

AGENDA

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

May 10, 2016 at 6:00 p.m.

Invocation – Pledge of Allegiance

1. Approval of Agenda
2. Consider approval of Resolution No. 2016-24, a Resolution making certain Budgetary Adjustments to the 2015-2016 FY Budget (4th Quarter Adjustments)
3. 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 April 26, 2016

B. City Personnel Report

C. Purchasing:

- 1) Consider approval to Reject and Rebid RFP No 2016-15, Cat6A Data Wiring Project
- 2) Consider approval to Award RFP 2016-13, to Hinkle & Landers for Annual Audit Services for the City of Carlsbad
- 3) Consider approval to purchase one (1), Scorpion Automated Side Loader, 31 yard Tandem Axle Body pursuant to the HGAC Purchase Contract

D. Monthly Reports:

- 1) City Clerk's Monthly Department Report, April 2016
- 2) Municipal Court Monthly Report, April 2016
- 3) Personnel Department Monthly Report, April 2016

E. Contracts and Agreements:

- 1) Consider approval of Agreement between the City of Carlsbad and Keep NM Beautiful, Inc. for the Spring 2016 Grant in the amount of \$1,625.
- 2) Consider approval of a Litter Control and Beautification Grant Agreement between the City of Carlsbad and NM Tourism Department-NM Clean and Beautiful for FY-2017, in the amount of \$18,500

4. Presentation of Proclamation-National Public Works Week

5. Consider approval of Resolution No. 2016-25, a Resolution declaring certain City property unusable or obsolete

6. Consider approval of Resolution No. 2016-26, a Resolution finding the Buildings or Structures at the property commonly known as 1408 W. Bonbright Street to be ruined, damaged, and dilapidated and finding the premises to be covered with ruins, rubbish wreckage, weeds, debris; requiring the removal of the buildings, structures, Ruins, rubbish, Wreckage, Weeds and Debris: Owner: Virginia J. Dluhosh

7. Council Committee Reports
8. Adjourn

FOR INFORMATION ONLY

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

CARLSBAD CITY COUNCIL MEETING SCHEDULE

- Regular meeting - Tuesday, May 24, 2016 at 6:00 p.m.
- Regular meeting - Tuesday, June 14, 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.

RESOLUTION NO. 2016-24

**A RESOLUTION MAKING CERTAIN BUDGETARY
ADJUSTMENTS TO THE 2015-16 FISCAL YEAR BUDGET**

WHEREAS, it is necessary to amend the 2015-16 fiscal year budget to adjust revenues, transfers and expenditures as reflected on the attached pages, and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD that the 2015-16 fiscal year budget be amended as attached.

INTRODUCED, PASSED, ADOPTED AND APPROVED this 10TH day of May 2016.

Mayor

ATTEST:

City Clerk

CITY OF CARLSBAD
 FY 2014-2015 BUDGET ADJUSTMENTS
 4th QTR
 MAY

	Current Budget	Change Budget	New Budget	Item #
01-0072-60115-000000				
LEASED PROPERTIES-BLDG M&R	40,000	40,000	80,000	1
MOLD TREATMENT FOR WALLS AT REINTEGRATION CENTER				
TOTAL EXPENDITURES DEPT. 72 - FACILITY MAINTENANCE		40,000		
TOTAL EXPENDITURES GENERAL FUND		40,000		
NET INC/DEC GENERAL FUND		(40,000)		

**CITY OF CARLSBAD
FY 2015-2016 BUDGET**

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	2ND QTR ADJUSTMENTS	3RD QTR ADJUSTMENTS	MAY ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
FIRE PROTECTION FUND 20							
CASH BALANCE	533,917						533,917
REVENUE	381,247	-	-	-			381,247
NET TRANSFERS	(88,324)	-	-		(30)		(88,354)
TOTAL REVENUES AND TRANSFERS	292,923	-	-	-	(30)		292,893
PERSONNEL EXPENSE	-		-				-
OPERATING EXPENSE	-		-	68,350			68,350
CAPITAL OUTLAY	658,000	-	-	100,490	(30)		758,460
TOTAL EXPENSES	658,000	-	-	168,840	(30)		826,810
NET REVENUES/EXPENSES	(365,077)	-	-	(168,840)	-		(533,917)
ENDING CASH BALANCE	168,840	-	-	(168,840)	-		0

CITY OF CARLSBAD
 FY 2014-2015 BUDGET ADJUSTMENTS
 4th QTR
 MAY

		Current Budget	Change Budget	New Budget	Item #
20-0000-45051-000000	NMFA LOANS-GOVERNMENTAL TRANSFER THE BEGINNING YEAR RESERVE TO NMFA LOAN FUND	(88,324)	(30)	(88,354)	2
	TOTAL TRANSFERS FIRE PROTECTION		(30)		
20-0200-89999-000000	CAPITAL RESERVE TRANSFER THE BEGINNING YEAR RESERVE TO NMFA LOAN FUND	100,490	(30)	100,460	2
	TOTAL EXPENDITURES FIRE PROTECTION		(30)		
	NET INC/DEC FIRE PROTECTION		-		

**CITY OF CARLSBAD
FY 2015-2016 BUDGET**

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	2ND QTR ADJUSTMENTS	3RD QTR ADJUSTMENTS	MAY ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
LODGERS' TAX FUND 23							
CASH BALANCE	2,655,108						2,655,108
REVENUE	1,863,730		217,800	-			2,081,530
NET TRANSFERS	(1,400,000)		-	-			(1,400,000)
TOTAL REVENUES AND TRANSFERS	463,730		217,800	-			681,530
PERSONNEL EXPENSE	-	-	-	-			-
OPERATING EXPENSE	1,375,175	197,044	16,348	112,268	6,550	30,000	1,737,385
CAPITAL OUTLAY	1,345,524	-	-	-		(30,000)	1,315,524
TOTAL EXPENSES	2,720,699	197,044	16,348	112,268	6,550		3,052,909
NET REVENUES/EXPENSES	(2,256,969)	(197,044)	201,452	(112,268)	(6,550)		(2,371,379)
ENDING CASH BALANCE	398,139	(197,044)	201,452	(112,268)	(6,550)		283,729

CITY OF CARLSBAD
 FY 2014-2015 BUDGET ADJUSTMENTS
 4th QTR
 MAY

		Current Budget	Change Budget	New Budget	Item #
23-0230-61470-201516	MAINSTREET CAVERNREST PROMOTIONAL EXPENSES FOR MAINSTREET CAVERNREST APPROVED BY LTAB ON 4/5/16	25,000	6,550	31,550	3
	TOTAL EXPENDITURES LODGERS' TAX		6,550		
	NET INC/DEC LODGERS' TAX		(6,550)		

**CITY OF CARLSBAD
FY 2015-2016 BUDGET**

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	2ND QTR ADJUSTMENTS	3RD QTR ADJUSTMENTS	MAY ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
WATER & SEWER FUND 36							
CASH BALANCE	21,803,434						21,803,434
REVENUE	17,507,714		-	1,500,000	2,500,000		21,507,714
NET TRANSFERS	(5,738,297)		213,357	(30,800)	(10,828)		(5,566,568)
TOTAL REVENUES AND TRANSFERS	11,769,417		213,357	1,469,200	2,489,172		15,941,146
PERSONNEL EXPENSE	5,381,362	-	213,357	-			5,594,719
OPERATING EXPENSE	3,714,646	-	282,470	74,600		3,465	4,075,181
CAPITAL OUTLAY	19,763,211	90,427	76,000	1,500,000	2,500,000	(3,465)	23,926,173
TOTAL EXPENSES	28,859,219	90,427	571,827	1,574,600	2,500,000		33,596,073
NET REVENUES/EXPENSES	(17,089,802)	(90,427)	(358,470)	(105,400)	(10,828)		(17,654,927)
ENDING CASH BALANCE	4,713,632	(90,427)	(358,470)	(105,400)	(10,828)		4,148,507

CITY OF CARLSBAD
 FY 2014-2015 BUDGET ADJUSTMENTS
 4th QTR
 MAY

		Current Budget	Change Budget	New Budget	Item #
36-0000-31343-900328	LOAN PROCEEDS NMFA WATER TRUST BOARD LOAN FOR CONSTRUCTION OF WASTE WATER EFFLUENT REUSE PHASE 5A PROJECT	-	1,000,000	1,000,000	6
36-0000-32223-900328	WATER TRUST BOARD GRANT NMFA WATER TRUST BOARD GRANT FOR CONSTRUCTION OF WASTE WATER EFFLUENT REUSE PHASE 5A PROJECT	-	1,500,000	1,500,000	6
	TOTAL REVENUES WATER & SEWER		2,500,000		
36-0000-45055-000000	NMFA LOANS TRANSFER OUT LOAN PAYMENT FOR WASTE WATER EFFLUENT REUSE PHASE 5A PROJECT	(1,074,282)	(10,828)	(1,085,110)	6
	TOTAL TRANSFERS WATER & SEWER		(10,828)		
36-0361-82061-900328	WASTEWATER EFFLUENT REUSE COSNTRUCTION OF WASTE WATER EFFLUENT REUSE PHASE 5A PROJECT	-	2,500,000	2,500,000	6
	TOTAL EXPENDITURES DEPT. 361 - SEWER		2,500,000		
	TOTAL EXPENDITURES WATER & SEWER		2,500,000		
	NET INC/DEC WATER & SEWER		(10,828)		

**CITY OF CARLSBAD
FY 2015-2016 BUDGET**

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	2ND QTR ADJUSTMENTS	3RD QTR ADJUSTMENTS	MAY ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
STREET IMPROVEMENT FUND 44							
CASH BALANCE	4,738,048						4,738,048
REVENUE	1,319,659		378,112	-	200,000		1,897,771
NET TRANSFERS	1,778,275		193,000	-	-		1,971,275
TOTAL REVENUES AND TRANSFERS	3,097,934		571,112	-	200,000		3,869,046
PERSONNEL EXPENSE	-		-				-
OPERATING EXPENSE	-		8,000	-			8,000
CAPITAL OUTLAY	7,800,829		582,483	-	200,000		8,583,312
TOTAL EXPENSES	7,800,829		590,483	-	200,000		8,591,312
NET REVENUES/EXPENSES	(4,702,895)		(19,371)	-	-		(4,722,266)
ENDING CASH BALANCE	35,153		(19,371)	-	-		15,782

CITY OF CARLSBAD
 FY 2014-2015 BUDGET ADJUSTMENTS
 4th QTR
 MAY

		Current Budget	Change Budget	New Budget	Item #
44-0000-32188-900930	2015 LEG GRANTS - LIGON RD GRANT FOR PLAN, DESIGN & CONSTRUCTION OF THE LIGON RD PROJECT	-	50,000	50,000	4
44-0000-32188-900931	2015 LEG GRANTS - OLD CAVERN GRANT FOR PLAN, DESIGN & CONSTRUCTION OF THE OLD CAVERN HWY PROJECT	-	150,000	150,000	5
	TOTAL REVENUES STREET IMPROVEMENT		200,000		
44-0440-84030-900930	S.I.- LIGON RD PLAN, DESIGN & CONSTRUCTION OF THE LIGON RD PROJECT	-	50,000	50,000	4
44-0440-84030-900931	S.I.- OLD CAVERN HWY PLAN, DESIGN & CONSTRUCTION OF THE OLD CAVERN HWY PROJECT	-	150,000	150,000	5
	TOTAL EXPENDITURES STREET IMPROVEMENT		200,000		
	NET INC/DEC STREET IMPROVEMENT FUND		-		

**CITY OF CARLSBAD
FY 2015-2016 BUDGET**

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	2ND QTR ADJUSTMENTS	3RD QTR ADJUSTMENTS	MAY ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
NMFA LOANS-GOVERNMENTAL FUND 51							
CASH BALANCE	-						-
REVENUE	-			-			-
NET TRANSFERS	88,324			175,759	30		264,113
TOTAL REVENUES AND TRANSFERS	88,324			175,759	30		264,113
PERSONNEL EXPENSE	-						-
OPERATING EXPENSE	88,324			175,759			264,083
CAPITAL OUTLAY	-			-			-
TOTAL EXPENSES	88,324			175,759	-		264,083
NET REVENUES/EXPENSES	-			-	30		30
ENDING CASH BALANCE	-			-	30		30

CITY OF CARLSBAD
 FY 2014-2015 BUDGET ADJUSTMENTS
 4th QTR
 MAY

		Current Budget	Change Budget	New Budget	Item #
51-0000-40020-000000	FIRE PROTECTION	88,324	30	88,354	2
	TRANSFER THE BEGINNING YEAR RESERVE FROM THE FIRE PROTECTION FUND				
	TOTAL TRANSFERS NMFA LOANS -GOVERNMENTAL		30		
	NET INC/DEC NMFA LOANS - GOVERNMENTAL		30		

**CITY OF CARLSBAD
FY 2015-2016 BUDGET**

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	2ND QTR ADJUSTMENTS	3RD QTR ADJUSTMENTS	MAY ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
NM FINANCE AUTHORITY LOANS FUND 55							
CASH BALANCE	4,192,078						4,192,078
REVENUE	-		-	-			-
NET TRANSFERS	1,043,482		-	30,800	10,828		1,085,110
TOTAL REVENUES AND TRANSFERS	1,043,482		-	30,800	10,828		1,085,110
PERSONNEL EXPENSE	-		-	-			-
OPERATING EXPENSE	1,387,019		-	30,800	10,828		1,428,647
CAPITAL OUTLAY	-		-	-			-
TOTAL EXPENSES	1,387,019		-	30,800	10,828		1,428,647
NET REVENUES/EXPENSES	(343,537)		-	-	-		(343,537)
ENDING CASH BALANCE	3,848,541		-	-	-		3,848,541

CITY OF CARLSBAD
 FY 2014-2015 BUDGET ADJUSTMENTS
 4th QTR
 MAY

		Current Budget	Change Budget	New Budget	Item #
55-0000-40036-000000	WATER & SEWER FUND TRANSFER IN LOAN PAYMENT FOR WASTE WATER EFFLUENT REUSE PHASE 5A PROJECT	1,074,282	10,828	1,085,110	6
	TOTAL TRANSFERS NM FINANCE AUTHORITY LOANS		10,828		
55-0550-61130-900328	PRINCIPAL LOAN PAYMENT FOR WASTE WATER EFFLUENT REUSE PHASE 5A PROJECT	-	10,321	10,321	6
55-0550-60981-900328	NM FINANCE AUTHORITY DEBT INTEREST PAYMENT FOR WASTE WATER EFFLUENT REUSE PHASE 5A PROJECT	-	507	507	6
	TOTAL EXPENDITURES NM FINANCE AUTHORITY LOANS		10,828		
	NET INC/DEC NM FINANCE AUTHORITY LOANS		-		

**LINKED MINUTES OF REGULAR MEETING OF THE CITY COUNCIL OF THE
CITY OF CARLSBAD, NEW MEXICO, HELD IN THE MUNICIPAL BUILDING
ON APRIL 26, 2016 AT 6:00 P.M.**

Present:	Dale Janway	Mayor
	Lisa A. Anaya Flores	Councilor
	Edward T. Rodriguez	Councilor
	Sandra K. Nunley	Councilor
	J. R. Doporto	Councilor
	Wesley A. Carter	Councilor
	Jason Shirley	Councilor
	Richard Doss	Councilor
	Janell E. Whitlock	Councilor

Absent:

Also Present:	Steve McCutcheon	City Administrator
	Stephanie Shumsky	Deputy City Administrator
	Eileen P. Riordan	City Attorney
	Annette Barrick	City Clerk
	LaVelta Jenkins	City Treasurer
	Jeff Patterson	Planning, Eng., & Reg. Director
	Luis Camero	Public Works Utilities Director
	Thomas Carlson	Public Works Director
	Richard Lopez	Fire Chief
	Kent D. Waller	Police Chief
	Patsy Jackson-Christopher	Director of Arts & Culture
	Steve Hendley	Director of Parks & Recreation

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

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

0:00:01 Invocation - Pledge of Allegiance

0:00:32 **1. APPROVAL OF AGENDA**

0:00:34 **Motion**
The motion was made by Councilor Doporto and seconded by Councilor Anaya Flores to approve the Agenda

0:00:38 **Vote**

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

0:00:55 **2. PRESENTATION OF THE MARCH 2016 FINANCIAL REPORT**

Ms. Jenkins reviewed the revenues and expenditures as of March 31, 2016 for the General Fund and selected Enterprise and Special Funds contained within the City Budget.

Mr. McCutcheon added that the City's financials are now current and the DFA report will be on time.

0:02:25 **3. ROUTINE AND REGULAR BUSINESS**

- A. Minutes of the Regular City Council Meeting held on April 12, 2016
- B. City Personnel Report
- C. Check Register
- D. Purchasing:
 - 1) Consider approval to Award Bid No. 2016-10, to Austin Turf and Tractor for one (1), Diesel Powered Gator
 - 2) Consider approval to Award Bid No. 2016-12, to Constructors, Inc. for the Callaway Road Reconstruction Project
- E. Monthly Reports:
 - 1) Arts and Culture Monthly Department Report for March 2016
 - 2) Municipal Court Monthly Department Report, March 2016
 - 3) Sports and Recreation Department Monthly Report for March 2016
 - 4) Transportation and Facilities Department Monthly Report for March 2016
- F. Board Appointments:
 - 1) Southeast Regional Transportation Planning Organization (SERTPO) Policy Committee: Stephanie Shumsky, Technical Committee: Jason Burns

0:02:46 **Mayor Janway asked Mr. McCutcheon to discuss Item D.2 Consider approval to Award Bid No. 2016-12, to Constructors, Inc. for the Callaway Road Reconstruction Project.**

Mr. McCutcheon explained this is the beginning of the reconstruction of Callaway Drive. He said the utility relocation will begin soon. He explained there will be additional phases of the project, but added this is the most critical phase.

0:03:42 **Motion**

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

0:03:48 **Vote**

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

0:04:08 **4. CONSIDER APPROVAL OF QUITCLAIM DEED WITH REVERTER CLAUSE FROM EDDY COUNTY TO THE CITY OF CARLSBAD FOR TRACT 1-A-1 OF THE CARLSBAD AIRPORT INDUSTRIAL PARK LAND DIVISION, UNIT 4, FILED IN CABINET 6, SLIDE 255-1 IN THE OFFICE OF THE COUNTY CLERK OF EDDY, COUNTY, NEW MEXICO FOR CONSTRUCTION AND USE OF THE LAND FOR PUBLIC ROAD OR HIGHWAY**

Mr. McCutcheon explained this portion of the project started two years ago. He said this is for the right of way for Corrales Road. He explained the County agreed to deed the land but there were delays at DFA. He explained the reverter clause states if the City does not build a road on part of the right of way in the next five years the land reverts back to the County.

0:05:43 **Motion**

The motion was made by Councilor Carter and seconded by Councilor Anaya Flores to approve Quitclaim Deed with Reverter Clause from Eddy County to the City of Carlsbad for Tract 1-A-1 of the Carlsbad Airport Industrial Park Land Division, Unit 4, filed in Cabinet 6, Slide 255-1 in the office of the County Clerk of Eddy, County, New Mexico for construction and use of the land for public road or highway

0:05:50 **Vote**

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

0:06:05 **5. CONSIDER APPROVAL OF A TEMPORARY USE PERMIT FOR TEMPORARY HOUSING AT 2411 C & D, EAST GREENE STREET; APPLICANT: JOSH MOORE**

Mr. Patterson explained this application is asking for approval of temporary housing at 2411 E. Greene St. He said this applicant has been through the process and was approved for temporary housing at another location. He explained the property meets the all of the required requirements. He added the applicant would like to operate with a temporary septic plan until the permanent septic plan is in place. **Mr. Patterson** added the Planning and Zoning Commission recommend approval.

0:07:31 **Mr. Joshua Moore** said he has been working on his current project for about two years. He explained he lost his partner so the project has taken longer than expected. He said he has purchased property very close to the original property. He explained he now has the equipment, resources, and the help and would like to attempt to build another facility for these types of services.

0:08:30 **Motion**

The motion was made by Councilor Carter and seconded by Councilor Rodriguez to approve a Temporary Use Permit for Temporary Housing at 2411 C & D, East Greene Street; Applicant: Josh Moore

0:08:36 **Vote**

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

0:08:56 **6. CONSIDER APPROVAL OF RESOLUTION NO. 2016-22, A RESOLUTION DECLARING CERTAIN CITY PROPERTY UNUSABLE OR OBSOLETE**

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

0:09:19 **Motion**

The motion was made by Councilor Nunley and seconded by Councilor Rodriguez to approve Resolution No. 2016-22, a Resolution declaring certain City property unusable or obsolete

0:09:24 **Vote**

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

0:09:40 **7. CONSIDER APPROVAL OF RESOLUTION NO. 2016-23, A RESOLUTION SUPPORTING THE PARTICIPATION WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR THE CAPITAL OUTLAY PROGRAM FOR THE DARK CANYON BRIDGE PROJECT**

Mr. McCutcheon explained staff has completed some preliminary engineering on the project. He said the Department of Transportation asked for a Resolution, which had not been completed. He added staff is doing some administrative clean up on the project to ensure everything is in order as the project moves forward.

0:10:29 **Motion**

The motion was made by Councilor Shirley and seconded by Councilor Doporto to approve Resolution No. 2016-23, a Resolution supporting the participation with the New Mexico Department of Transportation for the Capital Outlay Program for the Dark Canyon Bridge Project

0:10:36 **Vote**

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

0:10:52 **8. CONSIDER APPROVAL OF ORDINANCE NO. 2016-12, AN ORDINANCE REZONING PART OF "I" INDUSTRIAL DISTRICT TO "C-2" COMMERCIAL DISTRICT FOR AN APPROXIMATELY 0.5 ACRE PROPERTY, LOCATED AT 1314 S. CANAL STREET, LEGALLY DESCRIBED AS TRACTS 27 & 28, NE ¼ OF THE SE ¼ OF SECTION 7, TOWNSHIP 27 SOUTH, RANGE 27 EAST, PURSUANT TO SECTION 3-21-1 ET. SEQ. NMSA 1978 AND SECTIONS 56-150(B)**

AND 56-140(I) CARLSBAD CODE OF ORDINANCES; APPLICANT: ROBERT JACQUEZ

0:11:43 **A. Public Hearing**

Ms. Shumsky explained the applicant is requesting to change the zoning on the subject property. She said the applicant has put a lot of work into remodeling the facility. She said the property is currently zoned industrial and Mr. Jacquez is requesting a zone change to commercial. She added the Planning and Zoning Commission has recommended approval. She said the property is adjacent to commercial zoning and is appropriate for commercial zoning. She explained the proposed use for the property is essentially a service location for the homeless. She said the rear of the property will be surrounded by an R panel fence, which will provide a place to stay. She said in the building the following services will be provided: washers, dryers, showers, restroom facilities, counseling services, medical assistance, food distribution, and possibly haircuts and hygiene. She said those who are willing to stay and participate will have to follow rules or will not be allowed to stay.

0:14:25 **Ms. Shumsky** said this is a first step in dealing with the homeless issue. She explained there are a lot of community organizations that are partnering with Mr. Jacquez to provide services. She said the next step will be for those who are willing and able to move into transitional housing with the Carlsbad Transitional Housing Organization. She said the Mayor has been meeting with a group from the community for years to address the problem from a variety of different perspectives. She said the location of the property is an appropriate location for commercial business and staff is recommending approval.

0:16:49 **Mayor Janway asked if anyone would like to speak regarding the issue. No one appeared and the Mayor declared the public hearing closed and reconvened the Council into regular session.**

0:17:09 **B. Consider Ordinance No. 2016-12**

0:17:13 **Motion**

The motion was made by Councilor Doss and seconded by Councilor Anaya Flores to approve Ordinance No. 2016-12, an Ordinance Rezoning Part of "I" Industrial District to "C-2" Commercial District for an approximately 0.5 acre property, located at 1314 S. Canal Street, legally described as Tracts 27 & 28, NE 1/4 of the SE 1/4 of Section 7, Township 27 South, Range 27 East, pursuant to Section 3-21-1 et. seq. NMSA 1978 and Sections 56-150(B) and 56-140(I) Carlsbad Code of Ordinances; Applicant: Robert Jacquez

0:17:19 **Vote**

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

0:17:38 **9. COUNCIL COMMITTEE REPORTS**

Councilor Shirley said Carlsbad MainStreet is hosting an event on June 11, 2016 called Cavern Fest. He explained the City has partnered with MainStreet to bring in the band Little Texas with opening act The Henningsons free of charge for the City of Carlsbad and surrounding areas.

Mr. Mike Hernandez said there will be a Household Hazardous Waste day at the Beach area parking lot on April 30, 2016 from 8:00 a.m. to 2:00 p.m.

Councilor Rodriguez recognized Councilor Whitlock on receiving the award for community service from the AARP. He added the award is the highest volunteer honor award that is given.

Councilor Shirley recognized Mr. Mike Hernandez for doing an incredible job.

Councilor Doss said himself, Mr. Jack Volpato, and Mr. John Heaton visited Washington, DC to represent Eddy County. He said they meet with a lot of people from DOE and spoke to them about continuing to open WIPP. He said they spoke with a number of representatives and senators. He added without the help of lobbyist Jeff Murray they would not have been able to meet with anyone outside of those from New Mexico.

Councilor Doss invited everyone to attend the Town hall Veterans Meeting on Thursday, April 28th at 6:00 p.m. at the Library Annex.

0:26:18 **10. ADJOURN**

0:26:21 **Motion**

The motion was made by Councilor Whitlock and seconded by Councilor Anaya Flores to Adjourn

0:26:30 **Vote**

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

0:26:50 **Adjourn**

There being no further business, the meeting was adjourned at 6:27 p.m.

Mayor

ATTEST:

City Clerk

DRAFT

CITY OF CARLSBAD
PERSONNEL REPORT
 May 10, 2016

APPOINTMENTS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Brooks C. Ballard	05/26/16	Fire	Lifeguard
Brittany Box	05/26/16	Fire	Lifeguard
Cora Box	05/26/16	Fire	Lifeguard
Caitlin Carrasco	05/16/16	Riverwalk Rec. Ctr.	Recreation Attendant, Seasonal
Micheal Crossland	05/16.16	Golf Course	Seasonal Laborer
Jayson R. Gonzalez	05/16/16	Riverwalk Rec. Ctr.	Recreation Attendant, Seasonal
Crystal Grimes	05/26/16	Fire	Lifeguard
Katherine Lopez	05/26/16	Fire	Lifeguard
Tequiero Marsh	05/16/16	Riverwalk Rec. Ctr.	Recreation Attendant, Seasonal
Miguel A. Najera	05/16/16	Electrical	Electronics Technician
Tyler Plant	05/26/16	Fire	Lifeguard
Caleb Prentiss	05/26/16	Fire	Head Lifeguard
Zackery Putman	05/26/16	Fire	Lifeguard
Shelby Ridgway	05/26/16	Fire	Lifeguard
Jesus Serrano	05/26/16	Fire	Lifeguard
Mason Sillas	05/26/16	Fire	Lifeguard
Susan Taylor	05/16/16	Police	School Crossing Guard
Blaine Thompson	05/26/16	Fire	Lifeguard
Scoti Wagner	05/26/16	Fire	Lifeguard

TERMINATIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>	<u>REASON</u>
Virginia Duran	04/29/16	Police	Records Supervisor	Retired
Alfredo Florez	05/01/16	Fire	FF Rookie/EMT-B	Resigned
Wesley Green	04/22/16	Police	Telecommunicator	Resigned
Brian Huereque	04/27/16	Riverwalk Rec. Ctr.	Rec. Attendant, on call	Resigned
Paul Stubbe	04/29/16	Water	Foreman	Retired

INTERNAL TRANSFERS AND PROMOTIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Lupe Lara	05/02/16	Facility Maintenance	Custodian

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

FROM: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: May 4, 2016

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

General Information:

Name: Ballard, Brooks C. 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: Brooks has just completed all mandatory classes and certifications to qualify for this position.

CPR and First Aid Certified _____

Comments: I feel he 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: May 4, 2016

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

General Information:

Name: Box, Brittany 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 College</u> | |

Employment:

Present or last Employer: City of Carlsbad - Fire Dept Lifeguard

From May-15 to Aug-15 Classification: Lifeguard

Duties: Lifeguarding, CPR, First Aid and writing incident reports

Related Experience: Brittany worked for the City of Carlsbad last year as a Lifeguard.

CPR and First Aid Certified

Comments: 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: May 4, 2016

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

General Information:

Name: Box, Cora 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 High School</u> | |

Employment:

Present or last Employer: Walgreens

From Oct-15 to May-16 Classification: Cashier/Pharmacy Tech

Duties: _____

Related Experience: Cora worked for the City of Carlsbad 2015 as a Lifeguard, CPR and First Aid Certified

Comments: 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: Renee Madrid, Manager Riverwalk Recreation Complex *RM*

SUBJECT: Recommendation for Employment

DATE: April 25, 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: Caitlin Carrasco Classification/Position: Recreation Attendant

Department: Riverwalk Recreation Complex

- | | | |
|--|---|---|
| <input type="checkbox"/> Regular | <input type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>9</u> per hour |
| <input checked="" type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input checked="" 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 type="checkbox"/> Other | _____ | _____ |

Employment:

Present or last Employer: Quest Inc.

From Nov-15 to Jan-16 Classification: Assistant

Duties: Assisted visitors at Christmas on the Pecos.

Related Experience: Caitlin has volunteered at the Boys and Girls Club, plays sports for the CHS, enjoys working with the public and children.

Comments: Caitlin volunteers with the community and will be a great asset to the facility.

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*

SUBJECT: Recommendation for Employment

DATE: April 26, 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: Michael Crossland Classification/Position: Seasonal Laborer

Department: Golf Course

- | | | |
|--|---|---|
| <input type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input 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>Graduates High School in 2017</u> | |

Employment:

Present or last Employer: Lake Carlsbad Golf Course Pro Shop

From May, 15 to Present Classification: Cart Boy

Duties: Pick up range and wash carts

Related Experience: Work for the City of Carlsbad last summer as a seasonal laborer 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: Renee Madrid, Manager Riverwalk Recreation Complex *RM*

SUBJECT: Recommendation for Employment

DATE: April 25, 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: Jayson R. Gonzalez Classification/Position: Recreation Attendant

Department: Riverwalk Recreation Complex

Regular Full-time Hourly \$ 9 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 Attending University of NM

Employment:

Present or last Employer: Riverwalk Recreation Complex

From May-14 to Jul-14 Classification: Attendant

Duties: Set up for events, help patrons, interact with the children, open and close facility, issue out equipment, monitor skate park, project playground, hockey rink, and clean the facility

Related Experience: Jayson has volunteered at the Boys and Girls Club, and enjoys working with the children.

Comments: Jayson volunteers with the community, works well with patrons, and will be able to perform his duties well as a recreation attendant. Jayson has been employed with the City during the summer in 2014.

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: May 4, 2016

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

General Information:

Name: Grimes, Crystal 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 Attending High School

Employment:

Present or last Employer: Carlsbad Aquatic Center

From Feb-16 to Current Classification: Lifeguard

Duties: Lifeguard, patron surveillance, janitorial and first aid

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

Comments: 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: May 4, 2016

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

General Information:

Name: Lopez, Katherine "Katie" 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: Katherine has just completed all mandatory classes and certifications to qualify for this position.

CPR and First Aid Certified

Comments: 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: Renee Madrid, Manager Riverwalk Recreation Complex *SM*

SUBJECT: Recommendation for Employment

DATE: April 25, 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: Tequero Marsh Classification/Position: Recreation Attendant

Department: Riverwalk Recreation Complex

- | | | |
|--|---|---|
| <input type="checkbox"/> Regular | <input type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>9</u> per hour |
| <input checked="" type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input checked="" 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: Varco Electric

From Sep-14 to Present Classification: Electrician

Duties: Electrician

Related Experience: Tequero has volunteered at the Boys and Girls Club, and enjoys working with the children, and works with the public.

Comments: Tequero volunteers with the community, and will be able to perform his duties well as a recreation attendant.

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: Patrick Cass, Deputy Director of Public Works 

SUBJECT: Recommendation for Employment

DATE: May 3, 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: Miguel Alfredo Najera Classification/Position: Electronic Technician
Department: Electrical

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>29.59</u> per hour |
| <input 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: CARC Washington Ranch
From January 2016 to Present Classification: Maintenance
Duties: Maintenance of group homes, rooms, dorms, cabins and three hundred acres.

Related Experience: Twenty years of experience in wire and computer systems, trouble shooting and repairs.

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: May 4, 2016

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

General Information:

Name: Plant, Tyler 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: Tyler has just completed all mandatory classes and certifications to qualify for this position.

Tyler is also a member of the CHS Varsity Swim Team. CPR and First Aid Certified

Comments: I feel he 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: May 4, 2016

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

General Information:

Name: Prentiss, Caleb Classification/Position: Head Lifeguard

Department: Fire

- | | | |
|--|---|--|
| <input type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>\$ 11.00</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: Full time College Student

From Aug-15 to Current Classification: Student

Duties: _____

Related Experience: Returning Lifeguard from 2015, CPR and First Aid Certified

Comments: With Caleb's past experience, I feel he 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: May 4, 2016

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

General Information:

Name: Putman, Zackery Classification/Position: Lifeguard

Department: Fire

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

Education Level:

Associates Degree _____
 Bachelors Degree _____
 Masters Degree _____
 Other Attending High School

High School Diploma GED or equivalent

Employment:

Present or last Employer: City of Carlsbad Fire Dept

From May-15 to Aug-15 Classification: Lifeguard

Duties: Lifeguard duties

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

Comments: I feel he 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: May 4, 2016

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

General Information:

Name: Ridgway, Shelby 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 College</u> | |

Employment:

Present or last Employer: City of Carlsbad Fire Dept

From May-15 to Aug-15 Classification: Lifeguard

Duties: Lifeguard duties

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

Comments: 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: May 4, 2016

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

General Information:

Name: Serrano, Jesus "Tony" Classification/Position: Lifeguard

Department: Fire

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 Attending High School

Employment:

Present or last Employer: N/A

From _____ to _____ Classification: _____

Duties: _____

Related Experience: Tony has just completed all mandatory classes and certifications to qualify for this position.

CPR and First Aid Certified

Comments: I feel he 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: May 4, 2016

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

General Information:

Name: Sillas, Mason 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 Attending College

Employment:

Present or last Employer: McAlister's Deli

From Sep-15 to Current Classification: Front Expo

Duties: Food prep, waiting tables, claining and cooking

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

Comments: I feel he 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: D. Kent Waller *DKW 04/26/16*

SUBJECT: Recommendation for Employment

DATE: Monday April 25, 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: Susan Taylor Classification/Position: Crossing Guard
Department: Police

- | | | |
|--|---|---|
| <input type="checkbox"/> Regular | <input type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>11.95</u> per hour |
| <input checked="" type="checkbox"/> Seasonal | <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

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

Employment:

Present or last Employer: Self
From 2001 to 2006 Classification: Business Owner
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: Richard Lopez, Fire Chief

SUBJECT: Recommendation for Employment

DATE: May 4, 2016

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

General Information:

Name: Thompson, Blaine 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 _____
 Bachelors Degree _____
 Masters Degree _____
 Other Attending High School

Employment:

Present or last Employer: McAlisters

From Jun-15 to Sep-15 Classification: Customer Service

Duties: _____

Related Experience: Blaine has just completed all mandatory classes and certifications to qualify for this position.

CPR and First Aid Certified

Comments: I feel he would be an asset to the City of Carlsbad

CITY OF CARLSBAD

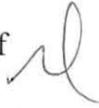
RECOMMENDATION FOR EMPLOYMENT

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: May 4, 2016

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

General Information:

Name: Wagner, Scoti 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: Scoti has just completed all mandatory classes and certifications to qualify for this position.

CPR and First Aid Certified

Comments: I feel she would be an asset to the City of Carlsbad

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 5/10/16

Department: Finance	BY: Matt Fletcher, Purchasing Mgr.	Date: 5/4/16
-------------------------------	--	------------------------

SUBJECT: Services
Description:
Annual Audit Services

SYNOPSIS:	Qty <u>1</u>	Total Est. Cost <u>\$ 77,500.00</u>	Total Actual Cost <u>\$ 48,234.00</u>
	Budgeted Yes	Est. City Share <u>\$ 77,500.00</u>	Actual City Share <u>\$ 48,234.00</u>
	Account # <u>01-0030-60040</u>	<u>\$ 40,000.00</u>	
	Account # <u>36-0360-60040</u>	<u>\$ 30,000.00</u>	
	Account # <u>23-0230-60040</u>	<u>\$ 7,500.00</u>	
	Account # _____	_____	
		TOTAL <u>\$ 77,500.00</u>	

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

The City of Carlsbad solicited formal sealed proposals from qualified firms for Annual Audit Services for fiscal year 15/16. A total of 7 firms submitted proposals and Hinkle & Landers PC was selected with a total score of 94.33 out of a possible of 100 points.

The City has budgeted \$77,500 for the audit in the FY16/17 budget. The proposed audit fee for Year 1 is \$48,234, with the option to continue for an additional two years at \$49,472 for Year 2 and \$50,748 for Year 3.

Requested action to be taken by Council: Select one	Council Action Taken: Select one	Date:
---	--	--------------

Reviewed by City Administrator:

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

Requested action to be taken by Council: Award RFP Number 2016-13	Council Action Taken: Select one	Date:
---	--	--------------

ADDITIONAL INFORMATION:
The City recommends awarding RFP 2016-13 to Hinkle & Landers in the amount of \$48,234.

Reviewed by City Administrator: /s/ Steve McCutcheon 5-5-2016

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

RFP # 2016-13

Evaluation Criteria
Annual Audit Services

FIRM NAME	2	5	4	3	6	1	7
	Johnson, Miller & Co. PO Drawer 220 Hobbs, NM 88241	Griego Professional Services 8500 Menaul Blvd. Ste. B295 Albuquerque, NM 87112	Harshwal & Company 6739 Academy Rd. NE Suite. 130 Albuquerque, NM 87109	Moss Adams LLP 6565 Americas Parkway NE Suite 600 Albuquerque, NM 87110	RPC CPAS & Consultants 2700 San Pedro NE Albuquerque, NM 87110	Hinkle & Landers 2500 9th Street NW Albuquerque, NM 87102	Stone, McGee and CO PO Box 2828 Silver City, NM 88062
<i>Capabilities of Firm</i> 30 Points	26.00	23.00	23.33	24.00	22.33	25.67	23.00
<i>Work Requirements and Audit Approach</i> 15 Points	13.67	11.33	13.33	13.00	12.33	13.33	12.67
<i>Technical Experience</i> 40 Points	36.33	30.33	34.00	37.00	35.00	36.33	33.67
<i>Strengths and Weaknesses</i> 5 Points	4.67	3.00	4.00	4.33	4.00	4.00	3.00
<i>Audit Fees (3 Year Total)</i> 10 Points	\$ 209,406.00 7.09	\$ 176,859.00 8.39	\$ 160,134.00 9.27	\$ 216,955.00 6.84	\$ 223,057.00 6.66	\$ 148,454.00 10.00	\$ 209,500.00 7.09
<i>NM Resident Preference</i> or <i>Veterans Business Preference</i>	5.00	5.00	0.00	5.00	5.00	5.00	0.00
Total Points	92.76	81.05	83.93	90.17	85.32	94.33	79.43

** Any applicable Resident Business or Resident Veterans Preferences will be applied to the total score. The value will be worth 5% of the total score (5 points)

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 5/10/16

Department: Solid Waste	BY:  <small>Mike Hernandez, Deputy Director of Utilities & Ruben Ramirez, Solid Waste Superintendent</small>	Date: 5/4/16
-----------------------------------	---	------------------------

SUBJECT: Equipment
Description:
Scorpion Automated Side Loader, 31-Yd Tandem Axle Body

SYNOPSIS:	Qty <u>1</u>	Total Est. Cost	<u>\$ 117,130.00</u>	Total Actual Cost	<u>\$ 117,130.00</u>
	Budgeted Yes	Est. City Share	<u>\$ 117,130.00</u>	Actual City Share	_____
	Account # <u>24-0240-85273</u>		<u>\$ 117,130.00</u>		
	Account # _____				
	Account # _____				
	Account # _____				
		TOTAL	<u>\$ 117,130.00</u>		

BACKGROUND, JUSTIFICATION AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)
 A budget adjustment request has been approved for the amount of \$117,130.00 to purchase one (1) each 31 yard Scorpion Side Loader Body.
 The cost for pickup, replace body, and delivery are all included. This purchase will be placed through HGAC Buy and is needed to replace the old KANN Manufacture ARC body. This old KANN Body is constantly at the city welding shop for repairs.

Requested action to be taken by Council: Other: HGAC BUY	Council Action Taken: Select one	Date:
---	--	--------------

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:
---	--	--------------

ADDITIONAL INFORMATION:

Reviewed by City Administrator: /s/ Steve McCutcheon 5-5-2016

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



CONTRACT PRICING WORKSHEET
For Standard Equipment Purchases

Contract No.:

RH08-14

Date Prepared:

4/29/2016

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Carlsbad, NM	Contractor:	DaDee Manufacturing, LLC
Contact Person:	Ruben Ramirez	Prepared By:	Paul Campbell
Phone:	575-885-0042	Phone:	602-276-4390 (800)-940-7467
Fax:	575-885-2773	Fax:	602-276-5470
Email:	rramirez@cityofcarlsbadnm.com	Email:	pcampbell@dadeemfg.com

Product Code:	CB07	Description:	Scorpion Automated Side Loader: 31-Yd Tandem Axle
---------------	------	--------------	---

A. Product Item Base Unit Price Per Contractor's H-GAC Contract: 100,100

B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
GR1 60 - 300 Grip Assembly	600		0
LST1 LST Switch Controls	525		
FLP-R Rear Mud Flaps	150		
CAM-R 2-Color Camera System with Quad Monitor	2500		
CAM1 Additional Standard Color Camera & Cable	500		
LTK-R Overhead Oval Dual Flashing LED Strobes (rear)	500		
LTK1 Three Light Flashing Kit on Tailgate tied to Brakes	500		
LTK4 LED Work Lights (2) Hopper and Arm \$150 ea	300		
FEX1 10 Lb Fire Extinguisher & Mounting Bracket	150		
Subtotal From Additional Sheet(s):			
			Subtotal B: 5725

C. Unpublished Options - Itemize below - Attach additional sheet if necessary
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Clutched PTO	1000		
FLP-C Center Rear Mud Flap over Brake Pods	175		
FLP Front of Rear Axle Mud Flaps	230		
CAM2 Upgrade to DVR Monitor	800		
REFURB Customer Chassis	4000		
Subtotal From Additional Sheet(s):			
			Subtotal C: 6205

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). **For this transaction the percentage is:** 6%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	112030	=	Subtotal D:	112030
-------------------	---	--------------------------	--------	---	-------------	--------

E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
Body color Standard White w/Safety Yellow Arm	NC	\$7,500 Discount for repeat order	-7500
Standard 1-Year Warranty	NC		
Freight \$1,300 Each Way	2600		
Subtotal E:			-4900

Delivery Date: **D.O.C.** **F. Total Purchase Price (D+E):** 107130

**Monthly Report from the
Office of the City Clerk
For the Month of: APRIL**

No. of Employees: 2.5

No. Days this Month: 30

Holidays: 1

No. Days Worked this Month: 20

INFORMATION RECORDS			
Records Requested	Records Processed	Records Received	Records Completed
26	26	26	17 Completed/8 invoiced waiting on payment to complete
MINUTES			
Minutes Received	Minutes Corrected	Minutes Approved	Minutes Published
47	2	47	47
MEETING AGENDAS			
Agendas Received	Agendas Corrected	Agendas Approved	Agendas Published
23		23	23
MEETINGS ATTENDED			
Meetings/Month	Council	Director's	Other
10	2	4	Safety 4
LODGERS TAX			
Applications Received	Applications Approved	Applications Completed	Additional Applications Mailed/not received
21	21	21	23
LIQUOR LICENSES			
Applications Received	Application Hearings	Applications Processed	Applications Completed
1			
PERMANENT RECORDS			
Records Received	Records Processed		
42	42		

UPDATES			
Minute History	Council Document Permanent File	Ordinances/ Resolutions	Board Attendance- Board Members File
2	2	7	47
PUBLICATIONS			
Legal Notices	Public Notices	Holiday Notices	
5		1	
DOCUMENT EXECUTION			
Water/Sewer Liens	Interment Rights Agreements		
2	17		
OATHS OF OFFICE			
1	Governmental Conduct Act		
	31		
CENTRAL FILING			
RESEARCH			
2			
OTHER			

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

APRIL 2016

Number of Cases	1,042
Warrants Outstanding	3315
Amount of Fines	\$46,804.00
Cases on Appeal	1

FINES

Summary for the Month of	APRIL 2016
Total Fines	\$30,124.00
Total Prevention Fees	\$ 114.00
Total Lab Fees	\$ 219.00
Total Correction Fees	\$11,186.00
Total Automation Fees	\$ 3,416.00
Judicial Fees	\$ 1,745.00
Notary Fees	\$ 0.00
Victim Restitution	\$ 0.00
TOTAL	\$46,804.00
TOTAL FINES WORKED OUT THROUGH COMMUNITY SERVICE - \$ 0.00	

cc: Chief
City Administrator
Finance Department


Municipal Judge

**City of Carlsbad
Personnel Department**

**Action Report
Month of April 2016**

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

City of Carlsbad
 Personnel Department Action Report
 Month of April 2016

EMPLOYEE REPORT	Beginning of Month	New Hires	Terminations	Transfers In	Transfers Out	End of Month
Full-Time Employees	442	6	6			442
Part-Time/Temp Employees	71	2	2			71
Total Employees	513	8	8	0	0	513
Administrative	20					20
Judicial	7					7
Finance	21	1				22
Police	113	2	2			113
Fire	62		1			61
Arts & Culture	66		3			63
Sports & Recreation	48	2				50
Planning & Regulation	17					17
Utilities	83	3	2			84
Transportation & Facilities	76					76
TOTAL	513	8	8	0	0	513

WEEKLY INDEMNITY	Beginning of Month	New Claims	Released To Work	Terminated	End of Month
Employees on WI	9	1	1	0	9

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

DRUG TESTS	Number Given
Pre-employment	9
Probationary	3
Post Accident	17
Random	0
Periodic	0
Probable Cause	0

VACANCIES BID	Department
Solid Waste Attendant	Solid Waste

PHYSICAL EXAMINATIONS	Number Given
Pre-employment	9
Return to Work Evaluation	0
Functional Capacity Evaluation	0

VACANCIES ADVERTISED	Applications Received
Custodian	21
Finance Director	13
Lifeguard	9
Telecommunicator	22
Electronics Technician	2
Telecommunicator	Pending
Seasonal Laborer	Pending

TESTING	Number Given
Typing	6

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: May 10, 2016

DEPARTMENT: Beautification	BY: Mary Garwood	DATE: May 4, 2016												
SUBJECT: KEEP NEW MEXICO BEAUTIFUL GRANT AWARD														
<p>BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)</p> <p>Keep New Mexico Beautiful, Inc. (KNMB) is the official clearing house for beautification projects in the State of New Mexico granted by the Litter Control & Beautification Act H.B. 158 as amended.</p> <ul style="list-style-type: none"> • KNMB is a non-profit organization that is dedicated to promoting and educating New Mexicans about beautification, xeriscape, graffiti eradication, litter control, recycling, community stewardship, volunteerism and pride in our state. • KNMB's grant program is supported by New Mexico Clean & Beautiful, a program of the New Mexico Tourism Department. • The KNMB grant program supports projects that improve communities, public spaces, and institutions. • The approval of grants and allocation of funds is dependent upon KNMB Grant Committee review, availability of funds, the number of applications received, and compliance with grant requirements set forth in the Grant Guidelines section. <p>Keep Carlsbad Beautiful has been awarded a total amount of \$1625.00 from Keep New Mexico Beautiful. This money is to be used for 60 recycling bins for education and outreach efforts and for 75 trash grabbers to implement community cleanup efforts led by Keep Carlsbad Beautiful.</p>														
DEPARTMENT RECOMMENDATION: If it is the pleasure of the Council, it is recommended that the Grant be approved.														
<p>BOARD/COMMISSION/COMMITTEE ACTION:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">9 P & Z</td> <td style="width: 25%;">9 Lodgers Tax Board</td> <td style="width: 25%;">9 Cemetery Board</td> <td style="width: 25%; text-align: right;">} <input type="checkbox"/> APPROVED</td> </tr> <tr> <td>9 Museum Board</td> <td>9 San Jose Board</td> <td>9 Water Board</td> <td style="text-align: right;">}</td> </tr> <tr> <td>9 Library Board</td> <td>9 N. Mesa Board</td> <td>9 Insurance Committee</td> <td style="text-align: right;">} <input type="checkbox"/> DISAPPROVED</td> </tr> </table>			9 P & Z	9 Lodgers Tax Board	9 Cemetery Board	} <input type="checkbox"/> APPROVED	9 Museum Board	9 San Jose Board	9 Water Board	}	9 Library Board	9 N. Mesa Board	9 Insurance Committee	} <input type="checkbox"/> DISAPPROVED
9 P & Z	9 Lodgers Tax Board	9 Cemetery Board	} <input type="checkbox"/> APPROVED											
9 Museum Board	9 San Jose Board	9 Water Board	}											
9 Library Board	9 N. Mesa Board	9 Insurance Committee	} <input type="checkbox"/> DISAPPROVED											

<p>Reviewed by:</p> <p>City Administrator <u> /s/ Steve McCutcheon</u> Date: <u> 5-6-2016</u></p>

ATTACHMENT(S):



Keep New Mexico Beautiful, Inc.

Congratulations!

Keep New Mexico Beautiful Inc. is pleased to formally notify you that your project proposal has been awarded a KNMB grant!

We're happy to support your project and look forward to hearing more about it when it is complete.

The deadline for Final Report submissions is May 22, 2016.

Attached, please find the Grant Final Report form and instructions for sending the documents that KNMB requires of grant recipients upon completion of the project.

- 1) the KNMB Grant Voucher which outlines the award and reporting requirements, and
- 2) the KNMB Grants Final Report (Tip: please review this report prior to implementing your project to help understand what information we ask you to submit.)

All Final Reports must be received by our office by 5:00 PM on Sunday, May 22, 2016 along with the following supporting materials:

- **receipts** (proof of payment of project expenses, not just billed invoices)
- **photos** of the project during and/or after your project completion
- **copy** of any media coverage or promotional materials

Please call me if you have any questions about the attached documents or your grant award.

Congratulations and best of luck with your project!

Sincerely,

Frances Richardson
Executive Director
Keep New Mexico Beautiful Inc.
Office: 505-883-5559 Cell: 505: 264-2759 or 505-377-6499



Keep New Mexico Beautiful, Inc.

SPRING 2016 GRANT VOUCHER

May 4, 2016

Keep Carlsbad Beautiful
Attn: Mary Garwood
101 N. Halagueno
Carlsbad, NM 88220

Congratulations! You have been selected to receive spring 2016 grant from Keep New Mexico Beautiful, Inc. in the total amount of **\$1,625.00**.

PROCEDURE:

1. Purchase the materials or supplies that were approved by our Grant Committee for your project. The items purchased must have been in the initial submitted grant request budget.
2. After conducting your project, complete the KNMB Final Grant Report attached to this voucher. Include with it paid receipts for expenditures to be reimbursed by the grant. KNMB will only reimburse up to the grant amount authorized and only for the items on the original budget. KNMB cannot issue reimbursement without receipts / proof of payment(s).
3. Submit this voucher, signed, the KNMB Final Grant Report, and any newspaper or radio announcements, newsletters or other media that promoted the project and included KNMB as a donor/sponsor of your project.
4. All information should include and clearly state that this grant was provided by "Keep New Mexico Beautiful, Inc., through a grant from New Mexico Clean & Beautiful, a division of the New Mexico Tourism Department". This must be incorporated into any and all press releases and acknowledgements.

The KNMB logo is available upon request and should be displayed on any permanent structure, planter, recycle bin, etc.

5. Return the above and attached documentation no later than May 22, 2016. If you have difficulties completing your project by this date please notify us immediately. Thank you!

Please contact us with any questions or concerns: 505-883-5559, Cell: 505-264-2759. If there are changes to your project, please contact KNMB prior to conducting the project.

Reimbursement Amount (total paid receipts submitted): \$ _____

KNMB, Inc. Treasurer is authorized to pay up to: \$ 1,625.00

Organization Name/Contact: _____

Signature of Grant Recipient

F. Richardson

Signature of KNMB Representative

CITY OF CARLSBAD
AGENDA BRIEFING MEMORANDUM

Council Meeting Date: May 10, 2016

DEPARTMENT: Beautification	BY: Mary Garwood	DATE: May 4, 2016
-----------------------------------	-------------------------	--------------------------

SUBJECT: LITTER CONTROL & BEAUTIFICATION GRANT AGREEMENT

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

The New Mexico Litter Control and Beautification Act. NMSA 1978, Sections 67-16-1 to 67-16-14 as amended, provides, through the New Mexico Department of Tourism, public funds for the purpose of providing grants to local communities for litter control and beautification. Funds are allocated based on a competitive award system and past performance. The City of Carlsbad has been awarded a grant through the New Mexico Department of Tourism, Keep New Mexico Clean & Beautiful program, for fiscal year 2016-2017.

The total amount of the attached agreement is \$18,500.00. This includes \$2,500.00 for Keep Carlsbad Beautiful cleanup events (i.e. "Clean Your Block" parties), \$2,500.00 for recycling education and outreach materials, \$12,500.00 for youth employment contracts, and \$3,300.00 for travel for Keep America Beautiful. These funds may be used for travel, recycling, graffiti, awards, public education, recycling promotions, and per diem monies to attend state and national functions.

The grant agreement requires a Resolution of Support from the governing body. The Resolution is attached.

DEPARTMENT RECOMMENDATION: If it is the pleasure of the City Council, it is recommended that the grant agreement be approved.

BOARD/COMMISSION/COMMITTEE ACTION:

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

Reviewed by:
City Administrator: /s/ Steve McCutcheon **Date:** 5-6-2016



STATE OF NEW MEXICO
Tourism Department

491 Old Santa Fe Trail P.O. Box 20002 Santa Fe, NM 87501
Phone: 505.827.7400 Fax: 505.827.7402

Susana Martinez
Governor

Rebecca Latham
Cabinet Secretary

John Sanchez
Lt. Governor

Ms. Mary Garwood
Keep Carlsbad Beautiful
101 North Halagueno
Carlsbad, NM 88220

May 1, 2016

Dear Ms. Garwood:

Thank you for submitting your application to New Mexico Clean & Beautiful for the FY17 grant cycle. The review committee identified projects, events and programs that align with our goals to incite pride among New Mexicans and make profound impacts on their lives.

As with all Tourism Department grant programs, the total amount of requests well exceeded the amount of funds available. Therefore, you will see a reduction from your request to the actual award. The attached budget designates specific program and/or line items the committee elected to fund and those that they did not. Please see the Summary tab of the revised budget (attached). Complete the additional tabs detailing planned expenses (not to exceed the amounts allocated per program) and return this workbook, which will become Exhibit I and part of the agreement between Keep Carlsbad Beautiful and the New Mexico Tourism Department. Please print and execute TWO copies, then return BOTH originals with the revised budget to our office by June 1, 2016.

Please don't hesitate to contact me with questions or concerns. I look forward to working with you throughout the coming year and thank you for all you do to Keep New Mexico True.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrea M. Lawrence".

Andrea M. Lawrence, CTP, CTIS
Program Manager, New Mexico Clean & Beautiful

**LITTER CONTROL & BEAUTIFICATION
GRANT AGREEMENT**

THIS AGREEMENT, entered into between the State of New Mexico, New Mexico Tourism Department, "Department" and the Keep Carlsbad Beautiful. "Public Entity". Department and Public Entity each a "Party" and collectively "Parties".

RECITALS

The purpose of the "New Mexico Litter Control and Beautification Act," NMSA 1978, § 67-16-1 et. seq., "Act," is to control litter by authorizing the Department to eliminate litter from New Mexico to the maximum practical extent through a State-coordinated plan of education, control, prevention, and elimination;

The Act, NMSA 1978, § 67-16-12, provides that the Department may allocate up to fifty percent (50%) of the funds generated annually by the Act to local governments to establish and sustain local Keep America Beautiful system programs;

The Act provides that the Department may allocate up to sixty percent (60%) of fees generated annual to local governments to establish a youth employment program to aid in litter control and beautification projects;

The Public Entity is a local government as defined under the Act;

Exhibit 1, Grant Award Distribution are incorporated by reference; and

The Parties hereto intend to fulfill the requirements of the Act through this Agreement.

THEREFORE, pursuant to the Act, the Parties agree as follows:

SECTION ONE- The Department

A. The Department shall:

1. Allocate funds generated by the Act and pay to the Public Entity an amount not to exceed \$18,500 ("Funds") to establish or sustain a local Keep America Beautiful system program; and/or to fund a youth employment program to aid in litter control and beautification projects as stipulated in Exhibit 1.

2. Reimburse Funds on a quarterly basis, quarters are designated as: July through September; October through December; January through March; and April through June.

3. Not disburse any Funds until the Public Entity submits proper written documentation of its expenditures.

4. Allow the Public Entity to request reallocation of Funds between the program resources allocation to the youth employment allocation, based on the Public Entity's need to support local youth interests. Provided the request is in writing, submitted before request for reimbursement and includes specific reference to line items from which Funds will be debited, information about how those Funds will be spent, where the Funds will be credited and any other information requested by the Department.

5. Amend the Public Entity's budget if the Department approves a written request to amend.

SECTION TWO- The Public Entity

A. The Public Entity shall:

1. Perform and complete the Litter Control, Graffiti Eradication, Beautification, Recycling, and related community programs, projects and events as in furtherance of the statewide Keep America Beautiful system programs, pursuant to the Act, and as set forth in Exhibit 1.

2. Spend the Funds allocated as required by, and according to, the provisions of the Act, the applicable rules and regulations of the Department, and this Agreement. The Public Entity shall only expend Funds allocated under this Agreement on equipment, projects, promotional programs, services, education and other matters, only if they are related to litter prevention, elimination, control programs, beautification, and recycling.

3. Complete online reimbursement requests on or before the tenth (10th) calendar day after the end of each quarter, EXCEPT FOR THE FOURTH QUARTER. Public Entity must submit its final requests for reimbursement for the fourth quarter submitted no later than June tenth (10th), except for request on reimbursement for youth employment, which Public Entity may submit by July third (3rd). The first page of all reimbursement requests must be printed, signed and returned to Department no more than five (5) days following each of the above deadlines.

4. Include the following in its requests for reimbursement to the Department:
- a. A detailed accounting of expenditures of all Funds allocated and paid by line item;
 - b. Copies of the detailed Public Entity purchase documents, receipts and proof of payment for equipment, materials, or supplies purchased, (including model and serial numbers, if any);
 - c. Copies of the payroll for youth employees;
 - d. A Final Performance and Accounting Report as defined below, must accompany all fourth quarter requests; and
 - e. Any other information required by the Department.

5. Make reallocation requests in writing to the Department pursuant Section 1 (A)(5), prior to submitting the request for reimbursement.

6. Keep accounting records for the Litter Control, Graffiti, Beautification, Recycling, and related community programs and submit an accounting and performance report to the Department with its final request for reimbursement.

7. Include the following in its Final Performance and Accounting Report:
- a. An accounting of expenditures of all Funds by line item;
 - b. A certification that Public Entity used purchased equipment only for the purpose of fulfilling this Agreement and for no other purpose;
 - c. A detailed summary of accomplishments towards the objectives and goals of the program;
 - d. Any other information necessary to explain the program accomplishments; and
 - e. Any other information required by the Department.

8. Use the equipment purchased in whole or part with the Funds only for the anti-litter and beautification purposes as required by the Act.

9. Not assign or transfer any interest in this Agreement including any claims or money due or that may become due under this Agreement.

10. Not subcontract any portion of the services to be performed, or programs to be fulfilled and accomplished, or consultants to be hired, under this Agreement without prior written approval of the Department.

11. Maintain detailed records documenting the date, time, and nature of services rendered and the progress of programs undertaken and understands that these records shall be subject to inspection by the Department, the Department of Finance and Administration, and the New Mexico State Auditor. The Department shall have the right to audit billings both before and after payment; payment under this Agreement shall not foreclose the right of the Department to recover excessive payment.

12. Not currently have and not acquire any interest, direct or indirect, that would cause a conflict of interest in any manner or degree in relation to the performance or services required under this Agreement.

13. Release the Department, its officers, and employees, and the State of New Mexico as provided for by law from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

14. Not purport to bind the Department or the State of New Mexico to any obligation not assumed herein, unless Public Entity has written authority to do so, and then only within the strict limits of that authority.

B. A Public Entity's illegal or unauthorized expenditures under this Agreement shall constitute a debt to the State of New Mexico, owed by Public Entity. In the case of such debt, the

Parties agree that the Department may elect to withhold or recover Funds from the Public Entity, its successors, or assignees or recover through appropriate legal action.

SECTION THREE- General Obligations

A. The Parties shall adhere to the requirements set forth in Department's Litter Control and Beautification Grant Requirements Rule for grant approval, allocation, and reporting.

B. Direct costs of travel or per diem incurred by the Public Entity shall be the sole responsibility of the Public Entity. A Public Entity may propose and request direct and separate travel reimbursement, in advance, for cost associated with conferences, trainings, workshops or other meetings that directly benefit attendees in relationship to the programs they implement and oversee with Funds received under this Agreement. Reimbursement requests for direct costs of travel or per diem for one attendee per conference, etc. *must be* accompanied by a written report including the following items: (1) an evaluation of each session attended, (2) one key learning from each and, (3) at least three (3) ideas for how to incorporate those concepts into future initiatives. Receipts submitted without the proper documentation demonstrating conference attendance will not be reimbursed.

C. Equipment purchased with Funds that has a service life longer than this Agreement shall be used for agreed upon purposes for the length of that equipment's service life. Before the Department reimburses the Public Entity's expenses for such equipment purchased for more than one thousand dollars (\$1,000.00), the Parties shall agree and specify its expected service life based on the kind of equipment, amount of anticipated use, service that will be performed, and the equipment's normal service life.

1. If upon termination or expiration of this Agreement the Public Entity has any property acquired pursuant to this Agreement, then Public Entity shall only dispose of it as directed by Department.

D. The Public Entity's failure to submit reimbursement requests by the protocol delineated on or before the dates outlined in **SECTION TWO for the first three quarters** will result in a penalty assessed on the invoice equal to ten percent (10%) of the total invoice submitted for that quarter. **PUBLIC ENTITIES' REQUESTS RECEIVED AFTER THE FOURTH QUARTER DEADLINES OUTLINED IN SECTION TWO WILL NOT BE PAID.**

E. The Public Entity and its agents and employees are independent contractors fulfilling their obligations to Department under this Agreement and are not employees of the State of New Mexico. Public Entity and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of State vehicles, or any other benefits afforded to the employees of the State of New Mexico as a result of this Agreement.

F. Any unexpended or unencumbered balance upon termination of this Agreement allocated by the Department will revert back to the Department.

SECTION FOUR- Amendment

A. This Agreement shall not be altered, changed or amended except by a written instrument, executed by both Parties.

B. All properly submitted and approved reallocations for Funds do not require a formal amendment to this Agreement, provided the Department does not increase Public Entity's allocation.

SECTION FIVE- Appropriation

A. The Department reserves the right to terminate this Agreement if Funds appropriated by the Legislature are insufficient to fulfill its obligations under this Agreement.

B. The Department's decision as to whether Funds under the Act are sufficient for fulfillment of this Agreement shall be final.

SECTION SIX – Term and Termination

A. This Agreement shall not take effect until executed by the Parties hereto. This Agreement shall terminate on June 30, 2017, unless terminated pursuant to the following paragraphs of this Section.

B. The Department may terminate this Agreement if Public Entity fails to commence program activities by the end of the second quarter of the fiscal year or have a plan to complete program activities by the last day of the tenth (10th) month of the fiscal year, if Public Entity fails to communicate its intentions or does not comply with this Agreement as determined by the Department.

C. Either Party may terminate this Agreement with thirty (30) days written notice to the other Party. By such termination, neither Party may nullify obligations already incurred for performance or failure to perform for the programs rendered prior to the date of termination of the Agreement. However, neither Party shall have any obligation to perform services or make payment for services or specified programs rendered after such date of termination.

SECTION SEVEN – Integration

This Agreement incorporates all the agreements, covenants, and understandings between the Parties hereto concerning the subject matter hereof. No prior agreements or understanding, verbal or otherwise, of the Parties or their agents shall become valid or enforceable unless embodied in this Agreement.

SECTION EIGHT – Controlling Law

The laws of the State of New Mexico shall govern this Agreement. The Parties agree that the District Courts of the State of New Mexico have jurisdiction over any lawsuits brought by either Party to enforce its rights hereunder. Venue shall be in Santa Fe County, New Mexico.

SECTION NINE – Intent Of Agreement

This Agreement is not intended by any of the provisions or any part of the Agreement to create in the public, or any member thereof, a third party beneficiary; nor is it intended to authorize anyone not a party to this Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury, damage(s) to property(ties), and/or any other claims(s) whatsoever pursuant to the provisions of this Agreement.

SECTION TEN – New Mexico Tort Claims Act

By entering into this Agreement, neither Party shall be responsible for liability incurred as a result of the other Party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, §§ 41-4-1 to -14. This Section is intended only to define the liabilities between the Parties hereto and it is not intended to modify, in any way, the Parties' liabilities as governed by common law or the New Mexico Tort Claims Act. Public Entity and its "public employees," as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defenses, and/or do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies and/or waives any provisions of the New Mexico Tort Claims Act.

SECTION ELEVEN – Equal Opportunity Compliance

Public Entity shall abide by all Federal and State laws, rules, and regulations pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, Public Entity shall assure that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with or participation in, be denied the benefits, or be otherwise subjected to discrimination under, any program or activity performed under this Agreement. If Public Entity is found to have failed to comply with these requirements during the term of this Agreement, Public Entity shall take appropriate steps to correct these deficiencies.

SECTION TWELVE – Civil Rights Laws And Regulation Compliance

Public Entity shall comply with all Federal, State, and local laws and ordinances applicable to the work called for herein. Public Entity further agrees to operate under and be controlled by Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Employment Act, the Americans with Disabilities Act of 1990, and the New Mexico Human Rights Act.

[The remainder of this page is intentionally left blank.]

The Parties have executed this Agreement as of the date of execution by the Department.

New Mexico Tourism Department

By: _____
Rebecca Latham,
Cabinet Secretary

Date: _____

Public Entity

By: _____

Date: _____

Title: _____

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 5/10/16

Department: Public Works	BY: Tom Carlson 	Date: 5/5/16
-----------------------------	---	-----------------

SUBJECT: Select one
Description:
National Public Works Week, May 15th through May 21st

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.)
 National Public Works Week is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as Public Works. Instituted as a public education campaign by the American Public Works Association (APWA) in 1960, National Public Works Week is being celebrated the week of May 15th through May 23th.

To highlight the importance of Public Works in the life of our community, I respectfully ask for Mayor Janway and the City Council to consider issuing the attached proclamation. Public Works staff will recognize our employees with a breakfast which will be served at the PRVCC Carousel on Monday, May 18, 2015, from 7:00a.m. to 8:00a.m. It will be an honor if the Mayor, City Council and the City Administrator can join us in the recognition.

Requested action to be taken by Council: Other:	Council Action Taken: Select one	Date:
--	-------------------------------------	-------

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:
--	-------------------------------------	-------

ADDITIONAL INFORMATION:

Reviewed by City Administrator: /s/ Steve McCutcheon 5-5-2016

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

CITY OF CARLSBAD
OFFICE OF THE MAYOR
PROCLAMATION

WHEREAS, public works services provided in our community are an integral part of our citizen's everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, parks and solid waste collection; and

WHEREAS, the health, safety and comfort of our community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skills of public works employees; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff the public works department is materially influenced by the citizens attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, I Dale Janway, Mayor of the City of Carlsbad, do hereby proclaim the week of May 15th through May 21st as

"NATIONAL PUBLIC WORKS WEEK"

in the City of Carlsbad, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Given under my hand and Seal of the City of Carlsbad this __ day of May 2016.

Dale Janway, Mayor

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.

[Signature]
Tom Carlson, Director of Public Works

[Signature]
Luis R. Camero, Director of Utilities

[Signature]
Richard D. Lopez, Fire Chief

[Signature]
Kent Waller, Police Chief

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

Signed and sworn to me this 26th day of April, 2016, by Tom Carlson, Director of Public Works.

My commission expires: 9/23/18 [Signature]
Notary Public

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

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

My commission expires: November 19, 2017 [Signature]
Notary Public

OFFICIAL SEAL
JENNIFER M. CAMPOS
NOTARY PUBLIC - STATE OF NEW MEXICO
My commission expires: 11-19-17

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

Signed and sworn to me this 26th day of April, 2016, by Richard D. Lopez, Fire Chief.

My commission expires: 05-23-19 [Signature]
Notary Public

OFFICIAL SEAL
KAREN E. BOCK
NOTARY PUBLIC
STATE OF NEW MEXICO
5-23-19

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

Signed and sworn to me this 28th day of April, 2016, by Kent Waller, Chief of Police.

My commission expires: 03-17-19 [Signature]
Notary Public

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 10 May 2016

DEPARTMENT: Legal	BY: E. Riordan	DATE: April 26, 2016
SUBJECT: Proposed Resolution requiring the removal of the building and debris at 1408 Bonbright		
BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)		
<p>The property commonly known as 1408 Bonbright is at the corner of West Bonbright and North Cypress streets. There was a single-family residence and a small storage building on the property. The residence suffered heavy damage due to a fire. The roof has collapsed and several walls were badly damaged. The property appears to have been vacant since the fire. The home is not secured, and, due to the extensive fire damage, it is unlikely that it could be made secure. Although the lawn appears to be mowed, there is junk and debris from the house scattered on the property.</p> <p>City Code Enforcement Officers have tried to contact the owner, the mortgage company, and the mortgage company's property management company to have the building removed and the property cleaned. That work has not been done. The home and property remain in unacceptable condition.</p> <p>The property and structures have been inspected by a City Building Inspector, the Fire Marshal, and a Code Enforcement Officer. Due to the fire damage and lack of maintenance, it is believed that rehabilitating the structure would be impractical. They recommend that Council consider a resolution requiring the removal of the residence and cleanup of the property.</p> <p>The Eddy County Assessor's Office lists Virginia J. Dluhosh as owning or having an interest in the property. On April 26, 2016, a letter was sent to Ms. Dluhosh's address as shown on the records of the Eddy County Assessor's Office. A second copy of the letter was sent to Ms. Dluhosh at an out of state address that Code Enforcement learned of. The letters invited her to attend the meeting and speak with Council about the property. A letter was also sent to Five Brothers Mortgage Company Services and Securing, Inc. Previously, Code Enforcement had received a letter from David Saylor of Five Brothers in which he stated that they were "providing property preservation services for the home located at 1408 W Bonbright St" on behalf of Seneca Mortgage.</p>		
DEPARTMENT RECOMMENDATION: Adopt the proposed resolution.		
BOARD/COMMISSION/COMMITTEE ACTION: N/A		
<input type="checkbox"/> P & Z <input type="checkbox"/> Museum Board <input type="checkbox"/> Library Board	<input type="checkbox"/> Lodgers Tax Board <input type="checkbox"/> San Jose Board <input type="checkbox"/> North Mesa Board	<input type="checkbox"/> Cemetery Board <input type="checkbox"/> Water Board <input type="checkbox"/> _____ Committee
		} <input type="checkbox"/> APPROVED } } <input type="checkbox"/> DISAPPROVED
Reviewed by: City Administrator <u> /s/ Steve McCutcheon</u> Date: <u>5-5-2016</u>		

ATTACHMENT(S):

- Proposed Resolution with Attachments
- Photographs
- Letter to Virginia J. Dluhosh dated 25 April, 2016
- Letter to David Saylor, Five Brothers Mortgage Company Services and Securing, Inc. dated 25 April 2016

RESOLUTION NO. 2016-___

A RESOLUTION FINDING THE BUILDINGS OR STRUCTURES AT THE PROPERTY COMMONLY KNOWN AS 1408 W. BONBRIGHT STREET TO BE RUINED, DAMAGED, AND DILAPIDATED AND FINDING THE PREMISES TO BE COVERED WITH RUINS, RUBBISH, WRECKAGE, WEEDS, DEBRIS; REQUIRING THE REMOVAL OF THE BUILDINGS, STRUCTURES, RUINS, RUBBISH, WRECKAGE, WEEDS, DEBRIS

WHEREAS, the records of the Eddy County Assessor's Office show Virginia J. Dluhosh to be the owner of or to have an interest in the property commonly known as 1408 W. Bonbright, Carlsbad, Eddy County, New Mexico and more particularly described as:

West one-half, Less the North 165 feet of Block 7 GREEN'S WESTERN ADDITION to the City of Carlsbad, Eddy County, New Mexico, as shown on the official plat thereof on file in the Office of the County Clerk of Eddy County, New Mexico.

hereinafter referred to as the "Property";

WHEREAS, there was a single family residence on the Property; and

WHEREAS, the residence was badly damaged by a fire more than one year ago; and

WHEREAS, the fire damage has caused the roof to collapse and several walls to be heavily damaged; and

WHEREAS, a City of Carlsbad Building Inspector, a Code Enforcement Officer, and the Fire Marshal have inspected the Property; and

WHEREAS, those inspections found that the residence was ruined, damaged, and dilapidated, and the Property contained ruins, rubbish, wreckage, weeds and debris; and

WHEREAS, the specific violations, under the building codes, include, but are not limited to those listed on the attached Exhibit "A"; and

WHEREAS, the specific violations under Code of Ordinances of the City of Carlsbad, include, but are not limited to those listed on the attached Exhibit "B"; and

WHEREAS, the specific Fire Code violations include, but are not limited to those listed on the attached Exhibit "C;" and

WHEREAS, the structures, ruins, rubbish, wreckage, weeds, and debris are a menace to the public comfort, health, peace, and safety and require removal forthwith;

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Carlsbad, Eddy County, New Mexico that:

1. A copy of this Resolution shall be served on the record owner, occupant, or agent in charge of the premises. Such service shall be in person if such a person can be found within the City of Carlsbad, New Mexico after a reasonable search.

2. If the record owner, occupant, or agent in charge of the premises cannot be located within the City of Carlsbad, New Mexico, notice shall be by posting at the premises and by publishing this Resolution one time in a newspaper in general circulation in the City of Carlsbad.

3. Within ten days of either the receipt of a copy of this Resolution or the posting and publishing of this Resolution, the owner, occupant, or agent in charge of the premises shall commence removing the buildings, structures, ruins, rubbish, wreckage, weeds, and debris from the premises; or the owners, occupant, or agent in charge shall file a written objection with the Carlsbad Municipal Clerk at 101 N. Halagueno, Carlsbad, New Mexico 88220 and request a hearing before the City Council.

4. If a written objection is filed as required, the City Council shall proceed as directed by Chapter 22, Article II of the Code of Ordinances, City of Carlsbad, New Mexico.

5. **The removal of the buildings, structures, ruins, rubbish, wreckage, weeds, and debris, shall begin immediately, and proceed properly and with diligence, and shall be completed in a timely manner, BUT IN NO CASE SHALL SUCH WORK TAKE LONGER THAN:**

- A. **Ten days to remove all ruins, rubbish, wreckage, weeds, debris; and**
- B. **Thirty days to remove all structures.**

6. Any removal of the structures, ruins, rubbish, wreckage, weeds, and debris shall leave the premises from which the materials have been removed in a clean, level, and safe condition, suitable for further occupancy or construction and with all excavations filled.

7. If the owners, occupant, or agent in charge do not commence the removal of the stated items, and if no written objection is filed as required, or if the removal of the stated items is not completed in a timely manner, the City may remove the structures, ruins, rubbish, wreckage, weeds, and debris, at the cost and expense of the owners.

8. The reasonable cost of such a removal shall constitute a lien against the structures, wreckage, rubbish, weeds, and debris, so removed and against the lots or

parcel of land from which it was removed.

9. The City Clerk shall make out, sign, attest, file, and record in the office of the Eddy County Clerk's Office, a claim of lien upon the described premises.

10. The lien shall bear interest at the rate of twelve percent (12%) per annum from the date of filing until paid, together with reasonable attorney's fees for the foreclosure of the same. The lien shall be foreclosed in any manner approved by an applicable state lien foreclosure law.

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

DALE JANWAY, MAYOR

ATTEST:

CITY CLERK

CITY OF CARLSBAD
INTER-OFFICE MEMORANDUM

Dale Janway, Mayor

Steve McCutcheon, City Administrator

TO: Ms. Eileen Riordan

FROM: Danny J. Jones, Building Official

DATE: 9April2016

SUBJECT: 1408 West Bonbright Street

On April 9th, 2016, I did a walk through of the property located at 1408 W. Bonbright St. The house was completely destroyed by a fire that occurred one year ago. It is the opinion of the Building Official that the structure is not in any condition to be rebuilt and should be condemned and demolished.

Danny J. Jones
Building Official



EXHIBIT "A"



CITY OF CARLSBAD

Planning, Engineering,
and Regulation Department

101 N. Halagueno, PO Box 1569

Carlsbad, New Mexico 88220

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

CODE ENFORCEMENT REPORT

Case Number: CE- <u>15</u> - <u>1012</u>	Date of Complaint: 4/9/2016	Complaint Taken By: Robert Garcia
	Complainant Name:	Phone Number:

Complaint Location:
1408 W Bonbright

Details of Complaint:
Sub Standard Housing

Primary Structure:

Residential Commercial
 Occupied Vacant
 Secured Unsecured
 No structure on property

Photographs Taken (attach):

Yes
 No

CE District:

North
 South

Narrative:
 On 04/09/2016, I visually inspected the property at 1408 W Bonbright. I observed the residence to be heavily destroyed by a fire that occurred on 03/10/2015. The entire roof was caved in and most of the interior/exterior walls were heavily damaged. This property should be condemned for structural damage and demolished for the safety of the public.

Disposition of Case:

No Basis for Complaint: _____
 Mailed Notice of Violation/Date: _____
 Door Hanger Notice of Violation/Date: _____
 Verbal Warning/Date: _____
 Referred to Other Agency: _____
 Other: _____

Robert D Garcia

4/22/16

Code Enforcement Signature

Printed Name

Date

Report Information:
 Entered into Database on: _____ By: _____ Page ___ of ___

CITY OF CARLSBAD

INTER-OFFICE MEMORANDUM

DALE JANWAY, MAYOR

STEVE McCUTCHEON, CITY ADMINISTRATOR

DATE: April 13, 2016
TO: Eileen Riordan, City Attorney
FROM: Bill Rook, Fire Marshal
RE: 1408 W. Bonbright St.

On July 9, 2015 I inspected a property at 1408 W. Bonbright St. in Carlsbad. This is a house that burned heavily about 8 or 9 months ago. The structure was heavily damaged and is not salvageable. It was unsafe to enter the structure so I did not but most of the exterior walls have collapsed and the roof has caved in.

This structure is very clearly a very attractive nuisance and has drawn attention from vandals. The increased undesirable traffic will create hazards and problems.

On April 13th, 2016 I again looked at this property at the request of Code Enforcement. I found that nothing has changed or improved since my last inspection. I still feel that this property is a severe hazard and should be condemned for the structural damage and the structure be torn down and cleared under the following Fire Codes.

The *International Fire Code, 2009 edition* states:

Section 110 UNSAFE BUILDINGS

110.1 General. If during the inspection of a premises, a building or structure or any building system, in whole or in part, constitutes a clear and inimical threat to human life, safety or health, the fire code official shall issue such notice or orders to remove or remedy the conditions as shall be deemed necessary in accordance with this section and shall refer the building to the building department for any repairs, alterations, remodeling, removing or demolition required.

110.1.1 Unsafe conditions. Structures or existing equipment that are or hereafter become unsafe or deficient because of inadequate means of egress or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or which involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. A vacant structure which is not secured against unauthorized entry as required by Section 311 shall be deemed unsafe.

110.1.2 Structural hazards. When an apparent structural hazard is caused by the faulty installation, operation or malfunction of any of the items or devices governed by this code, the fire official shall immediately notify the building code official in accordance with Section 110.1

110.4 Abatement. The owner, operator, or occupant of a building or premises deemed unsafe by the fire code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition, or other approved corrective action.

Section 311 VACANT PREMISES

311.1 General. Temporarily unoccupied buildings, structures, premises, or portions thereof including tenant spaces, shall be safeguarded and maintained in accordance with this section.

EXHIBIT "C"

311.1.1 Abandoned premises. Buildings, structures and premises for which an owner cannot be identified or located by dispatch of a certificate of mailing to the last known address, which persistently or repeatedly become unprotected or unsecured, which have been occupied by unauthorized persons or for illegal purposes, or which present a danger of structural collapse or fire spread to adjacent properties shall be considered abandoned, declared unsafe and abated by demolition or rehabilitation.

311.2 Safeguarding vacant premises. Temporarily unoccupied buildings, structures, premises or portions thereof shall be secured and protected in accordance with this section.

311.2.2 Security. Exterior openings and interior openings accessible to other tenants or unauthorized persons shall be boarded, locked, blocked or otherwise protected to prevent entry by unauthorized individuals. The Fire Code Official is authorized to placard, post signs, erect barrier tape or take similar measures as necessary to secure public safety.

311.3 Removal of combustibles. Persons owning, or in charge or control of, a vacant building or portion thereof, shall remove therefrom all accumulations of combustible materials, flammable or combustible waste or rubbish and shall securely lock or otherwise secure doors, windows, and other openings to prevent entry by unauthorized persons. The premises shall be maintained clear of waste or hazardous materials.

A handwritten signature in black ink, appearing to read 'William Rook', written in a cursive style.

William Rook, Fire Marshal
Carlsbad Fire Department

N. CYPRESS 600
W. BONBRIGHT 1400

04/06/10

04 06 10



4/6/16

04 06 0



4/6/16

04 06 0



DALE JANWAY
MAYOR

Post Office Box 1569
Carlsbad, NM 88221-1569
(575) 887-1191
1-800-658-2713
www.cityofcarlsbadnm.com

STEVE MCCUTCHEON
CITY ADMINISTRATOR

April 25, 2016

Ms. Virginia Dluhosh
1408 W. Bonbright Street
Carlsbad, NM 88220

RE: Dangerous Premises at the property known as 1408 West Bonbright, Carlsbad, New Mexico

Dear Ms. Dluhosh:

According to the records of the Eddy County Assessor's Office, you are the owner or have an interest in the property commonly known as 1408 West Bonbright, Carlsbad, New Mexico. This property has been inspected by a City Code Enforcement Officer, the City Building Inspector, and a Fire Marshal. They found the property and the structures on it to be in violation of a number of health, safety, and building laws.

Because of the condition of the property and structures, a Resolution has been prepared requiring the demolition and removal of the buildings and the cleaning of the property. The Carlsbad City Council will consider passing that Resolution at its meeting on **Tuesday, May 10, 2016 at 6:00 p.m.** That meeting will be held in the Council Chambers in the Municipal Building at 101 N. Halagueño, Carlsbad, New Mexico. You are encouraged to come to the meeting and speak with Council about the property. A draft of the Resolution is included with this letter.

If the Council adopts the Resolution, you must begin removing the buildings and the ruins, rubbish, wreckage, debris, and weeds from the property within ten days and complete the work within thirty days. The property must be left in a clean, level, and safe condition, suitable for further occupancy or construction and with all excavations filled. If the work is not done, the City may do the work itself or hire someone to do the work. All reasonable costs to the City for such work will become a lien against the property. The City may then foreclose the lien as allowed by law.

If you have any questions regarding this matter, please contact me at (575) 887-1191, or at the Municipal Building, 101 N. Halagueño, Carlsbad, New Mexico 88220.

Sincerely,

Eileen P. Riordan
City Attorney

Enclosure

COUNCILORS

Ward 1

EDDIE T. RODRIGUEZ
LISA A. ANAYA FLORES

Ward 2

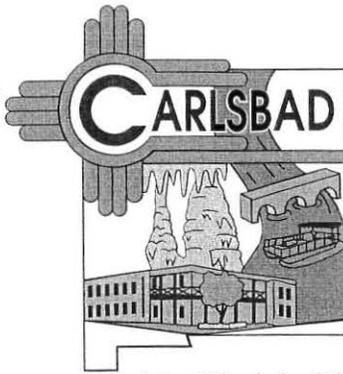
SANDRA K. NUNLEY
J.R. DOPORTO

Ward 3

JASON G. SHIRLEY
WESLEY CARTER

Ward 4

JANELLE E. WHITLOCK
DICK DOSS



DALE JANWAY
MAYOR

Post Office Box 1569
Carlsbad, NM 88221-1569
(575) 887-1191
1-800-658-2713
www.cityofcarlsbadnm.com

STEVE MCCUTCHEON
CITY ADMINISTRATOR

April 25, 2016

Ms. Virginia Dluhosh
431 S. Samoff Dr.
Tucson, AZ 85710

RE: Dangerous Premises at the property known as 1408 West Bonbright, Carlsbad, New Mexico

Dear Ms. Dluhosh:

According to the records of the Eddy County Assessor's Office, you are the owner or have an interest in the property commonly known as 1408 West Bonbright, Carlsbad, New Mexico. This property has been inspected by a City Code Enforcement Officer, the City Building Inspector, and a Fire Marshal. They found the property and the structures on it to be in violation of a number of health, safety, and building laws.

Because of the condition of the property and structures, a Resolution has been prepared requiring the demolition and removal of the buildings and the cleaning of the property. The Carlsbad City Council will consider passing that Resolution at its meeting on **Tuesday, May 10, 2016 at 6:00 p.m.** That meeting will be held in the Council Chambers in the Municipal Building at 101 N. Halagueño, Carlsbad, New Mexico. You are encouraged to come to the meeting and speak with Council about the property. A draft of the Resolution is included with this letter.

If the Council adopts the Resolution, you must begin removing the buildings and the ruins, rubbish, wreckage, debris, and weeds from the property within ten days and complete the work within thirty days. The property must be left in a clean, level, and safe condition, suitable for further occupancy or construction and with all excavations filled. If the work is not done, the City may do the work itself or hire someone to do the work. All reasonable costs to the City for such work will become a lien against the property. The City may then foreclose the lien as allowed by law.

If you have any questions regarding this matter, please contact me at (575) 887-1191, or at the Municipal Building, 101 N. Halagueño, Carlsbad, New Mexico 88220.

Sincerely,

Handwritten signature of Eileen P. Riordan in cursive.

Eileen P. Riordan
City Attorney

Enclosure

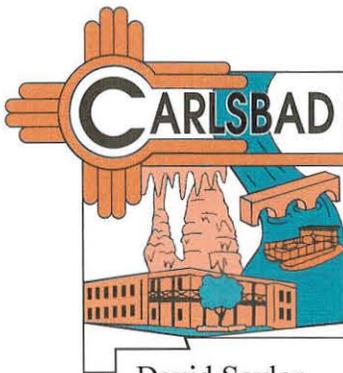
COUNCILORS

Ward 1
EDDIE T. RODRIGUEZ
LISA A. ANAYA FLORES

Ward 2
SANDRA K. NUNLEY
J.R. DOPORTO

Ward 3
JASON G. SHIRLEY
WESLEY CARTER

Ward 4
JANELLE E. WHITLOCK
DICK DOSS



Post Office Box 1569
Carlsbad, NM 88221-1569
(575) 887-1191
1-800-658-2713
www.cityofcarlsbadnm.com

DALE JANWAY
MAYOR

STEVE MCCUTCHEON
CITY ADMINISTRATOR

April 25, 2016
Via Facsimile 586-447.4970

David Saylor
Director of Professional Opens
Five Brothers
12220 East 13 Mile Road, Suite #100
Warren, MI 48093

RE: Dangerous Premises at the property known as 1408 West Bonbright, Carlsbad, New Mexico

Dear Mr. Saylor:

It is our understanding that Five Brothers Mortgage Servicing and Securing, Inc. provides property preservation services for the property commonly known as 1408 West Bonbright, Carlsbad, New Mexico (West one-half, Less the North 165 feet of Block 7 GREENE'S WESTERN ADDITION to the City of Carlsbad, Eddy County, New Mexico).

As you may know, the residence on that property was extensively damaged in a fire several months ago. The roof of the residence has collapsed and several walls are severely damaged. The property and the remains of the home are in violation of a number of health, safety, and building laws. Because of those violations, a Resolution has been prepared requiring the demolition and removal of the buildings and the cleaning of the property. The Carlsbad City Council will consider passing that Resolution at its meeting on **Tuesday, May 10, 2016 at 6:00 p.m.** That meeting will be held in the Council Chambers in the Municipal Building at 101 N. Halagueño, Carlsbad, New Mexico. A draft of the Resolution is included with this letter.

If the Council adopts the Resolution, the ruins, rubbish, wreckage, debris, and weeds must be removed from the property within ten days and the work completed within thirty days. The property must be left in a clean, level, and safe condition, suitable for further occupancy or construction and with all excavations filled. If the work is not done, the City may do the work itself or hire someone to do the work. All reasonable costs to the City for such work will become a lien against the property. The City may then foreclose the lien as allowed by law.

If you have any questions regarding this matter, please contact me at (575) 887-1191, or at the Municipal Building, 101 N. Halagueño, Carlsbad, New Mexico 88220.

Sincerely,

Eileen P. Riordan
City Attorney

Enclosure

COUNCILORS

Ward 1
EDDIE T. RODRIGUEZ
LISA A. ANAYA FLORES

Ward 2
SANDRA K. NUNLEY
J.R. DOPORTO

Ward 3
JASON G. SHIRLEY
WESLEY CARTER

Ward 4
JANELL E. WHITLOCK
DICK DOSS

**No document for this
Agenda Item**

**No document for this
Agenda Item**

ECONOMIC INDICATORS
Planning, Engineering, & Regulation Department
APRIL 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		
June	35		
Year to Date	393	309	

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		
June	387		
Year to Date	3,610	2,249	

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		
June	4,675,419		
Year to Date	\$69,169,344	\$40,034,508	

Carlsbad Chamber of Commerce Marketing & Advertising Report

Business month of April 2016

Pecos River Village Conference Center-

- Total number of monthly rentals for the business month of April was rentals 17

Advertising and Marketing

- Spring break advertising concluded the end of March. Placed a ¼ page ad in Texas Monthly for the month of April. \
- Prepared Grant reimbursement forms for Tourism Department
- Prepared summer advertising buy space
- Placed ½ page ad in the RailRunner summer addition magazine/digital
- Worked on new travel show display-airport display for Carlsbad
- Trade shows and meetings
None
- Upcoming Trade show and meetings
 - Fort Bliss /Convention and Visitors Bureau travel show-May 6th and 7th El Paso convention center
 - American Eagle marketing board meeting-Roswell May 24th
 - Governor's conference on tourism –Las Cruces May 15th-19th
 - Regional Tourism Department board meeting-Santa Fe May 25th-28th