

AGENDA

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

October 11, 2016 at 6:00 p.m.

Invocation – Pledge of Allegiance

1. Approval of Agenda
2. Consider approval of Res No 2016-44, a Resolution, making certain Budgetary Adjustments to the 2016-2017 Fiscal Year Budget (2nd Quarter Budget 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 September 27, 2016

B. City Personnel Report

C. Purchasing:

- 1) Consider approval for Request for Proposals for Golf Professional Services for the Lake Carlsbad Golf Course

D. Contracts and Agreements

- 1) Consider approval of the Agreement between the City of Carlsbad and NM Department of Homeland Security and Emergency Management Disaster Assistance Program for a Grant Agreement (2015-021-001) for assistance with the December 2015 Blizzard
- 2) Consider approval of Request from Curtis McKinney, Metal Shop Live, LLC for a 15% increase of the monthly contract fee for management of the Walter Gerrells Performing Arts Center
- 3) Consider approval of a three month extension of Agreement between the City of Carlsbad and John Heaton, Jr., for Golf Professional Services at the Lake Carlsbad Golf Course

E. Set Date (December 13, 2016)

- 1) An Ordinance rezoning part of "R-2" Residential District to "C-2" Commercial District for an approximately 0.34 Acre Property, located at 502 N. Sixth Street, legally described as the South 100 Feet of Tract 66, in the North 1/2 of the Northwest ¼ of Section One, Township 22 South, Range 26 East, pursuant to Section 3-21-1 et seq. NMSA 1978 and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances
- 2) An Ordinance Rezoning part of "R-2" Residential District to "C-2" Commercial District for an approximately 0.22 Acre Property, located at 612 West Pierce Street, legally described as Lot 8, Block 181, Westfall Subdivision, pursuant to Section 3-21-1 et seq. NMSA 1978 and Sections 56-150(B) and 56-140(I), Carlsbad Code of Ordinances

F. Monthly Reports

- 1) Arts and Culture Department Monthly Report, August 2016
- 2) Municipal Court Monthly Report, September, 2016
- 3) Personnel Department Monthly Report, September 2016
- 4) Transportation and Facilities Department Monthly Report, August 2016

G. Board Appointments:

- 1) Riverwalk Recreation Center Advisory Board: Ian Garza 4-year term

4. Consider approval of Resolution No 2016-45, a Resolution Declaring Certain City Property Unusable or Obsolete

5. Consider approval of Ordinance No 2016-25, an Ordinance Amending Section 2-290.53 of the Code of Ordinances, City of Carlsbad, New Mexico regarding the City of Carlsbad City Tree Advisory Board to change the membership to be a resident of Eddy County
 - A. Public Hearing
 - B. Consider Ord No 2016-25

6. Consider approval to cancel the November 22, 2016, Regular City Council Meeting due to the Thanksgiving Holiday

7. Consider approval to cancel the December 27, 2016, Regular City Council Meeting due to the Christmas Holiday

8. Council Committee Reports

9. 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, October 25, 2016 at 6:00 p.m.
- Regular meeting - Tuesday, November 8, 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. 2016-44

**A RESOLUTION MAKING CERTAIN BUDGETARY
ADJUSTMENTS TO THE 2016-17 FISCAL YEAR BUDGET**

WHEREAS, it is necessary to amend the 2016-17 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 2016-17 fiscal year budget be amended as attached.

INTRODUCED, PASSED, ADOPTED AND APPROVED this 11TH day of October 2016.

Mayor

ATTEST:

City Clerk

**CITY OF CARLSBAD
FY 2016-2017 BUDGET**

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
GENERAL FUND FUND 01					
CASH BALANCE	16,932,710				16,932,710
REVENUE	37,991,137		8,804		37,999,941
NET TRANSFERS	5,136,485		21,801		5,158,286
TOTAL REVENUES AND TRANSFERS	43,127,622		30,605		43,158,227
PERSONNEL EXPENSE	34,380,980		38,221		34,419,201
OPERATING EXPENSE	7,318,713		121,535	(15,000)	7,425,248
CAPITAL OUTLAY	1,868,212		24,608	15,000	1,907,820
TOTAL EXPENSES	43,567,905		184,364		43,752,269
NET REVENUES/EXPENSES	(440,283)		(153,759)		(594,042)
ENDING CASH BALANCE	16,492,427		(153,759)		16,338,668
STATUTORY 1/12 RESERVE					3,646,022
ADDITIONAL 1/12 RESERVE					3,646,022
UNRESTRICTED CASH BALANCE					9,046,623

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		Current Budget	Change Budget	New Budget	Item #
01-0000-31377-000000	SCHOOLS-FLASHERS REIMBURSEMENT FROM CARLSBAD MUNICIPAL SCHOOLS FOR 50% OF COST FOR SCHOOL CROSSING FLASHING LIGHTS	-	8,804	8,804	2
	TOTAL REVENUES GENERAL FUND		8,804		
01-0000-40075-000000	HEALTH INSURANCE FUND HEALTH INSURANCE REBATE	-	38,560	38,560	14
01-0000-40081-000000	FEDERAL PROJECTS REDUCE TRANSFER IN FROM THE FEDERAL PROJECTS FUND TO COVER FINAL PAYMENT FOR COMPLETION OF WASTEWATER EFFLUENT PROJECT PHASE IV	1,798,121	(16,759)	1,781,362	15
	TOTAL TRANSFERS GENERAL FUND		21,801		
01-0010-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	66,991	80	67,071	14
01-0010-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	1,040	1,040	14
01-0010-60139-000003	OUTSIDE AGENCY-CMC SUMMER ACAD FUNDING FOR CARLSBAD MUNICIPAL SCHOOLS SUMMER ACADEMY PROGRAM	-	38,696	38,696	1
01-0010-60139-000004	OUTSIDE AGENCY-CMC CITIZENSHIP FUNDING FOR CARLSBAD MUNICIPAL SCHOOLS YOUTH CITIZENSHIP PROGRAM	-	7,500	7,500	1
01-0010-60139-000005	OUTSIDE AGENCY-CMC TUTORING FUNDING FOR CARLSBAD MUNICIPAL SCHOOLS TUTORING PROGRAM	-	25,000	25,000	1
	TOTAL EXPENDITURES DEPT. 10 - EXECUTIVE		72,316		
01-0015-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	16,214	26	16,240	14
01-0015-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	339	339	14
	TOTAL EXPENDITURES DEPT. 15 - PERSONNEL		365		
01-0020-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	25,551	33	25,584	14
01-0020-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	436	436	14
	TOTAL EXPENDITURES DEPT. 20 - JUDICIAL		469		

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		Current Budget	Change Budget	New Budget	Item #
01-0021-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	25,413	15	25,428	14
01-0021-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	194	194	14
	TOTAL EXPENDITURES DEPT. 21 - RECREATION		209		
01-0025-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	29,315	53	29,368	14
01-0025-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	697	697	14
	TOTAL EXPENDITURES DEPT. 25 - INFORMATION TECHNOLOGY		750		
01-0030-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	86,066	106	86,172	14
01-0030-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	1,584	1,584	14
	TOTAL EXPENDITURES DEPT. 30 - FINANCE		1,690		
01-0040-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	572,826	722	573,548	14
01-0040-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	10,052	10,052	14
	TOTAL EXPENDITURES DEPT. 40 - POLICE		10,774		
01-0050-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	403,801	557	404,358	14
01-0050-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	7,963	7,963	14
	TOTAL EXPENDITURES DEPT. 50 - FIRE		8,520		
01-0060-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	86,604	122	86,726	14
01-0060-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	1,659	1,659	14
01-0060-85335-000000	TRAILER CARRYOVER FROM FY15-16 FOR PURCHASE OF TRAILER	-	7,000	7,000	3
01-0060-85456-000000	FLASHING TRAFFIC LIGHTS SCHOOL CROSSING FLASHING LIGHTS. WILL BE REIMBURSED 50% BY CARLSBAD MUNICIPAL SCHOOLS	-	17,608	17,608	2
	TOTAL EXPENDITURES DEPT. 60 - STREET		26,389		

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		Current Budget	Change Budget	New Budget	Item #
01-0061-50012-000000	CITY SHARE - FICA	67,619	127	67,746	14
	HEALTH INSURANCE REBATE				
01-0061-50016-000000	HEALTH INSUR REBATE	-	1,706	1,706	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 61 - GARAGE		1,833		
01-0062-50012-000000	CITY SHARE - FICA	45,988	71	46,059	14
	HEALTH INSURANCE REBATE				
01-0062-50016-000000	HEALTH INSUR REBATE	-	956	956	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 62 - ELECTRICAL		1,027		
01-0063-50012-000000	CITY SHARE - FICA	64,896	150	65,046	14
	HEALTH INSURANCE REBATE				
01-0063-50016-000000	HEALTH INSUR REBATE	-	1,959	1,959	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 63 - CONSTRUCTION		2,109		
01-0067-50012-000000	CITY SHARE - FICA	14,277	29	14,306	14
	HEALTH INSURANCE REBATE				
01-0067-50016-000000	HEALTH INSUR REBATE	-	375	375	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 67 - COMMUNITY SERVICE		404		
01-0068-50012-000000	CITY SHARE - FICA	28,913	37	28,950	14
	HEALTH INSURANCE REBATE				
01-0068-50016-000000	HEALTH INSUR REBATE	-	629	629	14
	HEALTH INSURANCE REBATE				
01-0068-60040-000000	CONTRACTS & PROFESSIONAL FEES	208,610	194	208,804	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 68 - GOLF		860		
01-0070-50012-000000	CITY SHARE - FICA	53,911	101	54,012	14
	HEALTH INSURANCE REBATE				
01-0070-50016-000000	HEALTH INSUR REBATE	-	1,317	1,317	14
	HEALTH INSURANCE REBATE				
01-0070-60040-000000	CONTRACTS & PROFESSIONAL FEES	237,311	145	237,456	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 70 - PARKS		1,563		

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		Current Budget	Change Budget	New Budget	Item #
01-0071-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	18,566	13	18,579	14
01-0071-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	218	218	14
	TOTAL EXPENDITURES DEPT. 71 - AIRPORT		231		
01-0072-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	55,577	104	55,681	14
01-0072-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	1,354	1,354	14
	TOTAL EXPENDITURES DEPT. 72 - FACILITY MAINTENANCE		1,458		
01-0080-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	41,271	67	41,338	14
01-0080-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	870	870	14
	TOTAL EXPENDITURES DEPT. 80 - LIBRARY		937		
01-0100-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	36,079	34	36,113	14
01-0100-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	634	634	14
	TOTAL EXPENDITURES DEPT. 110 - ENGINEERING		668		
01-0110-60216-000000	DEMOLITION SERVICES FUNDING FOR DEMOLITION OF CONDEMNED PROPERTIES	-	50,000	50,000	4
01-0110-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	60,631	93	60,724	14
01-0110-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	1,218	1,218	14
	TOTAL EXPENDITURES DEPT. 110 - LICENSING & PERMITS		51,311		
01-0125-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	13,017	15	13,032	14
01-0125-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	194	194	14
	TOTAL EXPENDITURES DEPT. 125 - COMMUNITY DEVELOPMENT		209		
01-0129-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	8,528	13	8,541	14
01-0129-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	169	169	14
	TOTAL EXPENDITURES DEPT. 129 - SAN JOSE SR CENTER		182		
01-0130-50012-000000	CITY SHARE - FICA HEALTH INSURANCE REBATE	9,750	6	9,756	14
01-0130-50016-000000	HEALTH INSUR REBATE HEALTH INSURANCE REBATE	-	84	84	14
	TOTAL EXPENDITURES DEPT. 130 - NORTH MESA SR CENTER		90		
	TOTAL EXPENDITURES GENERAL FUND		184,364		
	NET INC/DEC GENERAL FUND		(153,759)		

CITY OF CARLSBAD
FY 2016-2017 BUDGET

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
MUNICIPAL TRANSIT FUND 15					
CASH BALANCE	260,868				260,868
REVENUE	750,864				750,864
NET TRANSFERS	565,000		848		565,848
TOTAL REVENUES AND TRANSFERS	1,315,864		848		1,316,712
PERSONNEL EXPENSE	925,424		848		926,272
OPERATING EXPENSE	194,492				194,492
CAPITAL OUTLAY	338,000				338,000
TOTAL EXPENSES	1,457,916		848		1,458,764
NET REVENUES/EXPENSES	(142,052)		-		(142,052)
ENDING CASH BALANCE	118,816		-		118,816

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15-0000-40075-000000	HEALTH INSURANCE FUND	-	848	848	14
	HEALTH INSURANCE REBATE				
	TOTAL TRANSFERS MUNICIPAL TRANSIT		848		
15-0150-50012-000000	CITY SHARE - FICA	52,682	57	52,739	14
	HEALTH INSURANCE REBATE				
15-0150-50016-000000	HEALTH INSUR REBATE	-	791	791	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 150 - MUNICIPAL TRANSIT		848		
	TOTAL EXPENDITURES MUNICIPAL TRANSIT		848		
	NET INC/DEC MUNICIPAL TRANSIT		-		

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	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
LODGERS' TAX - NON -PROMO FUND 21					
CASH BALANCE	-				-
REVENUE	997,800				997,800
NET TRANSFERS	119,689				119,689
TOTAL REVENUES AND TRANSFERS	1,117,489				1,117,489
PERSONNEL EXPENSE	-				-
OPERATING EXPENSE	531,766		50,000		581,766
CAPITAL OUTLAY	322,226				322,226
TOTAL EXPENSES	853,992		50,000		903,992
NET REVENUES/EXPENSES	263,497		(50,000)		213,497
ENDING CASH BALANCE	263,497		(50,000)		213,497

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	Current Budget	Change Budget	New Budget	Item #
21-0210-60598-000000 PUBLIC SAFETY & TRANSIT FOR EV INCREASE TO COVER OVERTIME WORKED ON THE 4TH OF JULY & OTHER UPCOMING LODGERS' TAX EVENTS	10,000	40,000	50,000	5
21-0210-61175-301617 HOLIDAY DECORATIONS - HAP HOLIDAY LIGHTING & DECORATIONS FOR HALAGUENO ARTS PARK APPROVED BY LODGERS' TAX ADVISORY BOARD ON 9/6/16	-	10,000	10,000	6
TOTAL EXPENDITURES LODGERS' TAX - NON-PROMOTIONAL		50,000		
NET INC/DEC LODGERS' TAX - NON-PROMOTIONAL		(50,000)		

CITY OF CARLSBAD
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	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
LODGERS' TAX - PROMOTIONAL FUND 23					
CASH BALANCE	1,497,099				1,497,099
REVENUE	520,000				520,000
NET TRANSFERS	(119,689)				(119,689)
TOTAL REVENUES AND TRANSFERS	400,311				400,311
PERSONNEL EXPENSE	-				-
OPERATING EXPENSE	650,672		54,839		705,511
CAPITAL OUTLAY	173,000				173,000
TOTAL EXPENSES	823,672		54,839		878,511
NET REVENUES/EXPENSES	(423,361)		(54,839)		(478,200)
ENDING CASH BALANCE	1,073,738		(54,839)		1,018,899

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	Current Budget	Change Budget	New Budget	Item #
23-0230-60043-201617 BILLBOARD ADVERTISING PROMOTIONAL EXPENSE FOR YEAR ROUND BILLBOARD ADVERTISING BY CHAMBER OF COMMERCE APPROVED BY LODGERS' TAX ADVISORY BOARD ON 8/2/16	-	24,839	24,839	7
23-0230-60984-201617 MUSEUM ADVERTISING PROMOTIONAL EXPENSE FOR MUSEUM ADVERTISING APPROVED BY LODGERS' TAX ADVISORY BOARD ON 9/6/16	20,000	30,000	50,000	8
TOTAL EXPENDITURES LODGERS' TAX - PROMOTIONAL		54,839		
NET INC/DEC LODGERS' TAX - PROMOTIONAL		(54,839)		

CITY OF CARLSBAD
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	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
SOLID WASTE FUND 24					
CASH BALANCE	785,497				785,497
REVENUE	5,625,500				5,625,500
NET TRANSFERS	(2,514,998)		2,509		(2,512,489)
TOTAL REVENUES AND TRANSFERS	3,110,502		2,509		3,113,011
PERSONNEL EXPENSE	1,999,919		2,509		2,002,428
OPERATING EXPENSE	1,466,220				1,466,220
CAPITAL OUTLAY	217,130				217,130
TOTAL EXPENSES	3,683,269		2,509		3,685,778
NET REVENUES/EXPENSES	(572,767)		-		(572,767)
ENDING CASH BALANCE	212,730		-		212,730

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		Current Budget	Change Budget	New Budget	Item #
24-0000-40075-000000	HEALTH INSURANCE FUND	-	2,509	2,509	14
	HEALTH INSURANCE REBATE				
	TOTAL TRANSFERS SOLID WASTE		2,509		
24-0240-50012-000000	CITY SHARE - FICA	104,740	164	104,904	14
	HEALTH INSURANCE REBATE				
24-0240-50016-000000	HEALTH INSUR REBATE	-	2,345	2,345	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 240 - SOLID WASTE		2,509		
	TOTAL EXPENDITURES SOLID WASTE		2,509		
	NET INC/DEC SOLID WASTE		-		

CITY OF CARLSBAD
FY 2016-2017 BUDGET

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
AIRPORT IMPROVEMENT FUND 25					
CASH BALANCE	(132,380)				(132,380)
REVENUE	312,567		246,545		559,112
NET TRANSFERS	135,500				135,500
TOTAL REVENUES AND TRANSFERS	448,067		246,545		694,612
PERSONNEL EXPENSE	-				-
OPERATING EXPENSE	196,227		11,111		207,338
CAPITAL OUTLAY	96,062		206,000		302,062
TOTAL EXPENSES	292,289		217,111		509,400
NET REVENUES/EXPENSES	155,778		29,434		185,212
ENDING CASH BALANCE	23,398		29,434		52,832

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		Current Budget	Change Budget	New Budget	Item #
25-0000-31124-901701	NM AVIATION GRANT NM AVIATION GRANT FOR GENERAL MAINTENANCE - CITY MATCH REQUIRED	-	10,000	10,000	9
25-0000-32025-907025	FEDERAL GRANT - AIRPORT-FAA FAA GRANT FOR RUNWAY 8-26 PAVEMENT REHABILITATION	-	228,915	228,915	10
25-0000-31199-901604	NMDOT NMDOT GRANT FOR RUNWAY 8-26 PAVEMENT REHABILITATION	-	7,630	7,630	10
	TOTAL REVENUES AIRPORT		246,545		
25-0250-60030-901701	MATERIAL & SUPPLIES NM AVIATION GRANT FOR GENERAL MAINTENANCE - CITY MATCH REQUIRED	-	11,111	11,111	9
25-0250-86511-907025	RUNWAY IMPROVEMENTS RUNWAY 8-26 PAVEMENT REHABILITATION	-	206,000	206,000	10
	TOTAL EXPENDITURES AIRPORT		217,111		
	NET INC/DEC AIRPORT		29,434		

CITY OF CARLSBAD
FY 2016-2017 BUDGET

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
CEMETERY					
FUND 26					
CASH BALANCE	547,011				547,011
REVENUE	153,700				153,700
NET TRANSFERS	75,000		299		75,299
TOTAL REVENUES AND TRANSFERS	228,700		299		228,999
PERSONNEL EXPENSE	164,270		299		164,569
OPERATING EXPENSE	538,218		15,000		553,218
CAPITAL OUTLAY	21,989		19,500		41,489
TOTAL EXPENSES	724,477		34,799		759,276
NET REVENUES/EXPENSES	(495,777)		(34,500)		(530,277)
ENDING CASH BALANCE	51,234		(34,500)		16,734

CITY OF CARLSBAD
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		Current Budget	Change Budget	New Budget	Item #
26-0000-40075-000000	HEALTH INSURANCE FUND	-	299	299	14
	HEALTH INSURANCE REBATE				
	TOTAL TRANSFERS CEMETERY		299		
26-0260-50012-000000	CITY SHARE - FICA	8,510	21	8,531	14
	HEALTH INSURANCE REBATE				
26-0260-50016-000000	HEALTH INSUR REBATE	-	278	278	14
	HEALTH INSURANCE REBATE				
26-0260-60040-000000	CONTRACTS & PROFESSIONAL FEES	408,280	15,000	423,280	11
	INCREASE FOR HIGHER THAN ANTICIPATED HERBICIDE & FERTILIZER COSTS				
26-0260-80200-000000	IRRIGATION IMPROVEMENTS	-	19,500	19,500	12
	CARRYOVER FROM FY15-16 FOR IRRIGATION PROJECT				
	TOTAL EXPENDITURES DEPT. 260 - CEMETERY		34,799		
	TOTAL EXPENDITURES CEMETERY		34,799		
	NET INC/DEC CEMETERY		(34,500)		

CITY OF CARLSBAD
FY 2016-2017 BUDGET

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
SPORTS COMPLEX FUND 29					
CASH BALANCE	4,503,349				4,503,349
REVENUE	1,330,000				1,330,000
NET TRANSFERS	(480,632)		689		(479,943)
TOTAL REVENUES AND TRANSFERS	849,368		689		850,057
PERSONNEL EXPENSE	573,970		689		574,659
OPERATING EXPENSE	550,470				550,470
CAPITAL OUTLAY	3,666,024				3,666,024
TOTAL EXPENSES	4,790,464		689		4,791,153
NET REVENUES/EXPENSES	(3,941,096)		-		(3,941,096)
ENDING CASH BALANCE	562,253		-		562,253

CITY OF CARLSBAD
 FY 2016-2017 BUDGET ADJUSTMENTS
 2ND QTR
 OCTOBER

		Current Budget	Change Budget	New Budget	Item #
29-0000-40075-000000	HEALTH INSURANCE FUND	-	689	689	14
	HEALTH INSURANCE REBATE				
	TOTAL TRANSFERS SPORTS COMPLEX		689		
29-0290-50012-000000	CITY SHARE - FICA	32,977	49	33,026	14
	HEALTH INSURANCE REBATE				
29-0290-50016-000000	HEALTH INSUR REBATE	-	640	640	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 290 - SPORTS COMPLEX		689		
	TOTAL EXPENDITURES SPORTS COMPLEX		689		
	NET INC/DEC SPORTS COMPLEX		-		

**CITY OF CARLSBAD
FY 2016-2017 BUDGET**

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
WATER & SEWER FUND 36					
CASH BALANCE	17,136,988				17,136,988
REVENUE	15,917,106				15,917,106
NET TRANSFERS	(4,181,241)		5,746		(4,175,495)
TOTAL REVENUES AND TRANSFERS	11,735,865		5,746		11,741,611
PERSONNEL EXPENSE	5,118,036		5,746		5,123,782
OPERATING EXPENSE	4,459,020		35,767	(37,083)	4,457,704
CAPITAL OUTLAY	17,604,468			37,083	17,641,551
TOTAL EXPENSES	27,181,524		41,513		27,223,037
NET REVENUES/EXPENSES	(15,445,659)		(35,767)		(15,481,426)
ENDING CASH BALANCE	1,691,329		(35,767)		1,655,562

CITY OF CARLSBAD
 FY 2016-2017 BUDGET ADJUSTMENTS
 2ND QTR
 OCTOBER

		Current Budget	Change Budget	New Budget	Item #
36-0000-40075-000000	HEALTH INSURANCE FUND	-	5,746	5,746	14
	HEALTH INSURANCE REBATE				
	TOTAL TRANSFERS WATER & SEWER		5,746		
36-0360-50012-000000	CITY SHARE - FICA	120,615	164	120,779	14
	HEALTH INSURANCE REBATE				
36-0360-50016-000000	HEALTH INSUR REBATE	-	2,196	2,196	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 360 - WATER		2,360		
36-0361-50012-000000	CITY SHARE - FICA	43,830	79	43,909	14
	HEALTH INSURANCE REBATE				
36-0361-50016-000000	HEALTH INSUR REBATE	-	1,090	1,090	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 361 - SEWER		1,169		
36-0362-50012-000000	CITY SHARE - FICA	66,536	87	66,623	14
	HEALTH INSURANCE REBATE				
36-0362-50016-000000	HEALTH INSUR REBATE	-	1,135	1,135	14
	HEALTH INSURANCE REBATE				
36-0362-61336-000000	SERVICE/LINE MAINT & REPAIR	56,000	35,767	91,767	13
	INCREASE FOR REPAIR TO 24" WIPP LINE THAT CAME IN OVER ESTIMATE				
	TOTAL EXPENDITURES DEPT. 362 - DOUBLE EAGLE		36,989		
36-0363-50012-000000	CITY SHARE - FICA	16,889	40	16,929	14
	HEALTH INSURANCE REBATE				
36-0363-50016-000000	HEALTH INSUR REBATE	-	533	533	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 363 - ENVIRONMENTAL SERVICES		573		
36-0364-50012-000000	CITY SHARE - FICA	37,961	27	37,988	14
	HEALTH INSURANCE REBATE				
36-0364-50016-000000	HEALTH INSUR REBATE	-	395	395	14
	HEALTH INSURANCE REBATE				
	TOTAL EXPENDITURES DEPT. 364 - COLLECTIONS		422		
	TOTAL EXPENDITURES WATER & SEWER		41,513		
	NET INC/DEC WATER & SEWER		(35,767)		

CITY OF CARLSBAD
FY 2016-2017 BUDGET

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
HEALTH INSURANCE FUND 75					
CASH BALANCE	1,018,865				1,018,865
REVENUE	6,002,000				6,002,000
NET TRANSFERS	-		(48,651)		(48,651)
TOTAL REVENUES AND TRANSFERS	6,002,000		(48,651)		5,953,349
PERSONNEL EXPENSE	-				-
OPERATING EXPENSE	6,002,000				6,002,000
CAPITAL OUTLAY	-				-
TOTAL EXPENSES	6,002,000				6,002,000
NET REVENUES/EXPENSES	-		(48,651)		(48,651)
ENDING CASH BALANCE	1,018,865		(48,651)		970,214

CITY OF CARLSBAD
 FY 2016-2017 BUDGET ADJUSTMENTS
 2ND QTR
 OCTOBER

	Current Budget	Change Budget	New Budget	Item #
75-0000-45001-000000 GENERAL FUND HEALTH INSURANCE REBATE	-	(38,560)	(38,560)	14
75-0000-45015-000000 MUNICIPAL TRANSIT HEALTH INSURANCE REBATE	-	(848)	(848)	14
75-0000-45024-000000 SOLID WASTE DISPOSAL FUND HEALTH INSURANCE REBATE	-	(2,509)	(2,509)	14
75-0000-45026-000000 CEMETERY FUND HEALTH INSURANCE REBATE	-	(299)	(299)	14
75-0000-45029-000000 SPORTS COMPLEX HEALTH INSURANCE REBATE	-	(689)	(689)	14
75-0000-45036-000000 WATER AND SEWER HEALTH INSURANCE REBATE	-	(5,746)	(5,746)	14
TOTAL NET TRANSFERS HEALTH INSURANCE		(48,651)		
NET INC/DEC HEALTH INSURANCE		(48,651)		

CITY OF CARLSBAD
FY 2016-2017 BUDGET

	BEGINNING BUDGET	1ST QTR ADJUSTMENTS	OCTOBER ADJUSTMENTS	INC/DEC ADJ	REVISED BUDGET
FEDERAL PROJECTS FUND 81					
CASH BALANCE	771,938				771,938
REVENUE	1,578,509				1,578,509
NET TRANSFERS	(1,838,121)		16,759		(1,821,362)
TOTAL REVENUES AND TRANSFERS	(259,612)		16,759		(242,853)
PERSONNEL EXPENSE	-				-
OPERATING EXPENSE	-				-
CAPITAL OUTLAY	512,326		16,759		529,085
TOTAL EXPENSES	512,326		16,759		529,085
NET REVENUES/EXPENSES	(771,938)		-		(771,938)
ENDING CASH BALANCE	-		-		-

CITY OF CARLSBAD
 FY 2016-2017 BUDGET ADJUSTMENTS
 2ND QTR
 OCTOBER

		Current Budget	Change Budget	New Budget	Item #
81-0000-45001-000000	GENERAL FUND REDUCE TRANSFER OUT TO THE GENERAL FUND TO COVER FINAL PAYMENT FOR COMPLETION OF WASTEWATER EFFLUENT PROJECT PHASE IV	(1,798,121)	16,759	(1,781,362)	15
	TOTAL NET TRANSFERS FEDERAL PROJECTS		16,759		
81-0810-80223-902011	WW EFFLUENT PHASE IV CARRYOVER FROM FY15-16 FOR PAYMENT FOR COMPLETION OF WASTEWATER EFFLUENT PROJECT PHASE IV	-	16,759	16,759	15
	TOTAL EXPENDITURES FEDERAL PROJECTS		16,759		
	NET INC/DEC FEDERAL PROJECTS		-		

**This item was not
available at the time
the Agenda packets
were compiled**

CITY OF CARLSBAD
PERSONNEL REPORT

October 11, 2016

APPOINTMENTS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Hope Castle	10/17/16	Library	Library Page

TERMINATIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>	<u>REASON</u>
James Alpers	09/25/16	Water Park	Lifeguard	Job Ended
Robert Aranda	09/30/16	Double Eagle	Heavy Equip. Op. 2	Retired
Austin Atencio	09/25/16	Water Park	Lifeguard	Job Ended
Brooks Ballard	09/25/16	Water Park	Lifeguard	Job Ended
Cora Box	09/25/16	Water Park	Lifeguard	Job Ended
Dustin Eaton	09/25/16	Water Park	Lifeguard	Job Ended
Laurie Esquibel	09/23/16	Museum	Museum Att., on call	Resigned
Crystal Grimes	09/25/16	Water Park	Lifeguard	Job Ended
Quinton Hollingworth	09/25/16	Water Park	Lifeguard	Job Ended
Philip Lairson	09/28/16	Police	Telecommunicator	Discharged
Katherine Lopez	09/25/16	Water Park	Lifeguard	Job Ended
Brinnley McCullough	09/25/16	Water Park	Lifeguard	Job Ended
Autumn McDonald	09/25/16	Water Park	Rec. Attendant	Job Ended
Kambreigh Miller	09/25/16	Water Park	Lifeguard	Job Ended
Shayla Quintanilla	09/25/16	Water Park	Rec. Attendant	Job Ended
Kelley Reid	09/25/16	Water Park	Lifeguard	Job Ended
Shelbi Ridgway	09/25/16	Water Park	Lifeguard	Job Ended
Michelle Rodriguez	09/24/16	Water	Meter Reader Rep.	Resigned
Jesus Serrano	09/25/16	Water Park	Lifeguard	Job Ended
Rebecca Smith	09/28/16	Golf Course	Caretaker	Resigned
Blaine Thompson	09/25/16	Water Park	Lifeguard	Job Ended
Scoti Wagner	09/25/16	Water Park	Lifeguard	Job Ended

INTERNAL TRANSFERS AND PROMOTIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
David Lujan	09/26/16	Street	Heavy Equipment Operator 1
Julie Tavarez	09/26/16	Water	Meter Reader Representative

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

FROM: Patsy Jackson-Christopher, Arts & Culture Dept 

SUBJECT: Recommendation for Employment

DATE: September 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: Hope Castle Classification/Position: Exempt/PT Page

Department: Library - Arts & Culture Dept

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> Regular | <input type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>10.11</u> per hour |
| <input 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:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> High School Diploma | | GED or equivalent |
| <input type="checkbox"/> Associates Degree | | _____ |
| <input type="checkbox"/> Bachelors Degree | | _____ |
| <input type="checkbox"/> Masters Degree | | _____ |
| <input checked="" type="checkbox"/> Other | | <u>NMSU-C Associate's degree in Business, to graduate May, 2017.</u> |

Employment:

Present or last Employer: Albertson's

From Nov-16 to present Classification: Clerk - Floral Dept

Duties:

Stocks and arranges dept, processes special orders, assists customers, cleans dept

Related Experience: Sales agent at Sitel Customer Care, San Angelo TX. Worked with computer programs, answered phones, provided customer assistance and solved customer issues.

Comments: Avid reader and library user, proficient in Microsoft Office programs, familiar with library shelving arrangement and catalog system, people orientated, capable of filling in at the Service Desk.

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 10/11/16

Department: Golf	BY: Matt Fletcher, Purchasing Mgr.	Date: 10/5/16
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SUBJECT: Services
Description:
Golf Professional Services for Lake Carlsbad Golf Course

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

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

The contract for Golf Professional Services for Lake Carlsbad Golf Course is due to be renewed beginning January 1, 2017.

The City is required to conduct a Request for Proposals (RFP) to solicit this service.

Requested action to be taken by Council: Advertise Invitation for Request for Proposal	Council Action Taken: Select one	Date:
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Reviewed by City Administrator:

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

Requested action to be taken by Council: Select one	Council Action Taken: Select one	Date:
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ADDITIONAL INFORMATION:
The City requests permission to solicit proposals for Golf Professional Services for the Lake Carlsbad Golf Course.

Reviewed by City Administrator: /s/ Stephanie Shumsky 10-6-2016

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

CITY OF CARLSBAD

**REQUEST FOR PROPOSALS NO. 2016-XX
GOLF PROFESSIONAL SERVICES FOR LAKE CARLSBAD MUNICIPAL GOLF COURSE
CARLSBAD, NEW MEXICO**

The City of Carlsbad will accept proposals at the office of the Purchasing Manager, 101 N. Halagueno, Carlsbad, NM 88220 or P.O. Box 1569, Carlsbad, NM88221-1569, Room 114 until 5:00 p.m., October XX, 2016, for Golf Professional Services for the Lake Carlsbad Municipal Golf Course.

Request for Proposals may be obtained at the office of the Purchasing Manager, noted above between 8:00 a.m. and 5:00 p.m. Monday through Friday or will be mailed upon written or telephone request to the Purchasing Manager at (575) 234-7905.

Proposals will be reviewed by committee appointed by the Procurement Manager with a recommendation made to the Governing Body of the City of Carlsbad.

The City of Carlsbad reserves the right to reject any or all proposals received and in the case of ambiguity or lack of clearness to determine the best proposal or to reject the same and waive irregularities and technicalities.

/s/ Matt Fletcher, CPO
Purchasing Manager

RFP NO. 2016-XX

PROCEDURES AND REQUIREMENTS

1. Proposals must be received at the office of the Purchasing Manager on or before the date and time specified in the Request for Proposals. Late proposals will not be considered. The filing date and time marked or stamped on the sealed envelope by the City of Carlsbad shall be conclusive evidence of the time and date each proposal is filed.
2. Proposals must be clearly marked on the outside of the envelope: “**RFP No. 2016-XX, Golf Professional Services.**” Proposals shall be submitted to: Purchasing Manager, Municipal Building, 101 N. Halagueno Street, Carlsbad, NM 88220 or P.O. Box 1569, Carlsbad, NM 88221-1569.
3. Proposals transmitted to the City facsimile will not be considered.
4. It is the intent of the City of Carlsbad to enter into a contract with a successful proposer for Golf Professional Services with the terms and conditions of such contract to be subject to the approval of the Carlsbad City Council.
5. The Procurement Code of the State of New Mexico imposes civil and criminal penalties for its violations. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
7. This RFP in no manner obligates the City of Carlsbad or any of its department’s to use any Offeror’s services until a valid written contract is awarded and approved by appropriate authorities and a purchase order is presented to the winning offeror authorizing the service to be performed.
8. This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part if it is determined that such action to be in the best interest of the City of Carlsbad.
9. Any inquiries or requests regarding this procurement should be submitted, in writing, to the Procurement Manager at the following email address:

msfletcher@cityofcarlsbadnm.com

10. Offerors may contact ONLY the Procurement Manager regarding this procurement. Other City of Carlsbad employees or Evaluation Committee members do not have The authority to respond on behalf of the City. Protests of the solicitation or award must be delivered by mail to the Purchasing Manager.
11. Pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Purchasing Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests will not be considered as properly submitted.
12. Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

13. An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such. The City of Carlsbad personnel will not merge, collate, or assemble proposal materials.
14. Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
15. Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with a City of Carlsbad which may derive from this RFP. The City of Carlsbad when entering into a contractual agreement with a vendor will make payments to only the prime contractor.
16. The City of Carlsbad requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

The City of Carlsbad discourages exceptions from the contract terms and conditions as set forth in the RFP. Such exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of the City (and its evaluation team), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct

17. This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.
18. Only information supplied, in writing, by the City of Carlsbad through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.
19. All documents submitted in response to the RFP shall become property of the City of Carlsbad and may be subject to public disclosure upon request, in accordance with the Open Records Act.
20. Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the City of Carlsbad.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the written permission of the City of Carlsbad.

21. Offeror must complete, sign, and return the Campaign Contribution Disclosure Form. This requirement applies regardless whether a covered contribution was made or not made for the positions of Mayor, Carlsbad City Council or Municipal Court Judge. Failure to complete and return the signed unaltered form will result in disqualification.
22. To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue:

<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

A. New Mexico Business Preference

B. New Mexico Resident Veterans Business Preference

In addition to a copy of the certification, the Offeror should sign and complete the Resident Veterans Preference Certificate form, as provided in this RFP (Appendix D)

The City of Carlsbad shall not award a business both a resident business preference and a resident veteran business preference.

The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.

RFP NO. 2016-XX

GOLF PROFESSIONAL SERVICES

The City of Carlsbad is seeking proposals from qualified PGA Class "A" Professionals for golf professional services at Lake Carlsbad Municipal Golf Course. The facility is located at 901 North Muscatel Street, Carlsbad, NM 88220. The facility consists of a 6,512 yard, par 72, 18-hole regulation course that is laid out on hilly terrain that winds its way through the Chihuahuan Desert landscape.

The City also maintains an executive 9-hole par 3 course that plays to 1,305 yards and runs along the banks of the Pecos River.

The courses are open seven (6.5) days a week throughout the year with approximately 40,000 rounds of golf played annually.

Facilities also include a driving range, a practice putting green, 150 to 200 private carts and a fully functional golf pro shop, golf cart storage building, small kitchen and dining area, and a meeting room that is available to rent for public events.

Course maintenance is the responsibility of the City. The Lake Carlsbad Municipal Golf Course is the only municipal golf course in Eddy County.

For more information about Lake Carlsbad Municipal Golf Course please visit the following link: <http://www.cityofcarlsbadnm.com/ParksRecGolfCourse.cfm>

Proposals will be received in the office of the City Purchasing Manager, 101 N. Halagueno, Room 114, Carlsbad, New Mexico 88220 until 5:00 p.m. on October XX, 2016. Proposals shall be sealed and marked clearly on the exterior of the envelope or folder: "RFP No. 2016-XX Golf Professional Services."

The successful proposal will be the one that is most advantageous to the City. This determination will be based on price and other factors which are set forth at length in the body of this Request for Proposal.

Minimum Professional Services Required

1. Operation of the Golf Course Pro Shop, which shall include but not be limited to:
 - a. Receipt and accounting of all greens fees, permit fees, etc., and weekly remittance of such fees as required to the City Treasurer.
 - b. Sales of goods and services normally provided by professional golf shops including sales of golf equipment, golf apparel, club repair, golf instruction, etc.

- c. Furnishing of adequate motorized golf carts for rental by the public (a maximum of 200 private carts are allowed to operate on the course).
2. Management of course play
 - a. Enforcement of course rules, regulations and golf course etiquette to insure optimum access and minimize slow play and damage to the course and pertinent facilities.
 - b. Management and coordination of tournament play as may be required from time to time.
 - c. Cooperation with City officials and golf committees
 - i. Cooperation with the Mayor, City Administrator, City Council and Golf Course Advisory Board as may be required in matters pertaining to the Golf Course.
 - ii. Cooperation with user golf groups and organizations in promoting recreational opportunities and tournament play.
 - iii. Cooperation with the City Golf Course Superintendent.
 3. General Matters
 - a. Employment of adequate personnel to perform all duties required by the golf professional.
 - b. Furnishing of adequate liability and workman's compensation insurance in statutory amounts or as otherwise reasonably required by the City.

Term of Contract

The City will seek to negotiate a Professional Services contract with the successful proposer, the term of which shall be (4) four years beginning January 1, 2017.

Format of Proposals

Proposals shall be typed double space on 8 ½ x 11 inch paper on one side only of each page. Each section shall be appropriately tabbed and indexed and the number of pages shall not exceed the maximum number of pages specified for each section.

Proposal

Section 1. Qualifications and Experience of the proposer (5 pages maximum).

- A. Proposers shall provide a detailed narrative of their professional qualifications and experience, identifying all prior positions held as a golf professional.
- B. Proposers shall provide a photocopy of the Class "A" PGA card and any other such documents as they may deem appropriate to demonstrate their professional qualifications.

Section II. Operations of the Golf Pro Shop (5 pages maximum).

- A. Proposers shall provide a detailed narrative describing the various services they intend to provide in the Golf Pro Shop, including but not limited to equipment sales, club repair and fitting, and food and beverage concessions.
- B. Proposers shall provide a letter of credit or other such documentation attesting to their financial ability to provide for and maintain a full service professional golf shop in accordance with professional golf standards.

Section III. Management of course play (5 pages maximum).

- A. Proposers shall address in narrative form how they intend to manage play on the golf courses to ensure optimum access, enforce course rules, regulations, golf course etiquette, and minimize slow play.
- B. Proposers shall provide a narrative detailing their experience in planning, managing, and implementing tournament play and similar activities.
- C. Proposers shall detail their ideas as to how to further promote recreation on the Municipal Golf Courses.

Section IV. Financial Terms and Contractual conditions (5 pages maximum).

- A. Proposer shall detail all financial terms and conditions proposed between themselves and the City. In addition, proposer shall complete the following:

	<u>Pro Share %</u>	<u>City Share %</u>
1. Salary (Annual Amount)	_____	N/A
2. Golf Cart Rentals	_____	_____
3. Golf Cart Storage	_____	_____
4. Green Fees	_____	_____
5. Merchandise Sales	_____	_____
6. Food and Beverage Concessions	_____	_____
7. Private Cart Trail Fees	_____	_____
8. Driving Range	_____	_____
9. Lesson Fees	_____	_____
10. Health Insurance	_____	_____
11. Meeting Room Rental	_____	_____

The proposer shall propose a percentage for each item that shall represent the proposer's share, and the City's share.

(May be any amount from 0% to 100% as long as each item totals 100%)

- B. Proposer shall detail a management plan for the operation of the Golf Shop, including funding sources for inventory. Inventory to include golf carts, all merchandise, food and beverage supplies, and driving range supplies.
- C. Proposer shall detail any special non-monetary contractual conditions they would propose between themselves and the City.

V. Evaluation Criteria

Proposals shall be evaluated by a committee appointed by the City Procurement Manager. Including but not limited to Golf Course Advisory Board Members and City staff.

Proposal's will be evaluated as follows:

- 1. Qualifications and Experience: 20 points maximum
- 2. Operation of Golf Pro Shop: 15 point maximum
- 3. Management of course play: 15 points maximum
- 4. Financial and Contractual terms: 50 points maximum

Total Possible Points 100

**CITY OF CARLSBAD
AGENDA BRIEFING MEMORANDUM**

COUNCIL MEETING DATE: 10-11-16

DEPARTMENT: Engineering	BY: Jason Burns – Projects	DATE: 10-05-16
SUBJECT: NM Dept of Homeland Security and Emergency Mgmt Disaster Assistance Program Grant Agreement		
SYNOPSIS, HISTORY and IMPACT (SAFETY AND WELFARE/FINANCIAL/PERSONNEL/INFRASTRUCTURE/ETC.): BACKGROUND: <p>The City has received a FEMA Disaster Assistance Program Grant in the amount of \$38,957.12. The City is responsible for a 25% match, making the total City award responsible for \$29,217.84. This Grant is through New Mexico Department of Homeland Security and Emergency Management and is based on the submitted request for assistance for the Blizzard event that occurred December of 2015.</p> <p>Council consideration is requested to approve, and execute, the attached New Mexico Department of Homeland Security and Emergency Management Disaster Assistance Program Grant Agreement, Grant Agreement No. 2015-021-001.</p>		
DEPARTMENT RECOMMENDATION: Approval		
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"/> DISSAPPROVED <input type="checkbox"/> Library Board <input type="checkbox"/> N. Mesa Board <input type="checkbox"/> _____ Committee		
Reviewed by City Administrator /s/ Stephanie Shumsky _Date: 10-6-2016		

ATTACHMENTS:

Proposed Agreement between NM Dept of Homeland Security and Emergency Mgmt Disaster Assistance Program and the City of Carlsbad.

**NEW MEXICO DEPARTMENT OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT
DISASTER ASSISTANCE PROGRAM
GRANT AGREEMENT**

Executive Order: 2015-21
Grant Agreement Number: 2015-021-001

THIS GRANT AGREEMENT is made and entered into as of the date of the last signature in Article IX of this Agreement by and between the State of New Mexico, Department of Homeland Security and Emergency Management, P.O. Box 27111, Santa Fe, New Mexico, 87502, hereinafter called DHSEM, and

City of Carlsbad
PO Box 1569
Carlsbad, NM 88221

hereinafter called the Grantee.

WITNESSETH:

WHEREAS, this Grant Agreement for funding by the Disaster Assistance Program under Executive Order 2015-017 is made by and between DHSEM and the Grantee, pursuant to Section 12-11-24 to 12-11-25 New Mexico Statutes Annotated 1978, as amended, and the provisions of the Disaster Assistance Program as described herein.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

ARTICLE I - SCOPE OF WORK

- A. The Grantee agrees that it will make a good faith effort to complete, in every respect possible, the requirements of this Grant Agreement.
- B. Unless such changes are approved in writing by DHSEM, the Grantee agrees to make no change in the Scope of Work allowed in the Project Worksheet(s) prepared for the Grantee by the Inspecting Agency and/or DHSEM under this disaster and appended to this Agreement.
- C. The Grantee shall provide, through force account or contract, all necessary qualified personnel, material, and facilities to implement, carry out, and complete the grant requirements described herein.

ARTICLE II - LENGTH OF GRANT AGREEMENT

- A. The performance period for work authorized under this Grant Agreement shall be for twelve (12) months from the date of the Executive Order, which date is 12-27-2015.
- B. Unless amended, the performance period shall terminate on 12-27-2016.
- C. This Grant Agreement, as amended, shall remain open for a period of 120 days following the end of the performance period for administrative purposes, including final inspection, desk audit of cost records, and final payment.
- D. If, due to unusual circumstances, it becomes apparent that the entire work of this Grant cannot be brought to full completion within the first twelve (12) months, the Grantee shall so notify DHSEM in writing as soon as possible prior to the termination of the performance period in order that DHSEM and/or the Inspecting Agency may review the work accomplished to date and determine if an extension of the performance period should be awarded.

- E. If DHSEM determines that an extension of the performance period is justified, DHSEM will grant time extensions through Grant Agreement Amendments in three (3) month increments until the entire scope of work is completed.

ARTICLE III – REPORTS

- A. **Quarterly Performance and Financial Reports**
For projects estimated at \$50,000 or more, the Grantee shall submit to DHSEM a Performance and Financial Report each quarter, commencing three months from the signature date of this Agreement. The Quarterly Report shall contain a summary of all work to date, an estimated schedule of work to be done, a description of any problems encountered or anticipated, and a summary of expenses and Grant receipts.
- B. **Final Performance and Financial Report**
The Grantee shall submit a final Performance and Financial Report that summarizes all work done for all projects under this Agreement, including a summary of expenses and Grant receipts.

ARTICLE IV - CONSIDERATION AND METHOD OF PAYMENT

- A. In consideration of the satisfactory completion of work under this Grant Agreement, and in compliance with all other terms herein stated, DHSEM shall pay to the Grantee a sum not to exceed the total state share of the approved costs.
- B. The Grantee shall provide the entire non-state share.
- C. For this Grant Agreement, the state share shall be **75%** of the total of actual eligible costs based upon cost documentation supplied by the Grantee.

The total project estimated cost is:

PW CAR-001	\$ 38,957.12
TOTAL	\$ 38,957.12

The 75% state share shall be: \$ 29,217.84

- D. Grant funds are to be expended only to accomplish the Scope of Work described in each Project Worksheet (attached). Any costs incurred beyond the total state share of all Project Worksheets shall be the sole responsibility of the Grantee.
- E. The funds set forth in Paragraph C above constitute full amount of this Agreement.
- F. As soon as funds are available, and upon written request from the Grantee, DHSEM shall pay the Grantee the full amount of the state share for each Project Worksheet that was 100% complete at the time it was written.
- G. As soon as funds are available, and upon written request from the Grantee, DHSEM shall pay the Grantee an advance payment of 50% of the state share of each Project Worksheet that is less than 100% complete.
- H. Upon written request from the Grantee, DHSEM shall make subsequent payments not to exceed 80% of the state share for each Project Worksheet.
- I. DHSEM shall base all payments, except the 50% advance, upon actual costs of the work performed, which the Grantee shall support by cost records accounting for all labor, equipment, materials, contracts, and other eligible costs.
- J. DHSEM shall withhold the final 20% of the state share pending DHSEM's final inspection of completed work and comprehensive review of all cost records.

- K. The Grantee shall notify DHSEM when all work is completed and ready for final inspection. DHSEM will arrange the final inspection, and the Grantee agrees to cooperate fully with the Inspecting Agency during the inspection.
- L. Funding of this Grant Agreement is contingent upon funds being available from the State of New Mexico for this purpose.

ARTICLE V - MODIFICATION AND TERMINATION

- A. By written notice to the Grantee, DHSEM shall have the right to terminate this Agreement if, at any time, in the judgment of DHSEM, the provisions of this Grant Agreement have been violated. In this regard, DHSEM may demand refund of all or part of the funds paid to the Grantee, and the Grantee agrees to make such refund promptly.
- B. Neither party to this Agreement may modify any terms or conditions of this Agreement except by a Grant Agreement Amendment.
- C. DHSEM will prepare a Grant Agreement Amendment if any changes to the original Agreement are necessary; no amendment is valid until signed by the Cabinet Secretary of DHSEM.

ARTICLE VI – TERMS AND CONDITIONS

The Grantee hereby assures and certifies that it will comply with all regulations, policies, guidelines, and requirements with respect to the acceptance and use of state funds for this program.

The Grantee hereby assures and certifies with respect to this Grant that:

- A. The Grantee shall provide DHSEM with sufficient cost documentation to allow DHSEM to calculate the total actual cost of all work funded by this Grant.
- B. Payment will be made by electronic funds transfer where possible to a bank account in the name of the Grantee. If paid by check, the Grantee will promptly deposit all payments into a bank account in the name of the Grantee. All debts for goods and services procured under this Grant are to be paid by check. Copies of checks and bank statements are a required part of the cost documentation. The final payment of grant funds will be reduced by the amount of interest earned by these funds in any bank account.
- C. The Grantee will adhere to generally accepted financial and accounting standards.
- D. Unless authorized by DHSEM, no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the Grantee is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the Grantee during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with this Grant. The Grantee shall incorporate into all such contracts a provision prohibiting such interest pursuant to the purposes of this certification.
- E. The Grantee shall submit a copy of the contract bid specifications to DHSEM for review and concurrence prior to awarding any contract.
- F. Purchasing and contracting performed under this Grant will follow procedures of the State Purchasing Act, NMSA 1978, Sections 13-1-1 to 13-1-199, specifically Sections 13-1-102 and 13-1-190, unless specifically exempted by statute or by DHSEM. Proof of compliance with this Act shall be part of the Grantee cost documentation.
- G. The Grantee is the legal entity responsible under law for the performance of the work authorized under this Agreement.
- H. The Grantee has not received, and will not receive, duplicate benefits for the same loss from any other source.

- I. All funds received pursuant to this Grant Agreement have been, or will be, expended in accordance with applicable state laws and regulations.
- J. The Grantee will provide without cost to the state all lands, easements, and rights of way necessary for the inspection of the approved work.
- K. The Grantee will hold and save the state free from any liability arising from the approved work.
- L. The Grantee will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352) to the end that in accordance with Title VI of that Act and regulations, no person in the United States shall on the grounds of race, color, religion, nationality, sex, age, or economic status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Grantee received financial assistance, and that it will immediately take any measures necessary to effectuate this requirement.
- M. All repairs and construction shall be in accordance with applicable standards of safety, decency, and sanitation, and shall be in conformance with applicable codes, specifications, and standards; and that hazards in the area where approved work is performed are to be minimized as much as is reasonable so as to provide a workplace that meets or exceeds common safety requirements.
- N. The terms and conditions of this Grant Agreement are contingent upon sufficient appropriations and authorizations being made by the State of New Mexico for performance of this Grant. If sufficient appropriations and authorizations are not made by the State of New Mexico, this Grant Agreement shall terminate upon written notice being given by DHSEM to the Grantee. Both parties are expressly not committed to expenditure of any funds until such time as they are approved, budgeted, and encumbered.

ARTICLE VII - RETENTION OF RECORDS

The Grantee shall keep such records that will fully disclose the amount and disposition of the total funds from all sources under this Grant Agreement, the purpose for which such funds were used, the amount and nature of all contributions from other sources, and such other records as DHSEM shall prescribe. The State of New Mexico requires that records be retained for a period of not less than six years following completion of work and the acceptance of the final payment.

ARTICLE VIII- GRANTEE REPRESENTATIVES

The Grantee hereby designates the persons listed below as the official Grantee representatives responsible for overall fiscal and programmatic supervision of this Grant *(may be the same person)*:

Steve McCutcheon
Grantee Fiscal Representative

Jason Burns
Grantee Program Representative

P.O. Box 1569, Carlsbad, NM 88220
Address

P.O. Box 1569, Carlsbad, NM 88220
Address

575-887-1191
Telephone Number

575-885-1185
Telephone Number

ARTICLE IX – SIGNATURES

IN WITNESS WHEREOF, the Grantee and DHSEM do hereby execute this Grant Agreement as of the date last written below,

THIS GRANT AGREEMENT has been approved by:

FOR THE GRANTEE:

City of Carlsbad
PO Box 1569
Carlsbad, NM 88221

By: _____
Grantee Representative *Date*

FOR THE GRANTING AGENCY:

DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

By: _____
Secretary, DHSEM *Date*

**CITY OF CARLSBAD
AGENDA BRIEFING MEMORANDUM**

Council Meeting Date: October 11, 2016

DEPARTMENT: Executive	BY: Stephanie Shumsky	DATE: Oct. 4, 2016
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SUBJECT: Curtis McKinney, Metal Shop Live, LLC Contract

BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)
 Mr. McKinney is requesting an increase in his monthly payment. Presently we have been paying 70% of the total monthly Contract rate because the Walter Gerrells Performing Arts Center is not operable due to damage sustained in January's snow storm.

Mr. McKinney has expanded the use of the Annex which is fully operable and has increased its utility by expansion of the Stage Area. He is reportedly offering a wide variety of shows which were not previously possible.

Mayor Janway and Councilor Shirley along with the president of the Board have requested that Mr. McKinney receive 85% of the monthly contract fee to compensate him for services rendered.

DEPARTMENT RECOMMENDATION: Consider request from Curtis McKinney, Metal Shop Live, LLC.

BOARD/COMMISSION/COMMITTEE ACTION:

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

Reviewed by:
City Administrator /s/ Stephanie Shumsky **Date:** 10-6-2016
 ATTACHMENT(S):

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 10/11/16

DEPARTMENT: Golf	BY: Steve Hendley	DATE: 10/04/16
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SUBJECT: John Heaton Contract Extension

BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)
 The Contract for Golf Professional Services expires December 31st, 2016. Mr. Heaton has requested this extension due to requirements placed on him stated in his golf cart lease agreement with his leasing agency and the possibility of contract negotiations between himself and the City of Carlsbad.

DEPARTMENT RECOMMENDATION: It is recommended that the contract for Golf Professional Services be extended to March 30th, 2016.

BOARD/COMMISSION/COMMITTEE ACTION:

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

Reviewed by: City Administrator: /s/ Stephanie Shumsky	Date: 10-6-2016
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ATTACHMENT(S): MOU

ORDINANCE NO. 2016-____

AN ORDINANCE REZONING PART OF "R-2" RESIDENTIAL DISTRICT TO "C-2" COMMERCIAL DISTRICT FOR AN APPROXIMATELY 0.34 ACRE PROPERTY, LOCATED AT 502 NORTH SIXTH STREET, LEGALLY DESCRIBED AS THE SOUTH 100 FEET OF TRACT 66 IN THE NORTH 1/2 OF THE NORTHWEST 1/4 OF SECTION ONE, TOWNSHIP 22 SOUTH, RANGE 26 EAST, PURSUANT TO SECTION 3-21-1 ET. SEQ. NMSA 1978 AND SECTIONS 56-150(B) AND 56-140(I), CARLSBAD CODE OF ORDINANCES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD, EDDY COUNTY, NEW MEXICO, that:

The official zoning map of the City is hereby amended to rezone part of "R-2" Residential District to "C-2" Commercial District, for an approximately 0.34 acre property, located at 502 N. 6th St., Carlsbad, NM, legally described as:

THE SOUTH 100' OF TRACT 66, IN THE N1/2 OF THE NW1/4 OF SEC. 1, T22S
R26E

INTRODUCED, PASSED, ADOPTED AND APPROVED this 13th day of December,
2016.

DALE JANWAY, MAYOR

ATTEST:

CITY CLERK

ORDINANCE NO. 2016-____

AN ORDINANCE REZONING PART OF "R-2" RESIDENTIAL DISTRICT TO "C-2" COMMERCIAL DISTRICT FOR AN APPROXIMATELY 0.22 ACRE PROPERTY, LOCATED AT 612 WEST PIERCE STREET, LEGALLY DESCRIBED AS LOT 8, BLOCK 181, WESTFALL SUBDIVISION, PURSUANT TO SECTION 3-21-1 ET. SEQ. NMSA 1978 AND SECTIONS 56-150(B) AND 56-140(I), CARLSBAD CODE OF ORDINANCES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD, EDDY COUNTY, NEW MEXICO, that:

The official zoning map of the City is hereby amended to rezone part of "R-2" Residential District to "C-2" Commercial District, for an approximately 0.22 acre property, located at 612 W. Pierce St., Carlsbad, NM, legally described as:

LOT 8, BLOCK 181, WESTFALL SUBDIVISION

INTRODUCED, PASSED, ADOPTED AND APPROVED this 13th day of December, 2016.

DALE JANWAY, MAYOR

ATTEST:

CITY CLERK



ATTENDANCE FOR AUGUST 2016

23,086

Digitally signed by Patsy Jackson
DN: cn=Patsy Jackson, o=City of
Carlsbad, ou=Culture and Rec.,
email=pfjackson@cityofcarlsbadnm.co
m, c=US
Date: 2016.10.04 16:05:25 -06'00'

CARLSBAD PUBLIC LIBRARY

AUGUST 2016

LIBRARY USAGE

NUMBER OF USES

Visitors	10,038
Computer Sessions	1,768
Wireless Sessions	351
Annex Use	5
ILL Loan items Received	55
ILL Loan Items Sent	24
Catalog Searches	4,455
Reserves Placed	242
Youth Information Requests	123
Adult Information Requests	535
Text Information Requests (Gabbie)	0
Total Information Requests	658

DATABASES

NUMBER OF USES

A to Z Maps	55
A to Z USA	0
Ancestry (In-Library Use)	0
Brainfuse	14
Britannica Image Quest	0
Britannica Online	0
Chilton's Auto Repair	4
Freegal Music	270
Gale Databases - NMSL	10
Global Road Warrior	0

TOTAL DATABASE USAGE 353

PATRONS

NUMBER OF PERSONS

New Patrons This Month (Reg & Dig)	211
Total Digital Patrons Registered	40
Total Patrons Registered	9,718
Unresolved Member Problems	113
Incidents	0
NMLTG Users	80
Self-Check Station Users	171
Freegal Users	19

ACTIVITIES

NUMBER SESSIONS / EVENTS

Preschool Story Time	0
Toddler Time	0
Summer Reading - Children	0
Summer Reading - Teen	0
Tours	0
Outreach	0
Teen Programs	0
Adult Programs - Summer Reading	0
Promo Events	0
Special Activities - Friends Book Fair	1
Technology Programs	0
TOTAL	1

CIRCULATION

NUMBER OF ITEMS

Books	3,930
Large Print Books	597
Graphic Novels	112
E-Books	220
Audio Books	322
E-Audio Books	369
Software	1
Music	0
Videos	1,652
Magazines	147
E-Magazines	19
Paperbacks	442
Reference	3
eReaders	0
Databases	353
TOTAL ITEMS CIRCULATED	8,167
TOTAL DIGITAL ITEMS CIRCULATED	608
TOTAL PHYSICAL ITEMS CIRCULATED	7,559

Adult Items Circulated	3,718
Teen Items Circulated	411
Children's Items Circulated	3,073

CATALOGING

NUMBER OF ITEMS

Items Added to Collection	349
Items Withdrawn	306
Items Missing	198
Total Carlsbad Items	62,574
Materials Requests Fulfilled	47

OTHER SERVICES

NUMBER OF SERVICES

Archival Requests	6
Tests Proctored	13
Newspaper Features	4
Pinterest posts	0
Radio features	0
Facebook posts	7

ATTENDANCE

NUMBER OF PERSONS

Preschool Story Time	0
Toddler Time	0
Summer Reading - Children	0
Summer Reading - Teen	0
Tours	0
Outreach	0
Teen Programs	0
Adult Programs - Summer Reading	0
Promo Events	0
Special Activities - Friends Book Fair (est)	800
Technology Programs	0
TOTAL	800

LIBRARY NEWS

The annual Friends of the Library Book Fair was held in August, netting about \$2,300 to support library programs for the coming year. The carpets, rugs, and upholstered furniture throughout the library were steam cleaned and Scotchguarded. Heavy rains this month led to severe roof leaks throughout the library and museum; however, a new roof membrane is scheduled to be installed in September/October. Library Director Cassandra Arnold attended the NM Municipal League conference in Hobbs, NM. She also prepared and submitted CPL's annual report for FY 15-16 to the NM State Library. This report is required to qualify for State Aid and GO Bond disbursements.

Library Board of Trustees

In August, the Board approved an update to the Temporary Exhibits & Displays policy, and the Director's Reports for June and July, 2016.

Programs, Events, and Outreach

After summer reading, the children's department and program areas were organized, and planning begun for fall programs, and placing orders for new books. Following the start of the new school year in mid-August, many children are using the library to find reading materials to assist with homework assignments.

Incidents/Complaints and Resolution

None.

Cassandra Arnold
9/14/16

**Monthly Report
for
August 2016**

Department:	Carlsbad Museum & Art Center
No. of Patrons Served:	573
No. of Incidents / Complaints:	0
Date of Next Board Meeting:	Wednesday, September 21, 2016, 1:30 PM
Activities / Projects / Attendance	
August 3, Potash Museum committee meeting at City Hall	
August 4, Recommendations for two Museum Board members forwarded to the Mayor	
August 8, O'Bannon art collection was picked up	
August 8, Dave attended the street dedication for Jed Howard at the new Ocotillo Elementary School	
August 8, Dave attended the ribbon cutting for Desert Willow Elementary School	
August 9, Dave attended the Tourism Council meeting	
August 12, Staff met with CECHS intern Rebecca	
August 13, Public program, presentation by Guadalupe Mountains National Park Ranger - 20 attended	
August 15, Local Hangout Exhibit, Frank Mackay's "Future Architecture" exhibit taken down	
August 16, David Mandel arrived to work on the Carlsbad Army Airfield Exhibit at the airport	
August 18, Meeting to do paperwork with new intern Rebecca from CECHS	
August 19, Local Hangout Exhibit, Mike Campos installed his new exhibit "Fantasy"	
August 20, Public program, Natural Dyes workshop held at museum 12 attended	
August 20, Public program, by Guadalupe Mountains National Park Ranger for exhibit programming 3 attended	
August 24, First day of work for new intern Rebecca	
August 27, Public program, film screening and presentation by Guadalupe Mountains National Park Ranger 12 attended	
August 31, Edward and Dave met with BLM archeologists to discuss possible federal repository status for the museum	
Board / Committee Reports or Directives	
The Museum Board regular board meeting August 17, 2016. The next Museum Board meeting is scheduled for September 21st, 2016 at 1:30 at the Carlsbad Museum & Art Center.	
Problem / Complaint Resolution: none	

Minutes Attached: Yes _____ No _____

Signed: _____ Dave Morgan, Museum Director

San Jose Senior Recreation Center

Monthly Report

August 2016

No. of Patrons served: 4,550

No. Of Incidents/Complaints: 0

Nutritional Program: 2,173

Date of next board meeting

September 7, 2016

Activities/Project	
Amateur Hour	4
Arts & Crafts	106
Bingo	240
Puzzles	11
Crochet Class	99
Birthday Party (monthly)	84
Dominos	3
Exercise Equipment	261
Creative Coloring	138
Line Dancing	76
Mexican BINGO	36
NM State Tax Filing	0
Pool	219
Quilters	9
Sing - Along	84
Low Impact Exercise Class	0
Vitals (BP/Sugar/Oxygen)	167
NMLong Term (MCR)	0
August Dance (p.m.)	38
Museum Tour	7
Veteran's Support Group	
Encompass Home Health	100
Martin Heinrich Meeting	120

Meetings	
Training Classes (Driving)	0
Safety Huddle Meeting	16
Foster Grandparents	0
Lawyer Referral	4
Leadership Carlsbad	0
Public Meeting	3
CCVN Meeting	6
SENMCA Meetings	11
SJ Adv. Board	8

Services	
Announcements	20
Copies	24
Forms	7
In-coming calls	413
Notaries	2
Referrals (Walk-Ins)	11
Transportation	2
Computer Class	48
Other Activities	0

Board/Committee Reports or Directives

Problems/Complaints/Resolutions

N/A

Signed: _____ Date _____

Signed: _____ Date _____

Aug-16 →		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Activities/Project	Attendance																															
Amateur Hour	4																1			1			1				1					
Arts & Crafts	106				5				10	14	11	13	10			10	7	7	6	7					4	1				1		
Bingo	240		56							45							58							46							35	
Puzzles	11		1	1	1						1	1											1	1			1		1	2		
Crochet Class	99	3	4	4	3	3			3	4	5	4	5			5	6	5	4	5			5	6	6	5	4		3	4	3	
Birthday Party (Monthly)	84																														84	
Dominos	3																									3						
Exercise Equipment	261	14	10	10	9	10			19	12	14	12	10			14	13	13	7	9			12	12	12	10	7		11	9	12	
Creative Coloring Class	138	8	9	8	5	5			6	6	4	4	5			1	4	7	6	8			6	8	7	6	7		6	7	5	
Line Dancing	76	13			9	3			9			6				9							9			9			9			
Flu Shots	0																															
Mexican BINGO	36	5			3																			6	6	3			4	5	4	
NM State Tax filing	0																															
Pool	219	9	11	12	9	9			9	9	9	9	8			8	11	10	11	11			10	11	11	11	7		8	10	6	
Quilters	9			3							1							2							2						1	
Sing - Along	84																														84	
Low Impact Exercise Class	0																															
Vitals (BP/Sugar/Oxygen)	167		28		8					22		12					18		11				29		15					24		
NMLong Term Ag. (MCR)	0																															
Dance (p.m.)	38																										38					
Museum Tour	7										7																					
Veteran's Support Group																																
Encompass Home Health	100			100																												
Martin Heinrich Meeting	120																									120						

Services																															
Announcements	20																														
Copies	24																														
Forms	7																														
In-coming calls	413	15	10	22	15	26			17	20	18	10	22			18	28	20	18	24			26	18	15	11	13		19	12	16
Notaries	2																														
Referrals (Walk-ins)	11																														
Transportation	2																														
Computer Classes	48	2	2	3	2	2			2	2	2	2	2			2	2	2	2	1			2	2	2	3	3		2	2	2

Meetings																															
Training Class (Driving)	0																														
Safety Huddle/Safety Meeting	16				5						4							3												4	
Foster Grandparents	0																														
Lawyer Referral	4																														
Leadership Carlsbad	0																														
Public Meeting	3																									3					
CCVN Advisory Board	6	6																													
SENMCA Meetings	11																		4					7							
San Jose Advisory Board	8			8																											
Subtotal	2,377																														

Nutritional Program	2,173
No. Of Incidents/Complaints:	0
Date Of Next Board Meeting:	09/07/16
No.of Patrons served	4,550

Monthly Report
August 2016
NORTH MESA SENIOR RECREATION CENTER

Number of Patrons Served: 4716

New Members: 25

Number of Incidents/Complaints: 1

Date of Next Board Meeting: September 14, 2016

Activities/Projects/Attendance

On Friday, August 5th AARP held a Defensive Driving class and had 21 who attended. The Disability Group also met the same day and had 10 in attendance.

The Friday night Dance was cancelled on August 12th so that the Country Gold Line Dancers could hold a Workshop on Friday, August 12th and Saturday, August 13th. 60 line dancers from across the region came to attend. Despite a two hour power outage at the center, the workshop was a great success.

Senior Socials were held on Friday, August 12th with 33 who attended and on Friday, August 19th with 40 in attendance.

Zia Quilt & Stitchery Guild held a retreat on Saturday, August 20th and Sunday, August 21st. 20 women attended and worked on quilted stockings for CASA children as well as quilts for the quilt show in October.

Our Yoga instructor took a break from August 2nd – 19th. Yoga resumed on Tuesday, August 23rd.

We closed our pool room on Thursday, August 25th so that our pool tables could be re-covered. Our pool players could hardly wait for us to re-open the pool room on Friday, August 26th.

ACBL held a pizza party on Saturday, August 27th. There were 28 players who attended this event.

Incidents/Complaints: Attached

NORTH MESA SENIOR RECREATION CENTER

August 2016

<u>Activity</u>	<u>Participation</u>
Exercise	998
Library/Lapidary	185
Arts/Crafts	198
Pool/Ping Pong	640
Card Games/Dominoes	335
Western Jam/Bingo	51
Line Dance	859
Dance	375
Social/Orgs/Events	121
ACBL Bridge	387
Health/Wellness	168
Inquiries	394
<u>Visitors/Guests</u>	<u>5</u>
Total	4716

Deposits

<u>Date</u>	<u>Cash</u>	<u>Checks</u>	<u>Total</u>
8/9/2016	\$ 98.94	\$ 11.25	\$110.19
8/22/2016	\$145.95	\$ 46.95	\$192.90
Total			\$303.09

**Monthly Report
For
August 2016**

Department: Carlsbad Municipal Transit System

No. of Patrons Served: 2934

No. of Incidents/Complaints: None

Activities / Projects / Attendance					
Passenger Classification					
Total	Elderly	Handicapped	Non-Ambulatory	Other	Revenue
2934	562	453	358	1561	\$3,956.00
Service vehicle hours in August- 2011.25					
Service vehicle miles in August - 17,778					
<ol style="list-style-type: none"> 1. The 5311 FY 18 Grant Application was submitted to and approved by the city council on August 23, 2016. It was submitted to the NMDOT Transit and Rail on August 26, 2016. The presentation to the SERPTO committee is scheduled for October 13, 2016 in Roswell. 2. Our overall ridership is down. This seems to be the trend both in New Mexico and around the country. However, for Carlsbad Transit, the shorter hours have also contributed to the lower ridership numbers. 3. We had over 90 students registered for the After School Transportation Program. We decided not to start the program until September 6, 2016 in order to give Ocotillo and Desert Willow Elementary schools time to get our parking area situated. 					

Jo Ann Moore, Transit Manager

9/14/2016

MONTHLY REPORT

FOR

August 2016

Department: CCVN (Carlsbad Community Volunteer Network)

No. of New Registered Volunteers	2
No. of Registered Volunteers:	337
No. of Active Volunteers:	275
No. of Work Stations:	20
No. of Volunteer Hours for August 2016:	3,698

Activities for the Month of August

- CCVN Advisory Board meeting was held on August 1, 2016. The next regular board meeting is canceled due to Labor Day Holiday.
- CCVN volunteer provided computer classes throughout the month of August at the San Jose Senior Center.
- CCVN volunteers continue to assist the community on a daily basis with distribution of commodities at Jonah's house, Outreach Center, and at the Community Kitchen.
- CCVN continues to provide volunteer stations for community service clients. For the month of August the CCVN had 436 hours just in community services at the San Jose Senior Center and throughout the community.

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

Yanira Gonzales CCVN Coordinator

Patsy Jackson Director of Arts and Culture

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

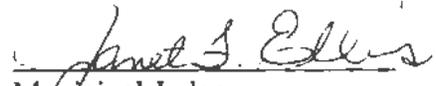
SEPTEMBER 2016

Number of Cases	963
Warrants Outstanding	3393
Amount of Fines	\$51,801.89
Cases on Appeal	1

FINES

Summary for the Month of	SEPTEMBER 2016
Total Fines	\$33,159.00
Total Prevention Fees	\$ 253.00
Total Lab Fees	\$ 328.00
Total Correction Fees	\$12,345.00
Total Automation Fees	\$ 3,802.00
Judicial Fees	\$ 1,834.00
Notary Fees	\$ 6.00
Victim Restitution	\$ 74.89
TOTAL	\$51,801.89
TOTAL FINES WORKED OUT THROUGH COMMUNITY SERVICE - \$300.00	

cc: Chief
City Administrator
Finance Department


Municipal Judge

**City of Carlsbad
Personnel Department**

**Action Report
Month of September 2016**

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

City of Carlsbad
 Personnel Department Action Report
 Month of September 2016

EMPLOYEE REPORT	Beginning of Month	New Hires	Terminations	Transfers In	Transfers Out	End of Month
Full-Time Employees	432	1	5			428
Part-Time/Temp Employees	86	2	19			69
Total Employees	518	3	24			497
Administrative	19					19
Judicial	7	1				8
Finance	21					21
Police	107	2	2			107
Fire	65		1			64
Arts & Culture	57		1		1	55
Sports & Recreation	74		18			56
Planning & Regulation	18					18
Utilities	80		2	1		79
Transportation & Facilities	70					70
TOTAL	518	3	24	1	1	497

WEEKLY INDEMNITY	Beginning of Month	New Claims	Released To Work	Terminated	End of Month
Employees on WI	7	3	0	1	9

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

DRUG TESTS	Number Given
Pre-employment	3
Probationary	1
Post Accident	13
Random	0
Periodic	0
Probable Cause	0

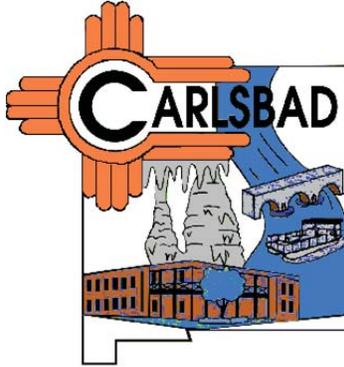
VACANCIES BID	Department
Heavy Equipment Operator I	Water
Heavy Equipment Operator I	Street
Caretaker	Comm. Service
Master Mechanic	Transit
Heavy Equipment Operator II	Double Eagle
Transit Manager	Transit
Water Operator IV	Water

PHYSICAL EXAMINATIONS	Number Given
Pre-employment	2
Return to Work Evaluation	0
Functional Capacity Evaluation	0

VACANCIES ADVERTISED	Applications Received
Telecommunicator	44
HVAC Technician	18
Heavy Equipment Operator I or II	Pending
Transit Manager	Pending
Firefighter/EMT	Pending

TESTING	Number Given
Typing	12
Telecommunicator	24

CITY OF CARLSBAD



TRANSPORTATION AND FACILITIES AUGUST 2016

Monthly Reports from:

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

A handwritten signature in blue ink that reads "Tom Carlson".

Digitally signed by Tom Carlson
DN: cn=Tom Carlson, o=City of Carlsbad, ou=Public Works,
email=tfcarlson@cityofcarlsbadnm.com, c=US
Date: 2016.10.04 10:58:50 -06'00'

Reviewed and approved by Tom Carlson, Director of Public Works

MONTHLY WORK REPORT

DEPARTMENT: COMMUNITY SERVICE	MONTH: August 2016
NO. OF EMPLOYEES: 4	NO. OF DAYS IN MONTH: 31
HOLIDAYS THIS MONTH: 0	NO. OF WORK DAYS THIS MONTH: 23

No. of Community Service Workers: 16

Hours of Work Performed by Community Service Workers: 670

Week of August 1st through August 5th

We started the week with litter control at Eddy House, Spring Park, Ocotillo Trails, and Six Mile Dam. The crew trimmed and cleaned up on North St., Kircher St., Guadalupe St. and the easement north and south of the river, and the curb and gutter on Church St. They ended the week with litter control at the Eddy House, Spring Park, Ocotillo Trail, Canal St., Six Mile Dam, and sprayed roundup on Lea St., Church St., and Lamont St.

Week of August 8th through August 12th

The crew started the week with litter control at Eddy House, Spring Park, Ocotillo Trail, Canal Street and Walmart, and the Six Mile Dam. They trimmed and cleaned up the drain on S. Canal St. which also included the curb, gutter and sidewalk. The week was ended with litter control at Eddy House, Spring Park, Ocotillo Trail, Canal St. and Six mile Dam.

Week of August 15th through August 19th

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

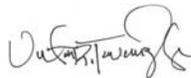
Week of August 22nd through 26th

The crew started the week with litter control at Eddy House, Spring Park, Ocotillo Trails, Canal Street and Six Mile Dam. They cleaned out drains on N. Shore, Bryan Circle, Canyon, Greene, Canal Street and San Jose Blvd. They mowed the disc golf course w the tractor and prepared sand bags. They trimmed and cleaned up the curb, gutter and sidewalk on San Jose Blvd. They cleaned out drain behind the cascades and also trimmed trees. They ended the week with litter control at Eddy House, Spring Park, Ocotillo Trail, Six mile Dam and Canal St.

Week of August 29th through August 31st

The Community Service Department started the week with litter control at Eddy House, Spring Park, Ocotillo Trail, Canal Street and Six Mile Dam. They cleaned out drains at N. Shore, Canyon St. Greene St. Lea St. Canal St. Bryan Cir. Doepp Dr. San Jose Blvd. and Martin Luther King Jr. Park.

Prepared by: _____



Victor Tavarez, Street Superintendent

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email=vrtavarez@cityofcarlsbadnm.com, c=US
Date: 2016.09.22 08:56:17 -06'00'

MONTHLY WORK REPORT

DEPARTMENT: Construction		MONTH: JUNE 2016	
NO. OF EMPLOYEES: 15		NO. OF DAYS IN MONTH: 31	
HOLIDAYS THIS MONTH: 0		NO. OF WORK DAYS THIS MONTH: 23	

1. Repaired fence on Edwards St.
2. Installed new benches at Shooting Range.
3. Painted inside restrooms at Ray Anaya Plaza De San Jose.
4. Patched pond at Heritage Park.
5. Started prep work at WWTP for 3-sided storage.
6. Replaced bad sidewalks on N 8th St from Avenue B to Legion
7. Poured concrete bases and installed benches at Sunset Gardens.
8. Patched roof leaks at garage storage.
9. Milled sidewalks on Lucky St and N Canyon St and Solana area.
10. Repaired drop ceiling at PD.
11. Installed key drop box at Solid Waste.
12. Replaced unsafe sidewalk at sailboat/canoe ramp.
13. Assisted welders with installation of fence at golf course.
14. Built pad at Cascades for longest home run monument

Prepared by



David Gonzales, Construction Superintendent

MONTHLY WORK REPORT

DEPARTMENT: ELECTRICAL

MONTH: JULY 2016

NO. OF EMPLOYEES: 7

NO. OF DAYS IN THE MONTH: 31

HOLIDAYS THIS MONTH: 0

NO. OF WORK DAYS THIS MONTH: 23

Number of Jobs Preformed for Individual Departments

1. Airport	23
2. Golf Course	29
3. Parks	34

4. Waste Water

a. Treatment Plant	34	b. Primary Lift	15
c. Lift Station	22	d. Other	0

5. Water

a. Water Wells	23	b. Double Eagle	26
c. Yard	0	d. Other	0

6. Public Building and Yards

a. City Hall	22	b. Library	06
c. Museum	06	d. Mesa Senior Rec.	02
e. San Jose Sr. Rec.	08	f. Riverwalk Rec.	07
g. Rifle Range	09	h. Community Soup Kitchen	03
i. Antique Lights	23	j. Pecos River Village	09
k. Convention Center	07	l. Civic Center	01
m. Reintegration	0	n. Literacy Building	06
o. Public Works Yard	29	p. Bob Forrest Sports Complex	38
q. Sign Shop	0	r. Port Jefferson	0
s. Landfill	0	t. Solid Waste	12
u. PFA Garage	0	v. Police Department	31
w. Fire Department	29	x.	

7. Traffic	29
8. Streets	11
9. School Crossing Lights	12
10. Transportation	07
11. Cascades	08
12. Sunnyview Catch Basin	01
13. Underground Line Locates	71

Prepared by _____



Digitally signed by Pat Cass
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ou=Public Works,
email=pjcase@cityofcarlsbadnm.com, c=US
Date: 2016.09.09 13:39:33 -06'00'

Patrick Cass, Deputy Director of Public Works

MONTHLY WORK REPORT

DEPARTMENT: **GARAGE**

MONTH: **August 2016**

NO.OF EMPLOYEES: 16

NO. OF DAYS IN MONTH: 31

HOLIDAYS THIS MONTH: 0

NO. OF WORK DAYS THIS MONTH: 23

Summary of Work Performed

Garage Department Master Mechanics and Mechanics

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

Lubrication

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

Tire Repair Shop

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

Welding Shop

Performed various repairs for the following departments:

Solid Waste

Unit 9091 Trombone bracket adjustment

Unit 12332 Fabricate transmission test gauge bracket

Unit 10781 D Rings, cut & weld timing blocks

Heat & straighten forks on Backhoe

Unit 1796 Weld cracks on side mast and timing blocks

Unit 11592 Weld timing blocks & crack on upper structure tube

Measure for window covers

Unit 10789 Weld side mast tubes

Unit 9092 Cut off studs for hydraulic hose clamps

Unit 10823 Weld cracks on upper mast and in/out tube timing blocks and hose deflector

Unit 11592 Adjust tipper tension and cut, re-weld timing blocks

Unit 9092 Weld studs on boom for hydraulic hoses

Unit 12782 Cut grab arm bolts

Fabricate key lock box pole and stand

Unit 9093 Fabricate & weld J-hook for hydraulic hose

Unit 9091 Remove bolt from accelerator plate

Unit 10780 Weld clips for battery box
Unit 10780 Fabricate D-rings
Unit 13258 Weld cracks on bumper
Unit 10780 Cut ear off dog bone on sidemast and install tipper
Unit 9091 Heat pin for removal
Unit 10780 Cut timing blocks off and layout holes for structure pin
Unit 1796 Fabricate lifting angle iron for tipper
Unit 13258 Straighten bumper
Unit 1814 Cut and remove bearing housing bolts
Unit 10780 Drill holes on arm structure/Install tipper cam/fabricate bushing driver
Unit 10781 Weld side mast top shaft collar
Straighten and weld dumpster bin pole
Unit 10823 Adjust tipper
Unit 10780 Refabricate tipper, weld timing blocks, heat and straighten side mast rails, install o-rings, bumper blocks
Unit 14732 Repair arm housing plates
Unit 9091 Straighten tailgate
Fabricate window guards

Garage Department

Fabricate AC guard at welding shop
Safety Meeting
Fabricate gauge bracket
Install four light tabs in conex
Seal and weld conex vent
Fabricate waste oil filter screen
Clean shop
Fabricate and weld dam for cement at conex
Cut, weld, and fabricate hose hangers
Fabricate and install cover for Wash Bay

Water Department

Cut hole for scan pad on lid and weld leg on HI traffic ring
Repair "T" handle
Fabricate shut off valve flange

Double Eagle

Unit 14250 Weld pentil hitch to trailer

Parks Department

Weld 4" collar on tank
Fabricate blow gun
Unit 13830 Shorten safety chains
Install shooting benches
Weld lock hasp on conex at Shorthorn Park
Fabricate gong hanger

Golf Course

Fabricate fence panels
Survey land and set up start marker
Install fence

Fabricate hasp for gates

Construction

Repair bumper forms
Unit 11043 Cut tool box mounts
Rework parking block forms
Unit 9404 Repair tail light mounting bracket
Cut bollard reinforcements

Waste Water

Unit 3034 Fabricate bracket for hose

Library

Tack bolt

Collections

Fabricate 6" bollard
Fabricate & cut off pipe for RV dump station
Cut screen for sewer manhole
Cut off tubing and RV dump station
Fabricate "T" handle water cutoff tube
Clean up RV dump station valve for painting

PFA

Unit 11524 Fabricate metal floor and frame supports on trailer
Fabricate work benches

Airport

Unit AX15 cut and remove wheel assembly/cut and remove pin on bushing

Prepared by: _____



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email=tmmathis@cityofcarlsbadn
m.com, c=US
Date: 2016.09.06 08:35:45 -06'00'

Terry Mathis, Maintenance Superintendent

MONTHLY WORK REPORT

DEPARTMENT: **PARKS**

MONTH: **AUGUST 2016**

NO. OF EMPLOYEES: 15

NO. OF DAYS IN MONTH: 31

HOLIDAYS THIS MONTH: 0

NO. OF WORK DAYS THIS MONTH: 23

Week of August 1st through August 5th

Nine employees mowed and trimmed the following Park/Areas: Troy Young Park, Davis Park, Hall Addition Park, Desert Willow Park, Cass Park, Riverside Country Club Park, Smith Park, Lamont Street park, Park Drive, The Lower Tansill Area, and The Lake Carlsbad Recreation Area. Four employees replaced the trash can liners at the beach area, Riverview Park, The Lower Tansill Area, and the Ray Anaya Plaza De San Jose (RAPDSJ). Four employees repaired irrigation systems at the Lake Carlsbad Recreation Area, The RAPDSJ, Spring Park, Sunset Park, The Carlsbad Veterans Memorial Park, City Hall Arcadia Park and National Little League Fields. Three employees worked on the weekend replacing trash can liners, litter control and trimming at the Lake Carlsbad Recreation Area.

Week of August 8th through August 12th

Nine employees mowed and trimmed the following Park/Areas: Millennium Park, The Old Campground, Playground on the Pecos, North James Street Park, 8th Street Park, Arcadia Park, Cruz Fernandez Park, The Carlsbad Municipal Shooting Range, Heritage Park, Spring Park, Dr. Martin Luther King Jr. Park, and The Lower Tansill Area. Four employees replaced the trash can liners at the beach area, Riverview Park, The Lower Tansill Area, and The RAPDSJ. Four employees repaired irrigation System at The Heritage Park, Arcadia Park, The Pecos River Village Conference Center, The Old Camp Ground, Cass Park, Hall Addition Park and The Lower Tansill Area. Two employees power washed the pavilion floors. Three employees worked on the weekend replacing trash liners, litter control at the beach area and trimmed Park Drive.

Week of August 15th through August 19th

Seven employees mowed and trimmed the following Park/Areas: The Lower Tansill Area, The Carlsbad Veterans Memorial Park, North James Street Park, The RAPDSJ, and The Lake Carlsbad Recreation Area. Four employees replaced the trash can liners at the beach, Riverview Park, The Lower Tansill Area, and The RAPDSJ. Four employees repaired irrigation systems at the Lower Tansill Area, The Old Campgrounds, The Lake Carlsbad Recreation Area, The RAPDSJ, Dr. Martin Luther King Jr., and back flushed the splash pad. Ten employees attended safety training at the Pecos River Village Conference Center. One employee worked on the weekend replacing trash liners, litter control at the Lake Carlsbad Recreation Area.

Week of August 22nd through August 26th

Eight employees mowed and trimmed the following Park/Areas: Sunset Park, Lamont Street Park, Smith Park, West Carlsbad Recreation Area, Cruz Fernandez Park, Hall Addition Park, Arcadia Park, 8th Street Park, Cass Park, Riverview Park and the Lake Carlsbad Recreation Area. Four employees replaced the trash can liners at the beach area, Riverview Park, The Lower Tansill Area and the RAPDSJ. Four employees repaired irrigation systems at the Riverwalk Recreation Center, The Old Campgrounds, The Lake Carlsbad Recreation Area, and turned off irrigation system throughout all parks. Two employees trimmed trees at Riverside Country Club Park and Cass Park. One employee worked the weekend replacing trash liners, litter control, and trimming at The Lake Carlsbad Recreation Area.

Week of August 29th through August 31st

Five employees mowed and trimmed the Lake Carlsbad Recreation Area. Four employees replaced the trash can liners at the beach, Riverview Park, Lower Tansill Area and The RAPDSJ. Four employees repaired irrigation systems at the beach area and inspected repaired restrooms. Five employees repaired portable backstops at the Public Works Yard. Five employees assisted the Street Department in filling sand bags.



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email=lcrenteria@cityofcarlsbadnm.com, c=US
Date: 2016.09.16 14:20:28 -06'00'

Prepared by: _____

Luis Renteria, Parks Superintendent

Street Department Monthly Work Report August 2016

Number of Employees 18	No. of days in the Month 31
Holidays 0	No. of days worked in this month 23

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

Week of August 1st through August 5th

The Street Department mowed the Hobbs Highway. They painted cross walks at Alta Vista, Craft, Center Avenue, Pate School, ECEC, Sunset School, Lamont and Blodgett, C.H.S and Monterrey School. They set up the traffic counter on the 600 block of N. 11th Street. They hauled equipment and debris from the Lower Tansill to the Treatment Plant. They assisted with CID repairs at N. Guadalupe in La Huerta. They swept Area 1, La Huerta, Canal St., and Pate St to Pierce St. Area 10 Normandy Addition, Area 7, Canal to Mesa, Area 2 Pecos Acres. Area 9 East of the river, Lea St. Church St. and downtown. They built pads at the Treatment Plant, cleaned drains around town after the rain and did litter control around town.

Week of August 8th through August 12th

- The crew hauled debris from the Lower Tansill to the Landfill; they hauled a trash truck from Monterrey Street to the public works yard. The crew hauled debris from dirt road under San Jose Bridge to the landfill. Worked on pads at the Treatment Plant.
- Painted cross walks at PR Leyva, Church Street, Mermod Street and Eddy School.
- Swept Canal and Pierce Street, Area 3 Solana, Area 8 East of Canal, Area 4 Lamont, Area 6 Mesa to CID, downtown and hot spots.
- Set up traffic counter on Carlgo Street, and work zone on Texas Street.
- Cleaned debris and litter control around town.
- Patched Area 4 Lamont, Area 3 Solana, Area 1 La Huerta, Russell.
- Set up barricades around town and filled sand bags during the rain.

Week of August 15th through August 19th

The Street Department Crew cleaned under the La Tienda Bridge and hauled off debris from Lower Tansill.

- Swept Canal and Pierce Street, Area 7 Canal to Mesa, Area 5 West Carlsbad, Area 11 Hall Addition, Area 6 Mesa to CID and downtown, did litter control around town.
- Set up the traffic counter on Garden Street, Plaza Street, and Alamosa.
- They handed out fliers regarding the speed hump on 12th Street.
- Alley repair on Mesilla.
- Patching, on Russell and Joshua, Pompa, Diaz, San Jose and hot spots.
- Cleaned low water crossing at Hidalgo, Drain at Lea and 5th Street, Drain at the Cascades, and various street drains around town.
- Hauled base course for the construction department, telephone poles from the Cascades and jerseys to Cascades.
- Picked up barricades from low water crossings.

Week of August 29th through August 31st

- The crew worked on the pads at the treatment plan, cleaned debris and did litter control. The sweeper swept on Canal and Pierce Street. They set out a traffic counter on 8th and Church Street. And removed reflective sticker from personal property in the Pecos Acres Area.

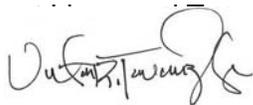
Signs and Markings Division of the Street Department

Type of Sign	Repaired	Stripped	Replaced	Installed	Constructed
Stop Signs	03			07	03
Warning Signs	01			01	03
Guide Signs		01		03	01
Street Marker Signs				06	06
Regulatory Signs	03			09	05

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

- Painted cross walks at various schools around town.
- Unveiled 3-way stop signs at Pecos Acres and Riverside.
- Installed Captain Williams Land and Jed Howard Loop at the new Ocotillo School.
- Installed a 3-way stop sig

Prepared by: _____



Victor Tavarez, Street Superintendent

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 email=vrtavarez@cityofcarlsbadnm.com,
 c=US
 Date: 2016.10.03 13:57:38 -06'00'

CITY OF CARLSBAD

INTER-OFFICE MEMORANDUM

Dale Janway, Mayor

Steve McCutcheon, City Administrator

October 6, 2016

TO: Council Members

FROM: Mayor Janway

RE: Board, Commission and Committee Appointments

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

Carlsbad Riverwalk Recreation Complex Advisory Board

Appoint: Ian Garza 4 year term

Thank you
DJ/cm

RESOLUTION NO. 2016- 45

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 11th day of Oct., 2016.

Mayor

ATTEST:

City Clerk

FIRST VERIFICATION (Prior to Actual Disposal)

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

Tom Carlson
Tom Carlson, Director of Public Works

Michael A. Hernandez
Michael A. Hernandez, Director of Utilities

Richard D. Lopez
Richard D. Lopez, Fire Chief

D. Kent Waller
D. Kent Waller, Police Chief

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

Signed and sworn to me this 4th day of October 2016 by Tom Carlson, Director of Public Works.

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

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

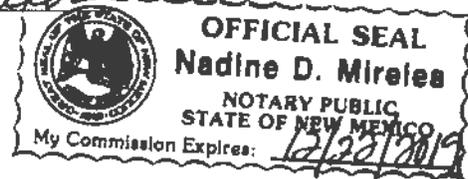
Signed and sworn to me this 4th day of October 2016, by Michael A. Hernandez, Director of Utilities.

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

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

Signed and sworn to me this 4th day of October 2016 by Richard D. Lopez, Fire Chief.

My commission expires: 12/22/2019 Nadine D. Mireles
Notary Public



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

Signed and sworn to me this 4th day of October 2016, by Kent Waller, Chief of Police.

My commission expires: 30th 2016 Ellen P. Riordan
Notary Public



OFFICIAL SEAL
Ellen P. Riordan
NOTARY PUBLIC-STATE OF NEW MEXICO

My commission expires: 30th 2020

UNUSABLE OR OBSOLETE CITY PROPERTY

Department: Water Maintenance Dept.

Date: September 27, 2016

Department Head: Jamey Schwiger



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

Item #	Description	Inventory #
1	2002 Ford ¾ Ton Super Duty Tire Truck	#0099
2	2006 F-450 Ford Utility Truck	#9613
3	Scrap Fire Hydrants/Parts	
4	Scrap Water Meters	
5	Scrap Brass & Copper	
6	Obsolete Automotive Parts: A) Filters B) Brake Parts	
	C) Miscellaneous Fittings	

ORDINANCE NO. 2016-_____

AN ORDINANCE AMENDING SECTION 2-290.53 OF THE CODE OF ORDINANCES, CITY OF CARLSBAD, NEW MEXICO REGARDING THE CITY OF CARLSBAD CITY TREE ADVISORY BOARD TO CHANGE THE MEMBERSHIP REQUIREMENTS TO ALLOW ONE MEMBER TO BE A RESIDENT OF EDDY COUNTY.

WHEREAS, in Ordinance No. 2010-17, the City created the City of Carlsbad City Tree Advisory Board (the “Advisory Board”); and

WHEREAS, under the terms of that ordinance, the Advisory Board was to consist of seven (7) members who were residents of the City; and

WHEREAS, City Council wishes to allow one member of the Advisory Board to live outside the City but within Eddy County.

NOW THEREFORE, be it ordained by the Governing Body of the City of Carlsbad, County of Eddy, State of New Mexico, as follows:

Section 2-290.53 of the Code of Ordinances, City of Carlsbad, New Mexico shall be amended to state:

2. **Appointment of Members.** The Board shall consist of seven (7) members. The members shall be appointed by the mayor, with the consent and approval of the city council, from the residents of the city, provided that one member of the board is not required to reside within the city, but must reside within the county. The Board may submit to the mayor a list of recommended appointees for the Board, which list shall be only advisory in nature. The Board shall serve without compensation. The Board shall annually elect one of its members as Chairperson and one as Vice-Chairperson. The mayor may appoint, with the consent and approval of the city council, one member of city council as an ex-officio member of the Board, who shall have no vote in any of the proceedings.

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

DALE JANWAY, MAYOR

ATTEST:

CITY CLERK

**No document for this
Agenda Item**

**No document for this
Agenda Item**

Council Committee Reports

Adjourn

ECONOMIC INDICATORS
Planning, Engineering, & Regulation Department
SEPTEMBER 2016

NEW BUSINESS REGISTRATIONS			
MONTH	15-16 FISCAL YEAR	16-17 FISCAL YEAR	% CHANGE
July	35	21	-40%
August	31	37	+19%
September	34	42	+24%
October	25		
November	27		
December	17		
January	31		
February	47		
March	39		
April	23		
May	27		
June	37		
Year to Date	373	100	

NUMBER OF BUILDING PERMITS			
MONTH	15-16 FISCAL YEAR	16-17 FISCAL YEAR	% CHANGE
July	370	184	-50%
August	264	178	-33%
September	319	142	-55%
October	205		
November	178		
December	132		
January	162		
February	198		
March	213		
April	208		
May	174		
June	265		
Year to Date	2,688	504	

VALUATION OF BUILDING PERMITS			
MONTH	15-16 FISCAL YEAR	16-17 FISCAL YEAR	% CHANGE
July	\$ 3,089,789	2,857,379	-8%
August	11,956,107	1,502,690	-87%
September	3,851,413	1,967,577	-49%
October	2,603,480		
November	2,543,927		
December	3,171,532		
January	1,830,155		
February	3,819,281		
March	5,512,197		
April	1,656,627		
May	1,968,906		
June	4,518,851		
Year to Date	\$46,522,265	6,327,646	