair on body of trash compactor
Unit 12332 Final cleanup before blade install
Unit 10781 Weld piece back on bracket
Unit 12332 Blade prep for re-installation
Unit 10823 Cut rear bumper off/evaluate and straighten bumper
Unit 10781 Weld hydraulic tab back on for pin and weld numerous cracks on mast
Unit 12332 Blade installation
Unit 10823 Fabricate & install rear bumper and section off tailgate
Unit 10783 Straighten damaged tipper
Repair safety cover @ Convenience Station
Unit 10823 Cut off timing blocks/Fabricate and weld hydraulic hose support, weld timing blocks
Unit 10780 Fabricate valve bank inspection door
Unit 10783 Weld timing blocks and upper tube assembly

Garage Department

Clean shop
Work on welding bed
Safety meeting
Fabricate acetylene cylinder ring
Weld axle on drum dolly
Stage material
Unit 15279 Transfer equipment from Unit 100
Get material for welding shop
Welding truck tray
Repair vise base
Fabricate cart for portable mig
Fabricate new vise mount
Install leads, fabricate tool holders and install

Water Department

Fabricate lids for vaults
Repair water leak
Cut 2 holes in water meter lid
Cut layout & material list for meter box covers
Fabricate meter box covers
Cut bolts off valve
Cut hinge on alley meter lids
Fabricate & cut lugs
Install meter box covers
Install meter vault
Weld hinges to vault lids
Cut hole in water meter lid
Fabricate little shovels for meter
Fabricate meter box & covers
Cut out 25" meter lid 3/8 plate
Cut water meter bolts
Hinge guard for vaults
Cut bolts at Tierra del Sol
Install lids on vault
Measure vault at Iron Horse Ranch

Double Eagle

Repair PRV cover

Street Department

Cut scrap iron in backyard

Cut base plates for bus stop signs

Unit 11378 Cut bolts on blade

Brush Hog

Parks Department

Cut lids for trash barrel Natl League

Cut two sections of pipe off and cap one end

Heat and straighten pipe on sign at Martin Luther King

Weld latch and hasp on door at Shorthorn League Park

Straighten sign post

Cut layout & material for scoreboard catwalk

Fabricate catwalk for National League field

Cut trash barrels for National League

Weld & install catwalk at National Field

Fabricate & weld two (2) flag poles

Measure for disc golf information stand

Golf Course

Fabricate fence panels

Sports Complex

Measure & fabricate grease trap cover

Install grease trap cover

Facility Maintenance

Fabricate tent stakes

Waste Water

Fabricate & install bucket pin retainer

Collections

Modify measuring tool

Unit 10084 Cut old bracket off and weld new bracket for tub

Prepared by: _____



Digitally signed by Terry Mathis
DN: cn=Terry Mathis, o, ou,
email=tmmathis@cityofcarlsbadn
m.com, c=US
Date: 2016.05.05 07:42:23 -06'00'

Terry Mathis, Maintenance Superintendent

MONTHLY WORK REPORT

DEPARTMENT: **PARKS**

MONTH: **APRIL 2016**

NO. OF EMPLOYEES: 14

NO. OF DAYS IN MONTH: 30

HOLIDAYS THIS MONTH: 0

NO. OF WORK DAYS THIS MONTH: 21

Week of April 1st

Four employees replaced the trash can liners at the beach area, Riverview Park, The Lower Tansill Area, and The RAPDSJ. Three employees repaired irrigation systems at the Lake Carlsbad Recreation Area, Cruz Fernandez Park, and Troy Young Park. Two employees repaired boat docks at the beach area.

Week of April 4 through April 8th

Six employees mowed and trimmed the following park/areas: The Playground on the Pecos, Millennium Park, The Old Campground, North James Street Park, South James Street Park, Riverview Park, Troy Young Park, Dais Park, Cass Park, Hall Addition Park and the Lower Tansill Area. Four employees replaced the trash can liners at the beach area, Riverview Park, The Lower Tansill Area and the RAPDSJ Park. Three employees repaired irrigation systems at the Walter Gerrells Civic Center, Dr. Martin Luther King Jr. Park, Smith Park, BFYSC, Arcadia Park, Cruz Fernandez Park, 8th Street Park, and the RAPDSJ. Two employees trimmed trees at Cruz Fernandez Park, and Lamont Street Park. Two employees removed landscape rocks from fire station number four.

Week of April 11th through April 15th

Eight employees mowed and trimmed the following park/areas: The Carlsbad Municipal Shooting Range, Riverview Park, The Lake Carlsbad Recreation Area, Heritage Park, and Spring Park. Four employees replaced the trash can liners at the beach area, Riverview Park, the Lower Tansill Area, and the RAPDSJ. Four employees repaired irrigation systems at Dr. Martin Luther King Jr. Park, The RAPDSJ, Troy Young Park, National Little League Fields, Riverview Park and Plumbing fixtures installation at the Riverview Park restrooms. Three employees moved disc golf baskets and tee pads at the Carlsbad Disc Golf Course. One employee assisted the Street Department in removing a tree at the City Hall parking Lot. Five employees assisted the Solid Waste Department in assembling roll-out containers at the Public Works Yard.

Week of April 18th through April 22nd

Five employees mowed, and trimmed the following park/areas: West Carlsbad Recreation area, Smith Park Sunset Park, Troy Young Park, Cass Park, Davis Park, Hall Addition Park, The Carlsbad Dog Park, Dr. Martin Luther King Jr. Park, North James Street Park, and the playground on the Pecos. Four employees replaced the trash can liners at the beach area, Riverview Park, The Lower Tansill Area, and The RAPDSJ. Four employees repaired irrigation systems at Riverside Country Club Park, Lamont Street Park, The Walter Gerrells Civic Center, the RAPDJS, The Public Works Yard, The Lower Tansill Area and installed stainless steel fixtures at the Riverview Park Restroom. Four employees removed a tree at Lamont Street Park. Two employees san blasted the transit shelter to be painted at the public Works yard.

Week of April 25th through April 29th

Six employees mowed and trimmed the following park/areas: Riverview Park, The Old Campground, Playground on the Pecos, Dr. Martin Luther King Jr. Park, Park Drive, The Lake Carlsbad Recreation Area, and the Lower Tansill Area and the RAPDSJ. Three employees repaired irrigation system at the Lower Tansill Area, Riverview Park, The Lower Tansill Area, Carlsbad Veterans Memorial Park, South James Street Park, The Cascades, Smith Park, The RAPDSJ and Troy Young Park. Four employees assembled and installed benches, trash can receptacles and wind socks at the Carlsbad Disc Golf Course. Four employees removed a tree on Park Drive.

Prepared by: _____



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DN: cn=Luis, o, ou,
email=lcrenteria@cityofcarlsbadnm.com, c=US
Date: 2016.05.18 10:57:50 -06'00'

Luis Renteria, Parks Superintendent

**Street Department
Monthly Work Report
April 2016**

Number of Employees 18	No. of days in the Month 31
Holidays 1	No. of days worked in this month 22

Week of April 1st

The Street Department did litter control and the sweeper swept downtown.

Week of April 4th through April 8th

The crew did hot mix in various areas; Utah St., Forrest Tire Parking lot, Carver St. Standpipe, 5th St. and E. Greene St. The sweeper cleaned Area 1 (La Huerta) Area 10 (Normandy Addition), Area 2 (Pecos Acres), Area 9 (East of the River and downtown). The crew did patching in Area 9 (East of the River) and hot spots around town, they hauled debris from the public works yard and Lower Tansill.

Week of April 11th through April 15th

The Street Department did patching in Area 5 (West Carlsbad), Area 3 (Solana), Area 8 (East of Canal) and Area 4 (Lamont). The sweeper went to various areas which included: Area 3 (Solana), Area 10 (Normandy Addition), Area 8 (East of Canal), Area 4 (Lamont), and downtown. They Hauled debris from the Public Work Yard, Lower Tansill and from the City Hall parking lot. They hauled scales from the landfill to the Lower Tansill. They mowed the Shooting Range, Bike Trail, Texas Street to National Parks Highway, Boyd Drive, Davis Street. They mowed drains in Sunnyview, Old Cavern, Farris, Chapman and Davis Park Area. The crew removed tree and cement flower beds at City Hall parking lot. They prepared the Golf Disc Area for a Golf Tournament at Lower Tansill.

Week of April 18th through April 22nd

The Street Department tamped the R.C. Airport at the Shooting Range and hauled debris from the Bob Forrest Sports Complex, Will Merchant Softball, Iris St. alley, and Lower Tansill. They hauled dirt to the fire station at Halagueno and Pierce St. The sweeper passed through Area 7 (Canal to Mesa), Area 5 (West Carlsbad), Area 11 (Hall Addition) and Area 6 (Mesa and CID Canal, Pierce, and downtown). The crew hauled a garbage truck to Public Works, the built two speed humps at Meadow St. The crew did litter control and mowed Area 10 (drain at Plaza St.) Area 11 (Hall Addition) Area 12 (Standpipe and patching at Area 11 (Hall Addition Area (San Jose and Sunnyview) also did hot mix at the City Hall parking lot.

Week of April 25th through April 29th

The Crew mowed Area 5 (N.E. 1st St.) Area 12 (Standpipe) Area 2 and 4 (Bike Path& J Scott Alley). They did patching in Area 12 (Standpipe) and hot spots around town. The Sweeper made rounds in Area 12 (Standpipe Area 13 (San Jose) Area 13 (San Jose) & Sunnyview Area 14 (South Carlsbad and downtown) and they hauled debris from alleys between 200 block of Mesa and Lake, Lower Tansill and the Cascades. The crew reworked the alley of 200 block between Mesa and Lake and hot mixed 6th and Church, Canyon and Rosevelt. The crew did litter control and hauled base to Public Works and piled stock materials.

Signs and Markings Division of the Street Department
March 2016

Type of Sign	Repaired	Stripped	Replaced	Installed	Constructed
Stop Signs	01		02		
Warning Signs	02		04	13	11
Guide Signs				09	03
Street Marker Signs			02	01	03
Regulatory Signs	01		02	10	19

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

- Restriped E. Pierce Street with double yellow and white lines.
- Repainted yellow stripes on Caesar.
- Painted stripes on Meadow Street humps.
- Striped parking lines at PFA.
- Painted single white and yellow double lines on N. Canal St. by TDS.
- Finished obstacle course at PFA parking lot.

Prepared by:  Digitally signed by Victor Tavarez
DN: cn=Victor Tavarez, o, ou,
email=vtavarez@cityofcarlsbadnm.com, c=US
Date: 2016.05.20 14:58:33 -06'00'

Victor Tavarez, Street Superintendent

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 6/14/16

Department: Executive	BY: Matt Fletcher, Purchasing Mgr.	Date: 6/10/16
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SUBJECT: Services
Description:
Health Services Study for City of Carlsbad

SYNOPSIS:	Qty <u>1</u>	Total Est. Cost	<u>\$ 60,000.00</u>	Total Actual Cost	<u>\$ 60,000.00</u>
	Budgeted Yes	Est. City Share	<u>\$ 60,000.00</u>	Actual City Share	<u>\$ 60,000.00</u>
	Account # <u>01-0010-60040</u>		<u>\$ 60,000.00</u>		
	Account # _____		_____		
	Account # _____		_____		
	Account # _____		_____		
		TOTAL	<u>\$ 60,000.00</u>		

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

The City of Carlsbad is interested in conducting a comparative health care services study. The study will focus on the following areas of interest:

- 1) Determine reasonable prices for health services
- 2) Determine how to reduce outmigration of residents for health services
- 3) Evaluate the costs and benefits of alternative actions to accomplish the first two objectives

RPC proposes to conduct the study and deliver a formal report on the findings of the study and advise the City on a course of action.

The City will procure the contract as permitted in the New Mexico Procurement Code as a Professional Services Agreement not to exceed \$60,000.

Requested action to be taken by Council: Select one	Council Action Taken: Select one	Date:
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Reviewed by City Administrator:

POST BID/RFP RECOMMENDATION **Council Meeting Date:**

Requested action to be taken by Council: Select one	Council Action Taken: Select one	Date: 6-14-2016
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ADDITIONAL INFORMATION:
The City requests permission to contract with Research and Planning Consultants, LP of Austin, TX to perform a health services study for the City of Carlsbad in an amount not to exceed \$60,000.

Reviewed by City Administrator: /s/ Steve McCutcheon 6-10-2016

ATTACHMENT(S): Specifications Bid/RFP Summary Other: Letter of Engagement Agreement



Research and Planning Consultants, L.P

May 12, 2016

Mr. Matt Fletcher
Purchasing Manager
City of Carlsbad
PO Box 1569
Carlsbad, NM 88221-1569

RE: Proposal for Health Services Study for City of Carlsbad

Dear Mr. Fletcher:

Thank you for considering Research & Planning Consultants, L. P. ("RPC") to conduct a health services study for the City of Carlsbad. We appreciate the opportunity to provide our services, and we will begin work upon receipt of the signed letter of engagement.

2. The City of Carlsbad ("Client") needs to study the current demand, supply and prices for health services for residents of Carlsbad and of Eddy County. The primary objectives of the study are (1) to determine reasonable prices for health services, (2) to determine how to reduce outmigration of residents for health services, and (3) to evaluate the costs and benefits of alternative actions to accomplish the first two objectives. RPC proposes to conduct the study and deliver a formal report on the terms and conditions in this letter of engagement. Attachment 1 is the scope of the study. Attachment 2 is information on RPC and the project team.

3. RPC will start work on June 1, or as soon thereafter as Client executes the letter of engagement. Three months will be needed to complete the draft report. Client should accept comments on the draft report for 30 days, and RPC will require 30 days to respond to comments and deliver a final report. This schedule assumes local employers promptly provide claims data showing amounts paid for services. Delays in obtaining these data may delay completion of the draft report.

4. The cooperation of local employers and health plans is essential to the success of the study. Client agrees to provide RPC all assistance requested to obtain data needed for the study from employers, health plans and health care providers in Eddy County. Client agrees to provide introductions to individuals and organizations relevant to the study.

5. RPC will be compensated for all services based on its hourly rates. All time spent on the project by professional, technical, and clerical personnel, including travel hours, will be billed. The following hourly rates for various levels of RPC employees are currently in effect:

6300 La Calma Drive, Suite 170 • Austin, Texas 78752
Phone: 512-371-8000 • Fax: 512-371-8001
www.rpcconsulting.com

Principals	\$350 - \$450
Managers	\$250 - \$350
Consultants	\$150 - \$250
Assistants	\$ 50 - \$100
Production Staff	\$ 35 - \$ 50

In addition to its fees, RPC will be reimbursed for business expenses reasonably incurred in the provision of all services. Reimbursable expenses include, but are not limited to travel, photocopying, data processing, long-distance telephone charges, and postage. RPC's total payment for services and expenses for completing the study will not exceed sixty thousand and no/100 (\$60,000.00) dollars

6. RPC will invoice for fees and expenses on a monthly basis. RPC may send its invoices by regular mail, fax, or by e-mail in a format readable with Adobe Acrobat. Invoices are due net 30 days from receipt and approval. Any objection to invoiced charges must be made in writing within 60 days of the invoice date or the objection is waived. Should the account become past due during the engagement, we reserve the right to stop work until the account is made current. It is also agreed that payment of estimated fees and expenses must be current at the time of delivery of our final report. For your future reference, RPC's Federal Tax ID number is 74-2595388.

7. It is agreed that this contract is made in Austin, Travis County, Texas, it is performable in Austin, Travis County, Texas, and all payments due hereunder are due and payable in Austin, Travis County, Texas. Any claim or dispute arising under this agreement shall be brought in a court of competent jurisdiction in Eddy County, New Mexico.

8. RPC acknowledges that in providing services under this agreement, it will be entrusted with confidential information and agrees not to disclose any such information without your written permission, except to the extent that disclosure is reasonably required to provide services requested by you and your client. Information which was known to RPC prior to entering into this agreement or which is available from public sources shall not be considered confidential.

9. RPC's maximum liability relating to the services rendered (regardless of form of action, whether in contract, negligence or otherwise) shall be limited to fees paid to us for the portion of its services or work products giving rise to the liability. In no event shall RPC be liable for consequential, special, incidental or punitive loss, damage or expense (including without limitation, lost profits, opportunity costs, etc.) even if we have been advised of their possible existence.

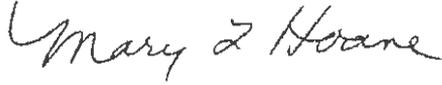
10. 10. RPC cannot and does not warrant nor predict the results of final developments in this matter.

Thank you for contacting us. Please call if you have any questions regarding this letter. If we do not receive the signed letter by three weeks from the date of this letter, RPC's offer to

Mr. Matt Fletcher
April 19, 2016
Page 3

provide services is withdrawn without further notice. I look forward to working with you on this case.

Sincerely yours,



Mary L. Hoane, CPA/CFF, MBA
Senior Financial Consultant

Attachment 1 - Scope for Health Services Study for City of Carlsbad
Attachment 2 - Information on RPC and the Project Team

SIGNED AND AGREED:

DATE:

Attachment 1

Scope for Health Services Study for City of Carlsbad

The City of Carlsbad is the county seat and population center of Eddy County, which has an estimated 2015 population of about 55,000. Geographically, Carlsbad is relatively isolated from other cities. The nearest cities of comparable size are Hobbs and Roswell. The nearest major metropolitan areas are Lubbock, Midland-Odessa, and El Paso, Texas. The major metropolitan areas in New Mexico are Albuquerque and Las Cruces. As the table below shows, travel time to all the cities is in excess of an hour and travel time to the nearest major metropolitan areas is about 2.5 to 3.0 hours.

From Carlsbad, NM to:	Distance	Time
Hobbs, NM	69.7 miles	1 hr. 5 min.
Roswell, NM	76.1 miles	1 hr. 17 min.
Lubbock, TX	179 miles	2 hr. 51 min.
Midland, TX	150 miles	2 hr. 28 min.
El Paso, TX	165 miles	2 hr. 36 min.
Albuquerque, NM	280 miles	4 hr. 15 min.
Las Cruces, NM	207 miles	3 hr. 18 min.

Source: Google Maps, as viewed on November 30, 2015. Average drive time on Monday at 7am

Carlsbad Medical Center (“CMC”) is the primary hospital facility serving the greater Carlsbad area, operated by Community Health Systems, a publicly traded company. CMC is a 127-bed acute-care facility, including a 24-hour emergency room, imaging systems, and other services. The town is also home to dialysis clinics, MRI facilities, an oncology center, and specialty clinics. Pecos Valley Physician Group, a multi-specialty group is affiliated with CMC. The other hospital in the county is Artesia General Hospital (“AGH”), a 43 bed hospital, located in Artesia, New Mexico about 36 miles north of Carlsbad. Community Hospital Corporation (“CHC”) manages AGH. Both entities are non-profit organizations.

In August 2015, Intrepid Potash, a major employer in the county, made a presentation to the Carlsbad City Council showing that hospital charges by CMC were substantially higher than in the surrounding metropolitan areas. The higher charges were shown to have produced extraordinary profits margins for CMC. Intrepid showed that it has taken steps to steer its employees and their dependents to less expensive providers where possible, but that other actions by the community are necessary to provide Carlsbad area residents hospital services at reasonable prices. This study is intended to provide local elected officials and other interested parties with reliable information about current conditions and future options to obtain access to quality health care at reasonable prices.

The data for the assessment will come from both public and private sources. RPC has extensive experience working with federal and state health care and demographic data and has the facilities and expertise to analyze large data files. The following are some of the public data files we plan to use.

- Medicare Cost Reports (ICRIS) for hospitals and other providers
- Medicare denominator file and standard analytical files for hospitals (inpatient and outpatient), hospice, home health agencies, skilled nursing facilities
- Medicare physician summary file
- National Provider Identification file
- Texas Health Care Information Collection inpatient and outpatient public use data files.
- Truven data files for New Mexico hospitals¹
- American Hospital Association annual hospital surveys
- New Mexico and Texas licensure data for health care providers
- University of New Mexico, Bureau of Business and Economic Research population estimates and projections
- U. S. Bureau of the Census, American Community Survey and decennial census data

The public data provide adequate information on the amount of services used and the billed charges for these services. Public information allows us to determine payment levels to providers for Medicare, Medicaid and other public programs. However, the public data do not provide adequate information on the amounts healthcare providers accept as payment in full from patients with commercial insurance or no insurance. For information on negotiated payment levels and payment levels for out of network services, we will have to rely on the cooperation of local employers and their health plans. We will request claims files or summaries of those files. We will also interview them regarding provider contract negotiations and negotiations on out of network services.

The following outline describes the scope of the study:

1. Estimate current demand for acute care services by residents of Eddy County and the City of Carlsbad regardless of where services are provided.
2. Estimate where and from which facilities and physicians residents of Eddy County and the City of Carlsbad receive services
 - a. Services delivered in City of Carlsbad
 - b. Services delivered in Eddy County
 - c. Outmigration for clinical reasons – Eddy County does not have the population base to support the service

¹ In order to reduce the cost of the assessment Covenant Health System has offered to make these data available for this assessment.

- d. Outmigration for economic reasons or patient preference reasons – the service is or could be provided in Eddy County
3. Estimate what services are provided in the City of Carlsbad and Eddy County to persons who do not reside in Eddy County
4. Project resident demand for services to 2021 regardless of where services are provided.
5. Determine reasonable prices for private (non-government) payors for facility and physician services in Eddy County
 - a. Scope and Methods
 - i. Inpatient hospital services
 - ii. Outpatient facility services
 - iii. Physician services
 - b. Are current prices reasonable for private payors?
 - c. What prices are financially feasible for healthcare providers?
6. Determine impact of options on local government revenues from gross receipts tax
7. Options available to local governments in Eddy County reduce healthcare costs for residents
 - a. Community health purchasing cooperative
 - b. Increase transportation access to providers outside city and county
 - c. Construct and lease facility to attract additional providers to community to create price competition
 - d. Directly provide services through a public entity to make services available at a reasonable price.

Attachment 2

Information on RPC and the Project Team

Research & Planning Consultants, LP (“RPC”) is a Texas limited partnership formed on [date]. The managing partner is R Luke LLC and the sole limited partner is Ron Luke. Dr. Luke is the sole owner and president of R Luke LLC. The managing partner has a 1 percent interest in RPC and the limited partner owns the remaining 99 percent interest.

RPC has conducted healthcare services assessments for a variety of purpose since 1976. These assessments have been part of socioeconomic impact assessments, Certificate of Need applications and expert testimony in litigation. In all these settings our work has been subject to close scrutiny by government and by experts retained by parties adverse to our clients. We therefore conduct our studies to be objective, credible, and transparent.

RPC has been responsible for socioeconomic impact assessments of major projects that will create population surges in communities since 1976. Analysis of healthcare resources is an important component of these assessments. These assessments have examined the impacts of offshore oil and gas development, pipeline development, development of oil shale resources in western states, power plant and refinery development, water reservoir development, and development of surface and underground mines. Our clients have included city, county, state and federal agencies and major corporations.

RPC has conducted healthcare services assessments for Certificate of Need applications and administrative hearings since 1980. We have conducted studies in Texas, New Mexico, Colorado, Utah, Oklahoma, Arizona, Nevada, Kansas, Washington, Alaska, and many eastern states. The healthcare services studied include general acute care hospitals, inpatient rehabilitation facilities, behavioral health hospitals, nursing homes, home health agencies, hospices, ambulatory surgery centers, imaging centers, and clinics. They also include studies of the need for specialized services including open heart surgery, diagnostic and therapeutic catheterization, proton beam therapy, and neonatal intensive care. Some of these studies have been in major metropolitan areas while others have addressed to specific needs of small cities in predominantly rural areas, like Carlsbad.

RPC has extensive experience in evaluating the dynamics of healthcare markets and the reasonableness of provider charges in litigation and administrative proceedings. Recent examples are provided below.

- RPC has developed methods to determine the reasonableness of charges and payments for a wide variety of medical services in workers’ compensation fee disputes, in litigation between providers and health plans, and in personal injury litigation.

- RPC has analyzed the impact on competition and damages to consumers in disputes between hospitals and physicians.
- RPC has determined reasonable payment levels for freestanding emergency centers and outpatients services in disputes between providers and health plans.
- RPC has determined reasonable payment levels for arbitration between a patient and an out of network provider in a balance billing dispute.
- RPC has provided analysis of provider behavior and damages for relators in *qui tam* litigation.

These studies have required combining analysis of public use data files with extensive analysis of hospital and physician claims data.

RPC has worked in New Mexico and West Texas since 1980. The work included analysis of health care markets in El Paso, Albuquerque, Amarillo and Lubbock in administrative and judicial proceedings. We have also conducted economic and demographic studies of the area concerning Pecos River water deliveries and water supplies for the City of El Paso, development of a high level radioactive waste disposal facility in the Texas panhandle and development of energy resources in northeastern New Mexico. We currently provide data analysis for Covenant Health System in Lubbock. We recently completed a study of managed care contracts and of negotiated and out of network payment levels payment amounts for the Lovelace Health Plan in respect to payments to University Health System in Lubbock.

RPC understands that the geography of West Texas and Eastern New Mexico reduces competition between hospitals and physicians in many Eastern New Mexico counties and limits the ability of market forces to constrain prices for non-government individual and group health plans. Circumstances require Carlsbad and other communities in Eastern New Mexico to seek innovative ways to protect consumers from abusive pricing based on geographic monopolies. While the Affordable Care Act has expanded the insured population, it does nothing to limit what hospitals and physicians charge for their services. However, technological change makes it possible to reduce the number of procedures that need to be performed in a hospital and telemedicine and electronic health records offer ways to decrease dependence on a local hospital or a local physician group.

RPC's project team will consist of Ron Luke, Robin Gage, Mary Hoane, Darcy Lewis, and Adam Reeves. Brief statements of qualifications for each are included below. Complete *curricula vita* are available upon request for all members of the project team. Dr. Luke will have overall responsibility for RPC's work. Ms. Gage and Ms. Lewis have many years of experience analyzing health care markets in many states. Ms. Hoane has experience analyzing the financial performance of hospitals, nursing homes and physician practices. Mr. Reeves has experience

working with federal and state public use data files and with claim files from providers and health plans.



Ron Luke is a principal consultant and president of Research & Planning Consultants, LP. Ron joined RPC in 1976 and became its president and principal owner in 1979. He has consulted on projects for health care providers, managed care plans and public agencies in more than 25 states. He also serves as an expert witness in trials, administrative proceedings and legislative hearings.

Active in the health policy arena, Ron was an original member, and later chairman, of the Texas Department of Insurance's Utilization Review Advisory Committee. Governor George W. Bush appointed him as an original member of the Texas Health Care Information Council, where he had a major role in the development of the Texas hospital discharge data system. He has served as an advisor to committees of the Texas Legislature on health insurance mandates and major revisions to the Workers' Compensation Act. A former director of the Texas Business Group on Health, Ron also served on the boards of several public and non-profit organizations providing healthcare services. He currently serves on the Texas Health and Human Services Council, to which he was appointed by Governor Rick Perry, and as a Director of the Texas Association of Business. He chairs TAB's Health Policy Committee.

- **Harvard University, John F. Kennedy School of Government**
Doctor of Philosophy in Public Policy, 1975
- **The University of Texas at Austin, School of Law**
Doctor of Jurisprudence, 1974
National Science Foundation Fellow in Economics, 1970 – 1972
- **Harvard University**
Bachelor of Arts in Social Studies, Magna Cum Laude, 1970
Phi Beta Kappa, 1970

Licensure

Dr. Luke has been licensed as an attorney in Texas since 1975. He is a member of the College of the State Bar of Texas and is a Life Fellow of the American Bar Foundation.



Robin Gage, a healthcare consultant with RPC since 2001, has been involved in health care projects in more than 15 states. Experienced in examining development opportunities and assessing potential markets, Ms. Gage has been accepted as an expert in health care planning. She has prepared utilization, market share, competition, impact, and population-based data

analysis to prepare Certificates of Need (CON) for leading health care clients across numerous states. Robin's health planning and development experience has incorporated statistical analysis of a wide range of healthcare data including Medicare Cost Reports, statewide and hospital specific utilization data, physician compensation surveys, licensure data and financial surveys. In 2012 Ms. Gage was appointed to the South Carolina Certificate of Need Review Panel tasked with making recommendations to streamline the CON process.

- **Georgia State University, Institute of Health Administration**
Master of Health Administration, 2005
- **Georgia State University, Robinson College of Business**
Master of Business Administration, 2004
- **University of Florida, Warrington College of Business**
Bachelor of Science in Business Administration, 2001
Double major in Finance and Risk Management



Darcy Lewis has been with RPC since 2007, and has been involved in health care projects in Florida, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Washington. Darcy is experienced in identifying both quantitative and qualitative data for use in health planning research. She has prepared Certificate of Need (CON) applications for health care clients in several states and provided clients with market analyses for proposed projects. Darcy has experience assessing the socioeconomic impact of major utilities projects. In addition to working on health planning and Certificate of Need projects, Darcy serves as RPC's marketing director.

- **University of Maryland, College Park**
College of Information Studies, Master of Library Science, 2011
- **Emory University**
Bachelor of Arts in International Studies, Magna Cum Laude, 2006
Phi Beta Kappa, 2005



Mary Hoane joined RPC in 1996. As a financial consultant, Mary specializes in the analysis of market dynamics, accounting, statistical and economic issues. Her range of specialization includes most aspects of the business of healthcare, including research and analysis of economic damages in business investments, personal injury cases, business litigation support, antitrust issues, medical bill pricing, managed care agreements, and feasibility studies. Mary has more than 30 years of experience in managing accounting, credit, financial planning, and

auditing functions for the managed care, high tech manufacturing, consulting, and banking industries. Mary is a member of the Healthcare Financial Management Association.

- **University of Iowa, Iowa City, IA**
Master of Business Administration (concentration in Finance), 1980
- **Augustana College, Rock Island, IL**
Bachelor of Business Administration,
Magna Cum Laude, 1974
Double major in Business Administration and French

Licensure

- Licensed as a CPA in the state of Texas since 1994
- Certified in Financial Forensics by the AICPA



Adam Reeves is RPC's Data Base Administrator. He oversees our computer resources and is responsible for obtaining and organizing the many state and federal public use data files RPC holds for use on health care consulting and litigation support. He is skilled in extracting and analyzing relevant data from these very large data files using SQL and STATA. He is RPC's primary liaison with the National Association of Health Data Organizations, RESDAC, CMS and state health data agencies.

- **University of Texas, Austin, TX**
Bachelor of Arts in Mathematics, 2005

CITY OF CARLSBAD
AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 6/14/16

DEPARTMENT: Planning, Engineering and Regulation	BY: Jeff Patterson, Director	DATE: 6/9/16												
SUBJECT: Set July 26, 2016 as the public hearing date to consider amendments to Code of Ordinances, Chapter 56 – Zoning.														
<p>BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)</p> <p>On May 24, 2016, the City Council set the date to consider the aforementioned amendments on June 28, 2016. Additional time is needed to review the proposed amendments and publish the hearing date. Therefore, staff recommends re-setting the hearing date for July 26.</p>														
RECOMMENDATION: Set public hearing date for July 26, 2016.														
<p>BOARD/COMMISSION/COMMITTEE ACTION: N/A</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> P & Z</td> <td><input type="checkbox"/> Lodgers Tax Board</td> <td><input type="checkbox"/> Cemetery Board</td> <td><input type="checkbox"/> Approved</td> </tr> <tr> <td><input type="checkbox"/> Museum Board</td> <td><input type="checkbox"/> San Jose Board</td> <td><input type="checkbox"/> Water Board</td> <td><input type="checkbox"/> Disapproved</td> </tr> <tr> <td><input type="checkbox"/> Library Board</td> <td><input type="checkbox"/> N. Mesa Board</td> <td><input type="checkbox"/> _____ Committee</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>			<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"/> Disapproved	<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> _____ Committee	<input type="checkbox"/> Other _____
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<p>Reviewed By:</p> <p>City Administrator: _____ Date _____</p>														

ATTACHMENT(S): proposed ordinance

ORDINANCE NO. 2016-

**AN ORDINANCE ADOPTING AMENDMENTS
TO THE CARLSBAD CODE OF ORDINANCES,
CHAPTER 56 – ZONING ORDINANCE
PURSUANT TO CODE OF ORDINANCES
SECTION 56-150 AND SECTION 3-17-1 AND 3-
18-1 NMSA 1978.**

WHEREAS, in Section 3, Article 17 NMSA 1978, the State of New Mexico enables municipalities to adopt ordinances and resolutions not inconsistent with the laws of New Mexico for the purpose of providing for the safety, preserving the health, promoting the prosperity and improving the morals, order, comfort and convenience of the municipality and its inhabitants. Section 3, Article 18 NMSA 1978 states that a municipality may protect generally the property of its municipality and its inhabitants; and

WHEREAS, in 2011, the City of Carlsbad adopted Ordinance No. 2011-15, known as the Zoning Ordinance, and incorporated into the Code of Ordinances as Chapter 56, to govern the zoning of land within the City limits and use regulations regarding residential and commercial activity; and

WHEREAS, Chapter 56, Section 150 of the Zoning Ordinance, provides a process for amending the text of this Zoning Ordinance; and

WHEREAS, the Planning Department, along with City Staff and with input from the public, had compiled suggested changes and prepared a revised version of Chapter 56, the Zoning Ordinance, containing proposed amendments to the text of this Ordinance; and

WHEREAS, on April 4, 2016, the Planning Staff presented the proposed amendments to the Planning and Zoning Commission at their regularly scheduled public meeting and during public hearing at this meeting, the Commission discussed the proposed amendments to the text of Chapter 56, the Zoning Ordinance; and

WHEREAS, on May 2, 2016, the Planning and Zoning Commission continued there discussion of the proposed amendments and after discussion and listening to public comments, voted to recommend approval of the proposed amendments to Chapter 56, the Zoning Ordinance, as presented, to the City Council by a vote of five (5) in favor and none (0) opposed; and

WHEREAS, legal notification of the adoption of this ordinance has been provided in accordance with Code of Ordinances Section 56-150(b)(1)(c);

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD, EDDY COUNTY, NEW MEXICO, that Code of Ordinances Chapter 56, Zoning Ordinance, is hereby amended as stated above.

INTRODUCED, PASSED, ADOPTED AND APPROVED this 28th day of June, 2016.

DALE JANWAY, MAYOR

ATTEST:

CITY CLERK

CITY OF CARLSBAD

INTER-OFFICE MEMORANDUM

Dale Janway, Mayor

Steve McCutcheon, City Administrator

June 9, 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 Arbor Day Foundation Tree City New Mexico Advisory Board

Ken Britt appoint 4 year term

Carlsbad Disability Advisory Board

Tom Kirby reappoint 4 year term

Deborah Pinching reappoint 4 year term

Carlsbad Museum & Art Center Advisory Board

Gerri Mattson reappoint 5 year term

City of Carlsbad Planning & Zoning Commission

James McCormick reappoint 2 year term

James Knott reappoint 2 year term

City of Carlsbad Police Department's Citizen Advisory Board

Richard Wiede appoint 4 year term

Karla Dyess appoint 4 year term

City of Carlsbad Veteran's Memorial Board

Steve Voris reappoint 4 year term

Fernando Santana reappoint 4 year term

Thank you.

DJ/cm

CITY OF CARLSBAD
AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 6/14/16

DEPARTMENT: Planning, Engineering & Regulation	BY: Jennifer Campos, Executive Secretary	DATE: 5/19/16																
SUBJECT: Business License to conduct door to door sales, service and installation of security systems by Smart Home Pros Inc. (Owner: Vivint, Inc.) 491 South 1325 West, Suite 3-4, Orem, UT 84058 (Contact: Andrea Fausett), pursuant to Carlsbad Code of Ordinances, Chapter 28, as amended by Ord. 2012-16.																		
<p>BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)</p> <p>The applicant is requesting a Business license to conduct door-to-door solicitations. In June 2014, the City Council approved a request for a Special License to allow door to door sales for Vivint, Inc. based on the condition that door to door sales were only permitted during the hours of 9am to 7pm.</p> <p>The applicant provided the required application materials including the bond.</p> <p>A report was requested from the Police Department on May 19, 2016, and on June 3, 2016 the Police Department provided the requested background check, making the recommendation that Smart Home Pros Inc. be allowed to conduct door-to-door sales.</p> <p>Section 28-43(b), as recently amended by Ord. 2012-16, of the Carlsbad Code of Ordinances states that:</p> <p style="padding-left: 40px;">“In making its decision, the city council shall consider, but is not limited to, how such business will affect the health, safety and general welfare of the public; the level of supervision such business may require; the degree to which such business may attract crowds or children or affect vehicle or pedestrian traffic; the accessibility of the proprietors of such business if complaints made to the city are to be investigated; and the possibility of illegal activity transpiring at the proposed place of business.”</p> <p>In addition, Section 28-161 et. Seq. specifically applies to solicitations and Section 28-166 states:</p> <p style="padding-left: 40px;">“A city solicitation license may be granted only upon approval by the city council at a regular meeting of the council. The city council shall not consider approval of a solicitation license application unless the chief of police has filed a report on his investigation of the employer or person seeking the license.” (emphasis added)</p> <p style="text-align: center;">(see attached sections of Chapter 28)</p>																		
<p>RECOMMENDATION: Denial of the Business License in compliance with Sec. 28-166.</p> <p>The Police Department report is recommending approval.</p>																		
<p>BOARD/COMMISSION/COMMITTEE ACTION: N/A</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> P & Z</td> <td style="width: 33%;"><input type="checkbox"/> Lodgers Tax Board</td> <td style="width: 33%;"><input type="checkbox"/> Cemetery Board</td> <td rowspan="2" style="width: 5%; text-align: center;">}</td> <td rowspan="2" style="width: 25%;"><input type="checkbox"/> APPROVED</td> </tr> <tr> <td><input type="checkbox"/> Museum Board</td> <td><input type="checkbox"/> San Jose Board</td> <td><input type="checkbox"/> Water Board</td> </tr> <tr> <td><input type="checkbox"/> Library Board</td> <td><input type="checkbox"/> N. Mesa Board</td> <td><input type="checkbox"/> _____</td> <td rowspan="2" style="text-align: center;">}</td> <td rowspan="2"><input type="checkbox"/> DISAPPROVED</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Committee</td> </tr> </table>			<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"/> _____	}	<input type="checkbox"/> DISAPPROVED			Committee
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		Committee																
<p>Reviewed By:</p> <p>City Administrator: <u> /s/ Steve McCutcheon </u> Date: <u> 6-10-2016 </u></p>																		

ATTACHMENT(S): Application and applicable Chapter 28 sections

ARTICLE VI. SOLICITATIONS

Sec. 28-161. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Employer means any person, firm, partnership, association, corporation or other natural or legal entity employing any person in the capacity of agent, servant, employee or representative on an exclusive or nonexclusive basis.

Insurance agent means any person appointed by an insurance company licensed to transact business in the state to act as representative in any given locality for the purpose of soliciting and writing insurance bonds, and such other duties in connection with the handling of the business of such agent as may be authorized, and paid for his services either on a commission basis or salary basis, or part by commission and part by salary.

Insurance solicitor means any person employed by the licensed agent of an insurance company licensed to transact business in the state to act as representative in any given locality for the purpose of soliciting and writing insurance or bonds, and such other duties in connection with the handling of the business of such agent as may be authorized, and paid for his services either on a commission basis or salary basis, or part by commission and part by salary.

Solicitation means the going in or upon or telephoning to one or more private residences in the city by any person not having been requested or invited to do so by the owners or occupants of such private residence or residences for the purpose of soliciting orders for the sale of goods, wares, merchandise, any article or thing of whatsoever description intended for the use or benefit of the recipient thereof, property either real or personal or tangible or intangible, or services; for the purpose of peddling or hawking any of the same; for the purpose of making or requesting appointments or procuring interviews or arranging for demonstrations or explanations preliminary to any actual solicitation of orders; or for the purpose of selling, peddling or hawking of any of the same.

(Code 1974, § 31-1)

Sec. 28-162. General prohibition.

(a) *Violation deemed misdemeanor.* Whoever commits solicitation in violation of this article commits a misdemeanor.

(b) *Elements of prima facie case of solicitation.* Any person or employer who goes in or upon or who telephones any one residence for the purpose of solicitation shall be deemed prima facie to have committed solicitation and a continued practice need not be shown.

(Code 1974, §§ 31-2, 31-3)

Sec. 28-163. Exceptions to prohibition.

The provisions of section 28-162(a) shall not apply to any person if such person for himself, or through his employer, shall have:

(1) Posted a surety bond, with a surety licensed to do business in the state, in the amount of \$1,000.00, to the city and the residents of the city conditioned that the person posting the surety bond shall comply fully with all the provisions of the ordinances of the city and the statutes of the state regulating and concerning the business licensed, and guaranteeing to any resident of the city that all money paid will be accounted for and applied according to the representations of the licensee, and further guaranteeing to any resident of the city doing business with such licensee that the property or services purchased will be delivered or furnished according to representations made by the licensee, and will conform to such representation, whether such representations be oral or in writing, and that the licensee's contract in all respects will be fully performed. Action on such bond may be brought in the name of the city to the use and benefit of the aggrieved person or in the name of the aggrieved person. The term of such bond shall be at least one year.

a. Any employer may purchase such a bond for any person employed by him or representing him in any capacity. If such bond is purchased by an employer of more than one employee, he shall purchase one such bond in the amount of \$2,000.00, which bond shall cover all persons employed by him or representing him in any capacity.

b. Any person who solicits for one or more employers shall file with the city administrator evidence of a surety bond having been posted by each employer in the manner heretofore described.

(2) Obtained a state school tax license and a city solicitation license as provided in section 28-166.

(3) Obtained a peddler's identification card. Such card shall be issued upon written proof of compliance with this section. The city administrator is authorized to require any such person to be properly identified

by fingerprinting and photography; provided, however, that such fingerprinting shall be required only at the time of the filing of the original application for such card; except, that if the city administrator finds that the fingerprints lack sufficient clarity or are otherwise inadequate or unavailable for proper identification of such person, the city administrator may require such person to be fingerprinted again. The card shall be renewed every two years. The application of such card and every renewal thereof shall be made on such form as shall be provided by the city administrator. The service charge for investigation and printing the original card and for each renewal thereof shall be as set from time to time by the council and a schedule of such charges is on file in the office of the city clerk. The city council shall, after notice and hearing, suspend or revoke any such card upon finding such person has been convicted of a felony or misdemeanor involving moral turpitude in this state or any of the United States, or upon finding that such person gave false information on the application; provided, however, that nothing herein contained shall prohibit the city administrator from withholding the issuance of the aforementioned identification card until an adequate police record check is obtained.
(Code 1974, § 31-4)

Sec. 28-164. Peddler's identification card.

(a) *Contents.* The peddler's identification card shall contain the following:

- (1) The name and address of the bearer.
- (2) The name and address of each employer or, if self-employed, the words "self-employed" or, where applicable, both the name and address of each employer and the words "self-employed."
- (3) A wallet-size photograph of the bearer, to be furnished by the bearer.
- (4) The name and address of each bonding company and the employer bonded, if any.
- (5) The legend: "THE CITY OF CARLSBAD DOES NOT ENDORSE OR GUARANTEE THE PRODUCT OR SERVICE OF THE BEARER OR HIS COMPANY."

(b) *Carrying; exhibition.* Any person who solicits in the city shall carry his own peddler's identification card at all times while engaged in solicitation. Such card shall be exhibited to any owner or occupant of any residence or, upon demand, to any police officer of the city.

(Code 1974, §§ 31-5, 31-6)

Sec. 28-165. Insurance agents and insurance solicitors; real estate brokers and real estate salespersons.

(a) The provisions of sections 28-162(a), 28-163 and 28-164 shall not apply to any insurance agent or insurance solicitor who has obtained a license from the state superintendent of insurance, nor to any real estate broker or real estate salesperson who has obtained a license from the state real estate commission, and who carries such license on his person and who exhibits such license to any owner or occupant of any residence or, upon demand, exhibits such license to any police officer of the city.

(b) No person shall solicit for the purchase of insurance without a license from the state superintendent of insurance.

(Code 1974, § 31-9; Ord. No. 1035, 1-14-92)

Sec. 28-166. Grant of license; investigation report prerequisite to consideration.

A city solicitation license may be granted only upon approval by the city council at a regular meeting of the council. The city council shall not consider approval of a solicitation license application unless the chief of police has filed a report on his investigation of the employer or person seeking the license.

(Code 1974, § 31-10)

Sec. 28-167. Posted property.

Except where he has been requested or invited to do so by the owner or occupant of property, it is unlawful for any person, whether or not authorized by compliance with section 28-163 to solicit, to commit an act of solicitation in or upon any premises if required by anyone not to do so, or if there is placed on such premises in a conspicuous place near the entrance thereof a sign bearing the words: "No Trespassing," "No Peddlers," "No Agents," "No Solicitors," "No Advertisements" or any similar notice indicating in any manner that the occupants of such premises do not desire to be molested or have their privacy disturbed.

(Code 1974, § 31-7)

Sec. 28-168. Representation of city approval prohibited.

It is unlawful for any person to make any claim or representation, whether orally or in writing, during the solicitation that the city has approved, endorsed or guaranteed his product or service.

(Code 1974, § 31-8)

Sec. 28-169. Time limitation.

No person shall engage in solicitation after 9:00 p.m.
(Code 1974, § 31-11)



CITY OF CARLSBAD
Planning, Engineering, and Development Dept.
Phone: (575) 885-1185
Fax: (575) 628-8379

NON-REFUNDABLE APPLICATION FEE:

- \$25 Door to Door--City Solicitation License (as regulated by Sec. 28.161)
- \$25 Dance, per day
- \$200 Dance, per year
- \$50 Boxing, wrestling, fighting, or martial arts exhibitions or contests, per performance
- \$100 Carnival, circus, or menagerie, per day
- \$250 Pawnbroker, per year

Date: 5.17.16

BUSINESS LICENSE
(SPECIAL EVENTS/PAWNBROKERS)
APPLICATION

BUSINESS NAME:
Smart Home Pros

TYPE OF BUSINESS/PURPOSE OF LICENSE:
 Door to Door Sales

LOCATION OF BUSINESS (Physical Address):
491 S. 1325 W. #3-4, Orem UT

NM ID #: 8253

MAILING ADDRESS:
491 S. 1325 W. #3-4, Orem UT

BUSINESS OWNER:
Vivint, Inc

DATES OF LICENSE USE:
May 2016 - Sept 2016

E-MAIL ADDRESS: roswell@vivint.com
PHONE NUMBER: 435-229-1235
APPLICANT'S SIGNATURE:
Audrey Faussett

FOR OFFICIAL USE ONLY

Solicitor's License? Yes No

Council Action: Approved Denied Date: _____

Conditions Required: _____

CITY OF CARLSBAD PROCEDURES FOR APPLYING FOR BUSINESS LICENSE

MEETING TIME AND DATE: Business License Requests are presented to the City Council. This application will be set for Council on _____.

DEADLINE: The deadline for submitting applications for City Council is _____.

APPLICATION FEE: The Fee is due upon submission of application. Fees are listed on first page of application.

LETTER OF INTENT: A letter explaining the reason for the request must be submitted. The letter should be typed and addressed to the Carlsbad City Council.

BOND: (from Section 28-163 of the City of Carlsbad, Code of Ordinances, bold type added)
"The provisions of section 28-162(a) shall not apply to any person if such person for himself, or through his employer, shall have:

(1) Posted a surety bond, with a surety licensed to do business in the state, in the amount of \$1,000.00, to the city and the residents of the city conditioned that the person posting the surety bond shall comply fully with all the provisions of the ordinances of the city and the statutes of the state regulating and concerning the business licensed, and guaranteeing to any resident of the city that all money paid will be accounted for and applied according to the representations of the licensee, and further guaranteeing to any resident of the city doing business with such licensee that the property or services purchased will be delivered or furnished according to representations made by the licensee, and will conform to such representation, whether such representations be oral or in writing, and that the licensee's contract in all respects will be fully performed. Action on such bond may be brought in the name of the city to the use and benefit of the aggrieved person or in the name of the aggrieved person. **The term of such bond shall be at least one year.**
a. Any employer may purchase such a bond for any person employed by him or representing him in any capacity. If such bond is purchased by an employer of **more than one employee**, he shall purchase one such bond in the amount of **\$2,000.00**, which bond shall cover all persons employed by him or representing him in any capacity."

ATTACHMENTS: Any additional information about business such as brochures, plans, or deeds should be submitted with the application.

SUBMIT TO: City of Carlsbad
Planning, Engineering, and Regulation Department
114 S. Halagueno (or mail to PO Box 1569)
Carlsbad, NM 88220
Phone: (575) 885-1185, Fax: (575) 628-8379

PRESENCE AT MEETING: The Carlsbad City Council will vote on the request during a regularly scheduled City Council meeting. The applicant or his/her representative must be present to address any questions that the Mayor or Council members may have.



CITY OF CARLSBAD

Planning, Engineering, and Regulation Department

114 S. Halagueno, PO Box 1569

Carlsbad, New Mexico 88220

Phone (575) 885-1185, Fax (575) 628-8379

BUSINESS LICENSE SOLICITOR REGULATIONS (Sec. 28-161 to 169)

1. Post a surety bond, with a surety licensed to do business in the state, in the amount of \$1,000.00, or \$2,000.00 for more than one employee, to the City; and
2. Obtain a City Business Registration; and
3. Obtain a Peddler's Identification Card. However, since the capability for issuance of Peddler Identification Cards no longer exists as detailed in Ordinance Section 28-163(3), the following information shall be displayed on the business registration:
 - a. the name and address of the bearer;
 - b. the name and address of the employer;
 - c. a "wallet-sized" photograph of the applicant;
 - d. the name and address of the bonding company;
 - e. the statement: "THE CITY OF CARLSBAD DOES NOT ENDORSE OR GUARANTEE THE PRODUCT OR SERVICE OF THE PERMITTEE OR HIS COMPANY." ; and
4. Hours of operation be limited to start no earlier than 10:00 AM and terminate each day no later than 9pm or ½ hour prior to sunset, whichever occurs first; and
5. Solicitors are prohibited from using a loudspeaker to announce or advertise his or her presence or otherwise disturb peace and tranquility; and
6. Solicitors shall not enter property unless requested or invited to do so by the owner or occupant of property. Solicitors shall not enter property if there is a sign posted in a conspicuous place that reads: "No Trespassing," "No Peddlers," "No Agents," "No Solicitors," "No Advertisements" or any similar notice.

Andrea Fausett
1101 Callaway Dr.
Carlsbad NM, 88220
Roswell@vivint.com

May 16, 2016

Carlsbad NM City Hall
Business License
101 N Halagueno
Carlsbad NM, 88220

To Whom it may concern,

This letter has been prepared to inform you by the Vivint Smart Home Pros Roswell 2016 office to announce our intention to apply for a Business License for the City of Carlsbad New Mexico. The purpose of Smart Home Pro's is to offer smart home and security service for to reach as many people as possible knocking door to door. We thank you for your consideration in allowing us to apply for this license, and hope to be selected and accepted for this purpose.

Sincerely, Andrea Fausett

Vivint Smart Home Office Manager

SmartHomePros

March 17, 2016

New Mexico Taxation & Revenue Department
5301 Central NE
PO Box 8485
Albuquerque, NM 87198

Re: ARM Security, Inc. Name Change to Smart Home Pros

To whom it may concern:

This letter is to inform you that ARM Security, Inc. has changed its name to:

Smart Home Pros, Inc.

Enclosed for your records is a copy of the documentation evidencing the change as recently filed with the New Mexico Secretary of State. Additionally, enclosed is also the application to reflect our new name with your office and on the licensing records of our company. Note that the company ownership, principals, corporate structure and federal tax documentation remain intact.

I appreciate very much your help on this matter. Please contact Viviana Harrington at 801 705 8066 if you have any questions, concerns or if further documentation is required.

Very truly yours,

Nathan Wilcox
Secretary

*VIVIANA,
Please send us your IRS letter
for the name chg.
ATT: Dianne McMahon*

SMART HOME PROS INC.
4931 N 300 W
PROVO, UT 84604-5816

March 28, 2016
CRS: 03-143296-00-4
Letter ID: L0238590512

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

Date ID Issued 15-Aug-2008	IDENTIFICATION NUMBER 03-143296-00-4	Business Start Date 20-May-2011
Business Location 4931 N 300 W	Business End Date	
City and State PROVO, UT	Zip Code 84604-5816	
Taxpayer Name SMART HOME PROS INS	Taxpayer Type Corporation	
Firm Name SMART HOME PROS INC.	Filing Frequency Semiannual	
Mailing Address 4931 N 300 W		
City and State PROVO, UT	Zip Code 84604-5816	

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, Municipal Gross Receipts, Compensating and Withholding Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrants business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Division Director Tax Administration

By Ron L. Scott

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 830, Santa Fe, New Mexico 87504-0630

Form Revised 02/2003

THIS CERTIFICATE IS NOT TRANSFERABLE

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

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Firm Name SMART HOME PROS INC.	Filing Frequency Semiannual	
Mailing Address 4931 N 300 W		
City and State PROVO, UT	Zip Code 84604-5816	

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Division Director Tax Administration

By Ron L. Scott

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

Form Revised 02/2003

THIS CERTIFICATE IS NOT TRANSFERABLE



Effective Date: May 18th, 2016

Western Surety Company

LICENSE AND PERMIT BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 62787307

That we, Smart Home Pros, Inc.

of Provo, State of Utah, as Principal,
and WESTERN SURETY COMPANY, a corporation duly licensed to do surety business in the State of

New Mexico, as Surety, are held and firmly bound unto the

City of Carlsbad, State of New Mexico, as Obligee, in the penal

sum of Two Thousand and 00/100 DOLLARS (\$2,000.00),
lawful money of the United States, to be paid to the Obligee, for which payment well and truly to be made,
we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the Principal has been
licensed Transient Merchant

_____ by the Obligee.

NOW THEREFORE, if the Principal shall faithfully perform the duties and in all things comply
with the laws and ordinances, including all amendments thereto, pertaining to the license or permit
applied for, then this obligation to be void, otherwise to remain in full force and effect until
May 18th, 2017, unless renewed by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing, by First Class
U.S. Mail, to the Obligee and to the Principal at the address last known to the Surety, and at the expiration
of thirty-five (35) days from the mailing of said notice, this bond shall ipso facto terminate and the Surety
shall thereupon be relieved from any liability for any acts or omissions of the Principal subsequent to said
date. Regardless of the number of years this bond shall continue in force, the number of claims made
against this bond, and the number of premiums which shall be payable or paid, the Surety's total limit of
liability shall not be cumulative from year to year or period to period, and in no event shall the Surety's total
liability for all claims exceed the amount set forth above. Any revision of the bond amount shall not be
cumulative.

Dated this 18th day of May, 2016.

Smart Home Pros, Inc. Principal

Principal
WESTERN SURETY COMPANY

By Paul T. Bruffat
Paul T. Bruffat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

On this 18th day of May, 2016, before me, the undersigned officer, personally appeared Paul T. Bruflat, who acknowledged himself to be the aforesaid officer of WESTERN SURETY COMPANY, a corporation, and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.



M. Bent
Notary Public — South Dakota

My Commission Expires March 2, 2020

ACKNOWLEDGMENT OF PRINCIPAL
(Individual or Partners)

STATE OF _____ }
COUNTY OF _____ } ss

On this _____ day of _____, _____, before me personally appeared

known to me to be the individual _____ described in and who executed the foregoing instrument and acknowledged to me that _____ he _____ executed the same.

My commission expires _____

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL
(Corporate Officer)

STATE OF _____ }
COUNTY OF _____ } ss

On this _____ day of _____, _____, before me personally appeared

who acknowledged himself/herself to be the _____ of _____, a corporation, and that he/she as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself/herself as such officer.

My commission expires _____

Notary Public



License or Permit No. _____
LICENSE AND PERMIT
BOND
As _____
of _____
State of _____
Name of Applicant _____
Address _____
Filed _____
Approved this _____
day of _____

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Transient Merchant City of Carlsbad

bond with bond number 62787307

for Smart Home Pros, Inc.

as Principal in the penalty amount not to exceed: \$ 2,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 18th day of May, 2016.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

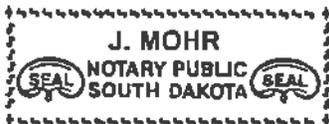
Paul T. Bruflat

Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 18th day of May, 2016, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



UT USA **Utah** DRIVER LICENSE



UNDER 21 UNTIL
02/21/2016

15 Sex **M**
16 Hgt **5'07"**
17 Wgt **185**
18 Eyes **HAZ**
19 Hair **BRO**

Brock Palisi

4d **198369993** 4a Iss **08/01/2014**

9 Class **D** 9a End

12 Restrictions **A**

3 DOB 4b Exp 5 DD **1**

02/21/1995 02/21/2018 DONOR **N**

1 **PALISI**
2 **BROCK W**

4 449 S 76 E
CEDAR CITY, UT 84720

UT USA **Utah** DRIVER LICENSE



UNDER 21 UNTIL
05/06/2013

15 Sex **M**
16 Hgt **5'10"**
17 Wgt **175**
18 Eyes **HAZ**
19 Hair **BRO**

William Brodrick Fausett

4d **176940059** 4a Iss **03/21/2013**

9 Class **D** 9a End

12 Restrictions **A**

3 DOB 4b Exp 5 DD **1**

05/06/1992 05/06/2018 DONOR **V**

1 **FAUSETT**
2 **BRODRICK WILLIAM**

4 1204 W 250 N
ST GEORGE, UT 84770

UT USA **Utah** DRIVER LICENSE



COMMISSIONER
OF PUBLIC SAFETY *John L. Anderson*

4d **178565326** 4a Iss **04/17/2015**

1 **LASATER**
2 **SETH ALEXANDER**

3 DOB **01/24/1993**
85267 N 1740 W
ST GEORGE, UT 84770

9 Class **D** 9a End

12 Restrictions **A**

5 DD **1**

15 Sex **M** 16 Hgt **6'02"** 18 Eyes **BRO**
17 Wgt **165** 19 Hair **BRO**

4b Exp **01/24/2020**

John L. Anderson

UT
USA **Utah** DRIVER LICENSE

1 178429384 4a Iss 10/05/2015

2 SHERMAN
3 TEVEN TODD

4 DOB 03/09/1993

5 3681 W 1375 N
6 CEDAR CITY, UT 84721

7 CD 1 H 4b Exp 03/09/2021

8 Class D 9a End

9 Restrictions B

10 DONOR Y 16 Hgt 5'09" 15 Eyes BRO

11 Sex M 17 Wgt 145 19 Hair BRO



Teven

UT
USA **Utah** DRIVER LICENSE

1 177345139 4a Iss 11/13/2013

2 FRY
3 JORDAN ERIC

4 DOB 11/07/1992

5 1527 W 950 S
6 PAROWAN, UT 84761

7 CD 1 L 4b Exp 11/07/2018

8 Class D 9a End

9 Restrictions A

10 DONOR Y 16 Hgt 6'03" 15 Eyes BLU

11 Sex M 17 Wgt 180 19 Hair BRO



J. Fry

UT
USA

Utah DRIVER LICENSE



4d **191857929** 4a Iss **02/23/2016**

1 **BOICE**
2 **JASON TODD**

3 DOB **02/26/1991**

8 **1125 W 400 S**
CEDAR CITY, UT 84720

5 DD **1** H 4b Exp **02/26/2021**

9 Class **D** 9a End

12 Restrictions **A**

DONOR Y 16 Hgt **6'00"** 18 Eyes **BLU**

15 Sex **M** 17 Wgt **185** 19 Hair **BLN**

J. Todd

UT
USA

Utah DRIVER LICENSE



4d **218289841** 4a Iss **08/28/2015**

1 **NICHOLS**
2 **CARSON SCOTT**

3 DOB **12/23/1993**

8 **8860 E 760 N**
OGDEN, UT 84404

5 DD **1** C 4b Exp **12/23/2020**

9 Class **D** 9a End

12 Restrictions **A**

DONOR Y 16 Hgt **5'09"** 18 Eyes **BLU**

15 Sex **M** 17 Wgt **155** 19 Hair **BRO**

C. Nichols

CITY OF CARLSBAD, NEW MEXICO

BUSINESS LICENSES

SMART HOME PROS. INC.

DOOR TO DOOR
11-0000-30000
00

AMOUNT	25.00
CREDIT CARD TENSE	25.00
CHANGE ISSUED	.00

CASHIER: JCASTILLO
RECEIPT NO 3709805
DATE 02:29 PM 5/18/16

CITY OF CARLSBAD
101 N HALAGUENO
CARLSBAD, NM 88221

05/18/2016

14:21:31

CREDIT CARD

VISA SALE

Card #	XXXXXXXXXXXX1881
SEQ #:	11
Batch #:	4
INVOICE	12
Approval Code:	259202
Entry Method:	Manual
Mode:	Online
Card Code:	M

SALE AMOUNT \$25.00

THANK YOU!

CUSTOMER COPY

Carlsbad Police Department

602 W. Mermod St.
Carlsbad, NM 88220
575.885.2111 (phone)
575.885.6547 (fax)



Memo

To: Jennifer Campos
From: Captain Jarod A. Florez
Date: June 3, 2016
Subject: Smart Home Pros, Inc. Special License Application

The following information is the findings determined in research of Smart Home Pros, Inc. (previously ARM Security, Inc.) who has filed a Special License Application with the City of Carlsbad requesting door-to-door solicitations. I have performed a research on this company and have compiled these facts.

According my research, Smart Home Pros, Inc. is a security centered company owned by Vivint, Inc. The business is based out of Provo, UT and specializes in the dealing, monitoring, and servicing burglar alarm systems. According to the attached letter provided with the special license application, Smart Home Pros, Inc. is a company previously named ARM Security, Inc. and is owned by Vivint, Inc. Smart Home Pros, Inc. has an intention of selling security systems using door to door sales in Carlsbad and the surrounding area.

According to the Better Business Bureau (BBB) website Smart Home Pros, Inc. is not accredited with the bureau. According to the BBB, the business was started on March 10, 2008. A BBB file was opened with the BBB on April 12, 2011. Since the BBB file was opened, there has been 2 consumer complaint filed and closed with the company in the last 12 months. These complaints were in reference to problems with Advertising/Sales and Product/Service. These complaints were closed by the BBB citing that the consumer did not accept the response or the BBB never heard back from the consumer on their satisfaction. According to the BBB, Smart Home Pros, Inc. holds an A on an A+ to F Rating Scale. The length of time Smart Home Pros, Inc. has been operating, along with complaint volume, response to complaints, and resolution of complaints results in their high rating with the BBB.

There has been no government action found against Smart Home Pros, Inc.

*Note: In the Carlsbad Police Department's past four investigations of this company, it has been discovered that the company has changed names four times on the City of Carlsbad Special License Application paperwork (APX, Vivint, Inc., ARM Security, Inc., and now Smart Home Pros, Inc.). All companies were associated with Vivint, Inc. In the past, it has been recommended by the Carlsbad Police Department to deny companies associated with Vivint, Inc. on conducting door-to-door solicitations/sales due to Better Business Bureau ratings, complaints regarding questionable sales techniques, and a growing accumulation of government actions regarding the company. Investigating further into Vivint, Inc., I found that the business's BBB rating has raised to a B+ on an A+ to F Rating Scale.

Base on this inquiry, it is my recommendation to allow Smart Home Pros, Inc. to conduct door-to-door solicitations/sales in the City of Carlsbad.

Kent Waller, Chief of Police

Kevin Florez, Assistant Chief

Jarod Florez, Captain

Jon Moyers, Captain

(regulations applicable to this request are in bold type)

SEC. 56-80. TEMPORARY USES.

(a) Allowed Uses.

Temporary uses shall be allowed in accordance with the standards of the zoning district and this subsection. **These uses require written permission from the property owner and an approved Temporary Use Permit** from the Planning Director and in some cases a Business Registration, unless otherwise expressly permitted or allowed.

1. Carnivals, Circuses, Fairs and Public Events. Carnivals, circuses, fairs and public events shall only be approved by the City Council on a case by case basis and shall be in accordance with all applicable regulations. Permission of the property owner is required.
2. Garage, estate and yard sales. Garage, estate and yard sales require a Temporary Use Permit but do not require a business registration and may be conducted, but shall comply with the following minimum requirements:
 - (a) There shall be no more than two such activities per residence per twelve month period;
 - (b) Each sale shall begin and end within a consecutive seventy-two hour (72 hr.) period;
 - (c) Sales shall be conducted on the property of the person selling the goods. Multiple home sales must be held on the property of one or more of the participants;
 - (d) No goods purchased for resale may be offered for sale or sold and no consignment goods may be offered for sale or sold;
 - (e) Directional and advertising signs shall not be located in the public right-of-way or attached to utility poles or other structures located in the public right-of-way; and
 - (f) All directional or advertising signs shall be removed within twenty-four hours (24 hrs.) of the completion of the sale.
3. Natural Disaster and Emergency Personal Assistance Locations. Temporary uses and structures needed to provide personal services as the result of a natural disaster or other health and safety emergency are allowed for the duration of the emergency and do not require a temporary use permit or business registration.
4. **Parking Lot Sales. Permission of the property owner is required for parking lot sales. Parking lot sales may include the sale of rugs, blankets, fruits, vegetables, and other such items. Parking lot sales are allowed in the parking lot of a permitted structure or use in the C-1, C-2, and I zoning districts for up to thirty (30) consecutive days at a time.**
5. Real Estate Sales Offices. Sales offices are allowed on development sites in any zone until all lots or houses are sold. Use of the sales office for lots or homes outside of the project area is prohibited.
6. Other Uses. The Planning and Zoning Commission may approve other temporary uses and activities or special events. Such uses shall not jeopardize the health, safety or general welfare, or be injurious or detrimental to properties near the proposed location of the activity. Such uses shall comply with all applicable ordinances, laws, rules, regulations, codes and policies.

(b) General Regulations.

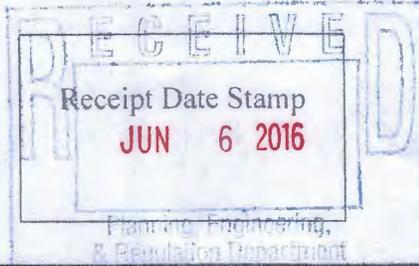
1. All temporary uses shall comply with the provisions of this Section:
 - (a) Permanent changes to the site are prohibited;
 - (b) Permanent signs are prohibited. All temporary signs associated with the temporary use shall comply with all applicable ordinances, laws, rules, regulations, codes and policies and shall be placed no more than seventy-two hours (72 hrs.) in advance of the event, and shall be removed within twenty-four hours (24 hrs.) of the end of the event;
 - (c) Temporary uses shall not violate any applicable conditions of approval that apply to the principal use on the site;
 - (d) All other required permits and licenses, such as health department permits, shall be obtained; and
 - (e) Temporary uses shall be subject to site plan review as required by the Temporary Use Permit process.
2. Approval Criteria.
The Planning Director may approve a Temporary Use Permit if it is determined that all of the following conditions are met:

- (a) That the proposed site is adequate in size and shape to accommodate the temporary use;
- (b) That the proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that such temporary use will or could reasonably generate;
- (c) That adequate parking to accommodate vehicular traffic to be generated by such use will be available either on-site or at alternate locations (with an approved alternative parking plan);
- (d) That the operation of the requested use at the location proposed and within the time period specified will not endanger, jeopardize or otherwise constitute a menace to the public health, safety or general welfare; and
- (e) All other required permits have been obtained.

3. Conditions of Approval.

In approving Temporary Use Permits, conditions may be imposed as necessary to reduce or minimize any potential adverse impact upon adjacent property. Conditions shall relate to an impact created or aggravated by the proposed use and shall be roughly proportional to the impact. For example, any or all of the following conditions may be imposed:

- (a) Provision of temporary parking facilities, including vehicular access, ingress, and egress;
- (b) Control of nuisance factors such as, but not limited to, the prevention of glare or direct illumination of adjacent properties, dirt, dust, gases, heat, noise, odors, smoke and vibrations;
- (c) Limits on temporary buildings, facilities and structures, including height, placement and size, and location of equipment and open spaces, including buffer areas and other setbacks;
- (d) Provision of medical and sanitary facilities;
- (e) Provision of solid waste collection and disposal;
- (f) Provision of safety and security measures;
- (g) Regulation of operating hours and days, including limitation of the duration of the temporary use to a shorter time period than that requested or specified in this Section;
- (h) Submission of a performance bond or other financial guarantee to ensure that any temporary buildings, facilities or structures used for such proposed temporary use will be removed from the site within a reasonable time following the event and that the property will be restored to its former condition; and
- (i) Other conditions deemed appropriate by the City Administrator.



CITY OF CARLSBAD
Planning, Engineering, and Regulation Department
PO Box 1569, Carlsbad, NM 88221
Phone (575) 885-1185
Fax (575) 628-8379

TEMPORARY USE APPLICATION
Sec. 56-80 and Temporary Housing

Application Date: 6/3/16

Fee Paid (\$10.00): 10.00 pd

TYPE OF USE REQUESTED:

- Real Estate Sales Office
Temporary Housing
Other
Carnival, Circus, Fair, Public Event
Parking Lot Sale
Garage, Estate, Yard Sale
Natural Disaster, Emergency Personal Assistance Location

APPLICANT INFORMATION:

C-N-G BBQ & Catering 2231 E. Derrick Rd.
Carlsbad NM 88220 956-607-8241 charlie@cnfg.net

PROPERTY OWNER INFORMATION* (IF DIFFERENT FROM APPLICANT):

City of Carlsbad 101 N. Malagueno St.
Carlsbad NM 88220 (575) 887-9191

* A signed affidavit from the property owner(s), consenting to submittal of the application, must be included with the application.

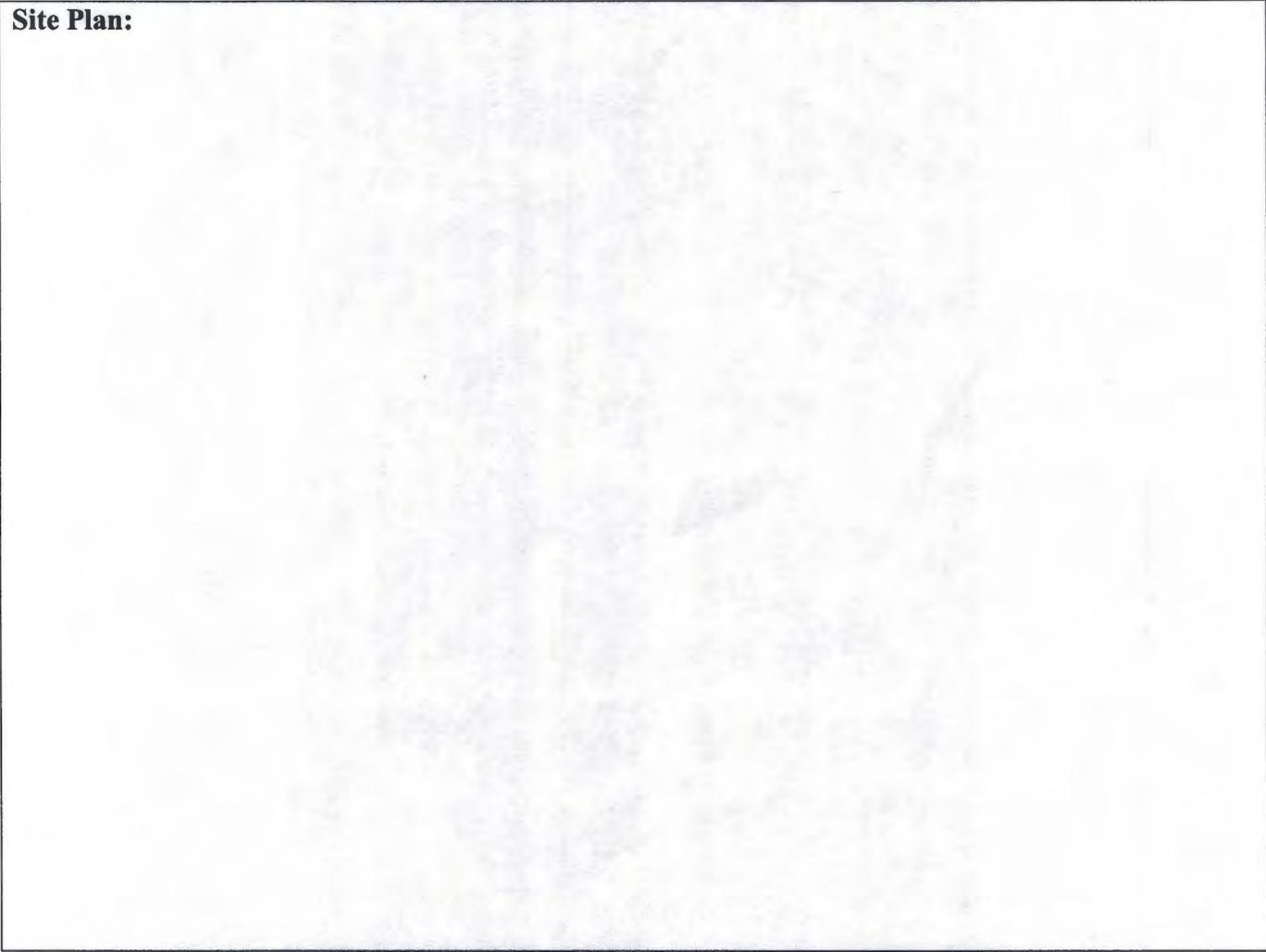
LEGAL DESCRIPTION AND/OR STREET ADDRESS OF PROPERTY (FOR WHICH TEMPORARY USE IS REQUESTED):

400 Riverwalk Dr Parking Lot
ADDRESS LOT BLOCK SUBDIVISION ZONING

Description and Duration of Temporary Use:

Occasional Saturday afternoons from 12:00 noon to 5:00 PM from June 4, 2016 to September 30, 2016. I have spoken with RENEE MADRID who advised me that it would be OK, and welcomed it.

Site Plan:



FOR OFFICIAL USE ONLY:

Approved Approved with Conditions Denied By: _____

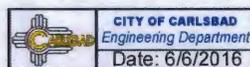
Approval Date: _____ Permit Expiration Date: _____

Conditions of approval:



Legend

-  Area of Interest
-  Roads



IMPORTANT: Maps, products and data are NOT surveyor quality and are only to be used as a reference.



RESOLUTION NO. 2016-_____

WHEREAS, the attached lists of materials, equipment, and supplies are considered surplus and nonessential for municipal purposes; and

WHEREAS, it is to the City's advantage to dispose of those things listed; and

WHEREAS, the State regulations allow for such disposal of public property.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD, NEW MEXICO that the items listed on the attached pages and incorporated herein are declared unusable and obsolete and that said items be disposed of by public sale or as otherwise provided by law.

APPROVED, PASSED, AND ADOPTED this ____ day of _____, 2016.

Mayor

ATTEST:

City Clerk

FIRST VERIFICATION (Prior to Actual Disposal)

Each of the below-signed officials of the City of Carlsbad, New Mexico do hereby verify that, upon information and belief, the attached document is a list of tangible personal property belonging to the City of Carlsbad, such property has a value of five thousand dollars (\$5,000.00) or less, such property is worn-out, unusable, or obsolete to the extent that it is no longer economical or safe for continued use by the City of Carlsbad, and each official approves of the disposition of such property as provided by law.

Tom Carlson
Tom Carlson, Director of Public Works

Luis R. Camero
Luis R. Camero, Director of Utilities

Richard D. Lopez
Richard D. Lopez, Fire Chief

Kent Waller
Kent Waller, Police Chief

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

Signed and sworn to me this 31st day of May, 2016, by Tom Carlson, Director of Public Works.

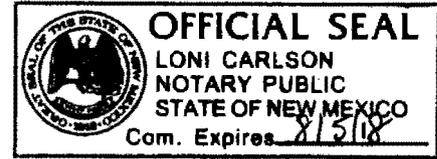
My commission expires: 9-25-19 Kadee Rodriguez
Notary Public



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

Signed and sworn to me this 27th day of May, 2016 by Luis R. Camero, Director of Utilities.

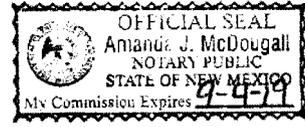
My commission expires: 8/5/18 Joni Ju
Notary Public



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

Signed and sworn to me this 27th day of May, 2016, by Richard D. Lopez, Fire Chief.

My commission expires: 9-4-19 Amanda McDougall
Notary Public



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

Signed and sworn to me this 31st day of May, 2016, by Kent Waller, Chief of Police.

My commission expires: 7/17/17 Ellen Bonney
Notary Public

UNUSABLE OR OBSOLETE CITY PROPERTY

Department: POLICE Date: 5-4-16

Department Head: KENT WALLER

The City property described below is unusable or obsolete and has been. It is recommended that the governing body declare such property unusable or obsolete and authorize disposition by public sale or as otherwise provided by law.

Item #	Description	Inventory #
	TRAFFIC RADAR	960
	SHOTGUN RACK	10621
	STROBE LIGHTBAR	9920
	JOTTO DESK CONSOLE	11441
	WHELEN SWITCH SIREN	12083
	MIDLAND MOBILE RADIO	1107
	ZETRON PSAP TDD MODULE	1070
	ZETRON PSAP TDD MODULE	1071
	ZETRON PSAP TDD MODULE	1072
	ZETRON INSTANT RECALL RECORDER	1075
	DICTAPHONE DIGITAL RECALL RECORDER	927
	DICTAPHONE DIGITAL RECALL RECORDER	926
	MOBILE COMPUTER MOUNT	12741
	SETINA PARTITION CAGE	9112

**No document for this
Agenda Item**

**No document for this
Agenda Item**

ECONOMIC INDICATORS
Planning, Engineering, & Regulation Department
MAY 2016

NEW BUSINESS REGISTRATIONS			
MONTH	14-15 FISCAL YEAR	15-16 FISCAL YEAR	% CHANGE
July	30	35	+17%
August	33	31	-6%
September	23	34	+48%
October	36	25	-31%
November	21	27	+29%
December	25	17	-32%
January	33	31	-6%
February	25	47	+88%
March	53	39	-26%
April	40	23	-42%
May	39	27	-31%
June	35		
Year to Date	393	336	

NUMBER OF BUILDING PERMITS			
MONTH	14-15 FISCAL YEAR	15-16 FISCAL YEAR	% CHANGE
July	470	370	-21%
August	340	264	-22%
September	248	319	+29%
October	265	205	-23%
November	219	178	-19%
December	272	132	-51%
January	268	162	-40%
February	263	198	-25%
March	246	213	-13%
April	296	208	-30%
May	336	174	-48%
June	387		
Year to Date	3,610	2,423	

VALUATION OF BUILDING PERMITS			
MONTH	14-15 FISCAL YEAR	15-16 FISCAL YEAR	% CHANGE
July	\$ 6,124,408	\$ 3,089,789	-50%
August	4,959,752	11,956,107	+141%
September	2,902,896	3,851,413	+33%
October	3,829,060	2,603,480	-32%
November	8,683,603	2,543,927	-71%
December	4,576,302	3,171,532	-31%
January	9,838,506	1,830,155	-81%
February	4,477,983	3,819,281	-15%
March	4,537,478	5,512,197	+21%
April	10,049,898	1,656,627	-84%
May	4,514,039	1,968,906	-56%
June	4,675,419		
Year to Date	\$69,169,344	\$42,003,414	