



A G E N D A

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

October 25, 2016 at 6:00 p.m.

Invocation – Pledge of Allegiance

1. Approval of Agenda
2. Approval of Statement regarding Closed Session of October 21, 2016 pursuant to NMSA 1978, Section 10-15-1(H)(7) to Discuss Threatened or Pending Litigation
3. City of Carlsbad Financial Report for September 2016
4. 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 October 11, 2016

B. Minutes of the Special City Council Meeting Held on October 21, 2016

C. City Personnel Report

D. Purchasing:

- 1) Consider approval to Award Bid No. 2016-29, to Smithco Construction, Inc. for two, (2) Sewer Lift Station Replacements
- 2) Consider approval to Award Bid No. 2016-30, to Constructors, Inc. for the San Jose Phase 4 Project
- 3) Consider approval to Award RFP No. 2016-23, for On-Call Professional Engineering and RFP No. 2016-24, for Architectural Services for various projects by multiple firms
- 4) Consider approval to Award Bid No. 2015-25, for On-Call Professional Surveying Services for various projects by multiple firms

E. Contracts and Agreements:

- 1) Consider approval of Authorization giving Authority to transact business on the City of Carlsbad Investment Account

F. Monthly Reports:

- 1) Arts and Culture Department Monthly Report, September, 2016
- 2) Planning, Engineering & Regulation Department Monthly Report, September, 2016
- 3) Sports and Recreation Department Report, September, 2016
- 4) Utilities Department Report, September, 2016

G. Board and Committee Appointments

- 1) Lake Carlsbad Golf Course Advisory Board-Reappoint: Charles Cable, 4-year term and Appoint: Jack Litschke, 4-year term

5. Consider approval of the Agreement between the City of Carlsbad and the Carlsbad Community Foundation, Inc. for the donation of Real Property (Public Parking Lot)

6. Council Committee Reports

7. Adjourn



FOR INFORMATION ONLY

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

CARLSBAD CITY COUNCIL MEETING SCHEDULE

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

CANCELLED MEETINGS:

- Regular meeting - Tuesday, November 22, 2016 at 6:00 p.m.
- Regular meeting - Tuesday, December 27, 2016 at 6:00 p.m.

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

STATEMENT REGARDING CLOSED SESSION HELD ON OCTOBER 21, 2016

Pursuant to the requirements of the Open Meetings Act, the Closed Session held on October 21, 2016 was to discuss matters pursuant to the provision of NMSA 1978, as amended, to discuss Section 10-15-1-H(7) Threatened / Pending Litigation

City of Carlsbad
Cash Report with Investments & Restricted Cash
Fiscal Year 2017
September 2016

Fund Name	Fund	Beginning	Revenues	Transfers	Expenditures	Ending	Included in Cash Balance	
		Cash				Cash	Investments	Restricted
General Fund	1	16,878,091	9,652,105	(88,154)	10,704,778	15,737,264	3,216,004	7,261,316
Payroll	85	54,619	1,579	-	2,922	53,277	-	-
		16,932,710	9,653,685	(88,154)	10,707,700	15,790,541	3,216,004	7,261,316
GRT Capital Outlay Fund	2	9,643,265	400,999	(120,364)	2,680,995	7,242,905	-	-
Disaster Preparedness Fund	6	693,240	1,696	-	-	694,936	-	-
Special Museum Fund	12	21,453	400	-	17	21,836	-	-
Municipal Transit	15	260,868	94,057	-	246,616	108,308	-	-
Performing Arts Center	18	370,990	4,840	-	136,806	239,024	-	-
Fire Protection	20	118,510	378,348	(88,330)	12,139	396,389	-	-
Lodgers Tax Non-Promo	21	-	284,117	119,689	125,315	278,492	-	-
Landfill Closure Reserve	22	3,498,755	3,204	-	-	3,501,958	2,826,939	3,501,958
Lodgers Tax Promo	23	1,497,099	189,412	(119,689)	75,578	1,491,244	-	-
Solid Waste Disposal	24	785,497	1,510,572	-	878,116	1,417,954	-	-
Airport	25	(132,380)	256,771	-	37,446	86,945	-	-
Cemetery	26	547,011	26,335	-	220,752	352,594	-	-
Workers' Compensation	27	2,154,130	462	-	145,807	2,008,785	501,802	-
Insurance	28	419,132	90,369	-	979,306	(469,805)	-	-
Sports Complex	29	4,503,349	423,893	(118,934)	1,468,315	3,339,992	3,563,993	-
Emergency Medical Services (EMS)	31	-	20,000	-	-	20,000	-	-
Local Government Correction	32	344,971	37,188	-	145,534	236,625	-	-
Law Enforcement Protection	34	7,678	68,400	-	4,000	72,078	-	-
Water and Sewer	36	17,136,988	3,494,638	(339,128)	4,568,417	15,724,082	855,806	-
Beautification	40	29,365	750	-	3,964	26,151	-	-
Sewer System Improvement	41	(657,193)	758,411	-	315,570	(214,353)	-	-
Street Improvement	44	4,950,109	493,571	-	1,016,084	4,427,596	-	-
CIEP	49	4,343,174	192,355	-	1,639,995	2,895,534	-	-
NMFA Loans-Governmental	51	79,517	98	207,264	-	286,879	286,879	-
NMFA Loans-Solid Waste	52	117,617	311	-	-	117,927	117,927	-
Capital Outlay GRT Bond	54	40,121	-	120,364	-	160,485	-	-
NMFA Loans-Water & Sewer	55	3,891,313	-	-	76,859	3,814,454	-	-
2002 Sales Tax Bond Fund	56	242,608	-	88,154	-	330,763	-	-
2009 Water & Sewer Bond	59	201,057	-	339,128	-	540,185	-	-
2009 W & S Bond Acquisition	60	976,265	-	-	231,183	745,081	-	-
Old Carlsbad Landfill Closure	63	132,559	-	-	-	132,559	-	132,559
Sandpoint Landfill Construction	67	1,092,159	261	-	-	1,092,421	-	1,092,421
98' Water & Sewer Bond Acquisition	69	171,437	-	-	-	171,437	-	-
Permanent Water & Sewer Fund	71	8,417,064	(5,072)	-	3,073	8,408,920	8,408,920	8,408,920
Municipal Court Trust	72	31,053	27,884	-	21,941	36,996	-	-
Health Insurance Fund	75	1,018,865	1,616,347	-	818,761	1,816,452	450,000	1,816,452
Federal Projects Fund	81	771,937	481,000	-	16,759	1,236,179	-	1,236,179
06-12 WIPP Acceleration Impact Fund	88	-	49,725	-	49,725	-	-	-
		84,652,296	20,555,026	-	26,626,773	78,580,550	20,228,271	23,449,805
Budget		84,652,296	79,932,407	-	120,783,851	43,800,852		
July-Sept Target	25%		26% Favorable 1%		22% Favorable 3%			

City of Carlsbad
 Budget Review - General Fund
 Fiscal Year 2017
 as of September 2016

General Fund Revenues	Sept 2016	Budget	Target
			25% % YTD
Gross Receipts Tax	8,407,894	32,112,550	26%
Property Tax	59,241	2,489,083	2%
Franchise Tax	175,326	729,700	24%
Other	1,009,644	2,659,804	38%
TOTAL	9,652,105	37,991,137	25%

Transfers			
IN	-	7,829,576	0%
OUT	(88,154)	(2,693,091)	3%

General Fund Expenditures	Salaries			Operating			Capital			Total Expenditures			Target
	Sept 2016	Current Budget	% YTD	Sept 2016	Current Budget	% YTD	Sept 2016	Current Budget	% YTD	Sept 2016	Current Budget	% YTD	25%
Executive	299,442	1,147,193	26%	378,794	1,091,560	35%	-	-	-	678,235	2,238,753	30%	
Personnel	76,090	291,228	26%	2,001	15,240	13%	-	-	-	78,091	306,468	25%	
Judicial	119,322	458,760	26%	36,567	106,346	34%	-	-	-	155,889	565,106	28%	
Riverwalk Recreation	104,520	407,857	26%	17,435	127,555	14%	-	-	-	121,955	535,412	23%	
Information Technology	140,408	542,621	26%	42,333	197,650	21%	11,820	169,763	7%	194,561	910,034	21%	
Finance Administration	389,874	1,575,794	25%	251,114	330,634	76%	22,882	35,000	-	663,870	1,941,428	34%	
Cbad Comm Volunteer Network	17,542	66,276	26%	1,471	14,760	10%	-	-	-	19,013	81,036	23%	
Public Safety	2,645,488	10,609,038	25%	252,023	1,351,589	19%	64,480	596,328	11%	2,961,992	12,556,955	24%	
Fire	2,016,979	7,764,880	26%	116,064	716,625	16%	40,162	407,536	10%	2,173,206	8,889,041	24%	
Street	345,621	1,558,379	22%	164,798	746,460	22%	7,000	-	-	517,419	2,304,839	22%	
Garage	313,670	1,259,360	25%	25,670	117,179	22%	7,614	7,700	99%	346,954	1,384,239	25%	
Electrical	198,032	846,739	23%	4,247	54,270	8%	-	-	-	202,279	901,009	22%	
Construction	271,778	1,251,222	22%	8,505	60,224	14%	7,000	7,000	100%	287,283	1,318,446	22%	
Community Service	60,950	265,111	23%	10,030	46,655	21%	-	-	-	70,980	311,766	23%	
Golf	129,980	550,094	24%	73,993	361,470	20%	22,367	31,409	71%	226,339	942,973	24%	
Parks	252,092	977,619	26%	202,434	607,023	33%	2,143	191,476	1%	456,669	1,776,118	26%	
Airport	81,512	315,896	26%	18,763	99,380	19%	-	15,500	0%	100,275	430,776	23%	
Facility Maintenance	249,887	1,025,102	24%	52,483	242,203	22%	-	48,000	0%	302,370	1,315,305	23%	
Water Park	119,169	207,681	57%	17,951	54,800	33%	-	-	-	137,120	262,481	52%	
Library	183,499	750,684	24%	48,252	201,797	24%	-	8,000	0%	231,751	960,481	24%	
CRC Beautification	13,918	52,939	26%	1,989	19,300	10%	-	-	-	15,907	72,239	22%	
Museum	50,801	176,490	29%	20,642	151,907	14%	-	-	-	71,443	328,397	22%	
Engineering Services	199,193	638,475	31%	-	-	-	-	-	-	199,193	638,475	31%	
Planning, Eng. & Regulations	267,301	1,107,018	24%	56,185	346,460	16%	-	18,000	0%	323,486	1,471,478	22%	
Culture & Arts	58,878	224,471	26%	3,458	122,630	3%	-	251,500	0%	62,336	598,601	10%	
San Jose Sr. Rec. Center	39,343	150,917	26%	11,910	68,840	17%	-	70,000	0%	51,253	289,757	18%	
North Mesa SC	43,743	159,136	27%	11,164	66,156	17%	-	11,000	0%	54,907	236,292	23%	
TOTAL	8,689,032	34,380,980	25%	1,830,279	7,318,713	25%	185,467	1,868,212	10%	10,704,778	43,567,905	25%	

City of Carlsbad
Total Revenues & Percent of Budget Received
FY 2016-2017

Revenue-\$	July	August	September	Total	TYD Target
Gross Receipts Tax Revenue	2,654,771	3,838,099	2,904,291	9,397,161	26%
Water & Sewer	1,062,984	1,135,146	1,230,516	3,428,646	22%
Misc. Fees & Other Revenues	811,150	762,874	1,276,358	2,850,382	31%
Refuse Removal Charges	420,810	449,312	438,111	1,308,233	26%
Misc. State Funding	449,002	20,000	758,411	1,227,413	43%
Misc. Federal Funding	493,249	83,254	51,829	628,333	21%
Lodgers Tax	155,729	171,132	146,653	473,513	36%
Airport	49,815	206,486	469	256,771	82%
Ambulance	88,844	52,875	66,577	208,296	28%
Gasoline Tax	37,532	98,047	54,489	190,068	32%
Franchise Tax	62,230	49,824	63,273	175,326	23%
County Revenues	166,528	-	-	166,528	24%
License, Permits & Registrations	36,409	23,323	22,299	82,031	22%
Property Taxes	28,754	21,640	8,847	59,241	2%
Cemetery	7,930	8,155	10,250	26,335	17%
Misc. Interest on Investments	(4,880)	(2,554)	17,850	10,416	52%
Total Revenues	6,520,858	6,917,611	7,050,224	20,488,693	26%

City of Carlsbad
SWD Revenues

FY 16-17														Year End
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total	Projection
Refuse Removal	420,810	449,312	438,111	-	-	-	-	-	-	-	-	-	1,308,233	5,232,934
Landfill Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1/16 Envir. GRT	49,884	85,204	54,932	-	-	-	-	-	-	-	-	-	190,019	760,077
County Appropriation	20,495	-	-	-	-	-	-	-	-	-	-	-	20,495	81,978
Miscellaneous	114	(8,288)	-	-	-	-	-	-	-	-	-	-	(8,174)	(32,697)
Total	491,302	526,228	493,043	-	-	-	-	-	-	-	-	-	1,510,573	6,042,291
Monthly Budget	468,792	468,792	468,792	468,792	468,792	468,792	468,792	468,792	468,792	468,792	468,792	468,792	5,625,504	YTD
Favorable (Unfav) to Budget	22,510	57,436	24,251	-	-	-	-	-	-	-	-	-	104,197	TARGET
Percent + (-) Budget	105%	112%	105%	0%	0%	0%	0%	0%	0%	0%	0%	0%	27%	25%

FY 15-16													
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total
Refuse Removal	432,499	439,463	410,154	436,159	424,244	437,399	437,233	455,365	440,272	429,961	452,446	429,315	5,224,510
Landfill Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
1/16 Envir. GRT	60,474	76,870	94,014	83,715	66,859	66,978	58,575	64,258	58,188	58,105	60,001	54,554	802,591
County Appropriation	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	8,532	-	-	-	-	-	-	-	-	-	8,532
Total	492,973	516,333	512,700	519,874	491,102	504,377	495,808	519,624	498,460	488,065	512,447	483,868	6,035,633

FY 14-15													
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total
Refuse Removal	398,457	394,287	398,284	404,650	398,758	427,242	414,655	412,625	435,763	424,390	418,050	432,085	4,959,245
Landfill Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
1/16 Envir. GRT	65,794	71,243	69,360	72,294	67,306	73,707	69,821	82,681	70,788	68,328	74,910	71,061	857,292
County Appropriation	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	38,241	-	-	-	-	38,241
Total	464,251	465,530	467,644	476,943	466,064	500,949	484,476	533,547	506,551	492,717	492,960	503,146	5,854,778

FY 13-14													
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total
Refuse Removal	382,966	366,089	374,614	373,091	371,833	408,665	393,206	385,803	396,677	387,869	387,860	399,699	4,628,374
Landfill Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
1/16 Envir. GRT	66,184	65,691	64,503	66,334	66,617	60,212	61,619	68,001	57,623	59,534	70,594	63,396	770,308
County Appropriation	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	30	15	212	15	19	23	21	23	-	-	40,686	41,044
Total	449,150	431,810	439,132	439,638	438,464	468,896	454,849	453,826	454,323	447,403	458,454	503,781	5,439,725

FY 12-13													
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total
Refuse Removal	333,015	351,583	337,618	348,369	364,117	363,016	362,630	366,514	362,756	374,279	367,734	360,044	4,291,674
Landfill Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
1/16 Envir. GRT	59,293	61,137	60,482	61,402	62,424	62,429	65,435	59,668	59,942	55,273	62,676	60,066	730,226
County Appropriation	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	54	96	66	1,346	56	90	77	60	85	100	91	3,486	5,607
Total	392,362	412,816	398,165	411,117	426,596	425,535	428,142	426,242	422,782	429,652	430,501	423,596	5,027,507

City of Carlsbad
Water & Sewer Revenues

FY 16-17														Year End
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total	Projection
Water Services	480,953	624,577	491,836										1,597,365	6,389,461
Sewer Services	334,789	362,277	344,430										1,041,496	4,165,984
Double Eagle	20,531	43,587	41,296										105,414	421,656
All Other	226,711	104,706	349,993										681,410	2,725,641
Total	1,062,984	1,135,146	1,227,556	-	-	-	-	-	-	-	-	-	3,425,686	13,702,742
Monthly Budget	1,326,426	1,326,426	1,326,426	1,326,426	1,326,426	1,326,426	1,326,426	1,326,426	1,326,426	1,326,426	1,326,426	1,326,426	15,917,112	TYD
Favorable (Unfav) to Budget	(263,442)	(191,280)	(98,870)										(553,592)	TARGET
Percent + (-) Budget	80%	86%	93%	0%	0%	0%	0%	0%	0%	0%	0%	0%	22%	25%

FY 15-16													
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total
Water Services	393,669	505,275	413,527	523,497	332,176	278,837	273,994	289,725	255,311	303,685	392,638	430,203	4,392,537
Sewer Services	339,715	351,703	321,601	365,928	330,502	337,797	340,537	365,934	297,542	337,489	353,250	331,092	4,073,090
Double Eagle	249,616	204,918	243,404	221,034	140,652	133,113	92,920	206,003	127,549	86,646	119,813	54,667	1,880,335
All Other	96,328	95,574	135,762	131,350	99,273	117,466	99,788	95,691	74,485	82,545	92,492	138,485	1,259,239
Total	1,079,328	1,157,470	1,114,294	1,241,809	902,603	867,213	807,239	957,353	754,887	810,365	958,193	954,447	11,605,201

FY 14-15													
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total
Water Services	448,468	545,214	479,170	430,219	302,692	307,757	261,510	307,998	247,713	245,067	320,138	392,489	4,288,435
Sewer Services	332,122	335,660	333,003	339,283	317,429	357,549	328,523	336,076	337,256	335,892	333,595	349,904	4,036,292
Double Eagle	556,269	871,038	924,383	840,211	810,583	699,819	890,851	655,267	582,397	300,411	464,491	519,651	8,115,371
All Other	60,168	60,602	57,497	118,642	80,829	112,619	92,965	126,492	80,970	81,496	49,622	137,816	1,059,718
Total	1,397,027	1,812,514	1,794,053	1,728,355	1,511,533	1,477,744	1,573,849	1,425,833	1,248,336	962,866	1,167,846	1,399,860	17,499,816

FY 13-14													
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total
Water Services	584,858	484,957	437,907	489,990	359,512	360,180	230,803	269,557	268,508	277,128	332,499	443,641	4,539,540
Sewer Services	338,821	325,203	328,457	332,687	314,553	349,094	323,609	317,256	328,470	318,547	321,864	338,036	3,936,597
Double Eagle	791,824	738,273	630,170	688,386	678,297	782,975	494,464	539,647	703,732	605,621	728,054	775,568	8,157,011
All Other	26,028	34,113	21,963	26,712	37,450	25,617	44,397	17,286	43,076	38,521	34,881	71,833	421,877
Total	1,741,531	1,582,546	1,418,497	1,537,775	1,389,812	1,517,866	1,093,273	1,143,746	1,343,786	1,239,817	1,417,298	1,629,078	17,055,025

FY 12-13													
Revenues-\$	July	August	September	October	November	December	January	February	March	April	May	June	Total
Water Services	504,562	600,623	568,702	562,726	378,007	348,731	327,023	331,539	290,283	367,394	475,585	504,448	5,259,623
Sewer Services	285,231	300,313	278,756	301,162	308,679	313,400	310,753	313,710	306,986	310,977	322,262	320,134	3,672,363
Double Eagle	530,733	366,246	492,464	449,982	349,839	519,103	478,567	388,061	805,955	609,243	1,048,326	668,093	6,706,612
All Other	18,778	17,259	4,805	44,284	15,029	28,840	13,618	30,614	20,306	33,036	40,326	20,602	287,497
Total	392,362	412,816	398,165	411,117	426,596	425,535	428,142	426,242	422,782	429,652	430,501	423,596	15,926,095

City of Carlsbad
 Water & Sewer Department
 2016-2017

ACCOUNT DESCRIPTION	September 2016	August 2016	Current Month vs.	September 2015	Current Month vs.
			Previous Month		Previous Yr.
			Increase (Decrease)		
WATER METERS IN SERVICE					
City of Carlsbad	12,162	12,219	(57)	12,020	142
Double Eagle	60	61	(1)	74	(14)
La Huerta	997	1,005	(8)	938	59
Total	13,219	13,285	(66)	13,032	187
WATER CONSUMPTION GALS. M.					
City of Carlsbad	205,084	269,650	(64,566)	349,780	(144,696)
Double Eagle	2,318	2,144	174	5,707	(3,389)
La Huerta	27,577	33,900	(6,323)	39,218	(11,641)
Total	234,979	305,694	(70,715)	394,705	(159,726)
SEWER CONNECTIONS					
	10,381	10,359	22	10,224	157

FUND 01 GENERAL FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
CURRENT PROPERTY TAXES	8,847.18-	59,241.20-	2,489,083	2		
WATER DEPARTMENT	.00	.00	20,000			
ELECTRIC COMPANY	53,406.90-	118,034.26-	475,000	25		
CABLE TV COMPANY	9,629.28-	28,626.73-	122,200	23		
TELEPHONE COMPANY	.00	15,658.05-	65,000	24		
GAS COMPANY	.00	12,295.85-	65,000	19		
FRANCHISE TAX - PVT NETWORKS	236.94-	711.54-	2,500	28		
MUNICIPAL GROSS RECEIPT TAX	1,310,818.12-	4,228,415.83-	16,701,275	25		
GROSS REC-INFRASTRUCTURE	109,862.31-	380,053.90-	1,200,000	32		
LIQUOR LICENSE	250.00-	10,500.00-	10,500	100		
DOG LICENSES	203.00-	745.00-	3,000	25		
BUILDING PERMITS	5,268.00-	18,519.75-	115,000	16		
PLUMBING/MECHANICAL PERMITS	721.00-	3,643.00-	25,000	15		
ELECTRICAL PERMITS	3,727.00-	13,584.00-	55,000	25		
BUSINESS LICENSES	200.00-	500.00-	3,000	17		
BUSINESS REGISTRATIONS	2,065.00-	5,810.00-	60,000	10		
USE PERMITS-PICNIC SHELTERS	225.00-	1,075.00-	3,000	36		
AUTO LICENSES - GENERAL	1,505.69-	4,207.85-	15,500	27		
GROSS RECEIPTS TAX - 1.225	1,111,426.09-	3,799,424.09-	14,211,275	27		
NM INTERSTATE TELECOM TAX	743.90-	2,574.56-	15,000	17		
NM MUNI SHARE COMPENSATING TAX	7,884.28-	15,863.06-	49,000	32		
PRINTING & COPYING	1,327.00-	3,816.00-	18,000	21		
STREET & CURB REPAIR	5.00-	20.00-	49	41		
AMBULANCE CALLS	66,576.96-	208,295.50-	751,378	28		
WATER PARK RENTAL DEPOSIT	.00	600.00-	0			
DEPOSIT FEES	800.00-	1,400.00-	0			
GOVERNMENTAL GRT COLLECTED	.00	610.76-	0			
NM PAYROLL W/H RECEIVED	80,281.42-	189,555.29-	0			
GOVERNMENTAL COMPENSATING TAX COLLEC	619.32-	4,410.60-	0			
LEASE-CAVE/KARST	.00	18,000.00-	36,000	50		
GREEN FEES	10,997.50-	38,132.50-	210,000	18		
GOLF CART PERMITS	.00	.00	40,000			
ZONING FEES	100.00-	400.00-	1,500	27		
SUB-DIVISION FEES	250.00-	650.00-	2,500	26		
REC CENTER RENTAL FEES	1,000.00-	2,050.00-	12,000	17		
WATER PARK RENTAL FEES	3,770.00-	10,474.00-	0			
COUNTY REIMB-DWI TRACKING	.00	3,158.44-	0			
COUNTY APPROPRIATION	.00	142,875.00-	571,500	25		
LIBRARY BOND ACT	.00	.00	53,133			
STATE E-911 PER DIEM/TRAINING	.00	1,504.00-	0			
LIBRARY STATE GRANT - IN AID	.00	.00	7,527			
COURT FINES	33,969.00-	98,328.00-	375,000	26		
LIBRARY FEES	282.50-	846.25-	8,600	10		
CRIME LAB FEES	94.00-	212.00-	0			
PREVENTION FEES	103.00-	82.00-	0			
RESTITUTION	74.89-	74.89-	0			
JUDICIAL FEES	90.00	174.00	0			
AUTOMATION FEES	47.00	254.00	0			
RENTS & ROYALTIES	2,964.25-	7,553.62-	25,000	30		
SALES OF FIXED ASSETS	.00	.00	1,000			
DEMOLITION REIMBURSEMENT	.00	40.00-	0			
DONATIONS	2,440.72-	2,440.72-	0			
SENIOR CENTERS	493.95-	1,084.61-	8,500	13		

FUND 01 GENERAL FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
SENMCAC LEASE	.00	1,200.00-	4,800	25		
RECOVERIES	.00	5,765.89-	0			
PORT JEFFERSON RENT	.00	.00	3,000			
MISCELLANEOUS REVENUES	30.00-	126.38-	3,000	4		
REIMBURSEMENT	175.00-	7,961.76-	0			
INTEREST	123.57-	366.93-	1,500	24		
INTEREST ON INVESTMENTS	2,529.96-	2,682.16-	5,417	50		
CONCESSION-VIDEO MACHINES	.00	.00	4,000			
SALES	.00	.00	100			
CONCESSION-SNACK BAR	.00	417.33-	2,500	17		
WATER PARK REVENUE	1,530.00-	95,371.15-	54,800	174		
PD INSTRUCTOR DEVELOPMENT CLASS FEES	.00	385.00-	0			
MISCELLANEOUS REVENUE	.00	190.00-	0			
WATER PARK VENDING MACHINE REVENUE	.00	199.34-	0			
UNCLAIMED PROPERTY RECEIVED	.00	.00	5,000			
2014 LEGISLATIVE GRANTS	.00	50,000.00-	50,000	100		
2015 LEGISLATIVE GRANTS	.00	30,000.00-	30,000	100		
OPERATION DWI	.00	1,290.17-	0			
OPERATION BUCKLE DOWN	.00	479.42-	0			
TOTAL REVENUES	2,837,420.73-	9,652,105.38-	37,991,137	25		
TRANSFER-IN	.00	.00	7,829,576			
TRANSFER-OUT	28,877.08	88,154.33	2,693,091-	3		
TOTAL TRANSFERS	28,877.08	88,154.33	5,136,485	2-		
EXECUTIVE & LEGISLATIVE						
SALARIES	123,450.18	299,441.64	1,147,193	26	47,660.78	800,090.58
OPERATING EXPENSE	108,860.75	378,793.69	1,091,560	35	641,463.04	71,303.27
TOTAL EXECUTIVE & LEGISLATIVE	232,310.93	678,235.33	2,238,753	30	689,123.82	871,393.85
PERSONNEL						
SALARIES	31,801.81	76,090.45	291,228	26	11,162.49	203,975.06
OPERATING EXPENSE	887.32	2,000.78	15,240	13	3,660.32	9,578.90
TOTAL PERSONNEL	32,689.13	78,091.23	306,468	25	14,822.81	213,553.96
JUDICIAL						
SALARIES	49,836.21	119,322.03	458,760	26	18,077.44	321,360.53
OPERATING EXPENSE	8,124.13	36,567.09	106,346	34	55,960.65	13,818.26
TOTAL JUDICIAL	57,960.34	155,889.12	565,106	28	74,038.09	335,178.79
RIVERWALK RECREATION						

FUND 01 GENERAL FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
SALARIES	39,486.84	104,519.50	407,857	26	13,345.56	289,991.94
OPERATING EXPENSE	5,890.64	17,435.37	127,555	14	58,680.45	51,439.18
TOTAL RIVERWALK RECREATION	45,377.48	121,954.87	535,412	23	72,026.01	341,431.12
INFORMATION TECHNOLOGY						
SALARIES	58,122.17	140,408.04	542,621	26	20,738.83	381,474.13
OPERATING EXPENSE	6,681.41	42,333.29	197,650	21	72,215.13	83,101.58
CAPITAL OUTLAY	.00	11,820.04	169,763	7	45,487.94	112,455.02
TOTAL INFORMATION TECHNOLOGY	64,803.58	194,561.37	910,034	21	138,441.90	577,030.73
FINANCIAL ADMINISTRATION						
SALARIES	170,593.39	389,874.21	1,575,794	25	59,339.57	1,126,580.22
OPERATING EXPENSE	81,287.77	251,113.98	328,634	76	216,586.11	139,066.09
CAPITAL OUTLAY	7,635.79	22,882.01	37,000	62	13,234.19	883.80
TOTAL FINANCIAL ADMINISTRATION	259,516.95	663,870.20	1,941,428	34	289,159.87	988,397.93
CARLSBAD COMMUNITY VOLUNTEER NETWORK						
SALARIES	7,503.73	17,542.11	66,276	26	2,491.67	46,242.22
OPERATING EXPENSE	111.55	1,471.13	14,760	10	1,283.68	12,005.19
TOTAL CARLSBAD COMMUNITY VOLUNTEER	7,615.28	19,013.24	81,036	23	3,775.35	58,247.41
PUBLIC SAFETY						
SALARIES	1,091,626.85	2,645,488.35	10,609,038	25	373,338.68	7,590,210.97
OPERATING EXPENSE	113,909.97	252,023.25	1,351,589	19	684,607.92	414,957.83
CAPITAL OUTLAY	57,640.29	57,640.29	248,488	23	149,391.77	41,455.94
CAPITAL OUTLAY	6,840.00	6,840.00	347,840	2	337,773.85	3,226.15
TOTAL PUBLIC SAFETY	1,270,017.11	2,961,991.89	12,556,955	24	1,545,112.22	8,049,850.89
FIRE						
SALARIES	847,146.50	2,016,979.27	7,764,880	26	295,818.59	5,452,082.14
OPERATING EXPENSE	42,088.48	116,064.42	716,625	16	243,993.21	356,567.37
CAPITAL OUTLAY	17,285.08	17,285.08	94,213	18	29,996.20	46,931.72
CAPITAL OUTLAY	.00	22,876.75	313,323	7	280,490.89	9,955.36
TOTAL FIRE	906,520.06	2,173,205.52	8,889,041	24	850,298.89	5,865,536.59

STREET

FUND 01 GENERAL FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
SALARIES	145,771.65	345,621.29	1,558,379	22	52,868.98	1,159,888.73
OPERATING EXPENSE	62,345.50	164,798.07	749,994	22	468,897.82	116,298.11
CAPITAL OUTLAY	.00	.00	0		10,970.00	10,970.00-
CAPITAL OUTLAY	.00	7,000.00	0		.00	7,000.00-
TOTAL STREET	208,117.15	517,419.36	2,308,373	22	532,736.80	1,258,216.84
GARAGE						
SALARIES	133,825.00	313,670.18	1,259,360	25	47,555.98	898,133.84
OPERATING EXPENSE	10,332.67	25,670.34	116,472	22	53,165.32	37,636.34
CAPITAL OUTLAY	.00	7,613.63	7,700	99	.00	86.37
TOTAL GARAGE	144,157.67	346,954.15	1,383,532	25	100,721.30	935,856.55
ELECTRICAL DEPT.						
SALARIES	78,151.82	198,031.87	846,739	23	27,354.90	621,352.23
OPERATING EXPENSE	1,481.72	4,247.36	53,563	8	14,025.30	35,290.34
TOTAL ELECTRICAL DEPT.	79,633.54	202,279.23	900,302	22	41,380.20	656,642.57
CONSTRUCTION						
SALARIES	111,076.14	271,777.97	1,251,222	22	40,174.31	939,269.72
OPERATING EXPENSE	3,101.90	8,504.83	60,224	14	18,608.80	33,110.37
CAPITAL OUTLAY	.00	7,000.00	7,000	100	.00	.00
TOTAL CONSTRUCTION	114,178.04	287,282.80	1,318,446	22	58,783.11	972,380.09
COMMUNITY SERVICE						
SALARIES	22,074.32	60,950.12	265,111	23	7,625.92	196,534.96
OPERATING EXPENSE	4,850.04	10,030.07	45,655	22	8,414.10	27,210.83
TOTAL COMMUNITY SERVICE	26,924.36	70,980.19	310,766	23	16,040.02	223,745.79
GOLF						
SALARIES	54,082.53	129,980.27	550,094	24	19,159.73	400,954.00
OPERATING EXPENSE	29,110.66	73,992.61	361,470	20	188,452.17	99,025.22
CAPITAL OUTLAY	.00	22,366.50	22,367	100	.00	.50
CAPITAL OUTLAY	.00	.00	9,042		9,041.63	.37
TOTAL GOLF	83,193.19	226,339.38	942,973	24	216,653.53	499,980.09
PARKS						

FUND 01 GENERAL FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
SALARIES	101,655.47	252,091.53	977,619	26	35,908.03	689,619.44
OPERATING EXPENSE	67,880.33	202,434.44	592,903	34	213,018.07	177,450.49
CAPITAL OUTLAY	352.81	2,142.81	204,476	1	100,151.20	102,181.99
CAPITAL OUTLAY	.00	.00	0		.00	.00
TOTAL PARKS	169,888.61	456,668.78	1,774,998	26	349,077.30	969,251.92
AIRPORT						
SALARIES	34,207.34	81,512.25	315,896	26	11,702.74	222,681.01
OPERATING EXPENSE	7,140.61	18,762.57	99,380	19	56,745.30	23,872.13
CAPITAL OUTLAY	.00	.00	15,500		8,685.00	6,815.00
TOTAL AIRPORT	41,347.95	100,274.82	430,776	23	77,133.04	253,368.14
FACILITY MAINTENANCE						
SALARIES	107,388.50	249,887.37	1,025,102	24	38,804.70	736,409.93
OPERATING EXPENSE	23,184.72	52,482.63	242,203	22	107,720.76	81,999.61
CAPITAL OUTLAY	.00	.00	48,000		.00	48,000.00
TOTAL FACILITY MAINTENANCE	130,573.22	302,370.00	1,315,305	23	146,525.46	866,409.54
WATER PARK						
SALARIES	17,973.90	119,168.84	207,681	57	599.74	87,912.42
OPERATING EXPENSE	5,482.16	17,951.04	54,800	33	23,785.30	13,063.66
TOTAL WATER PARK	23,456.06	137,119.88	262,481	52	24,385.04	100,976.08
LIBRARY						
SALARIES	73,050.79	183,498.96	750,684	24	23,896.29	543,288.75
OPERATING EXPENSE	16,240.17	48,252.39	201,797	24	58,204.14	95,340.47
CAPITAL OUTLAY	.00	.00	8,000		.00	8,000.00
TOTAL LIBRARY	89,290.96	231,751.35	960,481	24	82,100.43	646,629.22
CRC BEAUTIFICATION						
SALARIES	5,937.61	13,918.32	52,939	26	1,994.99	37,025.69
OPERATING EXPENSE	777.33	1,989.14	19,300	10	3,319.68	13,991.18
TOTAL CRC BEAUTIFICATION	6,714.94	15,907.46	72,239	22	5,314.67	51,016.87
MUSEUM						

FUND 01 GENERAL FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
SALARIES	21,293.24	50,800.57	176,490	29	6,729.67	118,959.76
OPERATING EXPENSE	7,776.39	20,642.36	151,907	14	24,398.83	106,865.81
TOTAL MUSEUM	29,069.63	71,442.93	328,397	22	31,128.50	225,825.57
ENGINEERING SERVICES						
SALARIES	100,804.87	199,192.77	638,475	31	24,072.36	415,209.87
TOTAL ENGINEERING SERVICES	100,804.87	199,192.77	638,475	31	24,072.36	415,209.87
PLANNING ENGINEERING & REGULATIONS						
SALARIES	107,190.49	267,301.24	1,107,018	24	37,728.53	801,988.23
OPERATING EXPENSE	14,812.62	56,185.07	346,460	16	61,398.06	228,876.87
CAPITAL OUTLAY	.00	.00	18,000		.00	18,000.00
TOTAL PLANNING ENGINEERING & REGULA	122,003.11	323,486.31	1,471,478	22	99,126.59	1,048,865.10
CULTURE & ARTS						
SALARIES	24,608.02	58,877.82	224,471	26	8,620.59	156,972.59
OPERATING EXPENSE	739.83	3,458.40	122,630	3	16,001.81	103,169.79
CAPITAL OUTLAY	.00	.00	150,000		.00	150,000.00
CAPITAL OUTLAY	.00	.00	101,500		3,226.88	98,273.12
TOTAL CULTURE & ARTS	25,347.85	62,336.22	598,601	10	27,849.28	508,415.50
SAN JOSE SR. REC CTR						
SALARIES	16,184.87	39,342.54	150,917	26	5,859.94	105,714.52
OPERATING EXPENSE	4,857.56	11,910.27	68,840	17	27,870.33	29,059.40
CAPITAL OUTLAY	.00	.00	70,000		.00	70,000.00
TOTAL SAN JOSE SR. REC CTR	21,042.43	51,252.81	289,757	18	33,730.27	204,773.92
N. MESA SR. REC CTR						
SALARIES	18,540.24	43,742.83	159,136	27	6,323.50	109,069.67
OPERATING EXPENSE	6,461.64	11,164.23	66,156	17	27,377.81	27,613.96
CAPITAL OUTLAY	.00	.00	11,000		3,355.35	7,644.65
TOTAL N. MESA SR. REC CTR	25,001.88	54,907.06	236,292	23	37,056.66	144,328.28
TOTAL FUND 01	4,317,556.32	10,704,778.27	43,567,905	25	5,580,613.52	27,282,513.21

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CITY OF CARLSBAD
 BUDGET SUMMARY OF REVENUE AND EXPENSES

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FUND 02 GRT CAPITAL OUTLAY FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
CAPITAL OUTLAY GRT	198,762.66-	400,756.22-	2,560,000	16		
INTEREST	73.47-	242.76-	0			
TOTAL REVENUES	198,836.13-	400,998.98-	2,560,000	16		
TRANSFER-OUT	40,121.35	120,364.06	3,550,002-	3		
TOTAL TRANSFERS	40,121.35	120,364.06	3,550,002-	3		
CAPITAL OUTLAY GRT	818,309.65	1,579,140.53	2,261,762	70	15,093.41	667,528.06
CAPITAL OUTLAY	563,099.58	1,101,854.91	5,407,088	20	1,131,281.01	3,173,952.08
TOTAL CAPITAL OUTLAY GRT	1,381,409.23	2,680,995.44	7,668,850	35	1,146,374.42	3,841,480.14
TOTAL FUND 02	1,381,409.23	2,680,995.44	7,668,850	35	1,146,374.42	3,841,480.14

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FUND 06 DISASTER PREPAREDNESS FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL PCT BUDGET TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
FEMA MITIGATION-STATE	.00	.00	51,087		
FEMA FLOOD REIMB	.00	.00	295,418		
REIMBURSEMENT	.00	1,695.50-	0		
TOTAL REVENUES	.00	1,695.50-	346,505		
DISASTER PREPAREDNESS OPERATING EXPENSE	.00	.00	70,000	5,378.13	64,621.87
TOTAL DISASTER PREPAREDNESS	.00	.00	70,000	5,378.13	64,621.87
TOTAL FUND 06	.00	.00	70,000	5,378.13	64,621.87

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FUND 12 SPECIAL MUSEUM FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
DONATIONS	.00	310.00-	1,500	21		
SALES	44.96-	90.37-	5,000	2		
TOTAL REVENUES	44.96-	400.37-	6,500	6		
SPECIAL MUSEUM FUND OPERATING EXPENSE	1.38	17.32	11,500		3,247.26	8,235.42
TOTAL SPECIAL MUSEUM FUND	1.38	17.32	11,500		3,247.26	8,235.42
TOTAL FUND 12	1.38	17.32	11,500		3,247.26	8,235.42

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CITY OF CARLSBAD
 BUDGET SUMMARY OF REVENUE AND EXPENSES

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FUND 15 MUNICIPAL TRANSIT

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
FEDERAL ADMINISTRATION 5311	25,368.49-	38,679.75-	0			
FEDERAL ADMINISTRATION 5311	.00	.00	35,000			
FEDERAL ADMINISTRATION 5311	.00	.00	113,231			
FEDERAL OPERATING 5311	26,460.79-	37,596.82-	0			
FEDERAL OPERATING 5311	.00	.00	75,000			
FEDERAL OPERATING 5311	.00	.00	187,633			
FEDERAL CAPITAL 5311	.00	.00	253,500			
FARE REVENUES	6,407.25-	15,123.10-	75,000	20		
CONTRACT FARES	1,062.00-	2,657.00-	11,500	23		
TOTAL REVENUES	59,298.53-	94,056.67-	750,864	13		
TRANSFER-IN	.00	.00	590,000			
TRANSFER-OUT	.00	.00	25,000-			
TOTAL TRANSFERS	.00	.00	565,000			
TRANSIT SERVICE						
SALARIES	90,703.93	214,367.61	925,424	23	32,737.35	678,319.04
OPERATING EXPENSE	11,139.37	32,248.83	194,492	17	101,359.42	60,883.75
CAPITAL OUTLAY	.00	.00	338,000		.00	338,000.00
TOTAL TRANSIT SERVICE	101,843.30	246,616.44	1,457,916	17	134,096.77	1,077,202.79
TOTAL FUND 15	101,843.30	246,616.44	1,457,916	17	134,096.77	1,077,202.79

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FUND 18 PERFORMING ARTS CENTER

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
C C RENTAL FEES	1,500.00-	2,350.00-	25,000	9		
INSURANCE RECOVERIES	.00	.00	300,000			
REIMBURSEMENT	.00	2,490.00-	0			
TOTAL REVENUES	1,500.00-	4,840.00-	325,000	1		
PERFORMING ARTS CENTER						
OPERATING EXPENSE	71,160.90	91,299.30	179,890	51	126,279.39	37,688.69-
CAPITAL OUTLAY	.00	45,506.63	299,961	15	.00	254,454.37
CAPITAL OUTLAY	.00	.00	25,000		17,265.00	7,735.00
TOTAL PERFORMING ARTS CENTER	71,160.90	136,805.93	504,851	27	143,544.39	224,500.68
TOTAL FUND 18	71,160.90	136,805.93	504,851	27	143,544.39	224,500.68

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FUND 20 FIRE PROTECTION

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
FIRE ALLOTMENT - STATE	.00	378,348.00-	381,258	99		
TOTAL REVENUES	.00	378,348.00-	381,258	99		
TRANSFER-OUT	.00	88,330.00	88,330-	100		
TOTAL TRANSFERS	.00	88,330.00	88,330-	100		
FIRE PROTECTION						
OPERATING EXPENSE	.00	12,138.91	35,529	34	12,376.10	11,013.99
CAPITAL OUTLAY	.00	.00	107,500		87,070.17	20,429.83
CAPITAL OUTLAY	.00	.00	268,408		139,900.00	128,508.00
TOTAL FIRE PROTECTION	.00	12,138.91	411,437	3	239,346.27	159,951.82
TOTAL FUND 20	.00	12,138.91	411,437	3	239,346.27	159,951.82

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FUND 21 LODGERS TAX NON-PROMO

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
LODGERS TAX	87,871.57-	283,997.34-	780,000	36		
LODGER'S TAX PENALTY	120.00-	120.00-	0			
2014 LEGISLATIVE GRANTS	.00	.00	217,800			
TOTAL REVENUES	87,991.57-	284,117.34-	997,800	28		
TRANSFER-IN	.00	119,689.00-	119,689	100		
TOTAL TRANSFERS	.00	119,689.00-	119,689	100		
LODGERS TAX NON-PROMO						
OPERATING EXPENSE	58,270.92	118,711.02	531,766	22	267,769.22	145,285.76
CAPITAL OUTLAY	.00	6,603.72	138,521	5	47,229.28	84,688.00
CAPITAL OUTLAY	.00	.00	183,705		33,348.49	150,356.51
TOTAL LODGERS TAX NON-PROMO	58,270.92	125,314.74	853,992	15	348,346.99	380,330.27
TOTAL FUND 21	58,270.92	125,314.74	853,992	15	348,346.99	380,330.27

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FUND 22 LANDFILL CLOSURE RESERVE

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
COUNTY LANDFILL SHARE	.00	.00	111,000			
INTEREST ON INVESTMENTS	1,915.36-	3,203.58-	4,500	71		
TOTAL REVENUES	1,915.36-	3,203.58-	115,500	3		
TRANSFER-IN	.00	.00	111,000			
TOTAL TRANSFERS	.00	.00	111,000			
TOTAL FUND 22	.00	.00	0			

FUND 23 LODGERS TAX PROMO

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
LODGERS TAX	87,871.57	283,997.34	520,000	55-		
LODGERS TAX	2,044.93-	5,735.09-	0			
LODGERS TAX	3,839.90-	13,193.12-	0			
LODGERS TAX	194.99-	1,494.70-	0			
LODGERS TAX	897.46-	3,649.93-	0			
LODGERS TAX	205.90-	735.00-	0			
LODGERS TAX	1,360.79-	3,495.30-	0			
LODGERS TAX	3,616.78-	13,342.67-	0			
LODGERS TAX	22,526.47-	70,469.99-	0			
LODGERS TAX	419.88-	1,156.78-	0			
LODGERS TAX	1,980.69-	10,063.40-	0			
LODGERS TAX	335.40-	1,290.79-	0			
LODGERS TAX	.00	3,933.65-	0			
LODGERS TAX	4,202.27-	15,607.87-	0			
LODGERS TAX	174.73-	799.05-	0			
LODGERS TAX	1,637.00-	5,087.83-	0			
LODGERS TAX	1,186.90-	3,718.90-	0			
LODGERS TAX	316.25-	398.00-	0			
LODGERS TAX	10,873.44-	38,162.36-	0			
LODGERS TAX	719.07-	2,545.43-	0			
LODGERS TAX	3,650.21-	14,134.11-	0			
LODGERS TAX	1,662.95-	4,444.95-	0			
LODGERS TAX	12,506.49-	41,201.69-	0			
LODGERS TAX	10,220.35-	35,632.45-	0			
LODGERS TAX	12,405.15-	38,709.30-	0			
LODGERS TAX	15,191.56-	38,874.42-	0			
LODGERS TAX	730.63-	2,311.09-	0			
LODGERS TAX	16,140.26-	49,341.96-	0			
LODGERS TAX	8,223.40-	28,823.60-	0			
LODGERS TAX	763.11-	2,520.24-	0			
LODGERS TAX	.00	52.50-	0			
LODGERS TAX	7,945.41-	21,706.70-	0			
LODGERS TAX	480.25-	480.25-	0			
LODGER'S TAX PENALTY	80.00-	280.00-	0			
INTEREST ON INVESTMENTS	.00	15.79-	0			
TOTAL REVENUES	58,661.05-	189,411.57-	520,000	36		
TRANSFER-OUT	.00	119,689.00	119,689-	100		
TOTAL TRANSFERS	.00	119,689.00	119,689-	100		
LODGERS TAX NON-PROMO						
CAPITAL OUTLAY	6,603.72	.00	0		.00	.00
TOTAL LODGERS TAX NON-PROMO	6,603.72	.00	0		.00	.00
LODGERS TAX PROMO						
OPERATING EXPENSE	18,342.97	75,577.96	650,672	12	448,330.23	126,763.81
CAPITAL OUTLAY	6,603.72-	.00	0		.00	.00

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FUND 23 LODGERS TAX PROMO

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
CAPITAL OUTLAY	.00	.00	173,000		.00	173,000.00
TOTAL LODGERS TAX PROMO	11,739.25	75,577.96	823,672	9	448,330.23	299,763.81
TOTAL FUND 23	18,342.97	75,577.96	823,672	9	448,330.23	299,763.81

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FUND 24 SOLID WASTE DISPOSAL

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
1/16 ENVIR. GROSS REC. TAX	54,931.58-	190,019.37-	600,000	32		
REFUSE REMOVAL CHARGES	438,111.08-	1,308,232.98-	5,000,000	26		
COUNTY APPROPRIATION	.00	20,494.57-	0			
OTHER - COUNTY	.00	.00	25,000			
LOAN PROCEEDS	.00	8,288.44	0			
REIMBURSEMENT	.00	113.68-	0			
INTEREST ON INVESTMENTS	.00	.00	500			
TOTAL REVENUES	493,042.66-	1,510,572.16-	5,625,500	27		
TRANSFER-OUT	.00	.00	2,514,998-			
TOTAL TRANSFERS	.00	.00	2,514,998-			
SOLID WASTE DISPOSAL						
SALARIES	176,274.42	466,826.38	1,999,919	23	61,746.40	1,471,346.22
OPERATING EXPENSE	51,214.76	184,493.34	816,220	23	366,827.07	264,899.59
CAPITAL OUTLAY	.00	.00	217,130		107,130.00	110,000.00
TOTAL SOLID WASTE DISPOSAL	227,489.18	651,319.72	3,033,269	21	535,703.47	1,846,245.81
SANDPOINT LANDFILL						
OPERATING EXPENSE	.00	226,796.27	650,000	35	629,162.43	205,958.70-
TOTAL SANDPOINT LANDFILL	.00	226,796.27	650,000	35	629,162.43	205,958.70-
TOTAL FUND 24	227,489.18	878,115.99	3,683,269	24	1,164,865.90	1,640,287.11

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FUND 25 AIRPORT

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
AIRPORT-CELTECH CORP.	.00	477.39-	1,800	27		
AIRPORT-CARLSBAD NATIONAL BANK	.00	.00	50			
AIRLINE FEES-FED EXPRESS	105.00-	420.00-	1,260	33		
AIRPORT-MARBOB	.00	.00	900			
SOUTHWEST MED EVAC	164.11-	492.33-	1,912	26		
AIRPORT-BMB EQUIP HOLDING	.00	.00	1,830			
AIRPORT BOUTIQUE AIR	200.00-	600.00-	2,400	25		
NM AVIATION GRANT	.00	.00	8,980			
NM AVIATION GRANT	.00	49,123.00-	15,027	327		
NM AVIATION GRANT	.00	.00	10,000			
NMDOT	.00	.00	2,100			
FEDERAL GRANT - AIRPORT-FAA	.00	205,658.00-	205,659	100		
FEDERAL GRANT - AIRPORT-FAA	.00	.00	60,649			
TOTAL REVENUES	469.11-	256,770.72-	312,567	82		
TRANSFER-IN	.00	.00	135,500			
TOTAL TRANSFERS	.00	.00	135,500			
AIRPORT-MAINTENANCE						
OPERATING EXPENSE	13,445.58	31,972.95	196,227	16	30,650.89	133,603.16
CAPITAL OUTLAY	.00	5,472.94	96,062	6	965.81	89,623.25
TOTAL AIRPORT-MAINTENANCE	13,445.58	37,445.89	292,289	13	31,616.70	223,226.41
TOTAL FUND 25	13,445.58	37,445.89	292,289	13	31,616.70	223,226.41

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 FUND 26 CEMETERY

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	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
COLUMBARIUM SALES	.00	.00	100			
OPENING & CLOSING	6,750.00-	16,500.00-	75,000	22		
SALE OF LOTS	3,125.00-	9,410.00-	75,000	13		
MONUMENT PERMITS	375.00-	425.00-	3,500	12		
CEMETERY-ADMIN.FEES	.00	.00	100			
TOTAL REVENUES	10,250.00-	26,335.00-	153,700	17		
TRANSFER-IN	.00	.00	75,000			
TOTAL TRANSFERS	.00	.00	75,000			
CEMETERY						
SALARIES	17,470.29	42,203.08	164,270	26	6,259.20	115,807.72
OPERATING EXPENSE	54,763.58	159,049.41	538,218	30	179,934.31	199,234.28
CAPITAL OUTLAY	.00	19,499.52	0		.00	19,499.52-
CAPITAL OUTLAY	.00	.00	21,989		.00	21,989.00
TOTAL CEMETERY	72,233.87	220,752.01	724,477	30	186,193.51	317,531.48
TOTAL FUND 26	72,233.87	220,752.01	724,477	30	186,193.51	317,531.48

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FUND 27 WORKERS' COMPENSATION

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
INTEREST ON INVESTMENTS	462.04-	462.04-	1,000	46		
TOTAL REVENUES	462.04-	462.04-	1,000	46		
TRANSFER-IN	.00	.00	750,000			
TOTAL TRANSFERS	.00	.00	750,000			
WORKERS' COMPENSATION OPERATING EXPENSE	31,763.93	145,807.16	863,000	17	126,868.28	590,324.56
TOTAL WORKERS' COMPENSATION	31,763.93	145,807.16	863,000	17	126,868.28	590,324.56
TOTAL FUND 27	31,763.93	145,807.16	863,000	17	126,868.28	590,324.56

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 FUND 28 INSURANCE

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	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
REIMBURSEMENT	90,369.00-	90,369.00-	0	---		
TOTAL REVENUES	90,369.00-	90,369.00-	0	---		
TRANSFER-IN	.00	.00	1,300,750	---		
TOTAL TRANSFERS	.00	.00	1,300,750	---		
INSURANCE OPERATING EXPENSE	942,891.73	979,306.00	1,271,599	77	87,445.80	204,847.20
TOTAL INSURANCE	942,891.73	979,306.00	1,271,599	77	87,445.80	204,847.20
TOTAL FUND 28	942,891.73	979,306.00	1,271,599	77	87,445.80	204,847.20

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FUND 29 SPORTS COMPLEX

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
GROSS REC-INFRASTRUCTURE	109,862.31-	380,053.90-	1,200,000	32		
GOVERNMENTAL COMPENSATING TAX COLLEC	128.24-	1,830.67-	0			
INTEREST	1,713.31-	5,395.24-	5,000	108		
CONCESSION-SNACK BAR	2,564.76-	36,613.33-	125,000	29		
TOTAL REVENUES	114,268.62-	423,893.14-	1,330,000	32		
TRANSFER-OUT	39,644.67	118,934.01	480,632-	25		
TOTAL TRANSFERS	39,644.67	118,934.01	480,632-	25		
SPORTS COMPLEX						
SALARIES	59,734.61	143,601.38	573,970	25	21,235.44	409,133.18
OPERATING EXPENSE	17,140.28	94,913.58	550,470	17	304,775.18	150,781.24
CAPITAL OUTLAY	1,578.61	3,392.97	62,668	5	14,082.51	45,192.52
CAPITAL OUTLAY	1,147,615.99	1,226,407.45	3,603,356	34	246,654.67	2,130,293.88
TOTAL SPORTS COMPLEX	1,226,069.49	1,468,315.38	4,790,464	31	586,747.80	2,735,400.82
TOTAL FUND 29	1,226,069.49	1,468,315.38	4,790,464	31	586,747.80	2,735,400.82

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FUND	31 EMERGENCY MEDICAL SERVICE	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
EMS - STATE-AMB		.00	20,000.00-	20,000	100		
TOTAL REVENUES		.00	20,000.00-	20,000	100		
TRANSFER-IN		.00	.00	16,000			
TOTAL TRANSFERS		.00	.00	16,000			
EMERGENCY MEDICAL SERVICE (EMS)							
CAPITAL OUTLAY		.00	.00	36,000		35,758.16	241.84
TOTAL EMERGENCY MEDICAL SERVICE (EM		.00	.00	36,000		35,758.16	241.84
TOTAL FUND 31		.00	.00	36,000		35,758.16	241.84

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FUND 32 LOCAL GOVERNMENT CORRECTION

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
LOCAL CORRECTIONS FEES	12,545.00-	37,188.00-	140,000	27		
TOTAL REVENUES	12,545.00-	37,188.00-	140,000	27		
LOCAL GOVERNMENT CORRECTIONAL OPERATING EXPENSE	18,484.00	145,534.00	325,000	45	172,650.00	6,816.00
TOTAL LOCAL GOVERNMENT CORRECTIONAL	18,484.00	145,534.00	325,000	45	172,650.00	6,816.00
TOTAL FUND 32	18,484.00	145,534.00	325,000	45	172,650.00	6,816.00

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FUND 34 LAW ENFORCEMENT PROTECTION

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
LAW ENFORCEMENT PROTECTION-STATE	.00	68,400.00-	68,400	100		
TOTAL REVENUES	.00	68,400.00-	68,400	100		
TRANSFER-OUT	.00	.00	7,678-			
TOTAL TRANSFERS	.00	.00	7,678-			
LAW ENFORCEMENT PROTECTION OPERATING EXPENSE	.00	4,000.00	22,150	18	.00	18,150.00
CAPITAL OUTLAY	.00	.00	46,250		37,244.27	9,005.73
TOTAL LAW ENFORCEMENT PROTECTION	.00	4,000.00	68,400	6	37,244.27	27,155.73
TOTAL FUND 34	.00	4,000.00	68,400	6	37,244.27	27,155.73

FUND 36 WATER AND SEWER

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
SEPTAGE FEES	41,156.00-	88,366.40-	350,000	25		
SEPTAGE DISPOSAL APP FEE	50.00-	50.00-	1,500	3		
UTILITY DEPOSITS COLLECTED	21,580.21-	41,530.19-	250,000	17		
GOVERNMENTAL GRT COLLECTED	56,751.18-	181,933.70-	750,000	24		
GOVERNMENTAL COMPENSATING TAX COLLEC FEES	3,582.66-	3,730.54-	0			
TAP FEES	14,294.40	360.00-	1,000	36		
RE-CONNECT FEES	771.09-	59,553.93-	115,000	52		
NMED GRANT	24,793.98-	81,363.97-	75,000	108		
EFFLUENT	.00	.00	183,525			
SALES OF FIXED ASSETS	.00	.00	225,000			
LOAN PROCEEDS	.00	.00	1,000			
LOAN PROCEEDS	.00	.00	1,000,000			
RECOVERIES	215,046.14-	215,046.14-	664,031	32		
MISCELLANEOUS REVENUES	.00	272.67-	0			
LONG & SHORT-CASH	88.17-	502.52-	8,000	6		
INTEREST	6.02-	164.58	0			
INTEREST ON INVESTMENTS	136.92-	429.63-	1,500	29		
UNCLAIMED PROPERTY RECEIVED	325.44-	450.70-	1,500	30		
WATER SERVICE	.00	.00	5,000			
LA HUERTA WATER SERVICE	434,046.68-	1,382,800.26-	3,950,000	35		
DOUBLE EAGLE WATER SERVICE	57,789.43-	214,564.95-	485,000	44		
SEWER SERVICE	41,295.94-	105,413.99-	1,500,000	7		
WATER & SEWER ANALYSIS	344,430.47-	1,038,416.09-	4,000,000	26		
WATER TRUST BOARD GRANT	2,960.00-	9,000.00-	35,000	26		
WATER TRUST BOARD GRANT	.00	71,017.06-	815,050	9		
WATER TRUST BOARD GRANT	.00	.00	1,500,000			
TOTAL REVENUES	1,230,515.93-	3,494,638.16-	15,917,106	22		
TRANSFER-IN	.00	.00	107,225			
TRANSFER-OUT	135,046.36	339,127.99	4,288,466-	8		
TOTAL TRANSFERS	135,046.36	339,127.99	4,181,241-	8		
OPERATING EXPENSE	.00	32,037.06	0			
TOTAL OPERATING EXPENSES	.00	32,037.06	0			
WATER						
SALARIES	195,813.78	458,220.50	2,172,735	21	66,933.74	1,647,580.76
OPERATING EXPENSE	185,527.07	541,772.01	2,857,619	19	816,518.77	1,499,328.22
CAPITAL OUTLAY	149,688.88	232,125.99	1,302,008	18	346,407.36	723,474.65
CAPITAL OUTLAY	33,918.25	71,901.79	587,199	12	67,804.10	447,493.11
TOTAL WATER	564,947.98	1,304,020.29	6,919,561	19	1,297,663.97	4,317,876.74
SEWER						
SALARIES	88,817.58	210,075.33	807,686	26	31,008.00	566,602.67
OPERATING EXPENSE	25,026.10	58,831.82	502,262	12	161,399.57	282,030.61
CAPITAL OUTLAY	413,296.55	1,855,932.53	2,660,492	70	645,596.55	158,962.92

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FUND 36 WATER AND SEWER

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
CAPITAL OUTLAY	3,301.71	3,301.71	18,277	18	6,160.37	8,814.92
TOTAL SEWER	530,441.94	2,128,141.39	3,988,717	53	844,164.49	1,016,411.12
DOUBLE EAGLE						
SALARIES	124,032.39	291,534.07	1,154,755	25	41,982.95	821,237.98
OPERATING EXPENSE	16,842.50	42,845.16	803,362	5	396,007.33	364,509.51
CAPITAL OUTLAY	4,379.90	4,379.90	10,000	44	.00	5,620.10
CAPITAL OUTLAY	366,310.74	466,537.34	10,927,708	4	3,768,506.85	6,692,663.81
TOTAL DOUBLE EAGLE	511,565.53	805,296.47	12,895,825	6	4,206,497.13	7,884,031.40
LAB ENVIRONMENTAL SERVICES						
SALARIES	34,723.87	83,659.01	323,613	26	12,249.91	227,704.08
OPERATING EXPENSE	1,355.88	7,182.81	54,681	13	8,774.26	38,723.93
TOTAL LAB ENVIRONMENTAL SERVICES	36,079.75	90,841.82	378,294	24	21,024.17	266,428.01
COLLECTION SYSTEM						
SALARIES	69,354.99	162,185.38	659,247	25	25,142.79	471,918.83
OPERATING EXPENSE	13,515.30	39,577.98	204,013	19	119,802.38	44,632.64
CAPITAL OUTLAY	.00	.00	669,008		.00	669,008.00
CAPITAL OUTLAY	6,316.21	6,316.21	1,466,859		46,012.83	1,414,529.96
TOTAL COLLECTION SYSTEM	89,186.50	208,079.57	2,999,127	7	190,958.00	2,600,089.43
TOTAL FUND 36	636,752.13	1,412,906.43	38,917,389	4	6,016,730.20	31,487,752.37

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FUND 40 BEAUTIFICATION

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
STATE BEAUTIFICATION PROJECT	.00	750.00-	0			
STATE BEAUTIFICATION PROJECT	.00	.00	18,500			
TOTAL REVENUES	.00	750.00-	18,500	4		
TRANSFER-OUT	.00	.00	29,365-			
TOTAL TRANSFERS	.00	.00	29,365-			
BEAUTIFICATION OPERATING EXPENSE	2,613.61	3,964.22	18,500	21	900.00	13,635.78
TOTAL BEAUTIFICATION	2,613.61	3,964.22	18,500	21	900.00	13,635.78
TOTAL FUND 40	2,613.61	3,964.22	18,500	21	900.00	13,635.78

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FUND 41 SEWER SYSTEM IMPROVEMENT

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
WASTEWATER PLANT CONST LOAN	758,410.61-	758,410.61-	1,793,061	42		
TOTAL REVENUES	758,410.61-	758,410.61-	1,793,061	42		
TRANSFER-OUT	.00	.00	107,225-			
TOTAL TRANSFERS	.00	.00	107,225-			
SWR CAP IMPROVEMENT CAPITAL OUTLAY	.00	315,570.01	1,028,643	31	713,072.38	.61
TOTAL SWR CAP IMPROVEMENT	.00	315,570.01	1,028,643	31	713,072.38	.61
TOTAL FUND 41	.00	315,570.01	1,028,643	31	713,072.38	.61

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FUND 44 STREET IMPROVEMENT

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
GASOLINE TX (7-1-6.9)	33,304.49-	128,480.95-	350,000	37		
GASOLINE (7-1-6.27)	21,184.76-	61,587.25-	240,000	26		
AUTO LICENSES (STREET IMPR FUND)	8,134.50-	23,446.86-	80,000	29		
INTEREST	373.32-	1,167.90-	0			
2013 LEGISLATIVE GRANTS	.00	225,633.93-	270,000	84		
2014 LEGISLATIVE GRANTS	.00	53,254.18-	287,500	19		
2015 LEGISLATIVE GRANTS	.00	.00	50,000			
2015 LEGISLATIVE GRANTS	.00	.00	150,000			
2015 LEGISLATIVE GRANTS	.00	.00	320,000			
TOTAL REVENUES	62,997.07-	493,571.07-	1,747,500	28		
TRANSFER-IN	.00	.00	1,240,000			
TOTAL TRANSFERS	.00	.00	1,240,000			
STREET IMPROVEMENT						
CAPITAL OUTLAY	361,286.64	1,000,689.31	5,901,786	17	1,049,438.67	3,851,658.02
CAPITAL OUTLAY	1,652.66	15,394.92	1,878,121	1	1,482,673.47	380,052.61
TOTAL STREET IMPROVEMENT	362,939.30	1,016,084.23	7,779,907	13	2,532,112.14	4,231,710.63
TOTAL FUND 44	362,939.30	1,016,084.23	7,779,907	13	2,532,112.14	4,231,710.63

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 FUND 49 CIEP

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	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
INSURANCE RECOVERIES	.00	.00	650,000			
INTEREST	283.72-	956.18-	0			
2013 LEGISLATIVE GRANTS	.00	.00	100,000			
2013 LEGISLATIVE GRANTS	.00	191,398.54-	100,000	191		
2014 LEGISLATIVE GRANTS	.00	.00	75,000			
TOTAL REVENUES	283.72-	192,354.72-	925,000	21		
TRANSFER-IN	.00	.00	100,000			
TOTAL TRANSFERS	.00	.00	100,000			
CIEP						
OPERATING EXPENSE	.00	.00	770,717		153,370.49	617,346.51
CAPITAL OUTLAY	437,174.77	1,050,971.80	3,286,288	32	966,960.28	1,268,355.92
CAPITAL OUTLAY	275,809.49	589,022.82	834,659	71	94,883.14	150,753.04
TOTAL CIEP	712,984.26	1,639,994.62	4,891,664	34	1,215,213.91	2,036,455.47
TOTAL FUND 49	712,984.26	1,639,994.62	4,891,664	34	1,215,213.91	2,036,455.47

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 FUND 51 NM FINANCE AUTHORITY LOANS-GOVERNMENTAL

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	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
INTEREST ON INVESTMENTS	20.16-	44.89-	0			
INTEREST ON INVESTMENTS	.00	53.48-	0			
TOTAL REVENUES	20.16-	98.37-	0			
TRANSFER-IN	39,644.67-	207,264.01-	568,962	36		
TOTAL TRANSFERS	39,644.67-	207,264.01-	568,962	36		
NMFA LOANS-GOVERNMENTAL OPERATING EXPENSE	.00	.00	564,067		.00	564,067.00
TOTAL NMFA LOANS-GOVERNMENTAL	.00	.00	564,067		.00	564,067.00
TOTAL FUND 51	.00	.00	564,067		.00	564,067.00

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 FUND 52 NM FINANCE AUTHORITY LOANS-SOLID WASTE

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	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL PCT BUDGET TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
INTEREST ON INVESTMENTS	99.80-	310.87-	0		
TOTAL REVENUES	99.80-	310.87-	0		
TRANSFER-IN	.00	.00	126,548		
TOTAL TRANSFERS	.00	.00	126,548		
NMFA LOANS - SOLID WASTE OPERATING EXPENSE	.00	.00	126,548	.00	126,548.00
TOTAL NMFA LOANS - SOLID WASTE	.00	.00	126,548	.00	126,548.00
TOTAL FUND 52	.00	.00	126,548	.00	126,548.00

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FUND 54 CAPITAL OUTLAY GRT BOND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
TRANSFER-IN	40,121.35-	120,364.06-	481,790	25		
TOTAL TRANSFERS	40,121.35-	120,364.06-	481,790	25		
GRT CAPITAL OUTLAY BOND OPERATING EXPENSE	.00	.00	481,457		.00	481,457.00
TOTAL GRT CAPITAL OUTLAY BOND	.00	.00	481,457		.00	481,457.00
TOTAL FUND 54	.00	.00	481,457		.00	481,457.00

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 FUND 55 NM FINANCE AUTHORITY LOANS-WATER & SEWER

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	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
TRANSFER-IN	.00	.00	84,201			
TOTAL TRANSFERS	.00	.00	84,201			
NMFA LOANS						
OPERATING EXPENSE	25,752.91	76,859.11	99,598	77	.00	22,738.89
TOTAL NMFA LOANS	25,752.91	76,859.11	99,598	77	.00	22,738.89
TOTAL FUND 55	25,752.91	76,859.11	99,598	77	.00	22,738.89

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FUND 56 2002 SALES TAX BOND FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
TRANSFER-IN	28,877.08-	88,154.33-	351,591	25		
TOTAL TRANSFERS	28,877.08-	88,154.33-	351,591	25		
2002 SALES TAX REVENUE BOND OPERATING EXPENSE	.00	.00	338,887		330,762.50	8,124.50
TOTAL 2002 SALES TAX REVENUE BOND	.00	.00	338,887		330,762.50	8,124.50
TOTAL FUND 56	.00	.00	338,887		330,762.50	8,124.50

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FUND 59 2009 WATER & SEWER BOND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
TRANSFER-IN	135,046.36-	339,127.99-	1,554,765	22		
TOTAL TRANSFERS	135,046.36-	339,127.99-	1,554,765	22		
2009 W & S BOND OPERATING EXPENSE	.00	.00	1,620,557		.00	1,620,557.00
TOTAL 2009 W & S BOND	.00	.00	1,620,557		.00	1,620,557.00
TOTAL FUND 59	.00	.00	1,620,557		.00	1,620,557.00

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FUND 60 2009 W & S BOND ACQUISITION

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
2009 W & S BOND ACQUISITION						
CAPITAL OUTLAY	85,278.39	231,183.46	295,905	78	64,721.61	.07-
CAPITAL OUTLAY	.00	.00	680,360		.00	680,360.00
TOTAL 2009 W & S BOND ACQUISITION	85,278.39	231,183.46	976,265	24	64,721.61	680,359.93
TOTAL FUND 60	85,278.39	231,183.46	976,265	24	64,721.61	680,359.93

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FUND 63 OLD CARLSBAD LANDFILL CLOSURE

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL PCT BUDGET TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
OLD CARLSBAD LANDFILL CLOSURE					
OPERATING EXPENSE	.00	.00	50,850	40,831.28	10,018.72
CAPITAL OUTLAY	.00	.00	10,000	.00	10,000.00
TOTAL OLD CARLSBAD LANDFILL CLOSURE	.00	.00	60,850	40,831.28	20,018.72
TOTAL FUND 63	.00	.00	60,850	40,831.28	20,018.72

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FUND	67 SANDPOINT LANDFILL CONSTRUCTION	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
INTEREST		89.60-	261.42-	0			
TOTAL REVENUES		89.60-	261.42-	0			
TRANSFER-IN		.00	.00	200,000			
TOTAL TRANSFERS		.00	.00	200,000			
SANDPOINT LANDFILL CONSTRUCTION CAPITAL OUTLAY		.00	.00	1,200,000		400,687.50	799,312.50
TOTAL SANDPOINT LANDFILL CONSTRUCTI		.00	.00	1,200,000		400,687.50	799,312.50
TOTAL FUND 67		.00	.00	1,200,000		400,687.50	799,312.50

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 FUND 69 98' WATER & SEWER BOND ACQUISITION

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	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL PCT BUDGET TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
98' WATER & SEWER BOND ACQUISITION					
CAPITAL OUTLAY	.00	.00	171,437	30,954.12	140,482.88
TOTAL 98' WATER & SEWER BOND ACQUIS	.00	.00	171,437	30,954.12	140,482.88
TOTAL FUND 69	.00	.00	171,437	30,954.12	140,482.88

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FUND 71 PERMANENT WATER & SEWER FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL PCT BUDGET TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
INTEREST	.00	8.20-	0		
INTEREST ON INVESTMENTS	5,983.82-	25,064.39-	0		
UNREALIZED GAIN ON INVESTMENT	4,162.67-	30,144.16	0		
TOTAL REVENUES	10,146.49-	5,071.57	0		
OPERATING EXPENSE	.00	865.04	0		
TOTAL OPERATING EXPENSES	.00	865.04	0		
PERMANENT WATER & SEWER FUND OPERATING EXPENSE	1,237.28	2,207.69	0	.00	2,207.69-
TOTAL PERMANENT WATER & SEWER FUND	1,237.28	2,207.69	0	.00	2,207.69-
TOTAL FUND 71	8,909.21-	8,144.30	0	.00	8,144.30-

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FUND 72 MUNICIPAL COURT TRUST

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
MUNICIPAL COURT RECEIPTS	7,166.00-	27,884.00-	125,000	22		
TOTAL REVENUES	7,166.00-	27,884.00-	125,000	22		
MUNICIPAL COURT TRUST OPERATING EXPENSE	6,716.00	21,941.00	125,000	18	.00	103,059.00
TOTAL MUNICIPAL COURT TRUST	6,716.00	21,941.00	125,000	18	.00	103,059.00
TOTAL FUND 72	6,716.00	21,941.00	125,000	18	.00	103,059.00

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FUND 75 HEALTH INSURANCE FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
HEALTH INSUR. PREMIUMS	516,656.28-	1,479,413.68-	6,000,000	25		
PREMIUMS-AGGREGATE & 3RD PARTY	7,315.00-	7,406.40-	0			
REIMBURSEMENT	8,355.76-	128,960.01-	0			
INTEREST	92.48-	192.11-	1,000	19		
INTEREST ON INVESTMENTS	.00	374.94-	1,000	37		
TOTAL REVENUES	532,419.52-	1,616,347.14-	6,002,000	27		
HEALTH INSURANCE FUND OPERATING EXPENSE	69,843.17	818,760.54	6,002,000	14	.00	5,183,239.46
TOTAL HEALTH INSURANCE FUND	69,843.17	818,760.54	6,002,000	14	.00	5,183,239.46
TOTAL FUND 75	69,843.17	818,760.54	6,002,000	14	.00	5,183,239.46

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FUND 81 FEDERAL PROJECTS FUND

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
NMDOT	.00	.00	500,000			
EFFLUENT	291,000.00-	291,000.00-	291,500	100		
FEDERAL GRANT - EDA	.00	.00	597,009			
YOUTH SPORTS COMPLEX	190,000.00-	190,000.00-	190,000	100		
TOTAL REVENUES	481,000.00-	481,000.00-	1,578,509	30		
TRANSFER-IN	.00	.00	0			
TRANSFER-OUT	.00	.00	1,838,121-			
TOTAL TRANSFERS	.00	.00	1,838,121-			
FEDERAL PROJECTS						
CAPITAL OUTLAY	.00	16,758.75	500,000	3	.00	483,241.25
CAPITAL OUTLAY	.00	.00	12,326		.00	12,326.00
TOTAL FEDERAL PROJECTS	.00	16,758.75	512,326	3	.00	495,567.25
TOTAL FUND 81	.00	16,758.75	512,326	3	.00	495,567.25

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 FUND 85 PAYROLL

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	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL PCT BUDGET TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
MISCELLANEOUS REVENUES	.00	1,987.18-	0		
EMPLOYEE PORTION HEALTH	.00	.00	0		
COLONIAL INSURANCE	.00	.00	0		
STATE W/H	.00	.00	0		
DEFERRED INCOME	.00	.00	0		
UNION DUES & INIT. FEES	.00	.00	0		
EDDY FED. CR UNION	.00	.00	0		
ULST FED CR UNION	.00	.00	0		
GARNISHMENTS	.00	.00	0		
ELEC. 2% WORK ASSESS.	.00	.00	0		
UNITED FUND	.00	407.96	0		
EMPLOYEE POR. PERA INSUR.	.00	.00	0		
TOTAL REVENUES	.00	1,579.22-	0		
PAYROLL					
OPERATING EXPENSE	289.40	2,921.52	0	.00	2,921.52-
PR EXPENSES	1,136,391.38	2,046,608.35	0	479,248.85	2,525,857.20-
TOTAL PAYROLL	1,136,680.78	2,049,529.87	0	479,248.85	2,528,778.72-
TOTAL FUND 85	1,136,680.78	2,049,529.87	0	479,248.85	2,528,778.72-

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 FUND 88 06-12 WIPP ACCELERATION IMPACT FUND

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	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
REIMBURSEMENT	.00	49,725.00-	180,000	28		
TOTAL REVENUES	.00	49,725.00-	180,000	28		
TRANSFER-IN	.00	.00	0			
TRANSFER-OUT	.00	.00	0			
TOTAL TRANSFERS	.00	.00	0			
2010-12 WIPP ACCELERATION IMPACT FUND OPERATING EXPENSE	.00	49,725.00	180,000	28	49,387.50	80,887.50
TOTAL 2010-12 WIPP ACCELERATION IMP	.00	49,725.00	180,000	28	49,387.50	80,887.50
TOTAL FUND 88	.00	49,725.00	180,000	28	49,387.50	80,887.50

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FUND 89 05-06 WIPP ACCELERATION IMPACT FUND

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10/19/16
12:26:23

	CURRENT ACTUAL	Y-T-D ACTUAL	TOTAL BUDGET	PCT TOT	ENCUMBERED AMOUNT	UNENCUMBERED BALANCE
TRANSFER-OUT	.00	.00	0			
TOTAL TRANSFERS	.00	.00	0			
TOTAL FUND 89	.00	.00	0			

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

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

CITY OF CARLSBAD
PERSONNEL REPORT
October 25, 2016

APPOINTMENTS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Gerald Anaya	10/31/16	Street	Truck Driver
Angelica Barrios	10/31/16	Police	Telecommunicator
Zachary Bird	10/31/16	Police	Patrolman
Dakota Ginkinger	10/31/16	Police	Patrolman
Jennifer Hernandez	10/31/16	Police	Telecommunicator
Ruby Lopez	10/31/16	Police	Telecommunicator
Tabitha Lyn Mack	10/31/16	Police	Telecommunicator
Daniel Pacheco	10/31/16	Fire	Firefighter/EMT-I
Beon Tamoukian	10/31/16	Fire	Firefighter/EMT-I

TERMINATIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>	<u>REASON</u>
J.A. Abeyta, Jr.	10/04/16	Police	School Crossing Guard	Resigned
Kira Caddell	10/02/16	Riverwalk Rec. Ctr.	Rec. Attendant, on call	Resigned
David DeSantiago	10/14/16	Police	Corporal	Resigned
Jazmine Douglas	10/12/16	Library	BPA Intern	Resigned
Mark Goad	10/17/16	Environmental	WW Lab Technician	Retired
Xaen Jaure	10/05/16	Water Park	Recreation Attendant	Job Ended
Ricardo Rodriguez	10/19/16	Police	Animal Control Off.	Resigned
David Whitzel	10/09/16	Police	Corporal	Resigned

INTERNAL TRANSFERS AND PROMOTIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Edilberto Moreno	10/10/16	Water	Water Operator IV

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steven McCutcheon, City Administrator

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

FROM: Patrick Cass, Deputy Director of Public Works



SUBJECT: Recommendation for Employment

DATE: October 12, 2016

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

General Information:

Name: Gerald B. Anaya Classification/Position: Truck Driver

Department: _____

Regular Full-time Hourly \$ 16.59 per hour

Seasonal Part-time Salary \$ _____ per hour

Temporary On call

Education Level:

High School Diploma GED or equivalent

Associates Degree _____

Bachelors Degree _____

Masters Degree _____

Other _____

Employment:

Present or last Employer: Dixie Electric

From 10/25/10 to Present Classification: Operator II

Duties: Line crew, operator of boom truck, build and maintain electrical power line.

Related Experience: Operator of dump truck, belly dump, front end loader, and road construction.

Comment: _____

CITY OF CARLSBAD
RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

TO: The Honorable Mayor Dale Janway and Council Members
FROM: D. Kent Waller, Chief of Police
SUBJECT: Recommendation for Employment
DATE: October 19, 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: Barrios, Angelica **Classification/ Position:** Telecommunicator

Department: Police

Regular Full-Time Hourly \$ 20.83 per hour
 Seasonal Part-Time Salary \$ _____ per annum
 Temporary On Call

Education Level:

High School Diploma GED or Equivalent
 Associates Degree Business Occupations and General Studies
 Bachelors Degree Applied Studies
 Masters Degree _____
 Other: _____

Employment:

Present or Last Employer: Dona Ana County Sheriff's Dept.

From: 11/2014 to 10/2016 **Classification:** Grant Writer/Administrator

Duties: Grant administrator for infrastructure projects, ICIP coordinator, budgeting, project management and development contract management

Related Experience: Work experience with the Dona Ana County Sheriff's Dept.

Comments: Barrios comes highly recommended by all her previous employers and references for the position of telecommunicator.

CITY OF CARLSBAD
RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

TO: The Honorable Mayor Dale Janway and Council Members
FROM: D. Kent Waller, Chief of Police
SUBJECT: Recommendation for Employment
DATE: October 19, 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: Bird, Zach N. **Classification/ Position:** Patrolman

Department: Police

Regular Full-Time Hourly \$ 25.70 per hour
 Seasonal Part-Time Salary \$ _____ per annum
 Temporary On Call

Education Level:

High School Diploma GED or Equivalent
 Associates Degree _____
 Bachelors Degree _____
 Masters Degree _____
 Other: _____

Employment:

Present or Last Employer: Cimarex Energy Company

From: 6/2015 to 10/2016 **Classification:** Lease Operator

Duties: Manage leases and ensure equipment was working properly.

Related Experience: Zach was previously an officer within the Carlsbad Police Dept. He resigned on good terms for employment elsewhere. He maintained his training to meet standerds for his New Mexico certification as an officer.

Comments: Certified in A.R.I.D.E training

CITY OF CARLSBAD
RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

TO: The Honorable Mayor Dale Janway and Council Members
FROM: D. Kent Waller, Chief of Police
SUBJECT: Recommendation for Employment
DATE: October 19, 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: Ginkinger, Dakota **Classification/ Position:** Patrolman

Department: Police

Regular Full-Time Hourly \$ 22.85 per hour
 Seasonal Part-Time Salary \$ _____ per annum
 Temporary On Call

Education Level:

High School Diploma GED or Equivalent
 Associates Degree _____
 Bachelors Degree _____
 Masters Degree _____
 Other: _____

Employment:

Present or Last Employer: Moventas

From: 5/2015 to 10/2016 **Classification:** Field Technician

Duties: Repairman on gearboxes for energy wind turbines.

Related Experience: Dakota's experience relates to his father's employment as an Officer.

Comments: Dakota comes highly recommended by all his previous employers and references for the position of Patrolman.

CITY OF CARLSBAD
RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

TO: The Honorable Mayor Dale Janway and Council Members
FROM: D. Kent Waller, Chief of Police
SUBJECT: Recommendation for Employment
DATE: October 19, 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: Hernandez, Jennifer **Classification/ Position:** Telecommunicator

Department: Police

Regular Full-Time Hourly \$ 19.83 per hour
 Seasonal Part-Time Salary \$ _____ per annum
 Temporary On Call

Education Level:

High School Diploma GED or Equivalent
 Associates Degree _____
 Bachelors Degree _____
 Masters Degree _____
 Other: _____

Employment:

Present or Last Employer: Decor of Carlsbad

From: 5/2016 to 10/2016 **Classification:** Front Desk Clerk

Duties: Answers phones, input purchase orders, receivables, input customer sales and process credit applications.

Related Experience: Based on Jennifer's work, related experience with public relations and computer knowledge.

Comments: Jennifer comes highly recommended by all her previous employers and references for the position of telecommunicator.

CITY OF CARLSBAD
RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

TO: The Honorable Mayor Dale Janway and Council Members
FROM: D. Kent Waller, Chief of Police
SUBJECT: Recommendation for Employment
DATE: October 19, 2016

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

General Information:

Name: Lopez, Ruby **Classification/ Position:** Telecommunicator

Department: Police

Regular Full-Time Hourly \$ 19.83 per hour
 Seasonal Part-Time Salary \$ _____ per annum
 Temporary On Call

Education Level:

High School Diploma GED or Equivalent
 Associates Degree _____
 Bachelors Degree _____
 Masters Degree _____
 Other: _____

Employment:

Present or Last Employer: Valley Transportation

From: 8/2016 to 10/2016 **Classification:** School Bus Driver

Duties: Transport children to and from school.

Related Experience: In December 1994, Ruby was employed with Lovington Fire Dept. where she held the rank of Captain. Also has medical experience received while working with LFD. Worked as Telecommunicator for Lea Co.

Comments: Ruby will have to attend a cert by waiver course to reinstate her certification within the State of New Mexico as a telecommunicator.

CITY OF CARLSBAD
RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

TO: The Honorable Mayor Dale Janway and Council Members
FROM: D. Kent Waller, Chief of Police
SUBJECT: Recommendation for Employment
DATE: October 19, 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: Mack, Tabitha Lyn **Classification/ Position:** Telecommunicator

Department: Police

Regular Full-Time Hourly \$ 19.83 per hour
 Seasonal Part-Time Salary \$ _____ per annum
 Temporary On Call

Education Level:

High School Diploma GED or Equivalent
 Associates Degree _____
 Bachelors Degree _____
 Masters Degree _____
 Other: _____

Employment:

Present or Last Employer: Alley Co Inc. (currently unemployed)

From: 5/2016 to 6/2016 **Classification:** Accountant

Duties: Payroll, deposits, tax preparation, and credit card reconciliation.

Related Experience: From 2012 to 2016, Tabitha volunteered in San Juan County Fire Dept. as a support member and has had some involvement in the medical field.

Comments: Tabitha comes highly recommended by all her previous employers and references for the position of telecommunicator.

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

FROM: Richard Lopez, Fire Chief 

SUBJECT: Recommendation for Employment

DATE: October 12, 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: Pacheco, Daniel Classification/Position: Firefighter/EMT-I

Department: Fire

EMT-I obtained 04/28/2009

<input checked="" type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Hourly \$ <u>20.04</u> per hour
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Part-time	<input type="checkbox"/> Salary \$ _____ per annum
<input type="checkbox"/> Temporary	<input type="checkbox"/> On call	

Education Level:

<input checked="" type="checkbox"/> High School Diploma	<input type="checkbox"/> GED or equivalent
<input type="checkbox"/> Associates Degree	_____
<input type="checkbox"/> Bachelors Degree	_____
<input type="checkbox"/> Masters Degree	_____
<input checked="" type="checkbox"/> Other	<u>Asst. Instructor at NMFTA, Instructor I</u>

Employment:

Present or last Employer: Socorro Fire Dept.

From Jul-07 to Current Classification: Lieutenant /EMT-I

Duties: All duties related to Fire and EMS calls, Fire Officer Operations, Management, Inspections, Training, Day to Day Operations, Fire Suppression, Fire Extinguisher Classes for the Community and Fire Prevention

Related Experience: Current employment includes all duties related to Fire and EMS calls, Asst Instructor at NMFTA, has an EMT-I License, is a member of the Rapid Intervention Team, FF2, Officer I.

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

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

Steve McCutcheon, City Administrator

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

FROM: Richard Lopez, Fire Chief



SUBJECT: Recommendation for Employment

DATE: October 17, 2016

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

General Information:

Name: Tamoukian, Beon

Classification/Position: Firefighter/EMT-I

Department: Fire

EMT-I obtained 08/20/2012

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>19.85</u> per hour |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per annum |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

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

Employment:

Present or last Employer: Hobbs Fire Dept.

From Feb-11 to Current Classification: Firefighter/EMT-I

Duties: All duties related to Fire and EMS calls. Fitness Councelor, Asst in Academy Training and

Alternate Driver: _____

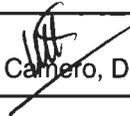
Related Experience: Current employment includes all duties related to Fire and EMS calls. He is an active member of the following teams: Haz-Mat Tech, Confined Space Cert., Rope Rescue Tech. He is also a Fire Instructor, Fitness Coordinator and involved in Pumper Operations. He has a current EMT-I license.

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

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 10/25/16

Department: Sewer Collection	BY:  Luis Camero, Director of Engineering Services	Date: 9-20-16
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SUBJECT: Infrastructure
Description:
Sewer Lift Station Replacement

SYNOPSIS:	Qty <u>1</u>	Total Est. Cost	<u>\$ 1,397,959.00</u>	Total Actual Cost	<u>\$ 1,100,000.00</u>
Budgeted Yes		Est. City Share	<u>\$ 1,303,759.00</u>	Actual City Share	<u>\$ 995,000.00</u>
Account #	<u>36-0364-86332</u>		<u>\$ 1,412,691.00</u>		
Account #	_____		_____		
Account #	_____		_____		
Account #	_____		_____		
TOTAL			<u>\$ 1,412,691.00</u>		

BACKGROUND, JUSTIFICATION AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)
A total of three (3) bids were received in response to the advertisement for the replacement of three (3) of the five (5) sanitary sewer lift stations originally targeted for replacement. After the application of the 5% NM Resident Business preference, it was determined that Smithco Construction Inc., was the low responsive bid. See attached Engineer's Letter of Recommendation and Bid Tabulation.

Due to a reduction in the budget, the City can only authorize construction of two (2) stations plus the installation of a sewer manhole grinder which is to be paid by Eddy County Detention Center. It is recommended to award a partial bid for the replacement of Pate Street Life Station and Stevens Lift Station and the installation of the sewer manhole grinder at a cost of \$1,100,000 plus GRT at 7.5625%. Eddy County will pay a minimum of \$105,000 plus GRT and the City's share is to be \$995,000.

Requested action to be taken by Council:	Council Action Taken:	Date:
Other: Reject and Rebid	Select one	05/24/2016

Reviewed by City Administrator:

POST BID/RFP RECOMMENDATION	Council Meeting Date:
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Requested action to be taken by Council:	Council Action Taken:	Date:
Select one	Select one	

ADDITIONAL INFORMATION:
To award Bid no. 2016-29 to Smithco Construction Inc., from Caballo, NM in the amount of \$1,100.00 plus NMGRT @ 7.5625%

Reviewed by City Administrator: /s/ Steve McCutcheon 10-21-2016

ATTACHMENT(S): Specifications Bid/RFP Summary Other: Engineer's Letter of Recommendation

September 21, 2016

425 S. Telshor Blvd.
Suite C-103
Las Cruces, NM
88011-8237

www.bhinc.com

Luis Camero, Director of Utilities
City of Carlsbad
P.O. Box 1569
Carlsbad, NM 88221-1569

voice: 575.532.8670
facsimile: 575.532.8680

Re: **City of Carlsbad, Sewer Lift Station Replacements**
Award Recommendation
Carlsbad Bid No. 2016-29
BHI Project No. 20150413

Dear Mr. Camero,

Bids were opened for the above-referenced project on Monday, September 19, 2016 at 1:30 p.m. The project consists of replacement of three sanitary sewer lift stations: Hall, Pate and Stevens. Replacement includes demolition of existing facilities, utility renovation, structure replacement, pump replacement, pipe systems and electrical systems.

The project was bid on a lump sum basis using separate bid lots. Three bids were received before the scheduled bid opening. The bid documents were to include Resident Contractor Certification and Resident Veteran Contractor Certification. Those contractors that qualify for a discounted preference, by provided the pertinent certification documentation, are indicated in the bid tabulation form attached to this letter. Smithco Construction, Inc. submitted a Resident Preference Certification only. The other two bidders did not provide either a Resident Contractor or a Resident Veteran Contractor certification.

For basis of award, a 5% Resident Contractor reduction effectively makes Smithco Construction the low bidder for the project. A tabulation of the bids and the engineer's estimate of probable cost are attached. A summary of the three bids displaying the total of all bid lots is shown below:

Bidder	Total Bid Lots 1-5
C&E Industrial Services Inc. Sunland Park, New Mexico	\$1,549,283.40
CSW Contractors Inc. Scottsdale, Arizona	\$1,616,274.00
Smithco Construction Inc. Caballo, New Mexico	\$1,630,000.00
Engineer Estimate	\$1,397,959.00

These figures DO NOT include New Mexico Gross Receipts Tax at a rate of 7.5625%.

Engineering ▲

Spatial Data ▲

Advanced Technologies ▲

Luis Camero
City of Carlsbad
September 21, 2016
Page 2

The apparent low bidder is:

Smithco Construction, Inc.
6 King Canyon Loop
Caballo, NM 87931
575.894.6161

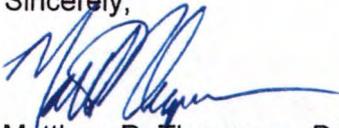
License No. 56580
Expires: January 31, 2018

The apparent low bidder's license has been verified with NM Licensing Services, are valid for the type of work to be accomplished, and is in active status. We have worked with Smithco Construction, Inc. on previous projects with satisfactory results and they have the staff and experience to complete this job.

The contract documents require that bidders hold the bid prices for a period of sixty (60) days after the bid opening to allow the owner to evaluate the bid proposals. It is our understanding that City of Carlsbad currently has funding for the entire project. On the basis of the above, I recommend that the City of Carlsbad award bid lots 1 through 5 to Smithco Construction, Inc. for a total amount of \$1,630,000.00.

The City of Carlsbad is required to take action (in the form of a vote) to accept or revise this recommendation in accordance with the City's objectives for award of the construction contract. It is my understanding that consideration of the award will take place at the October 2016 City Council meeting. Please do not hesitate to contact me if you have any questions or need further assistance with this prior to that time.

Sincerely,



Matthew R. Thompson, P.E.
Senior Vice President

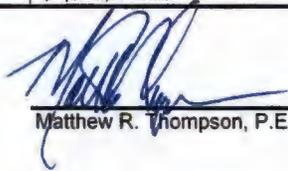
MRT/dg

Enclosure(s)

**CITY OF CARLSBAD
SEWER LIFT STATION REPLACEMENTS
BID NO. 2016-29
BID REVIEW CERTIFICATION
Bid Opening: September 19, 2016**

Bid Item	Description	Unit	Qty	Engineers Estimate		C & E Industrial Services, Inc.		CSW Contractors, Inc.		Smithco Construction Inc.	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Bid Lot 1 - Hall Lift Station											
1	Hall Lift Station	LS	1	\$456,506.00	\$456,506.00	\$552,083.57	\$552,083.57	\$505,673.00	\$505,673.00	\$530,000.00	\$530,000.00
Bid Lot 2 - Pate Lift Station											
2	Pate Lift Station	LS	1	\$358,468.00	\$358,468.00	\$380,636.06	\$380,636.06	\$432,247.00	\$432,247.00	\$415,000.00	\$415,000.00
Bid Lot 3 - Stevens Lift Station											
3	Stevens Lift Station	LS	1	\$433,785.00	\$433,785.00	\$474,722.40	\$474,722.40	\$458,876.00	\$458,876.00	\$525,000.00	\$525,000.00
Bid Lot 4 - Stevens Grinder Manhole											
4	Stevens Grinder Manhole	LS	1	\$94,200.00	\$94,200.00	\$86,841.37	\$86,841.37	\$164,478.00	\$164,478.00	\$105,000.00	\$105,000.00
Bid Lot 5 - Allowances											
5	Materials Testing	ALW	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
6	Exploration Time for Unknown Utilities	ALW	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
7	Electric Service Modification Charges by Xcel	ALW	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
8	New 1-inch Water Service Connection by City	ALW	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL OF BID LOTS 1 THRU 5				\$	1,397,959.00	\$	1,549,283.40	\$	1,616,274.00	\$	1,630,000.00

Resident Contractor Preference		No	No	Yes
Veteran Contractor Preference		No	No	No
Amount of Preference (Max (10%))	N/A	0%	0%	5%
Application of Preference		\$ 1,549,283.40	\$1,616,274.00	\$ 1,548,500.00


Matthew R. Thompson, P.E. Date

CITY OF CARLSBAD

**AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION**

Council Meeting Date: **8/9/16**

Department: Engineering	BY: Jason Burns - Projects	Date: 8/3/16
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SUBJECT: Infrastructure
Description:
Award Bid Number for the San Jose Phase 4 Construction Project

SYNOPSIS:	Qty <u>1</u>	Total Est. Cost	<u>\$ 2,000,000.00</u>	Total Actual Cost	<u>\$ 1,838,515.00</u>
	Budgeted Yes	Est. City Share	<u>\$ 1,500,000.00</u>	Actual City Share	<u>\$ 1,411,315.00</u>
	Account # <u>44-0440-82062</u>		<u>\$ 1,134,438.00</u>		
	Account # <u>81-0810-84030</u>		<u>\$ 500,000.00</u>		
	Account # <u>02-0002-82062</u>		<u>\$ 542,345.00</u>		
	Account # _____		_____		
		TOTAL	<u>\$ 2,176,783.00</u>		

BACKGROUND, JUSTIFICATION AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)
The plans and specifications have been received and reviewed for the San Jose Phase 4 & 5 Road Project. Phase 4 termini is from National Parks Highway to Pecan St., and the termini for Phase 5 is Pecan St. to Del Rio St. The City and NMDOT has reviewed and provided comments on these plans. The City has received a \$500,000 STIP Grant (NMDOT 85.44%, City 14.56%), as well as a \$25,000 Legislative Grant which will both be applied to the Phase 4 of the project. This project entails a complete reconstruction of the ongoing San Jose Road Project.

Council consideration is requested for approval to advertise for qualified firms to submit bids for the San Jose Phase 4 Project.

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

POST BID/RFP RECOMMENDATION	Council Meeting Date:	10/25/2016
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Requested action to be taken by Council: Award Bid Number 2016-30	Council Action Taken: Select one	Date: 10/19/2016
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ADDITIONAL INFORMATION:
The City has received and opened sealed bids for the San Jose Phase 4 Project. The City has also received a recommendation from the consulting professional engineer for this project. Council consideration is requested to award the bid to Constructors Inc. in the amount of \$1,838,515.00, plus applicable NMGR.

Reviewed by City Administrator: /s/ Steve McCutcheon 10-21-2016

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



September 29, 2016

Matt Fletcher, Purchasing Manager
City of Carlsbad
P.O. Box 1569
Carlsbad, New Mexico 88221-1569

Re: San Jose Blvd. Road Improvements Phase IV
Bid No. 2016-30
Bid Recommendation

Dear Mr. Fletcher:

Attached please find a copy of the Bid Tab for the above-referenced project. Four (4) bids were submitted as shown below. Also attached is the Bid Opening Check List and the Bid Opening Sign In Sheet
The amounts below do not include NMGRT.

Constructors Inc.	\$1,838,515.00
J& H Services	\$2,005,135.35
CSW Contractor's Inc.	\$2,168,082.11
Abraham's Construction Inc.	\$2,447,260.00

The Engineer's Estimate is \$2,318,102.50.

We found an error in the bid schedule for J&H Services on Item No. 702000 - Construction Signing. They had the same number for the Unit Price, both words and figures, as was the Total Bid Amount column. However, this error did not affect the outcome of the bid.

Souder, Miller & Associates recommends that the City award Bid No. 2015-60 to Constructor's Inc. in the amount of \$1,838,515.00 (excluding Gross Receipts Tax).

If you have any question, please feel free to call me at 575-624-2400.

Sincerely,
SOUDER, MILLER & ASSOCIATES

David M. Storey, P.E.
Souder, Miller & Associates

CC: Jason Burns, City of Carlsbad

CITY OF CARLSBAD

**AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION**

Council Meeting Date: 05-18-2016

Department: Projects	BY: Jason Burns - Projects	Date: 05-24-2016
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SUBJECT: Services
Description:
On-Call Professional Engineering and Architectural Services

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

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

The City of Carlsbad is seeking to advertise a Request for Proposals from qualified firms to provide Professional Engineering and Architectural services on a on-call basis. Services requested may include but are not limited to professional design, project administration, project observation, engineered materials testing, professional surveying, specialty and technical consulting, preparation of reports and plans, municipal plan review, ect.

Council consideration is requested to advertise a request for proposals from qualified firms to provide Professional Engineering and Architectural Services on an on-call basis for the City of Carlsbad.

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:

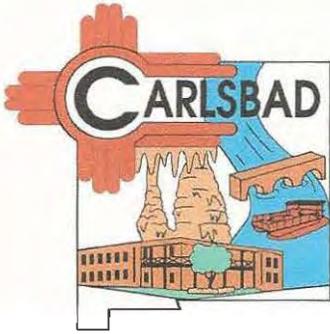
POST BID/RFP RECOMMENDATION **Council Meeting Date:** 10/25/2016

Requested action to be taken by Council: Award RFP Number	Council Action Taken: Select one	Date: 10/19/2016
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ADDITIONAL INFORMATION:
 The City has received and reviewed Proposals from multiple qualified firms to provide Professional Engineering and Architectural services on an on-call basis. Council consideration is requested to award multiple contracts to the qualified firms recommend by the selection committees for the various Professional Services, as outlined by the RFP 2016-23 for On-Call Professional Engineering Services and RFP 2016-24 for On-Call Professional Architecture Services.

Reviewed by City Administrator: /s/ Steve McCutcheon 10-21-2016

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



DALE JANWAY

Mayor

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

STEVE V. MCCUTCHEON
City Administrator

www.cityofcarlsbadnm.com

October 19, 2016

Dear Mayor and City Council

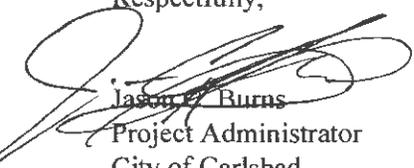
For your consideration, the Engineering Department recently advertised Request for Proposals (RFP) 2016-23 for On-Call Professional Engineering Services. We advertised the RFP for 4 weeks to allow firms adequate preparation and submittal time. We received ten (10) acceptable proposals for review with all the required submittal documentation. The firms were evaluated Planning and Design Services as well as Construction Services. To allow the City Personal diversity and the ability to choose the most qualified firm for any specific project, we scored each firm on specific disciplines of engineering (Storm & Drainage, Street & Roadway, Structural, Utility & Wastewater, and Planning & Grants). Each discipline was scored individually and provided with an individual score. This was done so that a firm could submit for any or all disciplines, but would not be penalized for scoring low or not submitting for any one discipline they were not qualified for. The RFP also stipulated that no firm would be awarded for multiple disciplines, but that the City can award any qualified firm any discipline of work regardless of the specific discipline they are awarded by the RFP.

A committee of 5 qualified City personnel was selected to review the proposals and their recommendation for award of RFP 2016-23 for On-Call Professional Engineering Services is as follows. Please see the attached Final Score Summary.

Storm & Drainage – Molzen Corbin
Street & Roadway – Smith Engineering
Structural – Souder, Miller, & Associates
Utility & Wastewater – Bohannon Huston
Planning & Grants – HDR, Inc.

Please let me know if there are any questions or concerns regarding this.

Respectfully,


Jason Burns
Project Administrator
City of Carlsbad

COUNCILORS

Ward 1	Ward 2	Ward 3	Ward 4
EDDIE T. RODRIGUEZ	LEO ESTRADA	JASON G. SHIRLEY	JANELL E. WHITLOCK
LISA A. ANAYA FLORES	J.R. DOPORTO	WESLEY CARTER	DICK DOSS



RFP Tabulation
 RFP 2016-23
 On-Call Engineering Services

	Bohannan Huston	HDR, Inc.	Ideals, Inc.	Larkin Group NM, Inc.	Molzen Corbin	Occam Engineers Inc.	Pettigrew & Associates	Smith Eng	Souder, Miller & Assoc.	WHPacific
Storm & Drainage	655.3	642.3	429.4	652.05	755.8	653.1	640.55	696.55	702.55	616.05
Street & Roadway	652.75	643.3	271	649.05	753.8	646.05	642.55	728.55	717.6	611.05
Structural	646.75	635.35	442.4	215.5	741.7	608.95	641.55	717.5	689.4	612.1
Utility & Wastewater	673.8	663.35	437.4	227.5	753.8	645.05	625.5	717.5	686.5	600.1
Planning & Grant	655.8	660.35	430.35	214.5	748.8	629	626.55	697.5	687.4	604.05

	1	2	3	4	5	Winner
Storm & Drainage	755.8	702.55	696.55	655.3	653.1	Molzen
Street & Roadway	753.8	728.55	717.6	652.75	649.05	Smith
Structural	741.7	717.5	689.4	646.75	641.55	Souder
Utility & Wastewater	753.8	717.5	686.5	673.8	663.35	Bohannan
Planning & Grant	748.8	697.5	687.4	660.35	655.8	HDR

[Handwritten Signature]
 10-17-16

**REQUEST FOR PROPOSALS
FOR
ON-CALL PROFESSIONAL ENGINEER SERVICES**

RFP No. 2016-23
PACKET No. _____



Project Name: **On-Call Professional Engineering**

Contracting Agency: City of Carlsbad

Address: 101 N. Halagueno,
P.O. Box 1569
Carlsbad, NM 88221-1569

Telephone: 575-887-1191

Date: August 5, 2016

Funding Type: Various

This form was prepared by the City of Carlsbad, and is endorsed by the Professional Technical Advisory Board [composed of the Consulting Engineers Council of New Mexico, New Mexico society of Professional Engineers, the American Institute of Architects of New Mexico, the New Mexico society of Surveyors and Mappers, and the New Mexico Society of Landscape Architects, Local Government Division, Department of Finance and Administration, Rural Utility Service, U. S. Department of Agriculture, New Mexico Environmental Department and the New Mexico Finance Authority.

1. PROJECT DESCRIPTION

The City of Carlsbad is seeking a qualified firm, or firms, to provide Professional Engineering Services on an as per job basis for local, state and/or federally funded infrastructure and capital projects. These projects involve a variety of engineering disciplines including storm water and drainage, street and roadway, structural, utility water and wastewater, comprehensive and/or strategic planning, grant administration, and other services as requested.

2. SCOPE OF WORK

The successful Offeror/s shall provide various engineering services as directed by and under the supervision of designated City personnel, pursuant to set standards for such services as provided by the Standard General Conditions of the Construction Contract as prepared by the Engineers Joint Contract Documents Committee, and by the supplementary conditions of any project’s specifications and contract documents under such headings as Project Representative. The Offeror shall perform the following professional services:

2.1 Provide standard **Engineering Services**, consisting of:

Architects/Landscape Architects

- Programming Phase
- Schematic Phase
- Design Development Phase
- Construction Document Phase
- Bidding and Negotiations Phase
- Construction Administration Phase
- Post-Construction Phase

Engineers

- Study and Report Phase (PER)
- Preliminary Design Phase
- Final Design Phase
- Bidding and Negotiations Phase
- Construction Phase
- Operation Phase

Surveyors

- Property Boundary Survey
- Topographic Survey
- Easement Survey
- Right-of-Way Survey
- Inspection Report

Planning Studies

- Comprehensive Plan
- Strategic (i.e. issue specific) Plan
- Mapping and/or Zoning
- Other Planning Tasks

Additional Services

- Environmental Documentation
- Permitting
- Grant Administration
- Right of Way Acquisition

2.2 **Periodic** or **Full-time** on-site services during construction,

2.3 Other (list):

- _____
- _____

INSTRUCTIONS TO OFFERORS

1. DEFINITIONS AND TERMS

- 1.1 **Addendum:** a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.
- 1.2 **Consultant:** means the Successful Offeror awarded the Agreement/Contract
- 1.3 **Determination:** means the written documentation of a decision of the procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains (§ 13-1-52 NMSA 1978).
- 1.4 **Offeror:** any person, corporation or partnership legally licensed to provide design professional services in this state that chooses to submit a proposal in response to this request for Proposals.
- 1.5 **Procurement Manager:** means the person or designee authorized by the Contracting Agency to manage or administer a procurement requiring the evaluation of proposals.
- 1.6 **Request for Proposals:** or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals (§ 13-1-81 NMSA 1978).
- 1.7 **Responsible Offeror or Proposer:** means an offeror or proposer who submits a responsive proposal and who has furnished, when required, information and data to prove that the proposer’s financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (§ 13-1-83 NMSA 1978).
- 1.8 **Responsive Offer or Proposal:** means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposal include, but are not limited to, price, quality, quantity, or delivery requirements (§ 13-1-85 NMSA 1978)
- 1.9 The terms **must, shall, will, is required or are required,** identify a mandatory item or factor that will result in the rejection of the offeror’s proposal.
- 1.10 The terms can, **may, should, preferably, or prefers** identify a desirable or discretionary item or factor.

2. REQUEST FOR PROPOSAL DOCUMENTS

2.1. COPIES OF REQUEST FOR PROPOSALS

- A. A complete set of Request for Proposals may be obtained from the Contracting Agent.
- B. A complete set of the Request for Proposals shall be used in preparing proposals. The Contracting Agency assumes no responsibility for error or misinterpretations resulting from the use of an incomplete set of the Request for Proposals.
- C. The Contracting Agency in making copies of Request for Proposals available on the above terms, does so only for the purpose of obtaining proposals on the Project and does not confer a license or grant for any other use.
- D. A copy of the RFP shall be made available for public inspection and shall be posted at the Administration Building of the Contracting Agency.

2.2. INTERPRETATIONS

- A. All question about the meaning or intent of the Request for Proposals shall be submitted to the Procurement Manager of the Contracting Agency in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Contracting Agency as having received the Request for Proposals. Questions received less than five days prior to the date for opening of proposals will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect
- B. Offerors should promptly notify the Contracting Agency of any ambiguity, inconsistency, or error, which they may discover upon examination of the Request for Proposals.

2.3. ADDENDA

- A. Addenda will be mailed by certified mail with return receipt requested, by facsimile, by electronic mail, or hand delivered to all who are known by the Contracting Agency to have received a complete set of Request for Proposals
- B. Copies of Addenda will be made available for inspection wherever Requests for Proposals are on file for that purpose.

- C. No Addenda will be issued later than 5 days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposals or one, which includes postponement of the date for receipt of Proposals.
- D. Each Offeror shall ascertain, prior to submitting the Proposal, that the Offeror has received all Addenda issued and shall acknowledge their receipt in the Proposal transmittal letter.

3. PROPOSAL SUBMITTAL PROCEDURES

3.1. NUMBER, FORM AND STYLE OF PROPOSALS

- A. Offerors shall provide 5 copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.
- B. All proposals must be typewritten on standard 8 1/2" x 11" paper and bound on the left-hand margin.
- C. All proposals must contain a maximum of 30 pages, including title index etc., not including front and back covers.
- D. The proposal must be organized in the following format and must contain, as a minimum all listed item in the sequence indicated:
 - 1) Letter of Transmittal
 - 2) Response to Evaluation Criteria
 - 3) Other supporting or resource material.
- E. Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.
- F. Offerors may request in writing nondisclosure of confidential data. Such data should accompany the proposal and should be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. A request that states that the entire proposal be kept confidential will not be acceptable. Only matters, which clearly are of confidential nature, will be considered.
- G. Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror,

3.2. SUBCONSULTANTS

- A. The Offeror shall list and state the qualifications for each Sub-consultant the Offeror proposes to use for all subcontracted Work.

- B. The Offeror is specifically advised that any person or other party, to whom it is proposed to award a subcontract under this proposal, must be acceptable to the Contracting Agency after verification by the Contracting Agency of the current eligibility status including but not limited to suspension or debarment by the Contracting Agency.

3.3. PREQUALIFICATION PROCESS

A business may be pre-qualified by the Purchasing Agent as an Offeror for particular types of service. Mailing lists of potential Offerors shall include but shall not be limited to such pre-qualified businesses (§ 13-1-134 NMSA 1978). For purposes of this RFP, if pre-qualification is utilized, special instructions will be attached as an exhibit to this RFP.

3.4. DEBARRED OR SUSPENDED CONTRACTORS

A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of § 13-1-177 through § 13-1-180, and §13-3-11 through § 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the Contracting Agency and shall not be considered for award of the contract during the period for which it is debarred or suspended with the Contracting Agency.

3.5. SUBMITTAL OF PROPOSAL

- A. Proposals shall be submitted at the time and place indicated in the Notice of Request for Proposal and shall be included in an opaque sealed envelope marked with the Project title and name and address of the Offeror and accompanied by the documents listed in the Request for Proposal.
- B. The envelope shall be addressed to the Purchasing Agent/Procurement Officer of the Contracting Agency. The following information shall be provided on the front lower left corner of the Bid envelope: Project title, Project No., Request for Proposal number, date of opening, and time of opening. If the Proposal is sent by mail, the sealed envelope shall have the notation "SEALED PROPOSAL ENCLOSED" on the face thereof.
- C. Proposals received after the date and time for receipt of Proposals will be returned unopened.
- D. The Offeror shall assume full responsibility for timely delivery of proposals at the Purchasing

Agent's office, including those proposals submitted by mail. Hand delivered proposals shall be submitted to the Purchasing Agent or the Purchasing Agent's designee and will be clocked in/time stamped at the time received, which must be prior to the time specified.

- E. After the date established for receipt of proposal, a register of proposals will be prepared which includes the name of each Offeror, a description sufficient to identify the service, the names and addresses of the required witnesses and such other information as may be specified by the Purchasing Agent.
- F. Oral, telephonic, or telegraphic proposals are invalid and will not receive consideration.

3.6. CORRECTION OR WITHDRAWAL OF PROPOSALS

- A. A Proposal containing a mistake discovered before proposal opening may be modified or withdrawn by an Offeror prior to the time set for proposal opening by delivering written or telegraphic notice to the location designated in the Request for Proposals as the place where Proposals are to be received.
- B. Withdrawn Proposals may be resubmitted up to the time and date designated for the receipt of Proposals, provided they are then fully in conformance with the Request for Proposals.

3.7. NOTICE OF CONTRACT REQUIREMENTS BINDING ON OFFEROR

- A. In submitting this proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extend of the Request for Proposals dealing with federal, state and local requirements, which are a part of these Request for Proposals.
- B. Laws and Regulations: The Offerors' attention is directed to all applicable federal and state laws, local ordinances and regulations and the rules and regulations of all authorities having jurisdiction over the services of the Project.

3.8. REJECTION OR CANCELLATION OF PROPOSALS

This Request for Proposals may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the Contracting Agency. A determination containing the reasons

therefore shall be mad part of the project file (§ 13-1-131 NMSA 1978).

4. CONSIDERATION OF PROPOSAL

4.1. RECEIPT, OPENING AND RECORDING

- A. Proposals received on time will be opened publicly or in the presence of one or more witnesses and the name of the Offeror and address will be read aloud.
- B. The names of all businesses submitting proposals the names of all businesses, if any, selected for interview shall be public information. After an award has been made, final ranking and evaluation scores for all proposals shall become public information (§ 13-1-120 NMSA 1978). The contents of any proposal shall not be disclosed so as to be available to competing Offerors during the negotiation process (§ 13-1-116 NMSA 1978).

4.2. PROPOSAL EVALUATION

- A. Proposals will be evaluated on the basis of the criteria enumerated below by a committee comprised of members of City staff. The top Offeror in each of the engineering disciplines listed below in the Technical Competence Section 1 of the evaluation that receive the highest evaluation for that specific discipline will be recommended by said committee to the Governing Body of the City of Carlsbad for award subject to the negotiation of a satisfactory contract. The assigned committee will evaluate each discipline separately and will select one (1) qualified firm for each specific discipline. Only one (1) firm will be awarded per discipline, and will not be awarded for multiple disciplines. Each offeror must submit qualifications for a minimum of one (1) engineering discipline. The City encourages each offeror to submit qualifications for each discipline that they are qualified for, but will not penalize any offeror for not submitting qualifications to all the specific disciplines. The City reserves the right the assign any specific task/s of any discipline to any qualified firm, regardless of the specific discipline they are awarded by this RFP. For the purpose of conducting discussions, proposals may initially be classified as:
 - 1) Acceptable,
 - 2) Potentially acceptable, that is, reasonably assured of being made acceptable, or
 - 3) Unacceptable (Offerors whose proposals are unacceptable shall be notified promptly).
- B. The Contracting Agency shall have the right to waive technical irregularities in the form of the

Proposal of the Offeror, which do not alter the quality or quantity of the services (§ 13-1-132 NMSA 1978).

- C. If an Offeror who otherwise would have been awarded a contract is found not to be a responsible Offeror; a Determination that the Offeror is not a responsible Offeror, setting forth the basis of the finding, shall be prepared by the Purchasing Agent/Procurement Manager. The unreasonable failure of the Offeror to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Offeror is not a responsible Offeror (§ 13-1-133 NMSA 1978). Businesses, which have not been selected, shall be so notified in writing within twenty-one days after an award is made (§ 13-1-12- NMSA 1978).
- D. Selection Process: (§ 13-1-120 NMSA 1978)
 - 1) An evaluation committee composed of representatives selected by the Contracting Agency will perform an evaluation of proposals. The committee shall evaluate statements of qualifications and performance data submitted by at least three businesses in regard to the particular project and may conduct interviews with and may require public presentation by all businesses applying for selection regarding their qualifications, their approach to the project and their ability to furnish the required services
 - 2) If fewer than three businesses have submitted a statement of qualifications for a particular project, the committee may:
 - a) Rank in order of qualifications and submit to the local governing body for award those businesses which have submitted a statement of qualifications; or
 - b) Recommend termination of the selection process and sending out of new notices of proposed procurement pursuant to § 13-1-104 NMSA 1978.

4.3. NEGOTIATIONS (§ 13-1-122 NMSA 1978)

- A. The Contracting Agency's designee shall negotiate a contract with the highest qualified business/es for the services contemplated under this RFP at compensation determined in writing to be fair and reasonable. In making this decision, the designee shall take into account the estimated value of the services to be rendered and the scope, complexity and professional nature of the services.

- B. Should the designee be unable to negotiate a satisfactory contract with the business considered to be the most qualified at a price determined to be fair and reasonable, negotiations with that business shall be formally terminated. The designee shall then undertake negotiations with the second most qualified business. Failing accord with the second most qualified business, the designee shall formally terminate negotiations with that business.
- C. The designee shall then undertake negotiations with the third most qualified business.
- D. Should the designee be unable to negotiate a contract with any of the businesses selected by the committee, additional businesses shall be ranked in order of their qualifications and the designee shall continue negotiations in accordance with this section until a contract is signed with a qualified business or the procurement process is terminated and a new request for proposal is initiated.
- E. The Contracting Agency shall publicly announce the business selected for award.

4.4. NOTICE OF AWARD

After award by the local governing body, a written notice of award shall be issued by the Contracting Agency after review and approval of the Proposal and related documents by the Contracting Agency with reasonable promptness (§ 13-1-100 and § 13-1-108 NMSA 1978).

5. POST-PROPOSAL INFORMATION

5.1. PROTESTS

- A. Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Contracting Agency's Purchasing Agent and the Chief Administrator/Clerk in accordance with the requirements of the Contracting Agency's Procurement Regulations and the State Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the fact or occurrences giving rise thereto (§ 13-1-172 NMSA 1978).
- B. In the event of a timely protest under this section the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (§ 13-1-173 NMSA 1978).

- C. The Purchasing Agent or the Purchasing Agent's designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (§ 13-1-174 NMSA 1978).
- D. The Purchasing Agent or the Purchasing Agent's designee shall promptly issue a determination relating to the protest. The determination shall:
 - 1) State the reasons for the action taken; and
 - 2) Inform the protestant of the right to judicial review of the determination pursuant to §13-1-183 NMSA 1978
- E. A copy of the determination issued under §13-1-175 NMSA 1978 shall immediately be mailed to the protestant and other Offerors involved in the procurement (§ 13-1-176 NMSA 1979).

5.2. EXECUTION AND APPROVAL OF AGREEMENT

The Agreement shall be signed by the Successful Offeror and returned within an agreed time frame after the date of the Notice of Award. No Agreement shall be effective until it has been fully executed by all of the parties thereto.

5.3. NOTICE TO PROCEED

The Contracting Agency will issue a written Notice to Proceed to the Consultant.

5.4. OFFEROR'S QUALIFICATION STATEMENT

Offeror to whom award of an Agreement is under consideration shall submit, upon request, information and data to prove that their financial resources, production or services facilities, personnel, and service reputation and experience are adequate to make satisfactory delivery of the services described in the Request for Proposals (§13-1-82 NMSA 1978).

6. OTHER INSTRUCTION TO OFFERORS

(NONE)

GENERAL TERMS AND CONDITIONS

1. GOVERNING LAW

The Agreement shall be governed exclusively by the laws of the State of New Mexico as the same from time to time exists.

2. INDEPENDENT CONTRACTORS

The Consultant (design professionals) and the Consultant's agents and employees are independent Contractors and are not employees of the Contracting Agency. The Consultant and Consultant's agents and employees shall not accrue leave, retirement, insurance, bonding, use of Contracting Agency vehicles, or any other benefits afforded to employees of the Contracting Agency as a result of the Agreement.

3. BRIBES, GRATUITIES AND KICK BACKS

Pursuant to §13-1-191 NMSA 1978, reference is hereby made to the criminal law of New Mexico (including § 30-14-1, § 30-24-2, and § 30-41-1 through § 30-41-3 NMSA 1978) which prohibits bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code (§ 13-1-28 through §13-1-199 NMSA 1978) imposes civil and criminal penalties for its violation.

4. STANDARD FORM OF AGREEMENT BETWEEN CONTRACTING AGENCY AND CONSULTANT (Design Professional)

The form of agreement required by the funding agency or issued by the Contracting Agency will be used for assigned tasks/project. Copies are available and may be reviewed upon request.

5. FEES

A Time and Materials fee, based from a provided rate, for assigned tasks will be negotiated with the Offeror/s selected. Unless the Contracting Agency requests a Lump Sum fee for a specific task/s, in which a Lump Sum fee will be provided on a per job basis.

6. FUNDING

This solicitation is subject to the availability of funds to accomplish the work

7. DESIGN PROFESSIONAL REGISTRATION

All work shall be under the direction of the applicable design professional legally licensed and registered by the state.

8. PROFESSIONAL LIABILITY INSURANCE

The Offeror will will not be required to carry professional liability (errors and omissions) insurance. If required to carry such insurance, the amount of coverage will be \$1,000,000.

NOTE TO OWNER REGARDING EVALUATION CRITERIA

The Request for Proposal must include each of the following evaluation criteria* as required by statute (13-1-120.B NMSA 1978). Each proposal submitted must address the required evaluation criteria. Based on the complexity of the project, the owner may add additional items of concern. The Owner must include a weight factor with each of the evaluation criteria to communicate to the Offerors the relative importance of each.

EVALUATION CRITERIA:

1. **Specialized Design and Technical Competence***

Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required.

2. **Capacity and Capability***

Capacity and capability of the business to perform the work, including any specialized services, within the time frame

3. **Past Record of Performance***

Past record of performance on contracts with government agencies or private industry with respect to such factor as control of costs, quality of work an ability to meet schedules.

4. **Familiarity with the Contracting Agency***

Proximity to or familiarity with the area in which the project is located.

Proximity to Contracting Agency	Points to be allowed for this item
Resides within the City of Carlsbad	20
Within 50 miles	15
Within 100 miles	10
Within 150 miles	5
Greater than 150 miles	0

5. **Work to be done in New Mexico***

The amount of design work that will be produced by a New Mexico business within this state. Note that this criterion is not allowed for federally funded projects.

6. Current Volume of Work with the Contracting Agency not 75% Complete*

The volume of work previously done for the entity requesting proposals which is not seventy-five percent complete with respect to basic professional design services [through bidding phase], with the objective of effecting an equitable distribution of contracts among qualified businesses and of assuring the interest of the public in having available a substantial number of qualified businesses is protected; however, that the principal of selection of the most highly qualified business in not violated.

Firm should indicate the volume of work they currently have underway with the Contracting Agency that is less than 75 percent complete. The purpose of this criterion is to help distribute projects among qualified firms. An example of how points can be assigned is provided below:

Value of work not yet completed on projects that are not 75 % Complete	Points to be allowed for this item
None	5
\$1 to \$25,000	4
25,001 to 50,000	3
50,001 to 75,000	2
75,001 to 100,000	1
100,001 or more	0

7. Other Contracting Agency Criteria

The Owner may add additional elements of interest, such as ability to conduct public meetings and assign points according to importance. Note: Price cannot be a factor.

EVALUATION CRITERIA

CRITERIA AND POINT VALUES

OFFERORS:

Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

RATING SHEET FOR:		
Application _____		
ITEM	POSSIBLE POINTS (Example)	SCORE
PLANNING & DESIGN SERVICES		
1. Specialized Planning & Design and Technical Competence* <i>Each of the disciplines will be evaluated separately and will calculate into the overall score to determine the highest offeror for each engineering discipline. Max 25 points per evaluation.</i>	<u>25</u> (25)	
1A. Experience in Storm Water and Drainage Design and Analysis.	25 (25)	
1B. Experience in Street and Roadway Design and Construction.	25 (25)	
1C. Experience in Structural Engineering Design and Analysis.	25 (25)	
1D. Experience in Utility Water and Wastewater Design and Construction.	25 (25)	
1E. Experience in Comprehensive and/or Strategic Planning, including Grant Administration.	25 (25)	
2. Capacity and Capability*	<u>25</u> (25)	
3. Past Record of Performance*	<u>20</u> (20)	
4. Familiarity with the Contracting Agency*	<u>20</u> (20)	
5. Current volume of work with the Contracting Agency that is less than 75% complete*	<u>5</u> (5)	
6. The amount of design work to be done in New Mexico*	<u>5</u> (10)	
SUBTOTAL PLANNING & DESIGN SERVICES	<u>100</u> (100)	

*Items required by statute (13-1-120.B NMSA 1978)

ITEM	POSSIBLE POINTS (Example)	SCORE
CONSTRUCTION SERVICES		
1. Specialized construction management experience	<u>20</u> (20)	
2. Specialized experience with start up assistance to the Owner of new facilities.	<u>15</u> (15)	
3. Capacity and capability of the consultant to perform the work within the Owner's timeframe.	<u>15</u> (15)	
4. History of past performance on the three similar projects itemized in PLANNING & DESIGN SERVICES in Item Number 1, including the record of bid amount versus final close out contract amount.	<u>10</u> (10)	
5. History of claims on three similar construction projects and their resolution. The consultant should detail their claims avoidance approach and construction management philosophy.	<u>10</u> (10)	
6. Other	_____	
7. Other	_____	
SUBTOTAL CONSTRUCTION SERVICES	<u>70</u> (70)	
TOTAL SCORE	<u>170</u> (170)	

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

”Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution (s) Made: _____

Amount (s) of Contribution (s) _____

Nature of Contribution (s) _____

Purpose of Contribution (s) _____

Signature

Date

Title (position)

--OR --

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

New Mexico Resident Business Preference

The State of New Mexico Procurement Code mandates a New Mexico Resident Business Preference on all bids and request for proposals (RFP).

Qualified resident businesses will be given a 5% preference on all bids. When bids are evaluated, New Mexico Businesses registered with the Department of Taxation and Revenue, will have its bid reduced by a factor of 5%.

Qualified resident businesses will be given a 5% preference on all RFP's. When proposals are evaluated, New Mexico resident businesses that are registered with the Department of Taxation and Revenue, will receive an additional points equivalent to 5% of the total points possible for award.

As of October 5, 2011, applications for in-state preference will no longer be processed through the State Purchasing Division. All resident businesses, veterans and contractors will have to obtain a preference number with the NM Department of Taxation & Revenue. For additional information please call 505-827-0951.

Qualifications

A. To receive a **resident** business **preference** pursuant to Section 13-1-21 NMSA 1978 or a **resident** contractor **preference** pursuant to Section 13-4-2 NMSA 1978, a business or contractor shall submit with its bid or proposal a copy of a valid **resident** business certificate or valid **resident** contractor certificate issued by the taxation and revenue department.

B. An application for a **resident** business certificate shall include an affidavit from a certified public accountant setting forth that the business is licensed to do business in this state and that:

(1) the business has paid property taxes or rent on real property in the state and paid at least one other tax administered by the state in each of the three years immediately preceding the submission of the affidavit;

(2) if the business is a new business, the owner or majority of owners has paid property taxes or rent on real property in the state and has paid at least one other tax administered by the state in each of the three years immediately preceding the submission of the affidavit and has not applied for a **resident** business or **resident** contractor certificate pursuant to this section during that time period;

(3) if the business is a relocated business, at least eighty percent of the total personnel of the business in the year immediately preceding the submission of the affidavit were **residents** of the state and that, prior to the submission of the affidavit, the business either leased real property for ten years or purchased real property greater than one hundred thousand dollars (\$100,000) in value in the state; or

(4) if the business is a previously certified business or was eligible for certification, the business has changed its name, has reorganized into one or more different legal entities, was purchased by another legal entity but operates in the state as substantially the same commercial enterprise or has merged with a different legal entity but operates in the state as substantially the same commercial enterprise.

C. An application for a **resident** contractor certificate shall include an affidavit from a certified public accountant setting forth that the contractor is currently licensed as a contractor in this state and that:

(1) the contractor has:

(a) registered with the state at least one vehicle; and

(b) in each of the five years immediately preceding the submission of the affidavit: 1) paid property taxes or rent on real property in the state and paid at least one other tax administered by the state; and 2) paid unemployment insurance on at least three full-time employees who are **residents** of the state; provided that if a contractor is a legacy contractor, the requirement of at least three full-time employees who are **residents** of the state is waived;

(2) if the contractor is a new contractor, the owner or majority of owners has paid property taxes or rent on real property in the state and has paid at least one other tax administered by the state in each of the five years immediately preceding the submission of the affidavit and has not applied for a **resident** business or **resident** contractor certificate pursuant to this section during that time period;

(3) if the contractor is a relocated business, at least eighty percent of the total personnel of the business in the year immediately preceding the submission of the affidavit were **residents** of the state and that, prior to the submission of the affidavit, the contractor either leased real property for ten years or purchased real property greater than one hundred thousand dollars (\$100,000) in value in the state; or

(4) if the contractor is a previously certified contractor or was eligible for certification, the contractor has changed its name, has reorganized into one or more different legal entities, was purchased by another legal entity but operates in the state as substantially the same enterprise or has merged with a different legal entity but operates in the state as substantially the same commercial enterprise.

D. The taxation and revenue department shall prescribe the form and content of the application and required affidavit. The taxation and revenue department shall examine the application and affidavit and, if necessary, may seek additional information to ensure that the business or contractor is eligible to receive the certificate pursuant to the provisions of this section. If the taxation and revenue department determines that an applicant is eligible, the department shall issue a certificate pursuant to the provisions of this section. If the taxation and revenue department determines that the applicant is not eligible, the department shall issue notification within thirty days. If no notification is provided by the department, the certificate is deemed approved. A certificate is valid for three years from the date of its issuance; provided that if there is a change of ownership of more than fifty percent, a **resident** business or **resident** contractor shall reapply for a certificate.

E. A business or contractor whose application for a certificate is denied has fifteen days from the date of the taxation and revenue department's decision to file an objection with the taxation and revenue department. The person filing the objection shall submit evidence to support the objection. The taxation and revenue department shall review the evidence and issue a decision within fifteen days of the filing of the objection.

F. If, following a hearing and an opportunity to be heard, the taxation and revenue department finds that a business or contractor provided false information to the taxation and revenue department in order to obtain a certificate or that a business or contractor used a certificate to obtain a **resident** business or **resident** contractor **preference** for a bid or proposal and the **resident** business or contractor did not perform the percentage of the contract specified in the bid or proposal, the business or contractor:

(1) is not eligible to receive a certificate or a **preference** pursuant to Section 13-1-21 or 13-4-2 NMSA 1978 for a period of five years from the date on which the taxation and revenue department became aware of the submission of the false information or the failure to perform the contract as specified in the bid or proposal; and

(2) is subject to an administrative penalty of up to fifty thousand dollars (\$50,000) for each violation.

G. In a decision issued pursuant to Subsection E or F of this section, the taxation and revenue department shall state the reasons for the action taken and inform an aggrieved business or contractor of the right to judicial review of the determination pursuant to the provisions of Section 39-3-1.1 NMSA 1978.

H. The taxation and revenue department may assess a reasonable fee for the issuance of a certificate not to exceed the actual cost of administering the taxation and revenue department's duties pursuant to this section.

I. The state auditor may audit or review the issuance or validity of certificates.

J. For purposes of this section:

(1) "new business" means a person that did not exist as a business in any form and that has been in existence for less than three years;

(2) "new contractor" means a person that did not exist as a business in any form and that has been in existence for less than five years;

(3) "legacy contractor" means a construction business that has been licensed in this state for ten consecutive years; and

(4) "relocated business" means a business that moved eighty percent of its total domestic personnel from another state to New Mexico in the past five years.

History: 1953 Comp., § 6-5-32.1, enacted by Laws 1969, ch. 184, § 1; 1979, ch. 72, § 2; 2011 (1st S.S.), ch. 3, § 2.

Application of Preference

A. For the purposes of this section:

(1) "business" means a commercial enterprise carried on for the purpose of selling goods or services, including growing, producing, processing or distributing agricultural products;

(2) "formal bid process" means a competitive sealed bid process;

(3) "formal request for proposals process" means a competitive sealed proposal process, including a competitive sealed qualifications-based proposal process;

(4) "public body" means a department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of the state or a political subdivision of the state and the agencies, instrumentalities and institutions thereof, including two-year post-secondary educational institutions, school districts, local school boards and all municipalities, including home-rule municipalities;

(5) "**resident** business" means a business that has a valid **resident** business certificate issued by the taxation and revenue department pursuant to Section 13-1-22 NMSA 1978; and

(6) "recycled content goods" means supplies and materials composed twenty-five percent or more of recycled materials; provided that the recycled materials content meets or exceeds the minimum content standards required by bid specifications.

B. When a public body makes a purchase using a formal bid process, the public body shall deem a bid submitted by a **resident** business to be five percent lower than the bid actually submitted.

C. When a public body makes a purchase using a formal request for proposals process:

(1) five percent of the total weight of all the factors used in evaluating the proposals shall be awarded to a **resident** business based on the **resident** business possessing a valid **resident** business certificate; or

(2) if the contract is awarded based on a point-based system, a **resident** business shall be awarded the equivalent of five percent of the total possible points to be awarded based on the **resident** business possessing a valid **resident** business certificate.

D. When a joint bid or joint proposal is submitted by both **resident** and nonresident businesses, the **resident** business **preference** provided pursuant to Subsection B or C of this section shall be reduced in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by a nonresident business as specified in the joint bid or proposal.

E. When bids are received for both recycled content goods and non-recycled content goods, the public body shall deem the bids submitted for recycled content goods of equal quality to be five percent lower than the bids actually submitted. A bid calculation pursuant to this subsection for a **resident** business shall not also receive the bid calculation **preference** pursuant to Subsection B of this section.

F. The procedures provided in Sections 13-1-172 through 13-1-183 NMSA 1978 or in an applicable purchasing ordinance apply to a protest to a public body concerning the awarding of a contract in violation of this section.

G. This section shall not apply when the expenditure includes federal funds for a specific purchase.

History: 1978 Comp., § 13-1-21, enacted by Laws 1979, ch. 72, § 1; 1981, ch. 104, § 1; 1988, ch. 84, § 1; 1989, ch. 310, § 1; 1995, ch. 60, § 1; 1997, ch. 1, § 2; 1997, ch. 2, § 2; 1997, ch. 3, § 1; 2000, ch. 41, § 1; 2011 (1st S.S.), ch. 3, § 1.

Resident Veterans Preference Certification

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

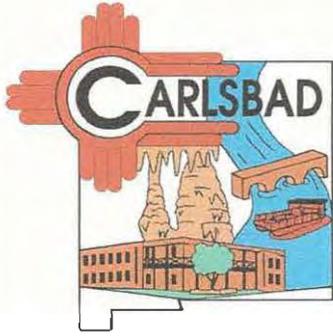
I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business

The representations made in the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.



DALE JANWAY
Mayor

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

STEVE V. MCCUTCHEON
City Administrator

October 19, 2016

Dear Mayor and City Council

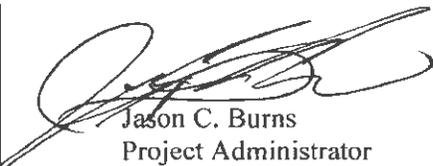
For your consideration, the Engineering Department recently advertised Request for Proposals (RFP) 2016-24 for On-Call Professional Architecture Services. We advertised the RFP for 4 weeks to allow firms adequate preparation and submittal time. We received nine (9) acceptable proposals for review with all the required submittal documentation. The firms were evaluated Planning and Design Services as well as Construction Services. All the firms were scored using the same evaluation criteria, with the highest three scores overall being recommended for award

A committee of 5 qualified City personnel was selected to review the proposals and their recommendation for award of RFP 2016-24 for On-Call Professional Architecture Services is as follows. Please see the attached Final Score Summary.

- 1st – Durham MacKay Architects
- 2nd – NPSR Architects, Inc.
- 3rd – Mitchell Cruise Architecture

Please let me know if there are any questions or concerns regarding this.

Respectfully,



Jason C. Burns
Project Administrator
City of Carlsbad

COUNCILORS

Ward 1
EDDIE T. RODRIGUEZ
LISA A. ANAYA FLORES

Ward 2
LEO ESTRADA
J.R. DOPORTO

Ward 3
JASON G. SHIRLEY
WESLEY CARTER

Ward 4
JANELL E. WHITLOCK
DICK DOSS



RFP Tabulation

RFP No.: **2016-24**

Project: **On-Call Architecture Services**

Firm Name:

	Atkin	CWA	Durham	MCA	Molzen	MRWM	NPSR	Studio 1	WDG
TOTAL	757.05	672	866.25	837.05	836.85	791.7	855.75	710.85	695.1

Winner	1 866.25 Durham	2 855.75 NPSR	3 837.05 MCA
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[Handwritten Signature]
10-17-16

**REQUEST FOR PROPOSALS
FOR
ON-CALL PROFESSIONAL ARCHITECTURE SERVICES**

RFP No. 2016-24
PACKET No. _____



Project Name: **On-Call Professional Architecture Services**

Contracting Agency: City of Carlsbad

Address: 101 N. Halagueno,
P.O. Box 1569
Carlsbad, NM 88221-1569

Telephone: 575-887-1191

Date: August 5, 2016

Funding Type: Various

This form was prepared by the City of Carlsbad, and is endorsed by the Professional Technical Advisory Board [composed of the Consulting Engineers Council of New Mexico, New Mexico society of Professional Engineers, the American Institute of Architects of New Mexico, the New Mexico society of Surveyors and Mappers, and the New Mexico Society of Landscape Architects, Local Government Division, Department of Finance and Administration, Rural Utility Service, U. S. Department of Agriculture, New Mexico Environmental Department and the New Mexico Finance Authority.

1. PROJECT DESCRIPTION

The City of Carlsbad is seeking a qualified firm, or firms, to provide Professional Architecture Services on an as per job basis for local, state and/or federally funded infrastructure and capital projects. These projects involve a variety of building design and concepts including new building design/construction, building renovation, historical building preservation, building analysis, landscape design, and other tasks as requested.

2. SCOPE OF WORK

The successful Offeror/s shall provide various architecture services as directed by and under the supervision of designated City personnel, pursuant to set standards for such services as provided by the Standard General Conditions of the Construction Contract as prepared by the Engineers Joint Contract Documents Committee, and by the supplementary conditions of any project’s specifications and contract documents under such headings as Project Representative. The Offeror shall perform the following professional services:

2.1 Provide standard **Architectural Services**, consisting of:

Architects/Landscape Architects

- Programming Phase
- Schematic Phase
- Design Development Phase
- Construction Document Phase
- Bidding and Negotiations Phase
- Construction Administration Phase
- Post-Construction Phase

Engineers

- Study and Report Phase (PER)
- Preliminary Design Phase
- Final Design Phase
- Bidding and Negotiations Phase
- Construction Phase
- Operation Phase

Surveyors

- Property Boundary Survey
- Topographic Survey
- Easement Survey
- Right-of-Way Survey
- Inspection Report

Planning Studies

- Comprehensive Plan
- Strategic (i.e. issue specific) Plan
- Mapping and/or Zoning
- Other Planning Tasks

Additional Services

- Environmental Documentation
- Permitting
- Grant Administration
- Right of Way Acquisition

2.2 **Periodic** or **Full-time** on-site services during construction.

2.3 Other (list):

- _____
- _____

INSTRUCTIONS TO OFFERORS

1. DEFINITIONS AND TERMS

- 1.1 **Addendum:** a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.
- 1.2 **Consultant:** means the Successful Offeror awarded the Agreement/Contract
- 1.3 **Determination:** means the written documentation of a decision of the procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains (§ 13-1-52 NMSA 1978).
- 1.4 **Offeror:** any person, corporation or partnership legally licensed to provide design professional services in this state that chooses to submit a proposal in response to this request for Proposals.
- 1.5 **Procurement Manager:** means the person or designee authorized by the Contracting Agency to manage or administer a procurement requiring the evaluation of proposals.
- 1.6 **Request for Proposals:** or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals (§ 13-1-81 NMSA 1978).
- 1.7 **Responsible Offeror or Proposer:** means an offeror or proposer who submits a responsive proposal and who has furnished, when required, information and data to prove that the proposer’s financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (§ 13-1-83 NMSA 1978).
- 1.8 **Responsive Offer or Proposal:** means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposal include, but are not limited to, price, quality, quantity, or delivery requirements (§ 13-1-85 NMSA 1978)
- 1.9 The terms **must, shall, will, is required or are required,** identify a mandatory item or factor that will result in the rejection of the offeror’s proposal.
- 1.10 The terms can, **may, should, preferably, or prefers** identify a desirable or discretionary item or factor.

2. REQUEST FOR PROPOSAL DOCUMENTS

2.1. COPIES OF REQUEST FOR PROPOSALS

- A. A complete set of Request for Proposals may be obtained from the Contracting Agent.
- B. A complete set of the Request for Proposals shall be used in preparing proposals. The Contracting Agency assumes no responsibility for error or misinterpretations resulting from the use of an incomplete set of the Request for Proposals.
- C. The Contracting Agency in making copies of Request for Proposals available on the above terms, does so only for the purpose of obtaining proposals on the Project and does not confer a license or grant for any other use.
- D. A copy of the RFP shall be made available for public inspection and shall be posted at the Administration Building of the Contracting Agency.

2.2. INTERPRETATIONS

- A. All question about the meaning or intent of the Request for Proposals shall be submitted to the Procurement Manager of the Contracting Agency in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Contracting Agency as having received the Request for Proposals. Questions received less than five days prior to the date for opening of proposals will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect
- B. Offerors should promptly notify the Contracting Agency of any ambiguity, inconsistency, or error, which they may discover upon examination of the Request for Proposals.

2.3. ADDENDA

- A. Addenda will be mailed by certified mail with return receipt requested, by facsimile, by electronic mail, or hand delivered to all who are known by the Contracting Agency to have received a complete set of Request for Proposals
- B. Copies of Addenda will be made available for inspection wherever Requests for Proposals are on file for that purpose.

- C. No Addenda will be issued later than 5 days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposals or one, which includes postponement of the date for receipt of Proposals.
- D. Each Offeror shall ascertain, prior to submitting the Proposal, that the Offeror has received all Addenda issued and shall acknowledge their receipt in the Proposal transmittal letter.

3. PROPOSAL SUBMITTAL PROCEDURES

3.1. NUMBER, FORM AND STYLE OF PROPOSALS

- A. Offerors shall provide 5 copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.
- B. All proposals must be typewritten on standard 8 1/2" x 11" paper and bound on the left-hand margin.
- C. All proposals must contain a maximum of 20 pages, including title index etc., not including front and back covers.
- D. The proposal must be organized in the following format and must contain, as a minimum all listed item in the sequence indicated:
 - 1) Letter of Transmittal
 - 2) Response to Evaluation Criteria
 - 3) Other supporting or resource material.
- E. Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.
- F. Offerors may request in writing nondisclosure of confidential data. Such data should accompany the proposal and should be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. A request that states that the entire proposal be kept confidential will not be acceptable. Only matters, which clearly are of confidential nature, will be considered.
- G. Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror,

3.2. SUBCONSULTANTS

- A. The Offeror shall list and state the qualifications for each Sub-consultant the Offeror proposes to use for all subcontracted Work.

- B. The Offeror is specifically advised that any person or other party, to whom it is proposed to award a subcontract under this proposal, must be acceptable to the Contracting Agency after verification by the Contracting Agency of the current eligibility status including but not limited to suspension or debarment by the Contracting Agency.

3.3. PREQUALIFICATION PROCESS

A business may be pre-qualified by the Purchasing Agent as an Offeror for particular types of service. Mailing lists of potential Offerors shall include but shall not be limited to such pre-qualified businesses (§ 13-1-134 NMSA 1978). For purposes of this RFP, if pre-qualification is utilized, special instructions will be attached as an exhibit to this RFP.

3.4. DEBARRED OR SUSPENDED CONTRACTORS

A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of § 13-1-177 through § 13-1-180, and §13-3-11 through § 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the Contracting Agency and shall not be considered for award of the contract during the period for which it is debarred or suspended with the Contracting Agency.

3.5. SUBMITTAL OF PROPOSAL

- A. Proposals shall be submitted at the time and place indicated in the Notice of Request for Proposal and shall be included in an opaque sealed envelope marked with the Project title and name and address of the Offeror and accompanied by the documents listed in the Request for Proposal.
- B. The envelope shall be addressed to the Purchasing Agent/Procurement Officer of the Contracting Agency. The following information shall be provided on the front lower left corner of the Bid envelope: Project title, Project No., Request for Proposal number, date of opening, and time of opening. If the Proposal is sent by mail, the sealed envelope shall have the notation "SEALED PROPOSAL ENCLOSED" on the face thereof.
- C. Proposals received after the date and time for receipt of Proposals will be returned unopened.
- D. The Offeror shall assume full responsibility for timely delivery of proposals at the Purchasing

Agent's office, including those proposals submitted by mail. Hand delivered proposals shall be submitted to the Purchasing Agent or the Purchasing Agent's designee and will be clocked in/time stamped at the time received, which must be prior to the time specified.

- E. After the date established for receipt of proposal, a register of proposals will be prepared which includes the name of each Offeror, a description sufficient to identify the service, the names and addresses of the required witnesses and such other information as may be specified by the Purchasing Agent.
- F. Oral, telephonic, or telegraphic proposals are invalid and will not receive consideration.

3.6. CORRECTION OR WITHDRAWAL OF PROPOSALS

- A. A Proposal containing a mistake discovered before proposal opening may be modified or withdrawn by an Offeror prior to the time set for proposal opening by delivering written or telegraphic notice to the location designated in the Request for Proposals as the place where Proposals are to be received.
- B. Withdrawn Proposals may be resubmitted up to the time and date designated for the receipt of Proposals, provided they are then fully in conformance with the Request for Proposals.

3.7. NOTICE OF CONTRACT REQUIREMENTS BINDING ON OFFEROR

- A. In submitting this proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extend of the Request for Proposals dealing with federal, state and local requirements, which are a part of these Request for Proposals.
- B. Laws and Regulations: The Offerors' attention is directed to all applicable federal and state laws, local ordinances and regulations and the rules and regulations of all authorities having jurisdiction over the services of the Project.

3.8. REJECTION OR CANCELLATION OF PROPOSALS

This Request for Proposals may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the Contracting Agency. A determination containing the reasons

therefore shall be mad part of the project file (§ 13-1-131 NMSA 1978).

4. CONSIDERATION OF PROPOSAL

4.1. RECEIPT, OPENING AND RECORDING

- A. Proposals received on time will be opened publicly or in the presence of one or more witnesses and the name of the Offeror and address will be read aloud.
- B. The names of all businesses submitting proposals the names of all businesses, if any, selected for interview shall be public information. After an award has been made, final ranking and evaluation scores for all proposals shall become public information (§ 13-1-120 NMSA 1978). The contents of any proposal shall not be disclosed so as to be available to competing Offerors during the negotiation process (§ 13-1-116 NMSA 1978).

4.2. PROPOSAL EVALUATION

- A. Proposals will be evaluated on the basis of the criteria enumerated below by a committee comprised of members of City staff. The top 3 Offerors receiving the highest evaluation will be recommended by said committee to the Governing Body of the City of Carlsbad for award subject to the negotiation of a satisfactory contract. The City reserves the right the assign specific tasks to any qualified firm awarded in this RFP, regardless of the ranking of position. For the purpose of conducting discussions, proposals may initially be classified as
 - 1) Acceptable,
 - 2) Potentially acceptable, that is, reasonably assured of being made acceptable, or
 - 3) Unacceptable (Offerors whose proposals are unacceptable shall be notified promptly).
- B. The Contracting Agency shall have the right to waive technical irregularities in the form of the Proposal of the Offeror, which do not alter the quality or quantity of the services (§ 13-1-132 NMSA 1978).
- C. If an Offeror who otherwise would have been awarded a contract is found not to be a responsible Offeror; a Determination that the Offeror is not a responsible Offeror, setting forth the basis of the finding, shall be prepared by the Purchasing Agent/Procurement Manager. The unreasonable failure of the Offeror to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Offeror is not a responsible

Offeror (§ 13-1-133 NMSA 1978). Businesses, which have not been selected, shall be so notified in writing within twenty-one days after an award is made (§ 13-1-12- NMSA 1978).

- D. Selection Process: (§ 13-1-120 NMSA 1978)
- 1) An evaluation committee composed of representatives selected by the Contracting Agency will perform an evaluation of proposals. The committee shall evaluate statements of qualifications and performance data submitted by at least three businesses in regard to the particular project and may conduct interviews with and may require public presentation by all businesses applying for selection regarding their qualifications, their approach to the project and their ability to furnish the required services
 - 2) If fewer than three businesses have submitted a statement of qualifications for a particular project, the committee may:
 - a) Rank in order of qualifications and submit to the local governing body for award those businesses which have submitted a statement of qualifications; or
 - b) Recommend termination of the selection process and sending out of new notices of proposed procurement pursuant to § 13-1-104 NMSA 1978.

4.3. NEGOTIATIONS (§ 13-1-122 NMSA 1978)

- A. The Contracting Agency's designee shall negotiate a contract with the highest qualified business for the services contemplated under this RFP at compensation determined in writing to be fair and reasonable. In making this decision, the designee shall take into account the estimated value of the services to be rendered and the scope, complexity and professional nature of the services.
- B. Should the designee be unable to negotiate a satisfactory contract with the business considered to be the most qualified at a price determined to be fair and reasonable, negotiations with that business shall be formally terminated. The designee shall then undertake negotiations with the second most qualified business. Failing accord with the second most qualified business, the designee shall formally terminate negotiations with that business.
- C. The designee shall then undertake negotiations with the third most qualified business.
- D. Should the designee be unable to negotiate a contract with any of the businesses selected by the

committee, additional businesses shall be ranked in order of their qualifications and the designee shall continue negotiations in accordance with this section until a contract is signed with a qualified business or the procurement process is terminated and a new request for proposal is initiated.

- E. The Contracting Agency shall publicly announce the business selected for award.

4.4. NOTICE OF AWARD

After award by the local governing body, a written notice of award shall be issued by the Contracting Agency after review and approval of the Proposal and related documents by the Contracting Agency with reasonable promptness (§ 13-1-100 and § 13-1-108 NMSA 1978).

5. POST-PROPOSAL INFORMATION

5.1. PROTESTS

- A. Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Contracting Agency's Purchasing Agent and the Chief Administrator/Clerk in accordance with the requirements of the Contracting Agency's Procurement Regulations and the State Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the fact or occurrences giving rise thereto (§ 13-1-172 NMSA 1978).
- B. In the event of a timely protest under this section the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (§ 13-1-173 NMSA 1978).
- C. The Purchasing Agent or the Purchasing Agent's designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (§ 13-1-174 NMSA 1978).
- D. The Purchasing Agent or the Purchasing Agent's designee shall promptly issue a determination relating to the protest. The determination shall:
 - 1) State the reasons for the action taken; and

- 2) Inform the protestant of the right to judicial review of the determination pursuant to §13-1-183 NMSA 1978
- E. A copy of the determination issued under §13-1-175 NMSA 1978 shall immediately be mailed to the protestant and other Offerors involved in the procurement (§ 13-1-176 NMSA 1979).

5.2. EXECUTION AND APPROVAL OF AGREEMENT

The Agreement shall be signed by the Successful Offeror and returned within an agreed time frame after the date of the Notice of Award. No Agreement shall be effective until it has been fully executed by all of the parties thereto.

5.3. NOTICE TO PROCEED

The Contracting Agency will issue a written Notice to Proceed to the Consultant.

5.4. OFFEROR'S QUALIFICATION STATEMENT

Offeror to whom award of an Agreement is under consideration shall submit, upon request, information and data to prove that their financial resources, production or services facilities, personnel, and service reputation and experience are adequate to make satisfactory delivery of the services described in the Request for Proposals (§13-1-82 NMSA 1978).

6. OTHER INSTRUCTION TO OFFERORS

(NONE)

GENERAL TERMS AND CONDITIONS

1. GOVERNING LAW

The Agreement shall be governed exclusively by the laws of the State of New Mexico as the same from time to time exists.

2. INDEPENDENT CONTRACTORS

The Consultant (design professionals) and the Consultant's agents and employees are independent Contractors and are not employees of the Contracting Agency. The Consultant and Consultant's agents and employees shall not accrue leave, retirement, insurance, bonding, use of Contracting Agency vehicles, or any other benefits afforded to employees of the Contracting Agency as a result of the Agreement.

3. BRIBES, GRATUITIES AND KICK BACKS

Pursuant to §13-1-191 NMSA 1978, reference is hereby made to the criminal law of New Mexico (including § 30-14-1, § 30-24-2, and § 30-41-1 through § 30-41-3 NMSA 1978) which prohibits bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code (§ 13-1-28 through §13-1-199 NMSA 1978) imposes civil and criminal penalties for its violation.

4. STANDARD FORM OF AGREEMENT BETWEEN CONTRACTING AGENCY AND CONSULTANT (Design Professional)

The form of agreement required by the funding agency or issued by the Contracting Agency will be used for this project. Copies are available and may be reviewed upon request.

5. FEES

A Time and Materials fee, based from a provided rate, for assigned tasks will be negotiated with the Offeror/s selected. Unless the Contracting Agency requests a Lump Sum fee for a specific task/s, in which a Lump Sum fee will be provided on a per job basis.

6. FUNDING

This solicitation is subject to the availability of funds to accomplish the work

7. DESIGN PROFESSIONAL REGISTRATION

All work shall be under the direction of the applicable design professional legally licensed and registered by the state.

8. PROFESSIONAL LIABILITY INSURANCE

The Offeror will will not be required to carry professional liability (errors and omissions) insurance. If required to carry such insurance, the amount of coverage will be \$1,000,000.

NOTE TO OWNER REGARDING EVALUATION CRITERIA

The Request for Proposal must include each of the following evaluation criteria* as required by statute (13-1-120.B NMSA 1978). Each proposal submitted must address the required evaluation criteria. Based on the complexity of the project, the owner may add additional items of concern. The Owner must include a weight factor with each of the evaluation criteria to communicate to the Offerors the relative importance of each.

EVALUATION CRITERIA:

1. **Specialized Design and Technical Competence***

Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required.

2. **Capacity and Capability***

Capacity and capability of the business to perform the work, including any specialized services, within the time frame

3. **Past Record of Performance***

Past record of performance on contracts with government agencies or private industry with respect to such factor as control of costs, quality of work an ability to meet schedules.

4. **Familiarity with the Contracting Agency***

Proximity to or familiarity with the area in which the project is located.

Proximity to Contracting Agency	Points to be allowed for this item
Resides within the City of Carlsbad	20
Within 50 miles	15
Within 100 miles	10
Within 150 miles	5
Greater than 150 miles	0

5. **Work to be done in New Mexico***

The amount of design work that will be produced by a New Mexico business within this state. Note that this criterion is not allowed for federally funded projects.

6. **Current Volume of Work with the Contracting Agency not 75% Complete***

The volume of work previously done for the entity requesting proposals which is not seventy-five percent complete with respect to basic professional design services [through bidding phase], with the objective of effecting an equitable distribution of contracts among qualified businesses and of assuring the interest of the public in having available a substantial number of qualified businesses is protected; however, that the principal of selection of the most highly qualified business in not violated.

Firm should indicate the volume of work they currently have underway with the Contracting Agency that is less than 75 percent complete. The purpose of this criterion is to help distribute projects among qualified firms. An example of how points can be assigned is provided below:

Value of work not yet completed on projects that are not 75 % Complete	Points to be allowed for this item
None	5
\$1 to \$25,000	4
25,001 to 50,000	3
50,001 to 75,000	2
75,001 to 100,000	1
100,001 or more	0

7. **Other Contracting Agency Criteria**

The Owner may add additional elements of interest, such as ability to conduct public meetings and assign points according to importance. Note: Price cannot be a factor.

EVALUATION CRITERIA

CRITERIA AND POINT VALUES

OFFERORS:

Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

RATING SHEET FOR:		
Application _____		
ITEM	POSSIBLE POINTS (Example)	SCORE
PLANNING & DESIGN SERVICES		
1. Specialized Planning & Design and Technical Competence*	<u>30</u> (30)	
2. Capacity and Capability*	<u>30</u> (30)	
3. Past Record of Performance*	<u>20</u> (20)	
4. Familiarity with the Contracting Agency*	<u>20</u> (20)	
5. Current volume of work with the Contracting Agency that is less than 75% complete*	<u>5</u> (5)	
6. The amount of design work to be done in New Mexico*	<u>5</u> (5)	
7. Other	_____	
8. Other	_____	
SUBTOTAL PLANNING & DESIGN SERVICES	<u>110</u> (110)	

*Items required by statute (13-1-120.B NMSA 1978)

ITEM	POSSIBLE POINTS (Example)	SCORE
CONSTRUCTION SERVICES		
1. Specialized construction management experience	<u>20</u> (20)	
2. Specialized experience with start up assistance to the Owner of new facilities.	<u>15</u> (15)	
3. Capacity and capability of the consultant to perform the work within the Owner's timeframe.	<u>15</u> (15)	
4. History of past performance on the three similar projects itemized in PLANNING & DESIGN SERVICES in Item Number 1, including the record of bid amount versus final close out contract amount.	<u>10</u> (10)	
5. History of claims on similar construction projects and their resolution. The consultant should detail their claims avoidance approach and construction management philosophy.	<u>10</u> (10)	
6. Other	_____	
7. Other	_____	
SUBTOTAL CONSTRUCTION SERVICES	70 (70)	
TOTAL SCORE	180 (180)	

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

”Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution (s) Made: _____

Amount (s) of Contribution (s) _____

Nature of Contribution (s) _____

Purpose of Contribution (s) _____

Signature

Date

Title (position)

--OR --

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

New Mexico Resident Business Preference

The State of New Mexico Procurement Code mandates a New Mexico Resident Business Preference on all bids and request for proposals (RFP).

Qualified resident businesses will be given a 5% preference on all bids. When bids are evaluated, New Mexico Businesses registered with the Department of Taxation and Revenue, will have its bid reduced by a factor of 5%.

Qualified resident businesses will be given a 5% preference on all RFP's. When proposals are evaluated, New Mexico resident businesses that are registered with the Department of Taxation and Revenue, will receive an additional points equivalent to 5% of the total points possible for award.

As of October 5, 2011, applications for in-state preference will no longer be processed through the State Purchasing Division. All resident businesses, veterans and contractors will have to obtain a preference number with the NM Department of Taxation & Revenue. For additional information please call 505-827-0951.

Qualifications

A. To receive a **resident** business **preference** pursuant to Section 13-1-21 NMSA 1978 or a **resident** contractor **preference** pursuant to Section 13-4-2 NMSA 1978, a business or contractor shall submit with its bid or proposal a copy of a valid **resident** business certificate or valid **resident** contractor certificate issued by the taxation and revenue department.

B. An application for a **resident** business certificate shall include an affidavit from a certified public accountant setting forth that the business is licensed to do business in this state and that:

(1) the business has paid property taxes or rent on real property in the state and paid at least one other tax administered by the state in each of the three years immediately preceding the submission of the affidavit;

(2) if the business is a new business, the owner or majority of owners has paid property taxes or rent on real property in the state and has paid at least one other tax administered by the state in each of the three years immediately preceding the submission of the affidavit and has not applied for a **resident** business or **resident** contractor certificate pursuant to this section during that time period;

(3) if the business is a relocated business, at least eighty percent of the total personnel of the business in the year immediately preceding the submission of the affidavit were **residents** of the state and that, prior to the submission of the affidavit, the business either leased real property for ten years or purchased real property greater than one hundred thousand dollars (\$100,000) in value in the state; or

(4) if the business is a previously certified business or was eligible for certification, the business has changed its name, has reorganized into one or more different legal entities, was purchased by another legal entity but operates in the state as substantially the same commercial enterprise or has merged with a different legal entity but operates in the state as substantially the same commercial enterprise.

C. An application for a **resident** contractor certificate shall include an affidavit from a certified public accountant setting forth that the contractor is currently licensed as a contractor in this state and that:

(1) the contractor has:

(a) registered with the state at least one vehicle; and

(b) in each of the five years immediately preceding the submission of the affidavit: 1) paid property taxes or rent on real property in the state and paid at least one other tax administered by the state; and 2) paid unemployment insurance on at least three full-time employees who are **residents** of the state: provided that if a contractor is a legacy contractor, the requirement of at least three full-time employees who are **residents** of the state is waived;

(2) if the contractor is a new contractor, the owner or majority of owners has paid property taxes or rent on real property in the state and has paid at least one other tax administered by the state in each of the five years immediately preceding the submission of the affidavit and has not applied for a **resident** business or **resident** contractor certificate pursuant to this section during that time period:

(3) if the contractor is a relocated business, at least eighty percent of the total personnel of the business in the year immediately preceding the submission of the affidavit were **residents** of the state and that, prior to the submission of the affidavit, the contractor either leased real property for ten years or purchased real property greater than one hundred thousand dollars (\$100,000) in value in the state; or

(4) if the contractor is a previously certified contractor or was eligible for certification, the contractor has changed its name, has reorganized into one or more different legal entities, was purchased by another legal entity but operates in the state as substantially the same enterprise or has merged with a different legal entity but operates in the state as substantially the same commercial enterprise.

D. The taxation and revenue department shall prescribe the form and content of the application and required affidavit. The taxation and revenue department shall examine the application and affidavit and, if necessary, may seek additional information to ensure that the business or contractor is eligible to receive the certificate pursuant to the provisions of this section. If the taxation and revenue department determines that an applicant is eligible, the department shall issue a certificate pursuant to the provisions of this section. If the taxation and revenue department determines that the applicant is not eligible, the department shall issue notification within thirty days. If no notification is provided by the department, the certificate is deemed approved. A certificate is valid for three years from the date of its issuance; provided that if there is a change of ownership of more than fifty percent, a **resident** business or **resident** contractor shall reapply for a certificate.

E. A business or contractor whose application for a certificate is denied has fifteen days from the date of the taxation and revenue department's decision to file an objection with the taxation and revenue department. The person filing the objection shall submit evidence to support the objection. The taxation and revenue department shall review the evidence and issue a decision within fifteen days of the filing of the objection.

F. If, following a hearing and an opportunity to be heard, the taxation and revenue department finds that a business or contractor provided false information to the taxation and revenue department in order to obtain a certificate or that a business or contractor used a certificate to obtain a **resident** business or **resident** contractor **preference** for a bid or proposal and the **resident** business or contractor did not perform the percentage of the contract specified in the bid or proposal, the business or contractor:

(1) is not eligible to receive a certificate or a **preference** pursuant to Section 13-1-21 or 13-4-2 NMSA 1978 for a period of five years from the date on which the taxation and revenue department became aware of the submission of the false information or the failure to perform the contract as specified in the bid or proposal; and

(2) is subject to an administrative penalty of up to fifty thousand dollars (\$50,000) for each violation.

G. In a decision issued pursuant to Subsection E or F of this section, the taxation and revenue department shall state the reasons for the action taken and inform an aggrieved business or contractor of the right to judicial review of the determination pursuant to the provisions of Section 39-3-1.1 NMSA 1978.

H. The taxation and revenue department may assess a reasonable fee for the issuance of a certificate not to exceed the actual cost of administering the taxation and revenue department's duties pursuant to this section.

I. The state auditor may audit or review the issuance or validity of certificates.

J. For purposes of this section:

(1) "new business" means a person that did not exist as a business in any form and that has been in existence for less than three years;

(2) "new contractor" means a person that did not exist as a business in any form and that has been in existence for less than five years;

(3) "legacy contractor" means a construction business that has been licensed in this state for ten consecutive years; and

(4) "relocated business" means a business that moved eighty percent of its total domestic personnel from another state to New Mexico in the past five years.

History: 1953 Comp., § 6-5-32.1, enacted by Laws 1969, ch. 184, § 1; 1979, ch. 72, § 2; 2011 (1st S.S.), ch. 3, § 2.

Application of Preference

A. For the purposes of this section:

(1) "business" means a commercial enterprise carried on for the purpose of selling goods or services, including growing, producing, processing or distributing agricultural products;

(2) "formal bid process" means a competitive sealed bid process;

(3) "formal request for proposals process" means a competitive sealed proposal process, including a competitive sealed qualifications-based proposal process;

(4) "public body" means a department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of the state or a political subdivision of the state and the agencies, instrumentalities and institutions thereof, including two-year post-secondary educational institutions, school districts, local school boards and all municipalities, including home-rule municipalities;

(5) "**resident** business" means a business that has a valid **resident** business certificate issued by the taxation and revenue department pursuant to Section 13-1-22 NMSA 1978; and

(6) "recycled content goods" means supplies and materials composed twenty-five percent or more of recycled materials; provided that the recycled materials content meets or exceeds the minimum content standards required by bid specifications.

B. When a public body makes a purchase using a formal bid process, the public body shall deem a bid submitted by a **resident** business to be five percent lower than the bid actually submitted.

C. When a public body makes a purchase using a formal request for proposals process:

(1) five percent of the total weight of all the factors used in evaluating the proposals shall be awarded to a **resident** business based on the **resident** business possessing a valid **resident** business certificate; or

(2) if the contract is awarded based on a point-based system, a **resident** business shall be awarded the equivalent of five percent of the total possible points to be awarded based on the **resident** business possessing a valid **resident** business certificate.

D. When a joint bid or joint proposal is submitted by both **resident** and nonresident businesses, the **resident** business **preference** provided pursuant to Subsection B or C of this section shall be reduced in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by a nonresident business as specified in the joint bid or proposal.

E. When bids are received for both recycled content goods and non-recycled content goods, the public body shall deem the bids submitted for recycled content goods of equal quality to be five percent lower than the bids actually submitted. A bid calculation pursuant to this subsection for a **resident** business shall not also receive the bid calculation **preference** pursuant to Subsection B of this section.

F. The procedures provided in Sections 13-1-172 through 13-1-183 NMSA 1978 or in an applicable purchasing ordinance apply to a protest to a public body concerning the awarding of a contract in violation of this section.

G. This section shall not apply when the expenditure includes federal funds for a specific purchase.

History: 1978 Comp., § 13-1-21, enacted by Laws 1979, ch. 72, § 1; 1981, ch. 104, § 1; 1988, ch. 84, § 1; 1989, ch. 310, § 1; 1995, ch. 60, § 1; 1997, ch. 1, § 2; 1997, ch. 2, § 2; 1997, ch. 3, § 1; 2000, ch. 41, § 1; 2011 (1st S.S.), ch. 3, § 1.

Resident Veterans Preference Certification

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business

The representations made in the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.

CITY OF CARLSBAD

**AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION**

Council Meeting Date: 5-12-15

Department: Executive	BY: Jason Burns - Projects Administrator	Date: 5-6-15
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SUBJECT: Services
Description:
Request proposals from local firms to provide Professional Surveying Services, for various construction projects within the City.

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

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

The City has several construction projects that are currently in progress, and warrant a qualified professional to provide surveying staking, layout, and mapping, ect. The "Professional Surveyor" shall coordinate and complete assigned projects, be professional and technically competent, and be licensed with the New Mexico State Board of Licensers, as a Professional Surveyor (PS).

Council consideration is requested to advertise a call for proposals from qualified firms to provide Professional Surveying services on a on-call/as-needed basis for general projects as assigned.

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:

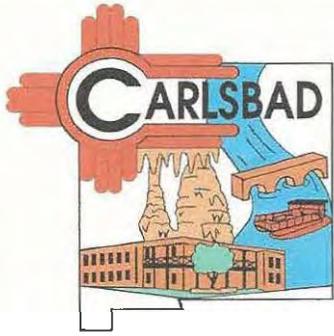
POST BID/RFP RECOMMENDATION **Council Meeting Date:** 10/25/2016

Requested action to be taken by Council: Award Bid Number 2015-25	Council Action Taken: Select one	Date: 10/19/2016
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ADDITIONAL INFORMATION:
The City has received and reviewed Proposals from multiple qualified firms to provide Professional Surveying services on an on-call basis. Council consideration is requested to award multiple contracts to the qualified firms recommend by the selection committees for the various Professional Services, as outlined by the RFP 2016-25 for On-Call Professional Surveying Services.

Reviewed by City Administrator: /s/ Steve McCutcheon 10-21-2016

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



DALE JANWAY

Mayor

Post Office Box 1569
Carlsbad, NM 88221-1569
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www.cityofcarlsbadnm.com

STEVE V. MCCUTCHEON
City Administrator

October 19, 2016

Dear Mayor and City Council

For your consideration, the Engineering Department recently advertised Request for Proposals (RFP) 2016-25 for On-Call Professional Surveying Services. We advertised the RFP for 4 weeks to allow firms adequate preparation and submittal time. We received four (4) acceptable proposals for review with all the required submittal documentation. The firms were evaluated Planning and Design Services as well as Construction Services. All the firms were scored using the same evaluation criteria, with the highest three scores overall being recommended for award

A committee of 5 qualified City personnel was selected to review the proposals and their recommendation for award of RFP 2016-25 for On-Call Professional Surveying Services is as follows. Please see the attached Final Score Summary.

- 1st – Smith Engineering
- 2nd – Cobb, Fendley, & Associates Inc.
- 3rd – Souder, Miller, & Associates

Please let me know if there are any questions or concerns regarding this.

Respectfully,

Jason C. Burns
Project Administrator
City of Carlsbad

COUNCILORS

Ward 1	Ward 2	Ward 3	Ward 4
EDDIE T. RODRIGUEZ	LEO ESTRADA	JASON G. SHIRLEY	JANELL E. WHITLOCK
LISA A. ANAYA FLORES	J.R. DOPORTO	WESLEY CARTER	DICK DOSS



RFP Tabulation

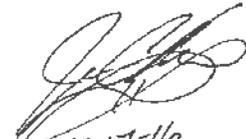
RFP No.: **2016-25**

Project: **On-Call Surveying Services**

Firm Name:

	Cobb Fendly	Pettigrew	Smith Eng.	Souder Miller
TOTAL	449.15	389.8	452.05	438

Winner	1 452.05 Smith Eng.	2 449.15 Cobb Fendley	3 438 Souder Miller
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10-17-16

**REQUEST FOR PROPOSALS
FOR
ON-CALL PROFESSIONAL SURVEYING SERVICES**

RFP No. 2016-25
PACKET No. _____



Project Name: **On-Call Professional Surveyor Services**

Contracting Agency: City of Carlsbad

Address: 101 N. Halagueno,
P.O. Box 1569
Carlsbad, NM 88221-1569

Telephone: 575-887-1191

Date: August 5, 2016

Funding Type: Various

This form was prepared by the City of Carlsbad, and is endorsed by the Professional Technical Advisory Board [composed of the Consulting Engineers Council of New Mexico, New Mexico society of Professional Engineers, the American Institute of Architects of New Mexico, the New Mexico society of Surveyors and Mappers, and the New Mexico Society of Landscape Architects, Local Government Division, Department of Finance and Administration, Rural Utility Service, U. S. Department of Agriculture, New Mexico Environmental Department and the New Mexico Finance Authority.

1. PROJECT DESCRIPTION

The City of Carlsbad is seeking a qualified firm, or firms, to provide Professional Surveying Services on an as per job basis for local, state and/or federally funded projects. These projects involve a variety of surveying tasks including property boundary surveys, topographic survey, easement survey, right-of-way survey, CAD services, and other tasks as requested.

2. SCOPE OF WORK

The successful Offeror/s shall provide various surveying services as directed by and under the supervision of designated City personnel, pursuant to set standards for such services as provided by the Standard General Conditions of the Construction Contract as prepared by the Engineers Joint Contract Documents Committee, and by the supplementary conditions of any project’s specifications and contract documents under such headings as Project Representative. The Offeror shall perform the following professional services:

2.1 Provide standard **Surveying Services**, consisting of:

- Architects/Landscape Architects**
- Programming Phase
 - Schematic Phase
 - Design Development Phase
 - Construction Document Phase
 - Bidding and Negotiations Phase
 - Construction Administration Phase
 - Post-Construction Phase

- Engineers**
- Study and Report Phase (PER)
 - Preliminary Design Phase
 - Final Design Phase
 - Bidding and Negotiations Phase
 - Construction Phase
 - Operation Phase

- Surveyors**
- Property Boundary Survey
 - Topographic Survey
 - Easement Survey
 - Right-of-Way Survey
 - Inspection Report

- Planning Studies**
- Comprehensive Plan
 - Strategic (i.e. issue specific) Plan
 - Mapping and/or Zoning
 - Other Planning Tasks

- Additional Services**
- Environmental Documentation
 - Permitting
 - Grant Administration
 - Right of Way Acquisition

2.2 **Periodic** or **Full-time** on-site services during construction.

2.3 Other (list):

- _____
- _____

INSTRUCTIONS TO OFFERORS

1. DEFINITIONS AND TERMS

- 1.1 **Addendum:** a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.
- 1.2 **Consultant:** means the Successful Offeror awarded the Agreement/Contract
- 1.3 **Determination:** means the written documentation of a decision of the procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains (§ 13-1-52 NMSA 1978).
- 1.4 **Offeror:** any person, corporation or partnership legally licensed to provide design professional services in this state that chooses to submit a proposal in response to this request for Proposals.
- 1.5 **Procurement Manager:** means the person or designee authorized by the Contracting Agency to manage or administer a procurement requiring the evaluation of proposals.
- 1.6 **Request for Proposals:** or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals (§ 13-1-81 NMSA 1978).
- 1.7 **Responsible Offeror or Proposer:** means an offeror or proposer who submits a responsive proposal and who has furnished, when required, information and data to prove that the proposer’s financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (§ 13-1-83 NMSA 1978).
- 1.8 **Responsive Offer or Proposal:** means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposal include, but are not limited to, price, quality, quantity, or delivery requirements (§ 13-1-85 NMSA 1978)
- 1.9 The terms **must, shall, will, is required or are required,** identify a mandatory item or factor that will result in the rejection of the offeror’s proposal.
- 1.10 The terms can, **may, should, preferably, or prefers** identify a desirable or discretionary item or factor.

2. REQUEST FOR PROPOSAL DOCUMENTS

2.1. COPIES OF REQUEST FOR PROPOSALS

- A. A complete set of Request for Proposals may be obtained from the Contracting Agent.
- B. A complete set of the Request for Proposals shall be used in preparing proposals. The Contracting Agency assumes no responsibility for error or misinterpretations resulting from the use of an incomplete set of the Request for Proposals.
- C. The Contracting Agency in making copies of Request for Proposals available on the above terms, does so only for the purpose of obtaining proposals on the Project and does not confer a license or grant for any other use.
- D. A copy of the RFP shall be made available for public inspection and shall be posted at the Administration Building of the Contracting Agency.

2.2. INTERPRETATIONS

- A. All question about the meaning or intent of the Request for Proposals shall be submitted to the Procurement Manager of the Contracting Agency in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Contracting Agency as having received the Request for Proposals. Questions received less than five days prior to the date for opening of proposals will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect
- B. Offerors should promptly notify the Contracting Agency of any ambiguity, inconsistency, or error, which they may discover upon examination of the Request for Proposals.

2.3. ADDENDA

- A. Addenda will be mailed by certified mail with return receipt requested, by facsimile, by electronic mail, or hand delivered to all who are known by the Contracting Agency to have received a complete set of Request for Proposals
- B. Copies of Addenda will be made available for inspection wherever Requests for Proposals are on file for that purpose.

- C. No Addenda will be issued later than 5 days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposals or one, which includes postponement of the date for receipt of Proposals.
- D. Each Offeror shall ascertain, prior to submitting the Proposal, that the Offeror has received all Addenda issued and shall acknowledge their receipt in the Proposal transmittal letter.

3. PROPOSAL SUBMITTAL PROCEDURES

3.1. NUMBER, FORM AND STYLE OF PROPOSALS

- A. Offerors shall provide 5 copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.
- B. All proposals must be typewritten on standard 8 1/2" x 11" paper and bound on the left-hand margin.
- C. All proposals must contain a maximum of 20 pages, including title index etc., not including front and back covers.
- D. The proposal must be organized in the following format and must contain, as a minimum all listed item in the sequence indicated:
 - 1) Letter of Transmittal
 - 2) Response to Evaluation Criteria
 - 3) Other supporting or resource material.
- E. Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.
- F. Offerors may request in writing nondisclosure of confidential data. Such data should accompany the proposal and should be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. A request that states that the entire proposal be kept confidential will not be acceptable. Only matters, which clearly are of confidential nature, will be considered.
- G. Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror,

3.2. SUBCONSULTANTS

- A. The Offeror shall list and state the qualifications for each Sub-consultant the Offeror proposes to use for all subcontracted Work.

- B. The Offeror is specifically advised that any person or other party, to whom it is proposed to award a subcontract under this proposal, must be acceptable to the Contracting Agency after verification by the Contracting Agency of the current eligibility status including but not limited to suspension or debarment by the Contracting Agency.

3.3. PREQUALIFICATION PROCESS

A business may be pre-qualified by the Purchasing Agent as an Offeror for particular types of service. Mailing lists of potential Offerors shall include but shall not be limited to such pre-qualified businesses (§ 13-1-134 NMSA 1978). For purposes of this RFP, if pre-qualification is utilized, special instructions will be attached as an exhibit to this RFP.

3.4. DEBARRED OR SUSPENDED CONTRACTORS

A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of § 13-1-177 through § 13-1-180, and §13-3-11 through § 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the Contracting Agency and shall not be considered for award of the contract during the period for which it is debarred or suspended with the Contracting Agency.

3.5. SUBMITTAL OF PROPOSAL

- A. Proposals shall be submitted at the time and place indicated in the Notice of Request for Proposal and shall be included in an opaque sealed envelope marked with the Project title and name and address of the Offeror and accompanied by the documents listed in the Request for Proposal.
- B. The envelope shall be addressed to the Purchasing Agent/Procurement Officer of the Contracting Agency. The following information shall be provided on the front lower left corner of the Bid envelope: Project title, Project No., Request for Proposal number, date of opening, and time of opening. If the Proposal is sent by mail, the sealed envelope shall have the notation "SEALED PROPOSAL ENCLOSED" on the face thereof.
- C. Proposals received after the date and time for receipt of Proposals will be returned unopened.
- D. The Offeror shall assume full responsibility for timely delivery of proposals at the Purchasing

Agent's office, including those proposals submitted by mail. Hand delivered proposals shall be submitted to the Purchasing Agent or the Purchasing Agent's designee and will be clocked in/time stamped at the time received, which must be prior to the time specified.

- E. After the date established for receipt of proposal, a register of proposals will be prepared which includes the name of each Offeror, a description sufficient to identify the service, the names and addresses of the required witnesses and such other information as may be specified by the Purchasing Agent.
- F. Oral, telephonic, or telegraphic proposals are invalid and will not receive consideration.

3.6. CORRECTION OR WITHDRAWAL OF PROPOSALS

- A. A Proposal containing a mistake discovered before proposal opening may be modified or withdrawn by an Offeror prior to the time set for proposal opening by delivering written or telegraphic notice to the location designated in the Request for Proposals as the place where Proposals are to be received.
- B. Withdrawn Proposals may be resubmitted up to the time and date designated for the receipt of Proposals, provided they are then fully in conformance with the Request for Proposals.

3.7. NOTICE OF CONTRACT REQUIREMENTS BINDING ON OFFEROR

- A. In submitting this proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extend of the Request for Proposals dealing with federal, state and local requirements, which are a part of these Request for Proposals.
- B. Laws and Regulations: The Offerors' attention is directed to all applicable federal and state laws, local ordinances and regulations and the rules and regulations of all authorities having jurisdiction over the services of the Project.

3.8. REJECTION OR CANCELLATION OF PROPOSALS

This Request for Proposals may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the Contracting Agency. A determination containing the reasons

therefore shall be mad part of the project file (§ 13-1-131 NMSA 1978).

4. CONSIDERATION OF PROPOSAL

4.1. RECEIPT, OPENING AND RECORDING

- A. Proposals received on time will be opened publicly or in the presence of one or more witnesses and the name of the Offeror and address will be read aloud.
- B. The names of all businesses submitting proposals the names of all businesses, if any, selected for interview shall be public information. After an award has been made, final ranking and evaluation scores for all proposals shall become public information (§ 13-1-120 NMSA 1978). The contents of any proposal shall not be disclosed so as to be available to competing Offerors during the negotiation process (§ 13-1-116 NMSA 1978).

4.2. PROPOSAL EVALUATION

- A. Proposals will be evaluated on the basis of the criteria enumerated below by a committee comprised of members of City staff. The top 3 Offerors receiving the highest evaluation will be recommended by said committee to the Governing Body of the City of Carlsbad for award subject to the negotiation of a satisfactory contract. The City reserves the right the assign specific tasks to any qualified firm awarded in this RFP, regardless of the ranking of position. For the purpose of conducting discussions, proposals may initially be classified as
 - 1) Acceptable,
 - 2) Potentially acceptable, that is, reasonably assured of being made acceptable, or
 - 3) Unacceptable (Offerors whose proposals are unacceptable shall be notified promptly).
- B. The Contracting Agency shall have the right to waive technical irregularities in the form of the Proposal of the Offeror, which do not alter the quality or quantity of the services (§ 13-1-132 NMSA 1978).
- C. If an Offeror who otherwise would have been awarded a contract is found not to be a responsible Offeror; a Determination that the Offeror is not a responsible Offeror, setting forth the basis of the finding, shall be prepared by the Purchasing Agent/Procurement Manager. The unreasonable failure of the Offeror to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Offeror is not a responsible

Offeror (§ 13-1-133 NMSA 1978). Businesses, which have not been selected, shall be so notified in writing within twenty-one days after an award is made (§ 13-1-12- NMSA 1978).

- D. Selection Process: (§ 13-1-120 NMSA 1978)
 - 1) An evaluation committee composed of representatives selected by the Contracting Agency will perform an evaluation of proposals. The committee shall evaluate statements of qualifications and performance data submitted by at least three businesses in regard to the particular project and may conduct interviews with and may require public presentation by all businesses applying for selection regarding their qualifications, their approach to the project and their ability to furnish the required services
 - 2) If fewer than three businesses have submitted a statement of qualifications for a particular project, the committee may:
 - a) Rank in order of qualifications and submit to the local governing body for award those businesses which have submitted a statement of qualifications; or
 - b) Recommend termination of the selection process and sending out of new notices of proposed procurement pursuant to § 13-1-104 NMSA 1978.

4.3. NEGOTIATIONS (§ 13-1-122 NMSA 1978)

- A. The Contracting Agency's designee shall negotiate a contract with the highest qualified business for the services contemplated under this RFP at compensation determined in writing to be fair and reasonable. In making this decision, the designee shall take into account the estimated value of the services to be rendered and the scope, complexity and professional nature of the services.
- B. Should the designee be unable to negotiate a satisfactory contract with the business considered to be the most qualified at a price determined to be fair and reasonable, negotiations with that business shall be formally terminated. The designee shall then undertake negotiations with the second most qualified business. Failing accord with the second most qualified business, the designee shall formally terminate negotiations with that business.
- C. The designee shall then undertake negotiations with the third most qualified business.
- D. Should the designee be unable to negotiate a contract with any of the businesses selected by the

committee, additional businesses shall be ranked in order of their qualifications and the designee shall continue negotiations in accordance with this section until a contract is signed with a qualified business or the procurement process is terminated and a new request for proposal is initiated.

- E. The Contracting Agency shall publicly announce the business selected for award.

4.4. NOTICE OF AWARD

After award by the local governing body, a written notice of award shall be issued by the Contracting Agency after review and approval of the Proposal and related documents by the Contracting Agency with reasonable promptness (§ 13-1-100 and § 13-1-108 NMSA 1978).

5. POST-PROPOSAL INFORMATION

5.1. PROTESTS

- A. Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Contracting Agency's Purchasing Agent and the Chief Administrator/Clerk in accordance with the requirements of the Contracting Agency's Procurement Regulations and the State Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the fact or occurrences giving rise thereto (§ 13-1-172 NMSA 1978).
- B. In the event of a timely protest under this section the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (§ 13-1-173 NMSA 1978).
- C. The Purchasing Agent or the Purchasing Agent's designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (§ 13-1-174 NMSA 1978).
- D. The Purchasing Agent or the Purchasing Agent's designee shall promptly issue a determination relating to the protest. The determination shall:
 - 1) State the reasons for the action taken; and

- 2) Inform the protestant of the right to judicial review of the determination pursuant to §13-1-183 NMSA 1978
- E. A copy of the determination issued under §13-1-175 NMSA 1978 shall immediately be mailed to the protestant and other Offerors involved in the procurement (§ 13-1-176 NMSA 1979).

5.2. EXECUTION AND APPROVAL OF AGREEMENT

The Agreement shall be signed by the Successful Offeror and returned within an agreed time frame after the date of the Notice of Award. No Agreement shall be effective until it has been fully executed by all of the parties thereto.

5.3. NOTICE TO PROCEED

The Contracting Agency will issue a written Notice to Proceed to the Consultant.

5.4. OFFEROR'S QUALIFICATION STATEMENT

Offeror to whom award of an Agreement is under consideration shall submit, upon request, information and data to prove that their financial resources, production or services facilities, personnel, and service reputation and experience are adequate to make satisfactory delivery of the services described in the Request for Proposals (§13-1-82 NMSA 1978).

6. OTHER INSTRUCTION TO OFFERORS

(NONE)

GENERAL TERMS AND CONDITIONS

1. GOVERNING LAW

The Agreement shall be governed exclusively by the laws of the State of New Mexico as the same from time to time exists.

2. INDEPENDENT CONTRACTORS

The Consultant (design professionals) and the Consultant's agents and employees are independent Contractors and are not employees of the Contracting Agency. The Consultant and Consultant's agents and employees shall not accrue leave, retirement, insurance, bonding, use of Contracting Agency vehicles, or any other benefits afforded to employees of the Contracting Agency as a result of the Agreement.

3. BRIBES, GRATUITIES AND KICK BACKS

Pursuant to §13-1-191 NMSA 1978, reference is hereby made to the criminal law of New Mexico (including § 30-14-1, § 30-24-2, and § 30-41-1 through § 30-41-3 NMSA 1978) which prohibits bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code (§ 13-1-28 through §13-1-199 NMSA 1978) imposes civil and criminal penalties for its violation.

4. STANDARD FORM OF AGREEMENT BETWEEN CONTRACTING AGENCY AND CONSULTANT (Design Professional)

The form of agreement required by the funding agency or issued by the Contracting Agency will be used for this project. Copies are available and may be reviewed upon request.

5. FEES

A Time and Materials fee, based from a provided rate, for assigned tasks will be negotiated with the Offeror/s selected. Unless the Contracting Agency requests a Lump Sum fee for a specific task/s, in which a Lump Sum fee will be provided on a per job basis.

6. FUNDING

This solicitation is subject to the availability of funds to accomplish the work

7. DESIGN PROFESSIONAL REGISTRATION

All work shall be under the direction of the applicable design professional legally licensed and registered by the state.

8. PROFESSIONAL LIABILITY INSURANCE

The Offeror will will not be required to carry professional liability (errors and omissions) insurance. If required to carry such insurance, the amount of coverage will be \$100,000.

NOTE TO OWNER REGARDING EVALUATION CRITERIA

The Request for Proposal must include each of the following evaluation criteria* as required by statute (13-1-120.B NMSA 1978). Each proposal submitted must address the required evaluation criteria. Based on the complexity of the project, the owner may add additional items of concern. The Owner must include a weight factor with each of the evaluation criteria to communicate to the Offerors the relative importance of each.

EVALUATION CRITERIA:

1. **Specialized Design and Technical Competence***

Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required.

2. **Capacity and Capability***

Capacity and capability of the business to perform the work, including any specialized services, within the time frame

3. **Past Record of Performance***

Past record of performance on contracts with government agencies or private industry with respect to such factor as control of costs, quality of work an ability to meet schedules.

4. **Familiarity with the Contracting Agency***

Proximity to or familiarity with the area in which the project is located.

Proximity to Contracting Agency	Points to be allowed for this item
Resides within the City of Carlsbad	20
Within 50 miles	15
Within 100 miles	10
Within 150 miles	5
Greater than 150 miles	0

5. **Work to be done in New Mexico***

The amount of design work that will be produced by a New Mexico business within this state. Note that this criterion is not allowed for federally funded projects.

6. **Current Volume of Work with the Contracting Agency not 75% Complete***

The volume of work previously done for the entity requesting proposals which is not seventy-five percent complete with respect to basic professional design services [through bidding phase], with the objective of effecting an equitable distribution of contracts among qualified businesses and of assuring the interest of the public in having available a substantial number of qualified businesses is protected; however, that the principal of selection of the most highly qualified business in not violated.

Firm should indicate the volume of work they currently have underway with the Contracting Agency that is less than 75 percent complete. The purpose of this criterion is to help distribute projects among qualified firms. An example of how points can be assigned is provided below:

Value of work not yet completed on projects that are not 75 % Complete	Points to be allowed for this item
None	5
\$1 to \$25,000	4
25,001 to 50,000	3
50,001 to 75,000	2
75,001 to 100,000	1
100,001 or more	0

7. **Other Contracting Agency Criteria**

The Owner may add additional elements of interest, such as ability to conduct public meetings and assign points according to importance. Note: Price cannot be a factor.

EVALUATION CRITERIA

CRITERIA AND POINT VALUES

OFFERORS:

Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

RATING SHEET FOR:		
Application _____		
ITEM	POSSIBLE POINTS (Example)	SCORE
PLANNING & DESIGN SERVICES		
1. Specialized Planning & Design and Technical Competence*	<u>25</u> (25)	
2. Capacity and Capability*	<u>25</u> (25)	
3. Past Record of Performance*	<u>20</u> (20)	
4. Familiarity with the Contracting Agency*	<u>20</u> (20)	
5. Current volume of work with the Contracting Agency that is less than 75% complete*	<u>5</u> (5)	
6. The amount of design work to be done in New Mexico*	<u>5</u> (5)	
7. Other	_____	
8. Other	_____	
SUBTOTAL PLANNING & DESIGN SERVICES	<u>100</u> (100)	

*Items required by statute (13-1-120.B NMSA 1978)

ITEM	POSSIBLE POINTS (Example)	SCORE
CONSTRUCTION SERVICES		
1. Specialized construction management experience	<u>N/A</u> (20)	
2. Specialized experience with start up assistance to the Owner of new facilities.	<u>N/A</u> (15)	
3. Capacity and capability of the consultant to perform the work within the Owner's timeframe.	<u>N/A</u> (15)	
4. History of past performance on the three similar projects itemized in PLANNING & DESIGN SERVICES in Item Number 1, including the record of bid amount versus final close out contract amount.	<u>N/A</u> (10)	
5. History of claims on three similar construction projects and their resolution. The consultant should detail their claims avoidance approach and construction management philosophy.	<u>N/A</u> (10)	
6. Other	_____	
7. Other	_____	
SUBTOTAL CONSTRUCTION SERVICES	<u>N/A</u> (70)	
TOTAL SCORE	<u>100</u> (170)	

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

”Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution (s) Made: _____

Amount (s) of Contribution (s) _____

Nature of Contribution (s) _____

Purpose of Contribution (s) _____

Signature

Date

Title (position)

--OR --

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

New Mexico Resident Business Preference

The State of New Mexico Procurement Code mandates a New Mexico Resident Business Preference on all bids and request for proposals (RFP).

Qualified resident businesses will be given a 5% preference on all bids. When bids are evaluated, New Mexico Businesses registered with the Department of Taxation and Revenue, will have its bid reduced by a factor of 5%.

Qualified resident businesses will be given a 5% preference on all RFP's. When proposals are evaluated, New Mexico resident businesses that are registered with the Department of Taxation and Revenue, will receive an additional points equivalent to 5% of the total points possible for award.

As of October 5, 2011, applications for in-state preference will no longer be processed through the State Purchasing Division. All resident businesses, veterans and contractors will have to obtain a preference number with the NM Department of Taxation & Revenue. For additional information please call 505-827-0951.

Qualifications

A. To receive a **resident** business **preference** pursuant to Section 13-1-21 NMSA 1978 or a **resident** contractor **preference** pursuant to Section 13-4-2 NMSA 1978, a business or contractor shall submit with its bid or proposal a copy of a valid **resident** business certificate or valid **resident** contractor certificate issued by the taxation and revenue department.

B. An application for a **resident** business certificate shall include an affidavit from a certified public accountant setting forth that the business is licensed to do business in this state and that:

(1) the business has paid property taxes or rent on real property in the state and paid at least one other tax administered by the state in each of the three years immediately preceding the submission of the affidavit;

(2) if the business is a new business, the owner or majority of owners has paid property taxes or rent on real property in the state and has paid at least one other tax administered by the state in each of the three years immediately preceding the submission of the affidavit and has not applied for a **resident** business or **resident** contractor certificate pursuant to this section during that time period;

(3) if the business is a relocated business, at least eighty percent of the total personnel of the business in the year immediately preceding the submission of the affidavit were **residents** of the state and that, prior to the submission of the affidavit, the business either leased real property for ten years or purchased real property greater than one hundred thousand dollars (\$100,000) in value in the state; or

(4) if the business is a previously certified business or was eligible for certification, the business has changed its name, has reorganized into one or more different legal entities, was purchased by another legal entity but operates in the state as substantially the same commercial enterprise or has merged with a different legal entity but operates in the state as substantially the same commercial enterprise.

C. An application for a **resident** contractor certificate shall include an affidavit from a certified public accountant setting forth that the contractor is currently licensed as a contractor in this state and that:

(1) the contractor has:

(a) registered with the state at least one vehicle; and

(b) in each of the five years immediately preceding the submission of the affidavit: 1) paid property taxes or rent on real property in the state and paid at least one other tax administered by the state; and 2) paid unemployment insurance on at least three full-time employees who are **residents** of the state: provided that if a contractor is a legacy contractor, the requirement of at least three full-time employees who are **residents** of the state is waived;

(2) if the contractor is a new contractor, the owner or majority of owners has paid property taxes or rent on real property in the state and has paid at least one other tax administered by the state in each of the five years immediately preceding the submission of the affidavit and has not applied for a **resident** business or **resident** contractor certificate pursuant to this section during that time period:

(3) if the contractor is a relocated business, at least eighty percent of the total personnel of the business in the year immediately preceding the submission of the affidavit were **residents** of the state and that, prior to the submission of the affidavit, the contractor either leased real property for ten years or purchased real property greater than one hundred thousand dollars (\$100,000) in value in the state; or

(4) if the contractor is a previously certified contractor or was eligible for certification, the contractor has changed its name, has reorganized into one or more different legal entities, was purchased by another legal entity but operates in the state as substantially the same enterprise or has merged with a different legal entity but operates in the state as substantially the same commercial enterprise.

D. The taxation and revenue department shall prescribe the form and content of the application and required affidavit. The taxation and revenue department shall examine the application and affidavit and, if necessary, may seek additional information to ensure that the business or contractor is eligible to receive the certificate pursuant to the provisions of this section. If the taxation and revenue department determines that an applicant is eligible, the department shall issue a certificate pursuant to the provisions of this section. If the taxation and revenue department determines that the applicant is not eligible, the department shall issue notification within thirty days. If no notification is provided by the department, the certificate is deemed approved. A certificate is valid for three years from the date of its issuance; provided that if there is a change of ownership of more than fifty percent, a **resident** business or **resident** contractor shall reapply for a certificate.

E. A business or contractor whose application for a certificate is denied has fifteen days from the date of the taxation and revenue department's decision to file an objection with the taxation and revenue department. The person filing the objection shall submit evidence to support the objection. The taxation and revenue department shall review the evidence and issue a decision within fifteen days of the filing of the objection.

F. If, following a hearing and an opportunity to be heard, the taxation and revenue department finds that a business or contractor provided false information to the taxation and revenue department in order to obtain a certificate or that a business or contractor used a certificate to obtain a **resident** business or **resident** contractor **preference** for a bid or proposal and the **resident** business or contractor did not perform the percentage of the contract specified in the bid or proposal, the business or contractor:

(1) is not eligible to receive a certificate or a **preference** pursuant to Section 13-1-21 or 13-4-2 NMSA 1978 for a period of five years from the date on which the taxation and revenue department became aware of the submission of the false information or the failure to perform the contract as specified in the bid or proposal; and

(2) is subject to an administrative penalty of up to fifty thousand dollars (\$50,000) for each violation.

G. In a decision issued pursuant to Subsection E or F of this section, the taxation and revenue department shall state the reasons for the action taken and inform an aggrieved business or contractor of the right to judicial review of the determination pursuant to the provisions of Section 39-3-1.1 NMSA 1978.

H. The taxation and revenue department may assess a reasonable fee for the issuance of a certificate not to exceed the actual cost of administering the taxation and revenue department's duties pursuant to this section.

I. The state auditor may audit or review the issuance or validity of certificates.

J. For purposes of this section:

(1) "new business" means a person that did not exist as a business in any form and that has been in existence for less than three years;

(2) "new contractor" means a person that did not exist as a business in any form and that has been in existence for less than five years;

(3) "legacy contractor" means a construction business that has been licensed in this state for ten consecutive years; and

(4) "relocated business" means a business that moved eighty percent of its total domestic personnel from another state to New Mexico in the past five years.

History: 1953 Comp., § 6-5-32.1, enacted by Laws 1969, ch. 184, § 1; 1979, ch. 72, § 2; 2011 (1st S.S.), ch. 3, § 2.

Application of Preference

A. For the purposes of this section:

(1) "business" means a commercial enterprise carried on for the purpose of selling goods or services, including growing, producing, processing or distributing agricultural products;

(2) "formal bid process" means a competitive sealed bid process;

(3) "formal request for proposals process" means a competitive sealed proposal process, including a competitive sealed qualifications-based proposal process;

(4) "public body" means a department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of the state or a political subdivision of the state and the agencies, instrumentalities and institutions thereof, including two-year post-secondary educational institutions, school districts, local school boards and all municipalities, including home-rule municipalities;

(5) "**resident** business" means a business that has a valid **resident** business certificate issued by the taxation and revenue department pursuant to Section 13-1-22 NMSA 1978; and

(6) "recycled content goods" means supplies and materials composed twenty-five percent or more of recycled materials; provided that the recycled materials content meets or exceeds the minimum content standards required by bid specifications.

B. When a public body makes a purchase using a formal bid process, the public body shall deem a bid submitted by a **resident** business to be five percent lower than the bid actually submitted.

C. When a public body makes a purchase using a formal request for proposals process:

(1) five percent of the total weight of all the factors used in evaluating the proposals shall be awarded to a **resident** business based on the **resident** business possessing a valid **resident** business certificate; or

(2) if the contract is awarded based on a point-based system, a **resident** business shall be awarded the equivalent of five percent of the total possible points to be awarded based on the **resident** business possessing a valid **resident** business certificate.

D. When a joint bid or joint proposal is submitted by both **resident** and nonresident businesses, the **resident** business **preference** provided pursuant to Subsection B or C of this section shall be reduced in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by a nonresident business as specified in the joint bid or proposal.

E. When bids are received for both recycled content goods and non-recycled content goods, the public body shall deem the bids submitted for recycled content goods of equal quality to be five percent lower than the bids actually submitted. A bid calculation pursuant to this subsection for a **resident** business shall not also receive the bid calculation **preference** pursuant to Subsection B of this section.

F. The procedures provided in Sections 13-1-172 through 13-1-183 NMSA 1978 or in an applicable purchasing ordinance apply to a protest to a public body concerning the awarding of a contract in violation of this section.

G. This section shall not apply when the expenditure includes federal funds for a specific purchase.

History: 1978 Comp., § 13-1-21, enacted by Laws 1979, ch. 72, § 1; 1981, ch. 104, § 1; 1988, ch. 84, § 1; 1989, ch. 310, § 1; 1995, ch. 60, § 1; 1997, ch. 1, § 2; 1997, ch. 2, § 2; 1997, ch. 3, § 1; 2000, ch. 41, § 1; 2011 (1st S.S.), ch. 3, § 1.

Resident Veterans Preference Certification

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business

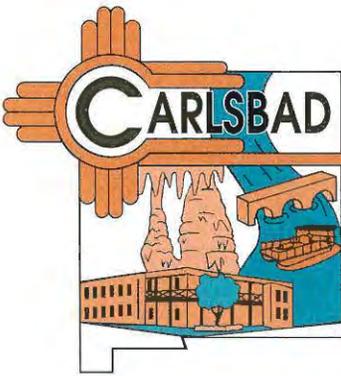
The representations made in the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.

**CITY OF CARLSBAD
AGENDA BRIEFING MEMORANDUM**

COUNCIL MEETING DATE: 10/25/16

DEPARTMENT: Finance	BY: Wendy Hammett	DATE: 10/19/16												
SUBJECT: Authorization to Transact Business on Behalf of the City of Carlsbad														
SYNOPSIS, HISTORY and IMPACT (SAFETY AND WELFARE/FINANCIAL/PERSONNEL/INFRASTRUCTURE/ETC.): BACKGROUND: Wells Fargo Bank, N.A. has requested that the following letter be approved before the Council in order to conduct online business on behalf of the City of Carlsbad.														
DEPARTMENT RECOMMENDATION: For Approval														
BOARD/COMMISSION/COMMITTEE ACTION: <table style="width: 100%;"><tr><td><input type="checkbox"/> P&Z</td><td><input type="checkbox"/> Lodgers Tax Board</td><td><input type="checkbox"/> Cemetery Board</td><td><input type="checkbox"/> APPROVED</td></tr><tr><td><input type="checkbox"/> Museum Board</td><td><input type="checkbox"/> San Jose Board</td><td><input type="checkbox"/> Water Board</td><td><input type="checkbox"/> DISSAPPROVED</td></tr><tr><td><input type="checkbox"/> Library Board</td><td><input type="checkbox"/> N. Mesa Board</td><td><input type="checkbox"/> _____ Committee</td><td></td></tr></table>			<input type="checkbox"/> P&Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Cemetery Board	<input type="checkbox"/> APPROVED	<input type="checkbox"/> Museum Board	<input type="checkbox"/> San Jose Board	<input type="checkbox"/> Water Board	<input type="checkbox"/> DISSAPPROVED	<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> _____ Committee	
<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/ Steve McCutcheon		Date: 10-21-2016												

ATTACHMENTS: Wells Fargo Bank Authorization Letter



DALE JANWAY
MAYOR

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

STEVE MCCUTCHEON
CITY ADMINISTRATOR

Wells Fargo Bank, N.A.
Wealth Management Group
425 S. Telshor Blvd
Las Cruces, NM 88011

At the meeting of the City Council on October 25, 2016, the following individuals have the authority to transact business on behalf of the City of Carlsbad on the Wells Fargo Investment Account 75113000:

Dale Janway

Steven V. McCutcheon

Wendy D. Hammett

LaVelta N. Jenkins

State of _____

County of _____

This document was acknowledged before me this _____ day of _____ month, 20____ by
_____ Dale Janway _____.

My Commission Expires:

Notary Public

COUNCILORS

Ward 1
EDDIE T. RODRIGUEZ
LISA A. ANAYA FLORES

Ward 2
SANDRA K. NUNLEY
J.R. DOPORTO

Ward 3
JASON G. SHIRLEY
WESLEY CARTER

Ward 4
JANELLE E. WHITLOCK
DICK DOSS

State of _____

County of _____

This document was acknowledged before me this _____ day of _____ month, 20__ by
_____Steven V. McCutcheon_____.

My Commission Expires:

Notary Public

State of _____

County of _____

This document was acknowledged before me this _____ day of _____ month, 20__ by
_____Wendy D. Hammett_____.

My Commission Expires:

Notary Public

State of _____

County of _____

This document was acknowledged before me this _____ day of _____ month, 20__ by
_____LaVelta N. Jenkins_____.

My Commission Expires:

Notary Public



ATTENDANCE FOR SEPTEMBER 2016

22,513

Digitally signed by Patsy Jackson
DN: cn=Patsy Jackson, o=City of
Carlsbad, ou=Culture and Rec.,
email=pjackson@cityofcarlsbad
nm.com, c=US
Date: 2016.10.18 16:53:42 -06'00'

CARLSBAD PUBLIC LIBRARY

SEPTEMBER 2016

LIBRARY USAGE

NUMBER OF USES

Visitors	8,522
Computer Sessions	1,594
Wireless Sessions	704
Annex Use	13
ILL Loan items Received	57
ILL Loan Items Sent	29
Catalog Searches	3,939
Reserves Placed	233
Mobile Printing (Print Jobs)	57
Youth Information Requests	103
Adult Information Requests	525
Text Information Requests (Gabbie)	n/a
Total Information Requests	628

DATABASES

NUMBER OF USES

A to Z Maps	0
A to Z USA	0
Ancestry (In-Library Use)	59
Brainfuse	n/a
Britannica Image Quest	0
Britannica Online	12
Chilton's Auto Repair	13
Gale Databases - NMSL	608
Global Road Warrior	0

TOTAL DATABASE USAGE 692

PATRONS

NUMBER OF PERSONS

New Patrons This Month (Reg & Dig)	182
Total Digital Patrons Registered	38
Total Patrons Registered	9,772
Unresolved Member Problems	81
Incidents	1
NMLTG Users	73
Self-Check Station Users	155
Freegal Users	11
Mobile Printing (Users)	33

ACTIVITIES

NUMBER SESSIONS / EVENTS

Preschool Story Time	6
Toddler Time	3
Summer Reading - Children	0
Summer Reading - Teen	0
Tours	0
Outreach - San Jose Daycare	3

CIRCULATION

NUMBER OF ITEMS

Books	3,902
Large Print Books	488
Graphic Novels	198
E-Books	226
Audio Books	274
E-Audio Books	317
Software	1
Music & e-Music (Freegal)	69
Videos	1,344
Magazines	8
E-Magazines	15
Paperbacks	406
Reference	6
eReaders	0
Databases	692
TOTAL ITEMS CIRCULATED	7,946
TOTAL DIGITAL ITEMS CIRCULATED	627
TOTAL PHYSICAL ITEMS CIRCULATED	7,319

Adult Items Circulated	4,338
Teen Items Circulated	413
Children's Items Circulated	3,195

CATALOGING

NUMBER OF ITEMS

Items Added to Collection	412
Items Withdrawn	466
Items Missing	117
Total Carlsbad Items	62,308
Materials Requests Fulfilled	54

OTHER SERVICES

NUMBER OF SERVICES

Archival Requests	4
Tests Proctored	4
Newspaper Features	5
Pinterest posts	5
Radio features	0
Facebook posts	12

ATTENDANCE

NUMBER OF PERSONS

Preschool Story Time	106
Toddler Time	176
Summer Reading - Children	0
Summer Reading - Teen	0
Tours	0
Outreach - San Jose Daycare	62

ACTIVITIES CONT.	
Teen Programs	0
Adult Programs	0
Promo Events - Library Card Signup Month	1
Special activities - LEGO Club	1
Technology Programs	0
TOTAL	14

ATTENDANCE CONT.	
Teen Programs	0
Adult Programs	0
Promo Events - Library Card Signup Month	182
Special activities - LEGO Club	28
Technology Programs	0
TOTAL	554

LIBRARY NEWS

Children's story time and Toddler Time programs resumed in September, and were well-attended. Dejanay Booth, reporter from the Current-Argus, visited the library's preschool story time and did a full-color photo feature which appeared in print and online Sept. 14th. Phase 2 of the carpet cleaning was completed, along with the new network cabling and additional wifi hot spots in both the library and Halagueno Arts Park. 148 new patrons took advantage of Library Card Signup Month, and many current patrons received free replacement cards. The Library celebrated Banned Books Week with a display of challenged and removed titles old and new. Unfortunately, the roof leaks continued in the Children's library and a large leak occurred in the adult fiction department. A total of 201 books were damaged beyond saving, at a cost of \$4,150. With science projects due in many schools, the library has been very busy in the evenings helping students locate resources, type their reports, and obtain images for their experiment boards this month.

Library Board of Trustees

At the meeting on September 14th, the Library Board approved the FY 2015-2016 Library Statistics report, and the Library's Monthly report for August, 2016.

Programs, Events, and Outreach

LEGO Club met in the library annex on Sept. 19, with 28 attendees participating in the event. This is a monthly program during the school year. Three visits to San Jose Daycare were made; stories and crafts on autumn, fairy tales, and oceans were enjoyed by 62 children.

Incidents/Complaints and Resolution

One former patron, under a CTW since May, 2007, returned to the library. Police were called but patron left before officers arrived.



Monthly Report September 2016

Public Programming & Events:

September 3rd, Ranger Mannie Bemis from the Carlsbad Caverns National Park gave a presentation titled "From Guano Mine to World Heritage Site: Carlsbad's Partnership with the NPS".

September 15th, a public presentation on the prehistory of New Mexico titled "The Merchant Site: Old and New Discoveries at a Prehistoric Village in Lea County" was given by Myles, a BLM contract archeologist.

September 17th, Dwight Pitcaithley screened the Ken Burns film "A Gathering of Spirit" and gave a presentation at the museum.

September 19th, the Military and Veterans Affairs Committee held their quarterly Legislative meeting at the museum, arranged by Rep. Cathryn Brown

September 24, the Museum hosted the Arts & Culture Development Council public meeting in the Annex

Patrons served: 398

Exhibitions:

"100 Years of Inspiration", a collaborative exhibit with Carlsbad Caverns NP and Guadalupe Mountains NP concluded this month. It was taken down the week of the 26th.

After the NPS Centennial exhibit "100 Years of Inspiration" was taken down the temporary gallery was prepped and painted for the upcoming quilt exhibit featuring the Zia Quilting and Stitchery Guild.

Mike Campos' exhibit "Fantasy" continued in the Local Hangout space.

Preparations started for the Winter exhibit "Chicanitas: Small Paintings from the Cheech Marin Collection".

Staff Activities and Training

Michele attended the monthly Ambassador meeting.

Dave attended the Lodger's Tax Board meeting to request funding for promotional efforts

Dave met with the Mayor, Patsy, and Cassandra to discuss transferring management of the annex and ideas for the "Carlsbad Hall of Fame" exhibit.

September 21, the Museum Board of Directors met at the museum.

Dave attended the monthly Fine Arts Acquisition and Vetting Committee meeting

September 14th, Edward and Michele attended Safety Training at the PRV.

September, 15th, 22nd and 29th Edward participated in a webinar for collections care

September 23rd, was Museum Attendant Laurie Esquibel's last day

September 7th, Intern from Early College High School started

Collections:

Accessions

- One donation from Carlsbad Municipal Schools, artifacts from Pate and Puckett Elementary Schools: four pieces.

Loans

- Return items loaned for National Parks summer exhibit
- Incoming loans for annual Zia Quilting Guild exhibit. 84 pieces.

Other

- Completed monthly environmental condition data logger reports.
- Completed data map as final step to transfer collections database from the outdated Lotus Approach database to the modern PastPerfect collections database.
- Edward attended a series of four collections management webinars offered by connecting2collections.com.
 - (Sept 15th) Basic Condition Reporting
 - (September 22nd) Managing Previously Unmanaged Collections
 - September 29th) There's a Form for That: Documenting Your Collections

Facility:

City Electricians replaced emergency exit signs per fire marshal recommendation.

Modern security was called in for alarm and security camera maintenance

Installed slat wall and display case glass in museum store space.

AC unit on roof serviced by Bannisters, installed new motor

Planning:

September 1st, started planning for a new exhibit, "The Carlsbad Hall of Fame"

ABM submitted for guitar exhibit contract - did not go to Council

Museum Store re-opening being planned and store restocked

Purchasing: 16 purchase orders approved

San Jose Senior Recreation Center

Monthly Report September 2016

No. of Patrons served: 4,318

No. Of Incidents/Complaints: 0

Nutritional Program: 2,058

*Date of next board meeting
October 5, 2016*

Activities/Project	
Amateur Hour	11
Arts & Crafts	27
Bingo	174
Puzzles	21
Crochet Class	69
Birthday Party (monthly)	91
Dominos	17
Exercise Equipment	241
Creative Coloring	150
Line Dancing	73
Mexican BINGO	21
NM State Tax Filing	0
Pool	189
Quilters	9
Sing - Along	91
Low Impact Exercise Class	0
Vitals (BP/Sugar/Oxygen)	136
NMLong Term (MCR)	0
September Dance (p.m.)	50
Relay NM Meeting	89
Veteran's Support Group	
Sept. 16th Celebration	98
SNMCAC Speak Out	110

Meetings	
Training Classes	13
Safety Huddle Meeting	19
Foster Grandparents	0
Lawyer Referral	2
Leadership Carlsbad	0
Public Meeting	
CCVN Meeting	
SENMCA Meetings	
SJ Adv. Board	8

Services	
Announcements	28
Copies	18
Forms	22
In-coming calls	427
Notaries	2
Referrals (Walk-Ins)	7
Transportation	2
Computer Class	45
Other Activities	0

Board/Committee Reports or Directives

Problems/Complaints/Resolutions

N/A

Signed: _____ Date _____

Signed: _____ Date _____

Sep-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	11		1					1							2	2						1		1			1				2			
Arts & Crafts	27	2							3						4					1			11	3					1	2				
Bingo	174						47							39								43						45						
Puzzles	21	1	2				1	1	1	1					1	1	1				3	2	1	1				1	1	1	1			
Crochet Class	69	3	5				3	4	4	3			3	3	3	4	4				3	3	3	3	1			4	4	4	2	3		
Birthday Party (Monthly)	91																															91		
Dominos	17	3	3							4						3								4										
Exercise Equipment	241	5	5				12	14	14	10			16	14	15	6	4				15	16	16	13	7			13	13	14	11	8		
Creative Coloring Class	150	7	4				8	7	7	6			7	8	9	9	6				6	8	8	9	8			6	7	8	7	5		
Line Dancing	73	6							8				9			8	6				9		8								9			
Flu Shots	0																																	
Mexican BINGO	21	4	4				6	7																										
NM State Tax filing	0																																	
Pool	189	9	6				9	8	11	6			11	12	10	11	11				9	9	10	8	8			10	9	9	6	7		
Quilters	9							2							2								2								3			
Sing - Along	91																																91	
Low Impact Exercise Class	0																																	
Vitals (BP/Sugar/Oxygen)	136	13					14		13					22		12						24		13					17		8			
NMLong Term Ag. (MCR)	0																																	
Dance (p.m.)	50																							50										
Relay NM Meeting	89	89																																
Veteran's Support Group																																		
Sept 16th Celebration	98																98																	
SNMCAC Speak Out Meeting	110														110																			

Services																																		
Announcements	28																																	
Copies	18																																	
Forms	22																																	
In-coming calls	427	15	10				22	20	17	20	18			20	18	17	18	28			16	26	22	26	18			19	24	22	19	12		
Notaries	2																																	
Referrals (Walk-ins)	7																																	
Transportation	2																																	
Computer Classes	45	2	2				2	2	2	2			2	2	2	1	2				3	2	3	2	2			2	2	3	3	2		

Meetings																																			
Training Class	13																					13													
Safety Huddle/Safety Meeting	19							5							4								5								5				
Foster Grandparents	0																																		
Lawyer Referral	2																																		
Leadership Carlsbad	0																																		
Public Meeting																																			
CCVN Advisory Board																																			
SENMCA Meetings	0																																		
San Jose Advisory Board	8							8																											
Subtotal	2,260																																		

Nutritional Program	2,058
No. Of Incidents/Complaints:	0
Date Of Next Board Meeting:	10/05/16
No.of Patrons served	4,318

Monthly Report
September 2016
NORTH MESA SENIOR RECREATION CENTER

Number of Patrons Served: 3936

New Members: 35

Number of Incidents/Complaints: 0

Date of Next Board Meeting: October 12, 2016

Activities/Projects/Attendance

Zia Quilters held a retreat on September 3rd - 5th, over the holiday weekend and had 32 who came and worked on projects. The second retreat was held September 24th and 25th and had 14 who attended doing the finishing touches on their quilts for the quilt show at the museum in October.

AARP had a Defensive Driving Class on Friday, September 16th with 13 in attendance.

Senior Socials were held on Friday, September 9th with 52 who attended and also on Friday, September 23rd with 40 attending.

Line Dancers took a break from September 26th – 28th so that week was very quiet without them here.

We had a pool tournament on Tuesday, September 13th. The tournament was a success and the members enjoyed watching as well as participating.

International Good Neighbor Council (IGNC) resumed this month and had 12 who attended their potluck.

AARP had 21 in attendance at their monthly meeting. The guest speaker, Carol Worley, Chairperson for Packs for Hunger gave an informative talk about the program, which provides food for both Carlsbad and Loving school children.

Incidents/Complaints:

NORTH MESA SENIOR RECREATION CENTER

September 2016

<u>Activity</u>	<u>Participation</u>
Exercise	867
Library/Lapidary	158
Arts/Crafts	235
Pool/Ping Pong	616
Card Games/Dominoes	311
Western Jam/Bingo	88
Line Dance	390
Dance	348
Social/Orgs/Events	146
ACBL Bridge	207
Health/Wellness	184
Inquiries	380
Visitors/Guests	6
Total	3936

Deposits

<u>Date</u>	<u>Cash</u>	<u>Checks</u>	<u>Total</u>
9/15/2016	\$167.21	\$38.80	\$206.01
9/21/2106	\$147.72	\$35.04	\$182.76
9/29/2016	\$95.18	\$10.00	\$105.18
Total			\$493.95

**Monthly Report
For
September 2016**

Department: Carlsbad Municipal Transit System

No. of Patrons Served: 3806

No. of Incidents/Complaints: None

Activities / Projects / Attendance					
Passenger Classification					
Total	Elderly	Handicapped	Non-Ambulatory	Other	Revenue
3806	556	498	334	2418	\$6,409.25
Service vehicle hours in September- 1943.5					
Service vehicle miles in September- 17,134					
1. We transported 88 students through the After School Safety Program. The program started on September 6, 2016.					
2. The 5311 Public Transportation fiscal year ended September 31, 2016.					
3. We had 23 transit staff attend the CPR/First Aid/Blood Borne Pathogens on the evening of September 29, 2016. The training was provided by Linda Bickerstaff and two other nursing instructors from NMSU-Carlsbad. This is one of the mandated trainings required by the NMDOT every two years.					

Jo Ann Moore, Transit Manager

10/17/2016

MONTHLY REPORT

FOR

September 2016

Department: CCVN (Carlsbad Community Volunteer Network)

No. of New Registered Volunteers	7
No. of Registered Volunteers:	308
No. of Active Volunteers:	282
No. of Work Stations:	20
No. of Volunteer Hours for September 2016:	3,741

Activities for the Month of September

- CCVN Advisory Board meeting was canceled for September due to the Labor Day Holiday. The next regular board meeting will be held on October 3, 2016.
- CCVN volunteer provided computer classes throughout the month of September 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 September the CCVN had 660 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

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

ACTIVITY SUMMARY		
1. Business Activity:		
New Businesses: 42	Temporary Businesses: 18	Business Renewals: 13
2. Miscellaneous Permits:		
Dances: 0	Parades: 0	Other: 0
3. Building Permits & Inspections:		
Permits Issued: 142	Permit Revenue: \$10,566.75	Inspections Completed: 188
58—Building Permits		62—Building
27—Plumbing/Mechanical		35—Plumbing/Mechanical
57—Electrical Permits		91—Electrical
4. Code Enforcement		
119—New Cases		
53—Closed Cases		
5. Planning & Engineering activities for the month of September 2016:		
<u>NEW</u>		
<ul style="list-style-type: none"> • Five Planning & Zoning Applications Received for October Meeting • Asset Management Plan 60% Complete • Zoning Ordinances Updated 		
<u>ONGOING</u>		
<ul style="list-style-type: none"> • Infrastructure Mapping (GIS) • Development Review • Subdivision Review and Approvals • Leased Properties Inspections • Code Enforcement Continuing to Respond to 311's and Complaints 		
PLANNING AND ZONING COMMISSION Meets the first Monday of each month at 5 p.m. in the City Hall Planning Room.		

Signed: _____

Jeff Patterson, Planning Director



Director: Steve Hendley


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Hendley
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o=City of Carlsbad,
ou=Facility Maintenance,
email=sghendley@cityof
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MONTHLY REPORT

September 2016

TOTAL PATRONS SERVED:

31,172

MONTHLY WORK REPORT

DEPARTMENT: GOLF COURSE	MONTH: SEPTEMBER
NO. OF EMPLOYEES: 5 FULL TIME	NO. OF DAYS IN MONTH: 30
HOLIDAYS THIS MONTH: 1	NO. OF WORK DAYS THIS MONTH: 21

ROUNDS PLAYED: SEPTEMBER 2016: 2,199 DOWN 428 OVER SEPTEMBER 2015
 TOTAL ROUND FISCAL YEAR 2016/2017: 8,626 DOWN 1,777 OVER FY2015/2016

ROUTINE TASKS		NON-ROUTINE TASKS	
TASK	HOURS	TASK	HOURS
Mowing Fairways	102.75	Safety Training	8
Mowing Greens	54.5	Verticut	8
Mowing Tees	49	Spray Greens	8
Mowing Fringes	14	Aerification	184
Mowing Roughs	253.5	Clean Riverwalk	10.5
Setting Up	35		
Mower Maint. and Minor Repair	26		
Watering Trees	-		
Irrigation System Maintenance	70.75		
Manual Watering	39.25		
Shop Housekeeping	-		
Hand Mowing and Trimming	14.5		
Roll Greens	-		
Blow debris off greens, pick up branches	-		
Clean bathrooms, empty trash, move tee markers, fill water cans, check ball washers	18		
TOTAL HOURS SPENT ON ROUTINE TASKS	677.25	TOTAL HOURS SPENT ON NON-ROUTINE TASKS	218.5
TOTAL GOLF COURSE HOURS	895.75		

Prepared by: _____

Kyle Boatman, Golf Course Superintendent

Monthly Report-September 2016

Department-Airport

Attendance to Cavern City Airport: 1549

Projects/Maintenance/F.A.A. Compliance	
Daylight and night-time daily inspections-perimeter check of all gates and intrusion of animals.	OK
Mowing airfield, weed-eating vegetation on taxiways and runways, around lights, signs, and buildings. Raking around lights where small animals are burrowing. Tumbleweed removal against perimeter fence. Filling in Fox holes with rocks and dirt. Trapping Goffers.	OK
Continuing with F.A.A. Part 139 training. FAA mandatory every 12 consecutive months documented training of Part 139. Checking of documents.	OK
Weekly maintenance including; cleaning of terminal, fueling and checking fluids on vehicles and equipment, running and servicing generators.	OK
Communications-NOTAM's issued and monitoring aviation radio.	OK
Weekly cleaning of the Terminal building.	OK
As ramp lighting and terminal outside lighting is going out we have been replacing this fixture with L.E.D. lighting. We will get more illumination plus a longer lifetime.	OK
Weekly safety huddles. Attending formal safety training.	OK
F.O.D. removal off of runways, taxiways and ramp.	OK
Herbicide treatment of areas including; cracks on Runways, Taxiways, Ramp, around lights and signs, parking lot, around building and any other place where weeds are not wanted. We also have been spaying herbicide on mesquite bushes in order to eliminate them.	OK

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

			Flights Scheduled	Flights Flown	Cancelled Weather	Cancelled other	Revenue Passengers
September 2016	9/1 to 9/30	Enplaned CNM ABQ	26	26	0	0	112
		Deplaned CNM ABQ	26	26	0	0	109
		Enplaned CNM DFW	26	26	0	0	131
		Deplaned CNM DFW	26	26	0	0	140

- Albuquerque-Arrival- up 17
- Albuquerque-Departures- up 17
- Dallas-Arrival- up 1
- Dallas-Departures- up 2

Significant Weather Report	
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We have had significant rain at the Airport and have report approximately 9.25 inches.	
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Other Projects	
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As requested by the FAA Safety Inspector we have been clearing the grass and weeds off the blast pad associated with 32L runway.	
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**Monthly Report
For
September 2016**

Department: Beautification

No. of Events: 4

No. of Incidents/Complaints: 0

Date of Next Board Meeting: October 20, 2016

Activities / Projects / Attendance:
Awarded Bobcat Auto & Detail Business of the Month for September 2016
Assisted in Mayor's Oil and Gas Summit event preparation & banquet on September 11 & 12, 2016
Attended March For Parks event at the Living Desert Zoo & Gardens- September 24, 2016
5 community service workers picked up a total of 32 bags of trash (avg. 15 lbs. each) = 480 lbs. total this month & 4 public spaces cleaned up
Attended New Mexico Solid Waste and Recycling Coalition Conference in Albuquerque- September 26-28, 2016
Set up recycling bins at Project Playground renovation project- September 28-October 2, 2016

Board / Committee Reports or Directives: N/A

Problem / Complaint Resolution: N/A

Signed: _____
Mary Garwood, Beautification/Special Events Coordinator

**MONTHLY REPORT
FOR SEPTEMBER 2016**

Department: Carlsbad Department of Sports and Recreation
Riverwalk Recreation Complex

No. of Rental Events: 14

No. of Incidents/Complaints:

Activities	No. of Events	No. of Patrons	Total
Radio Club	1	12	12
Karate Class	7	6	42
Kats Fit Club	8	10	80
Cheer	18	15	270
Fitness Class	12	20	240
Coffee Drinkers	21	12	252
Hockey Park	3	12	36
Church Meeting	2	30	60
Skate Park	29	120	3,480
Racquet Ball Players	29	28	812
Pickle Ball	14	8	112
Las Cruces School	1	100	100
Zumba	8	20	160
NA Meeting	9	20	180
Dance Practice	9	8	72
Walk-In Attendance	29	300	8,700
Rentals:			
Birthday Parties	11	60	660
Corn Hole Tournament	1	20	20
Baby Shower	2	60	120
Attendance for the month was	29		15,408
Average for the day was			531

Problem/Complaint Resolution:

Minutes Attached: Yes ___ No **X**

Signed: _____

**CEMETERY MONTHLY REPORT
SEPTEMBER, 2016**

	Carlsbad Cemetery	Santa Catarina	Sunset Gardens	Total
Number of Interments:	11	3	2	16
Cremations (Columbaria, included)	4 (0)	0 (0)	0 (0)	4 (0)
Babyland	0	0	0	0
Indigent	0	0	0	0
Saturday	4	0	0	4
Double Depth	0	0	0	0
SUNDAY/Holiday	0	0	0	0
Disinterment:	0	0	1	1
Sale of Lots: (Columbaria, included)	6(0)	0	0	6(0)
On Payment Plan:	2	0	0	2
Pre-Need: (Columbaria, included)	3(0)	0	0	3(0)
Meetings:	0	0	0	0
Monument Permits:	11(0)	1	4	16
Complaint/Incident Reports:	0	0	0	0
Vandalism				
Damaged Stone				
Sunken Grave				
Sunken Marker				
Theft				
Flowers				
Maintenance				
Other				
Correspondence:				

MONTHLY WORK REPORT

DEPARTMENT: Sports Complex	BFYSC	MONTH: September 2016	
NO. OF EMPLOYEES: 5		NO. OF DAYS IN THE MONTH: 30	
HOLIDAYS THIS MONTH: 1	Attendance Approx. 12,000	NO. OF WORK DAYS THIS MONTH: 21	

Week of September 1st through 9th

One employee tested the water chemistry of the splash pad daily. Two employees trimmed softball, soccer, baseball and the front entrance. One employee mowed the front open areas between Lea Street and Hackberry draw. Four employees added landscape rock to the parking lot medians. One employee performed ARC litter control. Three employees mowed baseball, soccer, and softball areas. Four employees prepared the soccer area for the start of the fall soccer season.

Week of September 12th through 16th

One employee tested the water chemistry of the splash pad daily. Three employees mowed & trimmed the Jr/Sr, soccer, baseball, & softball fields. Two employees repaired irrigation bubblers along the Lea St. landscape. Two employees prepared the soccer fields & common areas for fall soccer games. Two employees performed ARC litter control. One employee applied herbicide throughout facility for weed control. Five employees attended safety training. One employee mowed open areas of the facility. Five employees cleaned equipment, vehicles, and shops during inclement weather. One employee greased equipment.

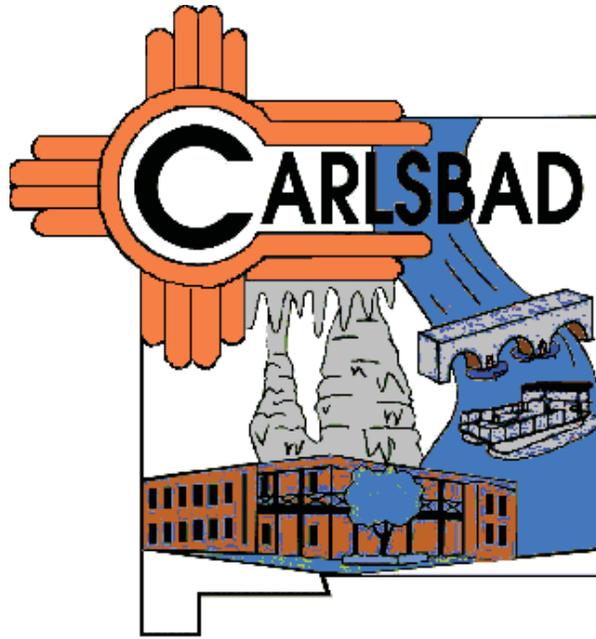
Week of September 19th through 23rd

Two employees mowed the junior/senior, little league, football, softball, and soccer fields. Two employees performed weed control, trimmed shrubs, cleaned and applied herbicide along the Lea St. landscape. One employee mowed the south open areas and brush hogged Hackberry draw. One employee cleaned and greased mowing equipment. Two employees performed shut-down operations on the splash pad. One employee performed ARC litter control. Two employees prepared the soccer fields & common areas for fall soccer and football games. One employee fertilized the soccer common areas and performed gopher control in soccer.

Week of September 26th through 30th

Three employees mowed & trimmed the junior/senior, little league, football, softball, and soccer fields. One employee performed weed removal along Lea St. landscape. Two employees prepared the soccer & football areas for recreational games. One employee performed ARC litter control in soccer and baseball. Two employees cleaned the dug-outs in baseball, softball, & Jr/Sr. One employee continued to mow open areas throughout the facility. One employee applied herbicide throughout the facility for weed control. One employee applied speed zone to treat clover and spurge in the softball common areas and playing fields.

John Lowe, Sports Superintendent



CITY OF CARLSBAD

FY 2016-2017

DEPARTMENT OF UTILITIES

SEPTEMBER 2016

Mike Hernandez, Director of Utilities

Environmental Services Report

September 2016

Environmental Services:	<u>This Month</u>	<u>Previous Month</u>	<u>Calendar Year to Date</u>
State and Federal Environmental Violations by City	0	0	0
Environmental Assessments (CDBG, P&Z, Drilling)	0	0	0
Environmental Compliance Inspections	1	0	1
Criminal Complaints Filed	0	0	0
Environmental Projects or Programs	0	0	1
Grease Interceptors Inspections	1	1	6

Laboratory:

Municipal Water Sampling/Analysis:

Wellfield Chemical Characteristic Analysis	29	39	344
Partial Wellfield Chemical Characteristics	22	31	263
Monitoring Wells Chemical Analysis	14	6	113
Total Coliform Analysis	30	30	270
Fecal Coliform Analysis	0	0	0
Chlorine Residual Tests (DE)	22	23	196
Special Chemicals (BTEX, Ammonia, Nitrite)	0	0	0

Municipal Wastewater Sampling/Analysis (Reads):

Chemical Oxygen Demand Tests	0	0	0
Biochemical Oxygen Demand	5	4	39
Total Suspended Solids Tests	5	4	39
Volatile Alkalinity Tests	0	1	7
E-Coli on Effluent	22	23	196
Metals/TCLP/PCB/M2 Sampling on Sludge	0	0	0
Fecal Coliform Analysis on Sludge	0	0	0
Effluent Chemical Characteristic Analysis	1	1	9

This Month **Previous Month** **Calendar Year to Date**

DMR Bench Sheet

Influent BOD Avg. (Lbs.)	5,258	4,945	45,770
Effluent BOD Avg. (Lbs.)	220.18	179.50	1,438.40
BOD Removal (%)	95.81	96.37	870.84
Influent TSS Avg. (Lbs.)	5,419	3,725	47,995
Effluent TSS Avg. (Lbs.)	136.39	50.82	551.04
TSS Removal (%)	97.48	98.64	888.06

Private Well Analysis:

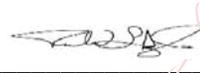
Total Coliform Analysis	38	47	391
Total Coliform Analysis (Construction)	1	3	18
Number of Positives for Confirmation	1	4	21
Chemical Characteristics Analysis	0	1	3
Environment Department Mediated Tests	0	0	0
Lake Carlsbad E-Coli Analysis Performed	0	36	98
Lake Carlsbad Beach Closures Due to Bacterial Count	0	3	6

Golf Course (Reclaimed) Water Analysis (NMED Groundwater Discharge Permit):

Nitrate	5	4	39
Total Kjeldahl Nitrogen	0	0	2
Total Dissolved Solids	0	1	7
E-Coli Analysis	22	23	179
Chemical Characteristics	0	0	0
Other NMED-Required Testing (Chlorides, etc.)	1	1	9

Remarks:

Environmental Services Superintendent:



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Solid Waste Department Summary

September 2016

This Month Previous Month Last Year Calendar
Year to Date

Garbage Collection (ARC)

Number of ARC Trucks in Operation	14	8	12	16
Number of Repairs on ARC Trucks	20	27	119	298
Tons Collected and Delivered to Landfill	2,056.34	2,022.69	16,025.25	16,555.61
Number of Trips to Landfill	259	256	2082	2283

Residential and Commercial Services

Number of Residential Services	9,577	9,559	9,559	9,527
Number of Commercial Services	988	955	955	960
Number of New Residential Services	2	6	44	46
Number of New Commercial Services	1	0	5	11

Container Maintenance

Number of 3 CuYard Containers Repaired	7	31	591	277
Number of 3 CuYard Containers Replaced	11	3	271	77
Number of 1.5 CuYard Containers Repaired	1	1	53	20
Number of 1.5 CuYard Containers Replaced	3	2	45	18
Number of 96 gallon Containers Repaired	2	15	78	53
Number of 96 gallon Containers Replaced	26	32	535	320
Number of 96 gallon Lids Replaced	1	2	4	9
Number of 96 gallon Wheels Replaced	2	2	8	23
Number of 1.5 CuYard Lids Repaired	0	0	39	9
Number of 3 CuYard Lids Repaired	3	3	223	80

Trash/Yard Waste Residential Collection (Grapppler)

Number of Trucks in Operation	4	2	4	4
Number of Repairs on Trucks	7	4	19	44
Tons of Trash Delivered to Landfill	223.77	220.11	2,876.44	2,099.51
Number of Trips to Landfill	61	51	828	581
Green Waste Collected and Delivered to WWTP (TONS)	10.00	16.00	54.00	130.00
Number of trips to WWTP	5	8	27	65

Recycling Collection

Number of Trucks in Operation	1	1	1	1
Number of Repairs on Trucks	1	0	2	8
Tons Collected and Delivered to Rainbow		3.10	509.79	264.50
Number of Trips to Rainbow	86	80	589	574

Mulching Operation

Total Ground Mulch Produced (Cu. Yards)	30	25	25	115
Total Mulch Sold/Given Away (Cu. Yards)	0	0	0	0
Mulch Used on City Parks/Landscaping (Cu. Yards)	0	0	0	0
Mulch Sent to WWTP for Composting (Cu. Yards)	0	0	0	90

Solid Waste Department Summary

September 2016

This Month Previous Month Last Year Calendar
Year to Date

Sandpoint Landfill Operation

Waste Received from Carlsbad (Tons)	4,024.07	4,560.59	37,331.02	37,809.30
Waste Received from Artesia (Tons)	2,071.29	1,882.88	14,657.31	17,844.68
Waste Received from Eddy County (Tons)	1,201.64	1,214.52	12,180.77	11,499.98
Waste Received from Others (Tons)	23.3	21.81	236.30	204.68
Tipping Fees received at Gate	\$4,228.12	\$4,918.08	\$74,214.12	\$59,186.80
Tipping fees Billed	\$33,461.27	\$48,472.92	\$468,792.65	\$385,735.82
Solid Waste Facility Permit Violations	0	0	0	0

Rainbow Recycling Operation

Tons of Cardboard Recycled		55.28	291.94	220.32
Tons of Newspaper Recycled		0.00	0.00	0.00
Tons of Bi-metal Recycled		0.00	21.66	0.50
Tons of Aluminum Recycled		0.76	2.94	2.91
Tons of Office Pack Recycled		1.00	124.19	57.85
Tons of Plastic Recycled		7.69	21.95	14.86
Tons of waste material		3.10	67.58	32.79
Number of bales rejected & sent to Landfill	14	0	0	14

Convenience Station

Tons of Trash Collected and Delivered to Landfill	269.07	224.62	2,101.92	2,020.81
Green Waste Collected and Delivered to WWTP (TONS)	8.00	16.00	263.50	298.50
Number of trips to WWTP	4	8	140	81

Roll Off Rentals

Fees Billed	\$9,651.11	\$7,481.66	\$91,667.74	\$75,378.91
Tons of Refuse Collected and Delivered to Landfill	117.1	95.11	988.18	971.78
No. of 40 CuYard Containers Rented	0	2	4	4
No. of 30 CuYard Containers Rented	20	17	20	20
No. of 25 CuYard Containers Rented	0	0	2	0
No. of 15 CuYard Containers Rented	3	3	3	3

REMARKS:



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Ruben Ramirez, Solid Waste Superintendent

Date

**CARLSBAD WATER SYSTEM WELL OPERATION
Sep-16**

WELL	POWER CONSUMPTION X 400			WATER PRODUCTION X 1000				ENGINE HOUR CLOCK			WATER LEVELS			
	CURRENT MONTH	LAST MONTH	KWH CONSUMED	CURRENT MONTH	LAST MONTH	GALLONS PUMPED	ACRE FEET	CURRENT MONTH	LAST MONTH	HOURS RUN	GPM	STATIC	PUMPING	DRAW DOWN
1	3453	3417	14,400	268749	262938	5,811,000	17.83	17132	17072	60	1800			
2	951	951	0	579356	579356	0	0.00	9419	9419	0	1600			
3	11673	11548	50,000	1731887	1713126	18,761,000	57.58	25927	25732	195	1600			
4	5973	5767	82,400	1864719	1828922	35,797,000	109.86	21487	21050	437	11100			
5	1603	*Error		2624150	2563853	60,297,000	185.05	26844	26267	577	1700			
6		NO POWER										387.2		
7	22223	21919	121,600	2359477	2303878	55,599,000	170.63	49347	48807	540	1700			
**8	15715	15714	400	1861555	1861555	0	0.00	4677	4677	0				
9	17832	17830	800	810496	810340	156,000	0.48	12005	12002	3	1400			
10												396.9		
TOTAL KWH CONSUMED			269,600	TOTAL PUMPED		176,421,000	541.42	TOTAL HOURS RUN		1,812	OIL		TOTAL CHLORINE USED	
											22 Gallons		957.8 lbs.	
Reservoir No. 4 Meter			Total Gallons Pumped Comparison				Total Rainfall			Notes				
Inlet This Month X 1000		382625		THIS MONTH		176,421,000	541.42	1.9 inches			Wells #4 and #5 on State Trust Land			
				LAST YEAR, SAME MONTH		240,323,000	737.53				*#5 Elect. Mtr changed out in Sept.			
Inlet Last Month X 1000				DIFFERENCE		(63,902,000)	(196.11)				** Well #8 Down			

**MUNICIPAL WATER SYSTEM
WATER RIGHTS PUMPED (C-76)
ACRE FEET**

(9867 Acre Ft. Available Per Year)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1996	315.87	403.90	552.10	850.44	1269.81	1038.58	1152.33	791.39	516.96	522.84	304.57	313.96	8032.75
1997	342.07	328.10	561.85	643.72	767.99	1070.18	1228.69	886.86	885.44	526.72	301.11	340.26	7882.99
1998	426.17	385.79	554.45	826.67	1094.81	1420.73	1272.89	948.07	922.2	572.16	293.30	244.59	8961.83
1999	259.97	275.11	485.12	694.64	798.54	839.8	903.86	1,102.11	751.4	534.43	395.59	253.70	7294.27
2000	303.85	377.05	592.71	710.82	1,063.12	1,168.66	1,072.41	1,134.64	886.9	487.13	260.33	278.46	8336.08
2001	379.10	340.60	389.50	714.8	1,129.68	1,083.53	1,341.71	1,074.96	612.54	662.35	356.80	276.27	8361.84
2002	297.16	268.70	440.91	704.96	958.06	1,066.88	1,341.56	1,074.79	774.52	485.05	280.99	155.99	7849.57
2003	270.84	203.99	505.94	1,064.03	1,206.94	1,122.78	1,343.98	1,076.39	775.41	685.53	305.27	409.57	8970.67
2004	385.42	439.36	489.06	680.19	948.71	1,063.84	1,068.05	798.52	772.40	451.14	364.15	414.64	7875.48
2005	332.30	318.24	425.71	655.91	878.61	1,123.12	1,338.81	773.36	830.12	609.54	478.07	445.90	8209.69
2006	395.24	416.50	606.61	799.07	1,145.49	1,165.26	1,141.96	699.68	536.40	574.84	453.79	372.30	8307.14
2007	386.96	350.66	480.44	665.57	629.51	1,062.65	841.31	964.52	740.42	672.37	485.02	446.90	7726.33
2008	452.24	668.55	705.92	934.92	1,060.06	1,454.74	1,040.96	900.29	768.43	684.45	505.09	456.16	9631.81
2009	458.70	519.36	694.55	871.85	1,095.02	1,202.19	951.06	980.82	809.14	666.16	529.67	420.61	9199.13
2010	422.56	352.26	539.69	327.39	1,150.19	1,219.15	848.31	1,057.28	738.68	677.68	503.09	461.84	8298.12
2011	474.73	536.44	800.88	973.90	1,238.89	1,355.98	1,423.54	1,226.62	886.11	776.71	540.43	454.95	10689.18
2012	466.85	431.44	701.69	810.10	828.11	1,185.27	901.47	1,013.28	806.85	652.17	480.34	461.15	8738.72
2013	423.91	412.36	633.53	822.91	947.12	1,047.09	800.86	925.05	727.29	611.46	451.84	377.93	8,181.35
2014	388.31	383.82	557.69	701.51	872.84	1,031.98	1,122.07	893.82	552.90	541.69	414.16	391.00	7,851.79
2015	428.54	369.38	490.96	711.13	732.60	903.17	919.01	994.43	789.98	522.56	432.59	418.96	7,713.31
2016	408.24	364.58	449.03	573.56	672.93	921.77	1,157.49	791.59	541.42				5,880.61

**MUNICIPAL WATER SYSTEM
WATER SOLD
ACRE FEET**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1998	380.65	332.18	418.14	613.32	1057.78	1043.25	1511.13	1220.90	964.15	816.10	544.73	365.24	9267.57
1999	350.77	374.47	397.90	656.23	911.43	4297.85	920.96	1014.63	905.42	728.53	529.12	405.76	11493.08
2000	373.25	650.60	546.39	773.25	931.39	1142.12	887.46	1038.70	1263.06	789.03	390.59	337.31	9123.16
2001	359.22	321.33	350.51	521.39	826.57	1078.63	3129.89	1129.37	1153.48	696.13	620.56	508.76	10695.82
2002	361.07	373.67	374.24	527.03	956.91	1164.77	996.81	977.93	1153.18	607.92	431.21	301.17	8225.93
2003	391.07	304.91	404.05	598.44	999.69	1030.55	1061.59	1169.02	1046.52	731.67	559.33	342.90	8639.75
2004	418.82	310.23	337.47	479.72	685.58	983.31	984.35	814.65	763.90	475.02	413.97	302.17	6969.19
2005	368.27	275.02	299.95	503.81	693.61	840.97	1296.63	886.95	754.89	658.48	468.42	377.74	7424.74
2006	414.11	677.07	450.26	678.99	725.58	1280.61	1083.09	705.47	564.79	572.49	430.08	334.08	7916.62
2007	354.13	318.22	380.07	437.50	653.63	756.31	899.69	774.47	896.99	541.76	530.36	344.60	6887.72
2008	326.32	375.13	413.71	627.22	842.55	1025.43	943.54	855.66	605.32	559.79	494.03	0.00	7068.68
2009	439.03	352.25	614.56	2321.13	1268.55	1211.80	1099.85	927.66	1030.30	765.46	976.92	564.86	11572.39
2010	567.77	471.98	547.89	757.41	1272.59	1066.67	1081.09	913.03	1105.63	1031.30	950.35	786.38	10552.09
2011	444.27	760.40	774.56	1233.94	1338.54	1352.52	1717.55	1405.40	1347.32	924.66	874.25	677.51	12850.91
2012	565.38	642.97	581.75	926.04	848.01	1000.31	1440.24	1151.94	1237.78	866.01	865.02	670.56	10796.01
2013	616.99	671.05	645.27	975.32	1,049.04	1,249.35	944.16	951.65	1,058.15	785.76	592.98	469.93	10009.65
2014	475.55	470.88	507.96	653.04	920.21	1,041.43	1,157.15	978.54	953.20	558.14	550.55	417.07	8683.72
2015	554.03	282.77	520.21	624.18	758.14	800.23	985.58	863.21	1,068.91	639.91	478.42	448.68	8024.27
2016	456.11	302.09	482.13	615.67	708.66	828.42	1,071.60	820.33	623.25				5908.26

**MUNICIPAL WATER SYSTEM
METERS IN SERVICE**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1997	10327	10321	10304	10346	10378	10403	10431	10431	10457	10319	10362	10318
1998	10356	10389	10391	10433	10468	10485	10519	10509	10481	10487	10410	10396
1999	10394	10420	10425	10474	10473	10509	10490	10523	10483	10466	10431	10352
2000	10378	10370	10365	10394	10450	10468	10490	10479	10517	10456	10368	10318
2001	10350	10344	10315	10376	10497	10460	10442	10462	10449	10484	10401	10354
2002	10385	10398	10360	10396	10485	10486	10492	10479	10512	10468	10448	10534
2003	10453	10420	10550	10505	10549	10682	10604	10670	10688	10631	10586	10606
2004	10608	10541	10617	10624	10627	10678	10700	10730	10671	10672	10684	10597
2005	10581	10552	10635	10618	10645	10733	10757	10747	10725	10695	10692	10669
2006	10676	10669	10663	10704	10687	10759	10720	10746	10739	10711	10670	10645
2007	10633	10661	10679	10717	10726	10814	10801	10786	10740	10735	10761	10753
2008	10804	10784	10809	10826	10836	10880	10861	10875	10820	10758	10713	
2009	10747	10881	11126	11179	11156	11232	11160	11184	11158	11169	11182	11107
2010	11132	11105	11201	11157	11208	11221	11216	11225	11201	11205	11184	11165
2011	11271	11292	11256	11270	11281	11349	11331	11333	11327	11300	11267	11224
2012	11249	11229	11277	11305	11333	11353	11368	11370	11319	11332	11344	11321
2013	11290	11361	11415	11405	11412	11450	11488	11527	11507	11478	11482	11442
2014	11501	11709	11803	11807	11848	11893	11919	11988	12001	12022	11892	11993
2015	11865	11871	11916	12014	11957	12153	12062	12087	12020	11968	11825	11978
2016	11854	12116	12166	12125	12143	12224	12170	12219	12162			

**AIRPORT WELLS
WATER RIGHTS PUMPED
ACRE FEET**

(61.24 Acre Ft. Available Per Year)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2006	0.11	0.11	0.11	0.03	0.03	0.07	0.01	0.02	0.02	0.00	0.00	0.01	0.53
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
2009	0.00	0.00	0.00	0.00	0.03	0.01	0.00	0.00	0.00	0.15	0.03	0.02	0.26
2010	0.13	0.02	0.04	0.55	0.18	0.85	0.03	0.10	0.03	0.04	0.19	0.76	2.94
2011	2.10	0.98	0.83	0.38	0.21	1.01	0.59	0.28	0.57	0.42	1.24	0.44	9.05
2012	0.59	0.62	1.08	0.83	1.83	3.64	2.31	3.67	2.27	2.01	1.67	1.87	22.41
2013	0.89	2.32	2.26	1.18	1.28	1.73	1.9	3.69	2.01	2.62	1.99	1.06	22.93
2014	1.86	0.73	1.04	1.55	0.66	0.20	3.17	0.96	0.37	1.89	0.80	0.61	13.84
2015	0.03	0.07	0.03	1.02	1.59	2.47	2.57	2.96	2.13	1.35	2.46	1.57	18.25
2016	1.14	2.21	3.25	3.48	2.43	1.45	0.064	0.031	0.002				14.06

**AIRPORT WELLS
WATER SOLD
ACRE FEET**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2006	0.01	0.02	0.19	0.38	0.02	0.07			0.02	0	0	0.01	0.72
2007	0.01	0	0	0.09	0.02	0	0	0	0	0.02	0	0	0.14
2008	0	0	0	0	0	0	0			0	0	0	0
2009	0	0	0	0	0	0	0	0	0	0	0	0.2	0.2
2010	0.02	0	0	0	1.2	0.08	0.03	0.11	0.04	0.04	0.2	1.53	3.25
2011	1.18	1.09	3.76	3.87	3.32	3.91	3.32	1.69	3.5	3.25	3.99	0.81	33.69
2012	2.36	2.65	3.77	3.84	1.27	3.02	2.66	4.22	2.62	2.3	2.65	1.28	32.64
2013	1.32	1.11	0.88	0.49	0.64	1.67	1.78	2.70	1.22	0.97	1.20	0.95	14.93
2014	1.15	0.05	1.51	0.82	0.07	0	0.44	0.27	0.01	0.02	0.01	0.01	4.36
2015	0.01	0	0	0	0	1.04	1.78	3.12	1.12	1.60	2.07	1.25	11.99
2016	1.4	2.14	2.86	3.35	2.18	1.22	0.04	0.03					13.22

Note: Water Sold Report is always one month behind.

WATER CUTOFFS

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2012		227	231	299	198	270	216	274	219	504	293	408	3139
2013	260	309	321	438	267	362	267	315	236	254	362	291	3682
2014	343	360	433	239	353	185	363	399	288	373	484	307	4127
2015	397	254	252	355	256	273	299	303	266	307		535	3497
2016	414	440	298	297	360	239	345	163	177				2733

**SHOOTING RANGE WELL
WATER RIGHTS PUMPED
ACRE FEET**

(3 Acre Ft. Available Per Year)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2007	0.15	0.05	0.19	0.36	0.13	0.27	0.10	0.43	0.23	0.17	0.13	0.08	2.28
2008	0.16	0.14	0.07	0.12	0.10	0.14	0.26	0.06	0.09	0.07	0.08	0.06	1.34
2009	0.07	0.08	0.10	1.07	0.91	0.02	0.15	0.12	0.18	0.10	0.12	0.08	3.00
2010	0.03	0.03	0.06	0.10	0.10	0.67	0.15	0.13	0.15	0.11	0.09	0.06	1.67
2011	0.04	0.04	0.09	0.22	0.43	0.78	0.67	0.72	0.43	0.35	0.07	0.03	3.88
2012	0.05	0.04	0.08	0.17	0.17	0.31	0.22	0.19	0.09	0.10	0.09	0.03	1.54
2013	0.05	0.03	0.12	0.16	0.18	0.28	0.21	0.32	0.16	0.20	0.08	0.05	1.84
2014	0.07	0.10	0.16	0.10	0.13	0.29	0.34	0.31	0.17	0.18	0.11	0.10	2.06
2015	0.08	0.07	0.12	0.12	0.11	0.12	0.12	0.26	0.21	0.12	0.08	0.09	1.50
2016	0.07	0.08	0.10	0.07	0.10	0.22	0.16	0.09	0.04				0.93

**SUNSET GARDEN WELL
WATER RIGHTS PUMPED
ACRE FEET**

(28.2 Acre Ft. Available Per Year)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2012											10.75	0	10.75
2013	0.00	0.00	0.00	1.51	4.53	4.47	2.98	5.09	1.73	0.51	0.00	0.00	20.82
2014	0.00	0.00	0.00	0.00	0.00	0.00	6.81	2.58	0.53	0.00	0.00	0.00	9.92
2015	0.00	0.00	0.07	2.68	2.84	1.93	1.13	2.72	4.71	1.47	2.17	0.26	19.98
2016	0.13	1.89	3.37	4.30	4.49	4.11	4.66	0.82	0.00				23.77

**WOOD FARM WELLS
WATER RIGHTS PUMPED
ACRE FEET**

(416 Acre Ft. Available Per Year)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2007	Removed	Removed	0.00	0.00	0.00	0.00	0.00	6.96	3.59	2.90	1.64	0.08	15.16
2008	1.23	4.83	1.99	9.94	8.47	5.77	5.74	9.59	5.04	5.52	2.49	0.50	61.10
2009	2.19	0.66	4.03	10.91	16.08	16.77	14.51	11.66	13.44	8.40	3.00	0.14	101.79
2010	0.02	0.07	1.71	6.32	14.64	17.33	5.79	12.66	6.97	8.66	0.63	1.55	76.36
2011	0.08	0.90	11.80	9.78	22.64	22.54	18.60	19.88	37.60	8.30	2.20	0.02	154.34
2012	0.00	4.81	9.11	11.16	11.79	18.76	10.00	11.69	15.24	1.89	0.05	0.64	95.13
2013	0.35	0.61	7.29	12.51	16.04	16.64	10.62	16.57	8.61	4.90	2.34	0.27	96.75
2014	1.36	1.79	6.64	10.62	16.04	22.07	21.01	13.50	3.31	4.42	0.12	0.25	101.13
2015	0.29	1.31	4.58	13.01	37.20	2.17	11.54	20.96	8.74	1.62	0.44	0.55	102.41
2016	0.27	2.67	14.42	13.03	22.09	30.57	33.17	15.94	8.18				140.34

Water Department Summary

Double Eagle Water System

Sep-16

Production Figures:

This Month Previous Month Year to Date

Water:

Pumped from Double Eagle (Ac. Ft.)	23.61	33.35	287.10
Water Exported to Carlsbad Municipal System (Ac. Ft.)	10.68	14.05	96.79
Water delivered to "Paying Livestock Water" Customers (Ac. Ft.)	0.26	0.57	3.71
Water delivered to "Free Livestock Water" Customers (Ac. Ft.)	0.49	0.93	8.69
Water sold to "Governmental Domestic Water" Customers (Ac. Ft.)	0.33	0.33	3.14
Water sold "Commercial Domestic Water" Customers (Ac. Ft.)	0.00	0.00	2.69
Water sold to "Industrial Water" customers (Ac. Ft.)	1.74	2.70	31.49
Water delivered to WIPP (Ac. Ft.)	1.33	2.58	12.88
Water Used by Well Drillers	0	0	0.29
Safe Drinking Water Act Violations	0	0	0

Wells:

Wells in Operation	17	17	
KWH consumed	21,438	30,643	277,791
Total Wells in Service	19	19	
Ogallala Aquifer Level at Hudson 1	125.47	125.65	
Tatum Aquifer Level	119.07	119.1	
Meters in Service	60	60	

Distribution Figures:

Transmission Lines:

Line Extension (feet)	0	0	0
Line Replacement (feet)	0	100	60
Leaks (Main Lines)	5	8	34
Leaks (Service Lines)	0	0	5
Number of Isolating Valves Operated	8	5	26
Number of Isolating Valves Serviced	0	0	2
Number of Pressure Reducing Valves Serviced	2	0	4
Number of Air Relief Valves Serviced	0	0	3
Line Location Services	149	117	1,146

Remarks:

Wells Down - C-3, AMB-1, AMB-3 and CR-16
CR-4 Down - Motor Replacement
C-6 Down - Pump & Motor Replacement

Ron Myers

Digitally signed by Ron Myers
 DN: cn=Ron Myers, o=City of Carlsbad,
 ou,
 email=rmyers@cityofcarlsbadnm.com,
 c=US
 Date: 2016.10.07 13:27:58 -0600

Superintendent

Double Eagle Well Operation Sep-16

10/4/2016

Well	Status	Water Production				Power Consumption			Motor Hours			Well Information		
		Present Read	Previous Read	Water Pumped		Present Read	Previous Read	KWH	Current	Previous	Hours Run	Avg GPM	Static Water Elevation	Pumping Elevation
				Gallons	Acre Ft.									
AMBASSADOR # 1	Neptune/ Trident					75458/56	75420/0	94					off	
AMBASSADOR # 4	Well Inoperable													
AMBASSADOR # 3	Well Inoperable					75,420	75,420	0					off	
CAPROCK # 2	Well Inoperable													
CAPROCK # 3	Well Inoperable													
CAPROCK # 1	Mc Crometer	5,630,774	4,682,978	947,796	2.91	25,377	22,566	2,811	3,094.1	2,606.5	487.60	30		
CAPROCK # 4	McCrometer	4,244,148	4,244,148	0	0.00	24,822	24,307	515	2,113.3	2,113.3	0.00	45		
CAPROCK # 5	Well Inoperable													
CAPROCK # 6	Neptune/ Trident	61,533,900	59,141,700	2,392,200	7.34	178,527	171,755	6,772	5,788.2	5,422.4	365.80	105		
C-5	Well Inoperable													
C-4	Mc Crometer													
CAPROCK # 18	Sensus/ Omni	5,750,594	4,092,400	1,658,194	5.09	45,842	41,400	4,442	9,890.7	9,543.0	347.70	90		
CAPROCK # 10	Mc Crometer	50,115,120	50,114,790	330	0.00	177,722	177,646	76	9,541.9	9,541.8	0.10	90		
C-3	Mc Crometer								4,297.2	4,297.2	0.00	off		
CAPROCK # 20	Sensus/ Omni	7,449,257	7,448,612	645	0.00	188,761	188,655	106	11,067.1	11,067.1	0.00	150		
CAPROCK # 17	Mc Crometer	39,663,787	39,132,596	531,191	1.63	92,394	90,868	1,526	6,798.0	6,677.4	120.60	80		
CAPROCK # 13	Mc Crometer	58,633,600	58,407,600	226,000	0.69	92,140	91,608	532	5,175.3	5,152.7	22.60	140		
CAPROCK # 19	Mc Crometer Mag	13,399,230	12,837,656	561,574	1.72	34568/321	34568/0	321	1,262.4	837.6	424.80	25		
CAPROCK # 16	Mc Crometer											off		
CAPROCK # 15A	Mc Crometer	66,086,790	65,646,350	440,440	1.35	120,249	119,248	1,001	9,312.6	9,266.7	45.90	130		
CAPROCK # 14	Mc Crometer	53,008,480	52,391,230	617,250	1.89	7,741	6,344	1,397	7,520.6	7,450.9	69.70	110		
HUDSON # 1	Mc Crometer Mag	50,829,904	50,706,841	123,063	0.38	77,442	77,191	251	106.7	92.3	14.40	130		
CAPROCK # 21	Mc Crometer	8,265,120	8,139,648	125,472	0.39	79	21	58	1,945.7	1,924.0	21.70	65		
C-1	Mc Crometer	18,495,778	18,495,778	0	0.00	107,319	107,218	101	9,601.2	9,601.2	0.00	110		
C-2	Mc Crometer	61,856,700	61,856,500	200	0.00	4,488	4,409	79	2,276.4	2,276.4	0.00	160		
Frontier # 1	Sensus/ Omni	7,204,271	7,204,271	0	0.00	135,095	135,095	0	13,955.0	13,955.0	0.00	50		
Frontier # 2	Mc Crometer	2,449,419	2,449,419	0	0.00	14,708	14,517	191	1,338.0	1,338.0	0.00	30		
FRONTIER # 3	Mc Crometer	7,869,000	7,801,000	68,000	0.21	170,069	169,440	629	1,442.4	1,413.6	28.80	140		
C-6	Mc Crometer	2,404,026	2,404,026	0	0.00	251,055	250,967	88	11,748.4	11,748.2	0.20	140		
Boosters						194,907	194,497	410	14,762.1	14,744.4	17.70			
2 MG RESERVOIR						16,735	16,697	38						
Totals				7,692,355	23.61			21,438			1967.60			

Meter Reads In Barrells
 Ambassadors #1 & # 3 - Wells Inoperable
 C-3, & Caprock #16 - Wells Inoperable

**DOUBLE EAGLE WATER SYSTEM
WATER RIGHTS PUMPED
ACRE FEET**

7648 Acre Ft. Available Per Year

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1992	116.28	105.80	97.68	99.61	130.79	151.09	159.78	101.99	131.91	85.53	114.48	126.61	1,421.55
1993	127.26	125.49	102.69	115.96	103.63	136.57	140.64	145.47	95.59	115.61	125.89	112.29	1,447.09
1994	124.08	119.20	113.05	145.59	105.80	110.30	94.00	149.20	112.90	111.90	146.80	78.10	1,410.92
1995	90.90	128.40	89.40	89.10	98.80	140.90	125.90	106.80	133.80	161.70	97.50	99.20	1,362.40
1996	111.80	77.60	100.00	151.20	133.20	117.70	205.40	158.80	164.10	136.10	120.70	112.20	1,588.80
1997	132.10	154.30	111.60	155.20	123.50	161.90	170.90	132.77	105.89	111.54	110.91	129.78	1,600.39
1998	130.83	155.18	113.30	131.10	152.43	119.88	130.83	112.66	116.60	121.75	95.89	118.50	1,498.95
1999	78.68	71.70	77.54	114.55	109.99	98.33	160.17	127.84	99.14	97.14	106.14	130.77	1,271.99
2000	113.29	117.02	135.80	108.22	147.45	140.18	132.03	130.61	164.64	123.90	119.08	109.78	1,542.00
2001	146.50	99.75	131.68	126.49	119.52	134.26	156.98	177.92	88.05	121.14	132.68	97.17	1,532.14
2002	110.71	96.18	114.93	131.16	117.33	107.38	108.68	108.99	171.67	130.89	132.41	115.11	1,445.44
2003	122.27	104.02	106.63	131.16	131.94	108.31	137.27	122.89	129.50	122.80	83.40	125.20	1,425.39
2004	94.10	99.14	108.96	88.59	85.29	104.91	80.47	96.62	108.99	99.07	84.00	132.98	1,183.12
2005	81.06	73.83	91.00	90.00	110.71	129.71	103.80	125.81	89.55	91.54	92.55	103.75	1,183.31
2006	99.66	92.01	109.29	75.35	137.85	132.18	86.22	98.53	96.51	96.88	103.45	82.69	1,210.62
2007	73.12	78.65	99.85	73.60	97.46	93.25	114.77	141.58	113.26	111.06	98.79	109.92	1,205.31
2008	108.28	117.41	93.89	110.54	91.87	107.59	103.60	134.80	114.37	126.79	119.45	139.80	1,368.39
2009	115.53	83.87	105.70	112.09	109.80	124.02	128.01	105.62	101.64	134.59	96.48	98.93	1,316.28
2010	98.23	113.03	134.55	139.75	121.56	152.79	139.33	180.08	160.27	158.58	167.75	151.88	1,717.80
2011	171.89	131.01	144.73	160.28	185.57	170.30	157.83	137.34	139.25	135.26	137.58	117.98	1,789.02
2012	112.77	108.16	110.15	110.62	111.76	186.92	141.80	163.02	72.61	134.45	161.72	175.64	1,589.62
2013	164.38	146.44	142.20	145.50	142.80	124.28	97.54	94.88	109.18	103.89	93.63	85.58	1,450.30
2014	85.93	86.42	87.69	97.98	125.16	108.77	144.13	120.58	98.47	114.24	102.38	107.72	1,279.47
2015	89.83	63.29	89.61	87.98	64.58	50.44	70.24	51.81	37.52	33.59	30.08	30.07	699.04
2016	30.64	38.22	36.18	26.75	28.85	34.75	32.22	33.35	23.61				284.57

**DOUBLE EAGLE WATER SYSTEM
WATER SOLD
ACRE FEET**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1997	164.98	142.78	141.45	164.01	136.07	198.32		223.12	182.77	187.52	170.22	197.76	1,909
1998	200.04	159.87	122.00	121.08	125.87	196.82	157.93	150.40	118.47	117.29	121.67	102.30	1,694
1999	106.42	73.98	68.12	86.24	93.07	85.15	95.56	100.62	95.88	74.37	101.29	99.00	1,080
2000	137.51	122.38	127.96	110.84	90.93	110.81	111.90	82.50	89.49	45.71	60.36	45.43	1,136
2001	75.00	65.55	45.53	81.43	74.79	103.72	71.29	139.47	65.07	36.06	50.18	61.96	870
2002	43.84	82.83	80.26	161.21	93.23	113.19	96.36	119.52	105.17	96.72	77.40	111.07	1,181
2003	103.16	118.81	92.16	100.16	106.02	121.98	117.48	118.48	96.98	96.27	117.92	65.14	1,255
2004	77.06	132.54	98.28	113.37	95.77	156.29	95.71	102.28	75.52	133.76	82.88	78.70	1,242
2005	95.53	53.68	62.88	76.56	70.95	68.86	107.91	88.42	76.59	66.83	88.31	60.69	917
2006	68.06	68.09	64.04	74.07	54.60	73.13	70.56	65.77	63.28	71.94	70.15	67.72	811
2007	63.47	71.20	43.33	64.06	81.36	83.03	80.18	72.46	89.35	38.88	49.77	115.89	853
2008	73.31	54.99	170.85	58.17	113.89	87.58	112.17	93.30	54.07	113.46	87.57	0.00	1,019
2009	133.68	134.89	193.91	128.57	124.42	147.29	149.87	144.41	403.39	204.34	216.64	205.47	2,187
2010	166.20	147.23	156.74	206.90	262.81	159.74	235.21	209.27	261.26	289.04	249.98	202.71	2,547
2011	273.88	296.83	197.17	305.62	293.17	356.46	306.39	341.59	373.96	299.28	332.79	115.34	3,492
2012	70.53	108.07	365.95	127.64	147.59	169.53	110.81	151.82	168.33	94.88	158.73	145.76	1,820
2013	304.62	105.90	114.03	89.49	91.59	72.45	66.60	67.58	58.66	52.40	62.94	49.32	1,136
2014	60.02	54.78	73.24	66.94	80.62	76.05	68.73	80.55	75.86	58.67	67.36	63.32	826
2015	59.07	47.81	31.75	28.16	38.17	18.94	17.79	19.48	17.51	11.21	9.04	8.54	307
2016	11.61	8.13	9.02	7.07	5.58	4.20	7.95	6.37	7.11				

Note: Free Stock Included

WASTEWATER TREATMENT PLANT REPORT

SEPTEMBER 2016

<u>Wastewater</u>	<u>This Month</u>	<u>Previous Month</u>	<u>Calendar Year to Date</u>
Total Effluent Discharge to Pecos River (Acre/Ft.)	251.05	238.61	1,996.77
Treated Effluent Delivered to Mun. Golf Course (Acre/Ft.)	29.90	35.94	300.26
Treated Effluent Sold to County (Acre/Ft.)	0.00	0.00	0.00
Treated Effluent Sold to Other Customers (Acre/Ft.)	0.00	0.00	0.00
After Hours Control Panel Alarms	0	1	1
KWH Consumed x 160	155,680	162,560	1,544,640
NPDES Permit Violations	0	0	0
Sodium Hypochloride for Reuse	0	0	0

Septage Disposal Report

Total Number of Loads	143	161	1,303
Rejected Loads	1	0	5
Total Number of Gallons	487,860	449,035	3,832,570
Manifest Books Sold	4	5	39
\$.08 per Gallon	\$39,028.80	\$35,922.80	\$306,605.60
\$30.00 per Manifest Book	\$120.00	\$150.00	\$1,170.00
Total Amount Billed	\$39,148.80	\$36,072.80	\$307,775.60

Biosolids:

Total Compost Produced (Cu. Yds.)	324.00	129.00	1,259.00
Amount of Sludge Sent to Compost Operation (Cu. Yds.)	0.00	252.00	1,415.00

<u>Wastewater Discharge Characteristics:</u>	<u>Previous Month</u>	<u>Permit Limit</u>
Average Biochemical Oxygen Demand (Lbs./Day)	220.18	179.50
Average Total Suspended Solids (Lbs./Day)	136.39	50.82
Average Flow (Million Gallons/Day)	2.58	2.43
E.Coli (30 Day Avg.)	5.02	4.58

Significant Incidents / Remarks:



Digitally signed by Joe Harvey
 DN: cn=Joe Harvey, o=City of Carlsbad,
 ou=WWTP,
 email=jpharvey@cityofcarlsbadnm.com,
 c=US
 Date: 2016.10.06 06:40:12 -0600

Joe P. Harvey, Wastewater Superintendent

SEWER COLLECTIONS REPORT

Sept 2016

This Month
Previous Month
Calendar Year to Date
Average Year to Date

Collection Lines:

Total Mileage of Main Line in System			139	
Line Extension (Ft.)	0	0	0	
Line Replacement (Ft.)	20	50	134	
Repairs on Main Lines	0	1	8	
Main Line Stoppages	9	0	55	
Number of Manholes and Cleanouts	n/a	n/a	0	
Manholes Flushed	0	0	1	
Manholes Repaired	0	0	3	
Customer Service Repairs	1	1	3	
Customer Complaints, All Other	12	6	84	
Carlsbad Line Location Service	193	204	1,769	
Double Eagle Line Location Service	149	117	1,145	
Ft. Sewer Liner Cleaned/Rodded	5,178	2,345	61,889	
Sewer Tap Inspections	0	0	0	
Total No. of Customer Services	10,020	10,063	90,297	9,030
Total No. of New Cust. Services Installed	0	0	0	0

Lift Stations:

Total in Service			19
Number of After-Hour Control Panel Alarms	0	2	4
Number of Repairs	0	3	7
KWH Consumed, Primary Lift Station	62,560	65,760	500,480
KWH Consumed, All Other Lift Stations	11,086	11,520	123,904

Extended 20 ft. of 4 inch sewer line in front of the Collection Shop for the Water Dept. new building. JCH picked up 3 pumps for us: Quail Hollow 2.2 hp, Church St. 10 hp, and Copperstone 5hp. Opened new RV Dump Station. Cascades Lift Station had a new electric meter installed.



Digitally signed by Wes Nichols
DN: cn=Wes Nichols, o=City of Carlsbad,
ou=Waste Water Coll.,
email=wnichols@cityofcarlsbadnm.com, c=US
Date: 2016.10.05 08:01:09 -06'00'

Wesley Nichols, Wastewater Collections Superintendent

**EFFLUENT DISCHARGE TO PECOS RIVER
ACRE / FEET**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1997	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1998	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1999	321.96	281.14	277.87	284.86	325.79	338.14	368.30	364.52	353.57	350.40	329.14	305.76	3,901.45
2000	275.31	248.42	260.88	233.80	316.16	282.37	276.77	278.69	311.94	258.03	349.52	325.73	3,417.62
2001	272.21	204.60	217.67	191.40	142.09	236.98	244.68	224.77	225.64	195.79	254.84	265.78	2,676.45
2002	266.35	232.01	263.62	256.99	225.81	190.74	250.02	214.79	206.30	244.07	207.28	239.84	2,797.82
2003	195.98	143.44	168.79	155.94	169.64	151.16	185.64	183.40	174.65	209.24	209.88	236.34	2,184.10
2004	232.32	213.56	223.88	291.51	274.82	213.81	209.05	186.17	199.53	241.73	280.59	208.26	2,775.23
2005	184.13	164.12	178.11	168.66	206.41	168.17	167.37	181.58	157.77	173.60	147.12	169.92	2,066.96
2006	141.87	127.02	172.99	140.40	140.92	169.70	174.86	188.76	197.39	185.97	178.88	182.23	2,000.99
2007	175.29	153.32	169.55	166.88	207.94	153.26	271.96	303.14	316.00	351.48	364.76	305.84	2,939.42
2008	259.44	239.22	252.53	246.40	228.69	180.08	206.35	210.09	240.35	261.89	258.89	171.21	2,755.14
2009	358.99	231.11	189.22	175.11	196.47	196.37	167.43	158.99	147.30	182.56	165.29	186.18	2,355.02
2010	179.80	164.40	171.85	172.47	136.28	138.37	220.04	174.07	196.08	190.49	192.02	181.35	2,117.22
2011	177.75	161.00	153.44	128.22	131.87	132.52	140.71	144.86	149.98	149.77	158.14	176.47	1,804.73
2012	177.26	133.35	158.96	132.17	197.54	139.17	163.09	149.43	143.97	124.39	140.86	183.20	1,843.39
2013	174.54	155.21	161.36	131.65	121.07	133.60	175.46	164.14	177.28	206.07	240.30	209.81	2,050.49
2014	210.63	150.47	156.04	153.06	160.67	157.52	218.21	280.09	284.34	255.76	244.57	224.53	2,495.89
2015	251.82	212.71	212.94	169.98	208.69	201.13	216.44	237.77	198.80	221.07	202.61	233.28	2,567.24
2016	250.84	215.81	203.86	199.36	220.94	213.33	202.97	238.61	251.05				1,996.77

**EFFLUENT REUSE
ACRE / FEET**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1997	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1998	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1999	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	18.94	15.45	17.52	25.36	40.46	43.55	50.58	38.81	31.31	20.14	7.82	8.08	318.02
2005	6.96	5.99	14.35	35.49	31.91	43.54	45.14	30.45	37.52	25.95	25.12	20.74	323.16
2006	22.68	22.17	23.21	37.40	49.95	99.47	207.81	72.92	23.20	34.28	20.50	17.75	631.34
2007	13.63	13.91	24.14	31.79	27.52	49.34	36.59	38.53	32.68	25.42	12.77	13.64	319.96
2008	15.06	20.54	21.83	41.29	46.49	48.50	35.56	40.95	22.85	38.63	26.92	7.18	365.80
2009	16.77	20.71	26.54	40.51	39.84	41.08	44.08	51.38	49.33	43.70	27.62	11.71	413.27
2010	16.58	8.89	23.08	31.79	62.07	61.63	15.10	49.33	28.02	29.55	21.36	18.51	365.91
2011	14.69	8.13	38.05	54.54	56.44	52.72	55.45	50.42	49.73	44.67	23.78	7.38	456.00
2012	5.82	10.40	24.91	46.25	37.18	50.67	42.51	59.86	50.03	26.67	15.56	8.15	378.01
2013	8.68	7.48	21.68	38.81	58.76	53.68	37.15	36.50	21.42	29.52	12.20	14.36	340.24
2014	19.88	23.44	34.05	32.20	47.27	54.26	67.18	45.85	21.00	32.05	19.69	28.04	424.91
2015	7.33	13.31	21.93	47.89	49.49	75.50	63.51	46.70	44.23	16.48	17.41	12.08	415.86
2016	7.43	17.65	41.85	42.00	37.41	34.82	53.26	35.94	29.90				300.26

**MUNICIPAL SEWER SYSTEM
ACTIVE SERVICES**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1993												
1994												
1995												
1996												
1997												
1998												
1999												
2000		9,208	9,177	9,197	9,203			9,234	9,240	9,228	9,159	9,115
2001	9,108	9,126				9,227	9,178	9,227	9,208	9,210	9,166	9,103
2002	9,111	9,123	9,132	9,156	9,207	9,202	9,202	9,179	9,210	9,162	9,170	9,142
2003	9,114	9,130	9,173	9,172	9,198	9,253	9,251	9,278	9,272	9,236		
2004	9,205	9,203	9,233	9,242		9,276	9,259	9,283	9,255	9,256	9,224	9,182
2005				9,225	9,238	9,305	9,325				9,263	9,238
2006	9,226	9,235	9,240	9,283	9,290	9,313	9,357	9,419	9,306	9,295	9,275	9,274
2007	9,265	9,282	9,298	9,302	9,366	9,400	9,389	9,356	9,343	9,379	9,340	9,343
2008		9,367	9,383	9,383	9,389	9,414	9,420	9,438		9,302	9,258	9,441
2009	9,337	9,453	9,485		9,533	9,579	9,533		9,502	9,518	9,493	9,458
2010	9,469	9,466	9,517	9,486	9,506	9,532	9,524	9,527	9,530			
2011	9,578	9,595	9,536			9,609	9,589	9,613	9,627	9,660	9,629	9,603
2012	9,650	9,626	9,669	9,680	9,694	9,706	9,714	9,710	9,674	9,695		9,672
2013	9,672	9,696	9,754	9,720	9,715	9,759	9,796	9,807	9,804	9,786	9,806	9,765
2014	9,800	9,787	9,830	9,843	9,855	9,891	9,895	9,941	9,945	9,943	9,931	9,943
2015	9,892	9,908	9,911	9,953	9,958	10,007	9,969	10,003	9,968	9,990	9,935	9,975
2016	9,924	10,026	10,054	10,061	10,033	10,062	10,054	10,063	10,020			

CITY OF CARLSBAD

INTER-OFFICE MEMORANDUM

Dale Janway, Mayor

Steve McCutcheon City Administrator

October 20, 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 Golf Course Advisory Board

Charles Cable	Reappoint	4 year term
Jack Litschke	Appoint	4 year term

Thank you.
DJ/cm

**CITY OF CARLSBAD
AGENDA BRIEFING MEMORANDUM**

COUNCIL MEETING DATE: Oct. 25, 2016

DEPARTMENT: Executive Department	BY: Steve McCutcheon, City Administrator	DATE: Oct. 18, 2016
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SUBJECT: Downtown Public Parking Lot Donation

SYNOPSIS, HISTORY and IMPACT (SAFETY AND WELFARE/FINANCIAL/PERSONNEL/INFRASTRUCTURE/ETC.):

BACKGROUND:

Parking has been a serious problem in the downtown area for several years. City Staff has worked with downtown Merchants and MainStreet, Inc. to address this issue.

The Carlsbad Foundation has offered to donate a parking lot located between Canyon and Main Streets; in anticipation of this donation, City Staff requested and received approval of funds for minor improvements which will satisfy the requirements of the Donor.

Even though this location doesn't have easy access to Canyon Street it will relieve Canyon Street Parking by allowing Citizens to use the Parking Lot.

DEPARTMENT RECOMMENDATION:

If it is the pleasure of the Council, approval is recommended.

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/ Steve McCutcheon

Date: 10-21-2016

ATTACHMENTS: Carlsbad Foundation Agreement

AN AGREEMENT FOR THE DONATION OF REAL PROPERTY

This agreement is made this _____ day of _____, 2016, by and between the Carlsbad Community Foundation, Inc., a non-profit corporation, hereinafter "Foundation," and the City of Carlsbad, a municipal corporation, hereinafter "City," collectively the "Parties."

WHEREAS, the Foundation owns certain real property that has been made available by the Foundation for off-street public parking in downtown Carlsbad; and

WHEREAS, the Board of Directors of the Foundation has determined that it is in the best interest of the Foundation to divest itself of such property in a manner that will ensure its continual benefit to the public; and

WHEREAS, the Carlsbad City Council has determined that it is in the interest of the City to acquire such property and ensure its continued availability for off-street public parking in downtown Carlsbad.

Now, therefore, the Parties agree that:

1. The Foundation will donate to the City by Quitclaim Deed the real property more specifically described on Exhibit A, attached hereto and incorporated by reference, with such deed to be provided to the City by the Foundation not later than 10 business days after the effective date of this Agreement;
2. The City will accept the donation of the real property described on Exhibit A subject to the following conditions:
 - a. The City shall operate and maintain the property for the purpose of free public parking for a period of not less than ten (10) years from the effective date of this Agreement;
 - b. The City shall improve the property in accordance with applicable ordinances, laws, rules, specifications, or regulations for improvement and maintenance of public parking lots, with such improvements to include, at a minimum, appropriate surfacing, striping, lighting as deemed necessary by the City, and landscaping if spatial limitations permit; and
 - c. The City shall install an appropriate and permanent sign on the property acknowledging the donation of the property by the Foundation for the purpose of public parking and that the style, size, materials, wording, and location of such sign shall be subject to the prior approval of the Foundation Board.

- d. The City shall comply with the provisions set forth in Paragraph 2b and 2c within one year after the effective date of this Agreement, after which, if the City has failed to comply with such provisions, ownership of the property shall revert to the Foundation if the Foundation Board of Directors determines such reversion is in the interest of the Foundation.
 - e. All costs incidental to the fulfillment of the provisions of this Agreement shall be borne by the City.
3. The effective date of this agreement shall be the later date of the signatures of the Parties.

For the Carlsbad Community Foundation, Inc.:

_____ Date: _____
Jon R. Tully, President

Attest:

Judy Lunardon, Secretary

For the City of Carlsbad:

_____ Date: _____
Dale Janway, Mayor

Attest:

Annette Barrick, City Clerk

Council Committee Reports

Adjourn